

**CARIBBEAN EXAMINATIONS COUNCIL
HEADQUARTERS**

**PHYSICAL EDUCATION AND SPORT
PAPER 02**

**GUIDELINES FOR EXTERNAL EXAMINERS AND TEACHERS
ON THE CONDUCT OF THE PRACTICAL EXAMINATION**

Conduct of the Examination

1. Under formal examination conditions an External Examiner appointed by CXC will conduct an on-site assessment of practical skills based on ONE of the Options selected by the candidate. Candidates will be required to perform basic and advanced skills chosen from either Option A, Option B or Option C.

1.1 The teacher, using the same assessment instrument as the external examiner, must assess the candidates simultaneously.

1.2 On completion of this initial assessment, the external examiner will collaborate with the teacher and award a common mark.

In the event that there is no agreement between the total marks awarded by the external examiner and the teacher, the mark to be awarded is the average/mean of both marks (that is, the sum of teacher's mark and the external examiner's divided by 2).

N.B: There must be no collaboration between teacher and external examiner during the initial phase of the assessments. There should be no communication between the teacher and the candidates. However, a pre-activity discussion MUST take place between the teacher and the external examiner during which the following should be discussed:

- (i) The physical arrangements for the various sports
- (ii) The checklists used by candidates to prepare their attire and equipment for the various disciplines
- (iii) The assessment schedule
- (iv) The provisions made for medical emergencies
- (v) The accommodations made for candidates with special needs
- (vi) The supply of water/rehydrants for use by the candidates
- (vii) The use of 'bibs' or other identifiers for team activities

The information should be recorded on the form **FORM PE – 6, Physical Education and Sport Practical Examination (Paper 02) External Examiners Report** and submitted to the Local Registrar by the External Examiner.

2. A list of candidates' names and registration numbers, indicating the sport for which EACH candidate is registered, will be supplied by the teacher.

3. The mark schemes and any other documents for use by External Examiners and teachers will be provided by the Council via the Local Registrar.
4. Fifteen minutes prior to the start of the examination, the External Examiner must present general instructions to ALL candidates. These instructions (FORM PE – 5B) will be included in the External Examiner’s packet.
5. The following elements shall be assessed during the examination which is approximately 45 minutes long. Candidates may be assessed individually or in groups:

ELEMENTS TO BE ASSESSED	
1.	Skills (Individual performance of basic and advanced skills)
2.	Application of skills in a competitive situation
3.	Tactics – application in a competitive situation
4.	Laws/Rules of the game and their application, including officiating
TOTAL TIME FOR STUDENT = 45 MINUTES (does not have to be continuous)	

6. Candidates will be required to conduct any warm-up and stretching activities in preparation for their practical assessment prior to the start of the examination.
N.B: The warm-up period will NOT be included in the examination time.
7. In instances where the number of candidates to be examined is too large, the external examiner may arrange the candidates into manageable groups (the size of the groups will be determined by the nature of the sport). Performance of practical skills by one group will be followed by performance of another group until all registered candidates in attendance have been assessed.
N.B: Quarantine arrangements will NOT be necessary for groups waiting to be assessed.
8. The external examiner, in collaboration with the teacher, shall determine the composition of the groups giving consideration to issues of gender, religion, ethnicity and fairness.
9. Marks awarded must be whole numbers. DO NOT award fractional marks.

Preparing the Examination Centre

10. Under the guidance and supervision of teachers, performance areas, equipment and game situations must be arranged **prior to the date of the examination**. In instances in which the school does not possess the necessary equipment for the Sport Options for which its candidates are registered, the school must make all arrangements for the use of a facility suitable for the conduct of the examination.
11. In the circumstance in which several schools arrange for the use of the same facility, it is expected that the External Examiners will collaborate with respective teachers in finalizing optimal arrangements for the use of the available resources.
12. Each school shall be responsible for informing the Council through the Local Registrar, of the venue (Examination Centre) for the examination. This must be done at the time of registration of candidates.
N.B: Schools shall be responsible for making the necessary booking for external venues.

13. A venue/centre shall be considered unsuitable if it lacks the equipment and facilities required for the Sport Options on which the candidates are to be assessed, or if it is considered to be unsafe. Where alternative arrangements cannot be made within a reasonable time, candidates will be required to register at the next available sitting of the examination.
14. The external examiner must visit the centre(s) to which he/she has been assigned at least one month prior to the date of the examination for the purpose of determining its suitability.
15. Arrangements must be made by the school to ensure an adequate supply of water/rehydrants and access to medical assistance.

Standardization

16. In order to maintain standards across the school-based component, the external examiner and class teacher are required to discuss or compare scores awarded to candidates and agree on a common score for each candidate on the Practical Examination, Paper 02.

Postponement/Cancellation of Examinations

17. Where, for reasons beyond the control of the external examiner, a centre indicated by a school as the venue for the examination is deemed to be unsuitable for the conduct of the examination, the examination shall be postponed. Reasons for postponement/cancellation of the examination may include floods, hurricanes, or any other natural disaster, in which case, CXC's normal regulations will apply.

Submission of Documents to the Local Registrar

18. **The External Examiner** MUST submit the completed **FORM PE – 6, Physical Education and Sport Practical Examination (Paper 02) External Examiners Report** (for use by External Examiner) for EACH centre assessed.
19. **The Teacher** MUST submit:
 - The completed Candidate's Record Sheet for Practical Examination (Paper 02) and School-Based Assessment (Paper 03) (for use by teachers only) for a centre.
 - The portfolio for EACH student in the sample of FIVE.
 - The moderation form, Form PE – 3, with the appropriate details inserted.