



**MAR THOMA DIOCESAN SUNDAY SCHOOLS
DIOCESE OF NORTH AMERICA AND EUROPE
Sunday School Diocesan Council**

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DATE: April 21, 2017
TO: Vicars, Proctors and Superintendents
FROM: Reji Alexander, *Diocesan SS Secretary*
SUBJECT: **2017 DIOCESAN EXAMINATION INSTRUCTIONS**

Exam Format

The Diocesan Exam remains the same as in previous years without change.

Appointment of Proctor

It is the responsibility of the **Regional Sunday School officers to appoint proctors in their respective region. If you have difficulty arranging a proctor, the vicar of the parish shall appoint a Proctor to oversee the examination process.** The Proctor may be an independent person from a sister Mar Thoma church or an independent person from the church who will maintain honor and decorum of the national examination.

Exam Time

The examination will be conducted on **Sunday, May 7, 2017** at the prescribed times as follows:

United States local time for NORTH AMERICA:

Eastern Time	: 12:00 Noon to 1:30PM	Central Time : 11:00AM to 12:30PM
Mountain Time	: 10:00AM to 11:30AM	Pacific Time : 9:00AM to 10:30AM

Exam Conference Call

A conference call will be set up for **registration and serial number questions only.**

Conference Call Number: 712-432-1212
Meeting ID: 969-483-799#

To avoid confusion, **please do not announce yourself when you dial in and wait until your region is called before you ask your question.** With close to 60 Sunday Schools participating in this year's exam, it is important to follow these instructions to assure everyone's concerns are addressed.

Exam Website/Blog

There will be NO exam blog or website this year. No questions will be clarified on the conference all either. Please record all changes into your inconsistency forms and mail it in.

Exam Preparation

- The envelope containing the examination questions shall be opened only by the **Authorized Proctor, 15 minutes before the starting time.**
- The proctor shall be responsible for verifying that the **Registration number & Grade Level** corresponds to the individual taking the examination. **The proctor shall sign each registration form to indicate this verification. Name of the Sunday School or the student's name shall NOT be written on the examination sheets.**
- All errors in the registration should be clearly indicated on a separate note, certified by the proctor and returned with the answer sheets.
- The proctor shall note **absentees** on the registration form in absent column and return the absentee test and registration forms with the answer papers.

During Exam

- Exam time can be a very stressful time. Please reiterate to all the children that all that is expected is that they do their very best.
- **Please let all students know:** For those sections where children have an option of selecting 4 out of the 5 questions (1 out of 2 essays) to answer, **only the first 4 (first essay) will be graded and not the best 4 (or best essay).**
- Any explanations or clarifications on the questions shall be limited to restating the question in different words. **Any other errors may be noted in writing so that it can be addressed during scoring.**
- Students are permitted to write on the back of the answer sheets if necessary. The section and question number must be repeated on this section to ensure traceability.

After Exam

- **The proctor must seal the answer sheets in the supplied envelopes by grade in numerical order (including absentee papers). They should be sealed and signed at the flap.**
- The sealed packet should be handed over to the superintendent/vicar to forward to:

**c/o Mr. George P. Babu
263-16 79th Ave
Floral Park, NY 11004**

- **Superintendent/Vicar:** Please mail the sealed answer sheets, along with the signed registration forms within **2 days of the exam using 3-day delivery service using USPS, UPS or FedEx ONLY.** Please fill this small form <http://bit.ly/SSNAE-17-ex-mail> or send an email to the Diocesan Sunday School Secretary verifying that the package has been sent.

In Christ,

Reji Alexander

Secretary