



## LETTER CIRCULAR

**Date:** 26<sup>th</sup> April 2021 **Ref:** DLAP 114/2021  
**To:** All Heads of College Network and Heads of State Primary Schools  
**From:** Carmen Muscat – Education Officer  
**Subject:** State Primary Schools' Annual Examinations 2021 – Timetable and Procedures

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The procedures listed below are to guide Heads of School in the successful management and administration of the Annual Examinations as per attached timetables.

1. Examination papers are to be securely stored once these are received by schools.
2. Copies of the timetable are to be made available to all pupils and others who may need them. If pupils are asked to copy the timetable it should be ensured that this is done correctly.
3. Electronic devices, including mobile phones, are not to be taken into the examination rooms.
4. Class invigilation procedures and the possibility of teachers being assigned the correction of their own pupils' scripts are decided at the school/College level.
5. Alternative Mathematics (Written Paper) at Levels 1, 2 and 3 will be made available for pupils identified by the school and the Mathematics Support Teachers. (Further details may be found in Letter Circular DCM 103/2015.)
6. Alternative English and Maltese papers will be made available for pupils on Checklists 1 and 2 who are currently supported by Complementary Teachers. Pupils on Checklist 3 are to sit for the mainstream examinations. (Please refer to Letter Circular DCM 99/2015).
7. Teachers of Years 4 and 5 are to read to their own class the Mathematics Mental paper. The **English and Maltese Listening Comprehensions** for Years 4 and 5 **will be recorded and uploaded on the P-Drive from where they can be copied and placed on the All-in-One.**

As from this year, students sitting for English Alternative Papers 1 and 2, will be having two recordings: an audio and an audio-visual recording for their listening comprehensions. These will also be uploaded on the P-Drive.

Since the recordings will be encrypted with a password, Heads of School are kindly asked to **nominate a member of the SLT** to whom the password will be communicated to a few days prior the examinations. The name of the nominee and his/her @ilearn.edu.mt email address is to be sent to Ms Carmen Muscat (Education Officer) at [carmen.muscat@ilearn.edu.mt](mailto:carmen.muscat@ilearn.edu.mt) by **21<sup>st</sup> May 2021**. Heads of School are to ensure that the All-in-One devices are in good working condition for these examinations.

Teachers are not to read the examination papers of Maltese, English and Mathematics except when Access Arrangements apply. (Letter Circulars DCM 245/2015 and DCM 79/2015 provide further information.)

8. Access arrangements are to be granted to pupils who have professional reports stipulating this. When the Reader provision is given to pupils, the language Reading Comprehension texts are to be read to the pupils. This should be noted by the school in the results report as: Reading with Assistance.
9. In order to make results more reliable, it is advised that one teacher corrects, for instance, all comprehension exercises of a particular Year, while another teacher corrects the controlled exercises or the composition (or other arrangements on similar lines).



10. Marking schemes provided by the Educational Assessment Unit are to be followed to ensure consistency among the different markers. The Education Officers (Primary) are to be consulted where clarifications regarding the interpretation of marking schemes are required. Marking schemes should be discussed before the marking process to ensure that markers share a common interpretation.
11. **It is being strongly recommended that all examination papers are kept three days in quarantine as advised by the National Health Authorities before marking starts taking place.** Heads of School should see that all marking is handed in **within six working days following the three days of quarantine.** When the marking process is completed, internal moderation meetings may be carried out to guarantee additional consistency. External moderation may be carried out by the Education Officers.
12. Results of the Annual Examinations are recorded in the MySchool portal. Inputting of Alternative Paper marks in Maltese and English are to be entered as raw scores, whilst for Mathematics the raw scores are to be converted into grades (as per Letter Circular DCM 103/2015) and inputted as such.
13. This year, the Science hands-on investigation will not be conducted due to Covid-19 mitigation measures. Students are to be awarded the full marks (100) for this component.
14. For the annual Language Speaking assessments, students should also be given the full marks as these assessments are not being held due to Covid-19 mitigation measures.
15. All breaches of regulations regarding the carrying out of the examinations are to be reported immediately by the invigilator to the school's Senior Management Team.

Schools are reminded that educational literature indicate that pupils who repeat Years tend not to improve their performance. Thus, grade retention should be limited to an absolute minimum.

Heads of School are to note that pupils in Years 1, 2 and 3 should not be subjected to any examinations or tests. Instead, pupils should be continuously and informally assessed by the class teacher through tasks during everyday lessons.

Thank you for your cooperation.

**Sandra Ebejer**  
**Director,**  
**Directorate for Learning and Assessment Programmes**