**CHRISTIAN SOCIAL SERVICES COMMISION (CSSC)**

**DEPARTMENT OF EDUCATION**

**ZONAL JOINT EXAMINATION GUIDELINES**

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**GUIDELINES FOR ADMINISTERING CSSC-ZONAL JOINT EXAMINATIONS:**

**Foreword.**

The need to introduce CSSC Joint Examination Guideline has come for the need of addressing a clearly observed procedural diversity gap among the CSSC Zones in administering Joint Examinations within respective zones.

These observable differences were mainly attributed by several factors including geographical differences, prior experiences in organizing joint works as well as individual perceptions.

These guidelines, developed in January 2022 are intended to assist CSSC Joint Examination Coordinating Committees across the country to coordinate the whole exercise of Joint Examinations in a similar way.

The guide has been developed taking into account geographical differences across the Country to allow flexibility in some matters and hence user friendliness.

However, some matters are stipulated boldly and need to be adopted without compromise.

It is my sincere hope that, this Guide will bring uniformity among all Joint Examinations Coordinating Committees within the CSSC - Zones for improved examination exercise and hence improved teaching and learning in church Schools.

\_\_\_(Signed)\_\_\_\_\_\_\_\_\_\_

Executive Director

**Acknowledgements:**

This guide has been developed through the cooperative efforts of Education Experts from the CSSC Zones and Trainers from National Examinations Council of Tanzania.

The following groups of education experts have contributed to the development of this guideline

1. Examination Committee from Northern Zone
2. Examination Committee from Southern Zone
3. Examination Committee from Eastern Zone
4. Examination Committee from Lake zone
5. Examination Committee from Western zone
6. Director of Education Services-CSSC
7. Education Technical Advisor-CSSC
8. Zone Manager from Eastern zone
9. Zone Manger from Lake zone
10. Zone Manager from Northern Zone

CSSC HQ would like to thank all stakeholders who made possible the development and publication of this guide.

CSSC HQ

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Dar Es Salaam

**Introduction:**

The CSSC Joint Examinations were established in 2019 as a joint effort to administer Class IV, Class VII, Form II, IV & VI Pre-National Exams as **benchmark tests** to examine whether students have mastered the content in their respective class level prior to National exams.

Also, these Joint examinations were aimed to strengthen ecumenism in CSSC Zones by establishing close ties among various stakeholders through working together and develop closer relationships among the church schools and hence promote Christian unity.

The administered **benchmark test** results have been used as an early indicator of whether students have met the lessons’ goals, allowing teachers to re-teach concepts that the student might be struggling with.

The feedback provided is important to teachers and students, since it gives insight into exactly which concepts were mastered or not mastered. Results are broken down by topics/skills to enable teachers determine the skills mastered/ not mastered by each specific student as well as the whole class, Diocese, Region and Zone in general.

It would have not been easy for individual schools to do such kind of assessment efficiently, but through unity we are able to share the little resources we have for execution of such huge for mutual benefit.

Due to sensitive and delicate nature of this activity and for sustainability, the CSSC HO has come up with this Guide to ensure that respective Zones performs their activities in similar manner.

This Guide is divided into chapters, each of which is then broken down into a sequential procedure of accomplishing the whole task.

Some activities are straight forward but some others might require an intensive planning according to resources availability in the respective zone for improved performance.

**CSSC JOINT EXAMINATIONS STAKEHOLDERS**

1. Hon. Bishops (School owners)
2. Heads of Schools
3. CSSC Zonal Secretariat/ CSSC HQ
4. Diocesan Educational Secretaries (DES)
5. Teachers
6. Students
7. Parents
8. The Coordinating Committee.

**FORMATION OF ZONAL EXAMINATION COORDINATING COMMITTEE**

1. Each committee shall have one representative from each Diocese within a respective Zone.
2. Each committee shall have a Chairperson, a Secretary and a Treasurer elected from among the Examination coordinating Committee members.
3. The Chairperson, Secretary and Treasurer shall form Executive Committee.
4. The Zonal Coordinating Committees shall report directly to the Zonal Manager.
5. The lifespan of Zonal Examination Coordinating committee shall be three (3) years (three examination cycles)
6. Future expectation of CSSC with respect to CSSC-Joint Examinations….. (some of the examination issues to be undertaken at CSSC HQ)
7. REGISTRATION OF CANDIDATES:
   1. Registration of candidates shall be done online immediately after closing of NECTA registrations.
   2. Data (soft copy) for the registered candidates shall be sent to the Zonal Examination Coordinating Committee (ZECC) through CSSC-Electronic data collection system.
   3. Registration periods shall start with effect from 1st to 30th March (Primary level and Secondary Ordinary levels) and Form Six on 1st to 30th November of every year.
8. FEES COLLECTION AND BUDGET:
   1. Examination fees collection shall be done through the CSSC- Joint Examination Bank Account which is managed by Zonal Secretariat.
   2. The deadlines for collecting CSSC-Joint Examination fees without penalty shall be aligned to the registration deadlines as follows:

* Primary Schools Examinations fees: 30th April, of every year.
* Ordinary Level Secondary Schools examination fees: 30th April, of every year.
* Advance Level Secondary school examination fees: 30th September, of every year.
  1. The deadlines for collecting CSSC-Joint Examination fees with 10% penalty shall be aligned to the registration deadlines as follows:
* Primary Schools Examinations fees:30th May, every year.
* Ordinary Level Secondary Schools examination fees: 30th May, every year.
* Advance Level Secondary school examination fees: 30th October, every year.
  1. A comprehensive budget shall be set for each activity to ensure fairness in the whole examination exercise. A minimum cost per students at Primary level shall be 15,000/= and 25,000/= per students for Secondary level
  2. A transparent fund requisition procedure shall be followed in which the Treasurer requests funds as per budget, then the Chairperson/Secretary countersigns the requisition before the Zonal Manager endorses the requestion.
  3. Audits shall be made as per CSSC regulations each year.

1. SETTING OF EXAMINATION QUESTIONS:
   1. All planned activities shall be coordinated by Zonal Examination Secretary (ZES)
   2. Examination Secretary shall prepare a guideline of setting exams items and shall select the specific topic to be covered to each particular level (**Refer to the attached example**)
   3. Instruction shall be provided to what type of question item shall be required, which learning level shall the question item need to cover.
   4. All schools at regular interval shall participate in setting of the examinations’ questions that shall be through items.
   5. Experienced subject teachers in the respective examination classes shall set examinations items and answers in line with the current syllabus.
   6. A typed hard copy of Examination Items with proposed answers shall be channeled to the Zonal Office through the Examination Coordinating Secretary.
   7. Examination item questions and marking schemes will be kept securely at Zonal office pending for moderation.
2. MODERATION OF EXAMS
   1. This exercise intends to use the collected exams’ questions from various schools across the zone to compose examination papers.
   2. A fair sorting procedure shall be established to ensure questions item from District/ Diocese/ schools are considered to avoid biases .
   3. Moderation exercise shall be done by experienced teachers from Middle and Higher Church Education Institution and Teachers’ College within the zone
   4. These expert/competent teachers shall be gathered at one place for one or more days to compose the exams. This exercise shall be preceded by a seminar from an expert responsible for assessment and evaluation from a recognized institution.
   5. At this stage, the Zonal Examination Committee expects to end up with three papers for each of the compulsory subjects and two papers for optional subjects for security and confidentiality purposes.
   6. The Examination Committee shall decide to use the External Moderators to examine the question items to ensure their validity.
   7. The moderated exams with their marking schemes shall be kept securely at strong room of the Zonal office.
   8. The Zonal Manager in consultation with the Zonal Examinations Coordinating Committee (ZECC)shall pick one set of paper from the moderated sets (bank) for printing.
   9. The Examination Committee shall invite the Zone Manager to use a random selection to pick up one set of paper from the moderated sets to that particular year.
3. PRINTING OF THE EXAMINATIONS
   1. The selection of a printing firm shall be done through a tender procedure.
   2. The Examination Committee shall select three printing firm and submit their names to Zonal Planning and Finance Committee for approval.
   3. The basis of choice of the printer shall be trustworthiness of the firm, quality of the print work and experience in printing job.
   4. Planning and Finance Committee shall appoint a printing firm to carry out the whole task of printing and packing of exams, carry out the whole task of Typesetting, Printing and Packing of exams.
   5. Zone Manager shall do proof reading of the paper (1 for each subject) before mass printing takes off.
4. PACKING OF EXAM PAPERS
   1. The exam papers shall be packed securely inside polythene envelopes with a security seal.
   2. Envelopes containing examination papers shall be packed in boxes, school wise ready to be dispatched to the Regional /Diocese offices (Distribution Centre’s) and finally to the respective schools.
   3. After packing the examination, Examination Committee shall make sure that the distribution of the script is done at least two days before each examination date. The Examination Committee shall select distribution centers to fasten the process.
5. EXAMS SESSIONS
   1. The Head of School (HoS) shall receive the examination paper from the distribution centers at least two days before the examination date.
   2. HoS shall propose names of teachers who shall qualify to be supervisor and submit the names to the Examination Committee. The Examination Committee shall appoint the names of supervisor from the list received from the HoS.
   3. The External Supervisor shall report to the HoS of the respective schools one day before the examination date. The Head of School shall handle all documents relating to examination including the examinations to the External Supervisor.
   4. The External Supervisor shall be required to make verification of examinations, examination documents, and examination rooms before the planned date of conducting the examinations.
   5. The HoS shall not be part of invigilator rather they shall appoint internal invigilator/s (ratio: 25:1 for primary level and 40:1 for secondary level) who will work with External Supervisor.
   6. Exams sessions inside examination room shall be conducted in accordance with NECTA regulations.
   7. External Supervisor shall be responsible of supervising the whole process of examination including allocation of internal invigilators into examination rooms.
   8. Cheating and any kind or dishonest cases shall not be tolerated. The Examination Committee shall set serious punishments for any misconduct.
   9. The Examination Committee shall make ad hoc visits to the examination centers to monitor the ongoing exercise.
6. MARKING SESSION
   1. Worked scripts shall be collected from HoS and handed to the Regional /Diocesan Examination Coordinators immediately after being done.
   2. Handling over the worked scripts (envelops) should be done with the aid of a checklist to ensure that all the envelopes containing candidate’s scripts are collected.
   3. Marking centers shall consist of Examination Coordinators and Subject Panelist.
   4. Marking Panels shall consist of Chairperson, Markers, Checkers, Moderators and Data Enterers.
   5. Marking exercise shall be done by experienced teachers (at least 2 years) teaching in CSSC schools. These should preferably be the teacher who teach the class of examinations.
   6. Marking exercise should be conducted centrally within CSSC schools. The center should have a conducive environment to ensure smooth running of the activity.
   7. Marking session will go alongside with data entering and processing.
   8. The HoS shall propose the names of Marker to the Examination Committee. The Committee will appoint the Markers and inform them though official letters.
7. RESULTS AND AWARDS
   1. Results shall be issued to schools online immediately after data processing activity as per schedule of events.
   2. Queries (if any) shall be received by the Examination Committee for corrections in one-weeks’ time (after releasing the results). Thereafter, the schools and students will be ranked.
   3. Examination report and results shall be sent to the CSSC-Zone office immediately for further considerations and awards.