

RULES AND REGULATIONS GOVERNING THE END OF TERM III EXAMINATIONS

SCHOOL YEAR 2022 / 2023

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SECTION I. INTRODUCTION

Referring to the Ministerial Instructions N° 001/2021 of 26/07/2021 Governing the Comprehensive Assessment, Promotion, Dismissal and Transfer of Learners, the End of Term Three Assessment is prepared by NESAs, conducted at District level under the supervision of NESAs and covers the content of term one, two and three. This concerns all grades (except national exam candidate classes) of Primary schools, Lower secondary schools and Upper secondary schools [General Education, Teacher Training Colleges, Associate Nursing Program and Technical and Vocational Education and Training].

The present rules and regulations are intended to guide all stakeholders (from National level to school level) involved in the management and administration of the End of Term III Examinations for 2022/2023 School year.

All stakeholders are required to read these rules and regulations carefully and act accordingly. To ensure effective implementation of the End of Term III Examinations, NESAs have introduced a new system (CAMIS) that will facilitate all schools to access question papers and marking guides for a convenient administration. All the different stakeholders must therefore play their roles as detailed from Section Three to Section Six.

SECTION TWO: TIMETABLE FOR END OF TERM III EXAMINATIONS

The End of Term III Examinations for 2022/2023 school year will be conducted as summarized in the table below. The detailed timetable for end of term III Examinations can be accessed on NESAs website www.nesa.gov.rw

SN	Level	Examination period		Marking period	Collection of school reports
		Starting date	Ending date	Ending date	
1	Primary level	26 June 2023	11 July 2023	12 July 2023	15 July 2023
2	Lower secondary	20 June 2023	6 July 2023	10 July 2023	Not later than 15 July 2023
3	Upper secondary (General Education)	21 June 2023	6 July 2023	10 July 2023	Not later than 15 July 2023
4	Teacher Training Colleges (TTC)	21 June 2023	5 July 2023	10 July 2023	Not later than 15 July 2023
5	Associate Nursing Program (ANP)	19 June 2023	6 July 2023	10 July 2023	Not later than 15 July 2023
6	Technical and Vocational Education & Training (TVET)	23 June 2023	11 July 2023	13 July 2023	Not later than 15 July 2023

SECTION THREE: PAPER DURATION AND MAXIMUM MARKS PER SUBJECT/MODULE

From lower primary to upper secondary, the duration and maximum marks attributed to each examination are different and depends on level and the number of subjects/ modules assessed. The Paper duration and Maximum Marks for each subject/ module are detailed in table below.

Level	Paper duration	Maximum Marks	
Lower primary	1 hour For LEGRA, reading time will depend on the number of learners.	Mathematics & English	40
		Kinyarwanda literacy (LEGRA)	40
		Other subjects	10 x Number of periods/ week
Upper primary	2 hours	Examinable subjects	50
		Other subjects	10 x Number of periods/week
Lower secondary	3 hours	Examinable subjects	100
	2 hours	Other subjects	10 x Number of periods/week
Upper secondary: general education, TTC , TVET and Associate Nursing Program	3 hours	Examinable subjects/modules	100
	2 hours	Other subjects	10 x Number of periods/week

SECTION FOUR: NESA RESPONSIBILITIES

NESA, as the organizing institution is responsible for the setting of the End-of Term III Examinations. NESA has the following responsibilities regarding those examinations:

1. Identify, appoint and train the subject teachers/trainers to set question item bank in compliance with examination standards and Competence Based Curriculum;
2. Set the examination standards for each subject in each grade;
3. Set the examination papers and their marking guides based on the mentioned standards;

4. Upload the examination papers and their marking guides in CAMIS for easy download by head teachers
5. Train headteachers on how to access examination papers and their marking guides from CAMIS
6. Provide technical support at district level for headteachers who may need it.
7. Provide soft copies of the examination papers and their marking guides for head teachers who may have difficulties in downloading them from CAMIS
8. Elaborate and publish a clear roadmap for the End of Term III Examination and monitor its implementation up to school level;
9. Elaborate a timetable for the End of Term III Examination and publish it before the commencement of the examinations. The timetable should include both examination administration and marking periods;
10. Ensure that all schools adhere to the examination guidelines including the timetable;
11. Ensure Monitoring Examinations administration marking and reporting of results;
12. Compile and analyze assessment data from Districts and provide feedback to all stakeholders for action.

SECTION FIVE: RESPONSIBILITIES OF THE DISTRICT OFFICIALS

A. Mayors of District / District Executive Administrators

The Mayors of District / District Executive Administrators are the overall supervisor of the administration of the Third Term Examinations at District level. Specifically, the Mayors of District / District Executive Administrators are responsible for:

1. Establishing a team for planning, printing, distribution, administration and monitoring of the End of Term III Examinations at District level;
2. Availing the budget for printing, distribution, administration and monitoring of the End of Term III Examinations at District level;
3. Ensuring the monitoring of Examination administration including marking and reporting of results are well done;
4. Supervising closely the examinations administration exercise within the District and attend to any arising problems in collaboration with other stakeholders;
5. Ensuring that DDEs, DEOs and SEIs are fully involved in the administration of examinations activities and make sure that no other duties are assigned to them during the examination period.

B. District Director of Education (DDE)

The DDE is required to coordinate the administration of the examinations and ensure that these examinations in the District are done as planned. Specifically, DDE is responsible:

1. Ensure that all headteachers have downloaded examinations from CAMS **three (3) days** before sitting date. Those who cannot download the papers will contact and arrange with DPI to get soft copy.
2. Take appropriate measures and precautions to prevent the foreseeable examination malpractices or irregularities (including possible administrative failures by any stakeholders involved).
3. Ensure that the third term examinations for National examination candidate classes (P6, S3, S6, Y3 and L5) are set and administered at the school level.
4. Produce a comprehensive report on how the administration of third term examinations was conducted and make relevant recommendations where necessary.

C. District based Education Inspector (DPI)

The District based Education Inspector is required to supervise the administration of the examinations and ensure that these examinations are effectively conducted. Specifically, the District based Education Inspector is responsible for:

1. Work hands in hands with the DDE and the CAMIS focal person for the proper management and administration of Term III examinations.
2. Make a close follow-up on the enforcement of the rules and regulations governing End of Term III Examinations in his/her respective district. Secure distribution of soft copies examination papers.
3. Before distributing soft copies, make sure that the headteacher has really a technical problem to use CAMIS. **Soft copy is sent by email and password is sent separately by SMS on headteachers telephone.**
4. Make sure Schools with candidates with special Educational Needs (who need to use braille/large font writings) have soft copies on time for further preparations.
5. Produce a comprehensive report on how the administration of third term examinations was conducted and make relevant recommendations where it is necessary.

SECTION SIX: RESPONSIBILITIES OF THE SECTOR EDUCATION INSPECTOR (SEI)

The SEI is required to coordinate the administration of the examinations and ensure that they are conducted as planned. Specifically, SEI is responsible for:

1. Ensure that each school **has downloaded examinations from CAMS three days before sitting date.**
2. Work closely with the Head teachers to ensure that the third term examination questions for National examination candidate classes (P6, S3, S6, Y3 and L5) are prepared and administered at school level.
3. Supervise the administration of the examinations at sector level.
4. Produce a comprehensive report on the general administration of examination and make relevant recommendations where it is necessary.

SECTION SEVEN: SCHOOL-LEVEL RESPONSIBILITIES

A. Head Teacher

The Head Teacher is responsible for coordinating the administration of examinations at the school level. Specifically, the head teacher's responsibilities include:

1. Coordinating the preparation, setting, and administration of examinations for National examination candidate classes (P6, S3, S6, Y3, and L5).
2. Ensuring that examination copies are downloaded from CAMIS three days before the sitting date and made available to the school. They must also provide means for printing and multiplying examination papers.
3. If headteachers are unable to download examinations from CAMIS, they must immediately contact the DPI assigned to their District and request a soft copy of the examinations three days before the sitting date.
4. Developing a seating plan and assigning invigilators three days before the examinations begin.
5. Strictly adhering to the examination timetable published by NESAC.
6. Producing and submitting a comprehensive report to the SEI on the general administration of examinations, including recommendations if necessary.
7. Ensuring that the examinations are properly marked and that the marks are submitted on time to the school administration and duly recorded into CAMIS
8. Setting the timetable for second sitting exams, if necessary, and coordinating their administration. Second-sitting exams will be prepared by the subject teachers themselves.
9. **Strictly prohibiting the sharing of examination papers electronically, whether through electronic devices, email, or social media.**

10. **Ensuring that the printing of examination papers is done with maximum security and confidentiality. It is strictly forbidden to print or multiply exam papers in cyber cafes or any other areas/shops that provide printing services.**
11. A head teacher without printing facilities may print and/or multiply exam papers from another school that has these facilities, but they must never do so in cyber cafes or any other area that is not a school.

B. Teacher Responsibilities:

1. Teachers are responsible for invigilating examinations with integrity and ensuring that students strictly follow the exam instructions.
2. They must ensure that the examination room is clean and properly arranged according to the seating plan to facilitate the smooth administration of the exams. If necessary, teachers should be prepared to write examination question items on the chalkboard.
3. Teachers must strictly adhere to the instructions and timetable for the examinations, respecting the allocated time for each exam.
4. They should promptly mark assigned exam papers and accurately record all marks for the taught subject in CAMIS.
5. If necessary, teachers should organize second-sitting exams.

C. Students

All students must:

1. Demonstrate a high level of discipline during the examination period.
2. Carry a blue or black pen and a ruler to use while sitting for examinations.
3. Ensure that he/she sits for examination of her/his level or combination as indicated on the timetable.

Done at Kigali on 12/06/2023.

Dr. BAHATI Bernard
Director General