

ANNUAL CENTRALIZED EXAMINATION GUIDELINES

(Revised 2017)

Northeast American Diocese Sunday School Association

(Note: These Guidelines can be obtained from the Centralized Examination page of the

Sunday School Website: nesundayschool.org)

1. Curriculum covered on the Annual Centralized Examinations:

Note: The Sunday School Association will be responsible for reviewing, revising, printing and distributing all the curriculum materials for our Sunday Schools. Sunday Schools will be notified of the availability of these materials.

- a. **Textbooks** - The following table gives a breakdown regarding questions generated from the prescribed Textbooks and Workbooks (Please note that there are no workbooks prescribed for Grades 9 through 12):

5th Grade	100% of textbook-workbook questions will be taken from the 5 th grade textbook and workbook
8th Grade	80% of textbook-workbook questions will be taken from the 8 th grade textbook and workbook 20% of textbook-workbook questions will be taken from the 7 th grade textbook and workbook
10th Grade	80% of textbook questions will be taken from the 10 th grade textbook 20% of textbook questions will be taken from the 9 th grade textbook
12th Grade	80% of textbook questions will be taken from the 12 th grade textbook 20% of textbook questions will be taken from the 11 th grade textbook
Note: All textbook chapters from current and previous grades' textbooks, as indicated above, will be weighed equally and questions can be expected from all areas within the prescribed textbooks and related workbooks. In addition, questions relating to our Church and its history may be included.	

b. **8**

8th Grade: For 8th Grade, in addition to questions from the textbooks and workbooks, questions from the following subject area may be added:

- i. History of Malankara Orthodox Syrian Church.
(Recommended Study – Chapter 1 of Handbook for the Malankara Orthodox by His Grace Mathews Mar Barnabas - available on Sunday School website)

c. **Additional Syllabi** (Revised 2014 – available on Sunday School website):

- i. Prayers
- ii. Worship Hymns
- iii. Syriac/Greek Vocabulary & Phrases (Revised 2014)

d. **Exam questions review:** *Students are recommended to review the previous years' Centralized Exam questions to learn the types of questions but that may or may not appear in this year's exam.*

e. *As a reminder, only books published in the 2011 series will be used for the Centralized exams. Any other textbooks published by anyone else will not be used in developing the Centralized Exam questions.*

2. Format of Centralized Examination Booklets

- a. 70% - Short Answer Questions and Vocabulary/Phrase Meanings
- b. 30% - Essay, Short Notes, Prayer(s) and Worship Hymn(s)

3. Registering for Centralized Examination

- a. Principals must register their students online via the Centralized Exam menu item in the Sunday School website. Principals will receive a formal notification from the Centralized Exam Coordinator when the registration period begins. Registration will be open for about one month.
- b. Upon Principals submitting the names of exam candidates online, those names will automatically be emailed to the respective Vicars. If the Vicars don't give any negative feedback in a week, the names will be considered approved. It is important that the e-mail addresses of the Vicars of all participating parishes are on file.
- c. Sunday Schools are prohibited from screening out any of their students from taking the Centralized Exam before or after registration.
- d. Students who want to take the exam outside of their own area must contact their respective Area Coordinators in advance through their Principals to arrange for proper accommodations. The Principals should register them with their other students, specifying where they are going to take the exam (*See # 8b*)
- e. Eligible students, who failed to register and take the 10th Grade Centralized Exam and those who scored below 50% in the exam, may register and complete this examination in the 11th Grade. Also, students who left 12th Grade without taking the 12th Grade Centralized Exam and those who scored below 50% in the exam may register and take the exam at their earliest convenience. All such registrants will fall under the "external candidate" category and will not be eligible for merit recognition.

4. Common Examination Centers are made available for students from nearby parishes to take the exam, in place of an exam center for their own parish. Examples of some common centers in the past, have been:

- 1. St. Thomas Church, Yonkers, NY
- 2. St. Gregorios Church, Cherry Lane, Floral Park, NY
- 3. St. Stephen's Church, Midland Park, NJ
- 4. St. Thomas Church, New Hampshire Ave, Silver Spring, MD
- 5. St. Gregorios Church, Fairland Road, Silver Spring, MD
- 6. St. Thomas Orthodox Church, Mascher St., Philadelphia, PA (12th Grade)
- 7. St. Mary's Cathedral Philadelphia, PA (5th, 8th & 10th Grades & TTC)

5. Proctors for the Examination

- a. At each examination center, a proctor appointed by the Sunday School Association, will have the primary responsibility to conduct the examinations.
- b. Services of qualified members of other denominations may be accepted to proctor examinations in areas where we have a limited number of parishes.
- c. Each Sunday School is required to nominate at least two qualified teachers with all necessary info online to be proctors in other parishes that are designated as exam centers. This is done at the time of registration of exam candidates.

- d. Principal of a parish may not be a proctor of that same parish (There may be exceptions in some cases)*

6. Dates of Examination:

The 12th Grade Examination is to be conducted on the first Sunday of June. The 5th Grade, 8th Grade, 10th Grade Centralized Exams and the TTC Exam are to be conducted on the last Sunday of June. Centralized Exams take precedence over any other church events scheduled for the day. All examinations must be completed per schedule shown here.

7. Administration of the Examination

- a. Packet(s) containing all Centralized Exam booklets must be delivered in person or via Priority Mail to the identified proctors prior to the exam. Advance notification and instructions must have been sent to each proctor prior to delivery of the packets to preserve the integrity of the booklets. The seal on each packet is to remain intact until the officiating priest or the principal at the examination center opens it in the presence of the Proctor, other staff present and the students taking the exam.
- b. All examination centers must administer the centralized exams simultaneously. All exams must start between the hours of 12 PM and 1 PM Eastern Time. This one hour window of time is provided primarily to accommodate those parishes using rental facilities. The allotted time for the exams, from the start time, will be two hours.
- c. Participating students are required to remain in the examination room for a minimum of 60 minutes from the official starting time of the exam.
- d. Along with the Proctor, at a minimum, the Principal and/or a nominee of the parish shall jointly supervise the administration of the exam. However, the overall responsibility for conducting the exam will rest on the Proctor.
- e. No electronic devices of any form are allowed in the examination room/hall.
- f. Students may answer the whole exam or part of it in English, Malayalam or in English script of Malayalam ('Manglish')

8. Results and Recognition

- a. Centralized Exam results may not be curved to reflect relative performance. Merit is given based on actual performance.
- b. As a general rule, the parish that registered the students will be getting the credit by way of any merits and awards for their registered students even if any of those students took the exam in a center outside of their own area (*See # 3d*). However, in those situations where a student got registered in a parish outside of the parish where they had membership by virtue of their parent(s)'

membership, credits in terms of any merits and awards, will go to the parish where his/her membership exists. This rule, however, applies only if the membership was in an Orthodox parish within the Northeast American Diocese. Otherwise, the rule of the credit going to the parish of registration applies.

- c. Effective 2015 Centralized Exam, there will be a Passing Score of 50% for TTC, 10th Grade and 12th Grade exam takers. The TTC candidates and 12th Grade students who score 50% or above will receive Diplomas showing “Successful Completion” and 10th Grade students who score 50% or above will receive Certificates showing “Successful Completion.”

There is no Passing Score set for 5th and 8th Grade Exam takers. And, no Certificates are given for them.

- d. All those who come up in the top five ranks at each grade level (5th, 8th, 10th and 12th), will get special recognition, with the 1st and 2nd rank winners getting plaques and scholarship amounts and the 3rd, 4th and 5th rank winners getting plaques only.
- e. Those who come up in the top two ranks in the TTC Exam will receive special plaques.
- f. *Students with a valid reason may be eligible to retake the centralized examination for grades 5, 8, 10, 12 and TTC after the actual exam dates in June with prior approval from the Centralized Exam Coordinator when requested by the Principal of that student’s Sunday school in advance. Students who are retaking the exams (including TTC) will not be considered for Merit recognition.*

9. Each Sunday School Principal will be able to access the scores obtained by the students of his/her parish where those students were registered, in the Sunday School website, except the TTC candidates.

10. As regards TTC exam takers, their scores and the Diplomas of those who score 50% or higher will be sent directly to the individual registrants and will not be made available to the Principals.

11. **Diplomas & Certificates:** The workmanship of all diplomas and certificates shall be of professional quality, bearing the names of the recipients, the emblem and title approved by the General Body and the Metropolitan and the signatures of the Metropolitan and the Sunday School Director.

12. Teacher’s Training Certification (TTC) Examination:

- a. **The Syllabus** for the TTC Examination is available on the Sunday School website. It will be reviewed periodically and reposted as necessary. The TTC Exam candidates are required to be familiar with the Prayers, Hymns and Vocabulary/Phrases given as part of the curriculum for Grades 5,8,10 and 12.
- b. This exam is scheduled to be conducted along with the Centralized Examination on the last Sunday in June. Sunday School Principals must do online registration of their TTC Examination

candidates during the open period of registration. Those names will be emailed to the respective Vicars. If the Vicars do not give any negative feedback regarding these TTC exam candidates within a week, those registrations will be considered approved.

- c.** The Association reserves the right to postpone this examination due to lack of participation.