

MATSEC EXAM CENTRE NOISE MANAGEMENT MEASURES

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GOVERNMENT OF MALTA
MINISTRY FOR EDUCATION AND SPORT
DEPARTMENT OF EXAMINATIONS

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Introduction

The Department of Examinations liaises and collaborates with MATSEC Office to coordinate the administration of the May and September MATSEC Exam sessions.

The Department takes the necessary measures to ensure, so far as is reasonably practicable, excessive noise prevention and/or mitigation within the selected exam centre venues during the whole duration of exam time.

Noise Management Measures

The following measures are adopted by the Department of Examinations to safeguard reasonably practicable noise management in Exam Centres during MATSEC exams:

1. Compilation of venue availability including relevant information related to school-based activities/events through direct communication with the Head of School and/or School Leadership Team.
2. Confirmation of specific classroom/hall use on actual exam days with Head of School and/or School Leadership Team, following final Exam Centre selection by MATSEC.
3. Meeting with Head of School and/or School Leadership Team representatives prior to MATSEC Exam session start, to secure smooth exam progression aligned to noise management procedures such as minimizing noise during change of lessons and break time. (Meeting is held conjointly with DG DES.)
4. Meetings with appointed Exam Centre Supervisors, Assistant Supervisors and Invigilators prior to exam session start, to ensure adherence to established exam noise management procedures.
5. Review of *Noise Management Checklist within Exams Dept. Form 6 (Appendix 1)* compiled by Exam Centre Supervisors, to monitor overall noise management within Exam Centres and review of *Centre Irregularity Forms*

compiled by Exam Centre Supervisors, to check for any occurrence of excessive noise reports.

6. Display of *SILENCE - EXAM IN PROGRESS* signs within relevant Exam Centre main areas and corridors.
7. Provision of Police Officer service within each Exam Centre to maintain order within venue entrance.
8. Provision of specific Access Arrangements to students with hearing impairments and other conditions as stipulated by the Access Disability Support Unit (ADSU) and MATSEC Office.
9. Provision of IT Support Staff to ensure adequate sound checks prior and during specific subject exams including Physical Education, Music and Foreign Languages, making use of the Interactive Board facilities.
10. For examinations involving video and audio, the IT Support Staff conduct a sound check in front of the candidates prior to the start of the exam.
11. Prompt reporting of excessive noise incidents within specific Exam Centres, to MATSEC Office, by the Exam Centre Supervisor.
12. As regards MATSEC exams held at the Gozo Examinations Centre, timely communication about exam dates and time with the Ministry for Gozo (MGOZ), and other relevant authorities.

Conclusion

The Department of Examinations, in collaboration with MATSEC office, is fully committed to further strengthening the noise management procedures within MATSEC Exam Centres, to ensure optimal examination conditions for candidates. This protocol is reviewed annually.

Appendix 1 – Centre Form (Form 6)



CENTRE FORM

Form to be completed for each examination by the Supervisor.

GENERAL INFORMATION

EXAMINATION BOARD: _____ SUBJECT/S: _____

EXAMINATION LEVEL: SEC ☐ IM ☐ AM ☐

DATE: _____ TIME: AM ☐ PM ☐

VENUE: _____

NUMBER OF FORMS ATTACHED WITH THIS SHEET

Form 1 ☐ Form 2 ☐ Form 3 and 4 ☐ Form 5 ☐

If any other material is attached with this form, specify in the comments section

COMMENTS

Please tick each box accordingly:

Correct: ✓ Incorrect: ✗ Not Applicable: N/A

RUNNING OF CENTRE

1. The number of invigilators and EAA staff at the Exam Centre was adequate. ☐
2. A Briefing Meeting was held by the undersigned. ☐
3. All MATSEC materials were reconciliated. ☐

GENERAL

4. Premises permitted full access to wheelchair users and students with diverse needs. ☐
5. An administration office / space was available. ☐
6. Exit points and emergency points were in place. ☐

PTO

7. General health and safety matters were in place. ☐
8. Air-conditioners were set to an acceptable temperature (22°C to 24°C) where applicable. ☐
9. The school was clean and fit to accommodate students for examinations. ☐

CLASSROOM / HALLS / LABS

10. Electric fans were functioning. ☐
11. Lights / switches were functioning. ☐
12. All chairs and table were in place for the examination session. ☐
13. No charts, maps or any other resources related to the exam were visible. ☐
14. Classrooms were clean. ☐
15. Doors and windows could be opened or closed. ☐
16. Computers, and electronic and laboratory equipment were all functionable when needed. ☐

NOISE MANAGEMENT

17. Exam Centre Staff were reminded to refrain from talking or meeting in pairs/groups during the Briefing Meeting. ☐
18. *Silence - Exam in Progress* signs were clearly displayed within the main Exam Centre. ☐
19. The PA system was not used during the whole duration of the exam time. ☐
20. Exam Centre Staff wore appropriate flat footwear preventing squeaking. ☐
21. IT Support staff conducted sound checks and confirmed adequate sound provision with candidates. ☐
22. If necessary, classroom, doors and/or windows were closed to ensure adequate noise management. ☐
23. Corridor Invigilators guided candidates out of the Exam Centre in silence. ☐
24. Adequate provision of Access Arrangements to students with hearing impairment. ☐
25. Promptly informed the Department of Examinations in case/s of excessive noise within Exam Centre. ☐
26. Compiled Centre Irregularity Form to report any instance of excessive noise occurrence. ☐
27. Students with a concession to use ear-plugs during exam time were duly allowed to do so. ☐
28. Liaised with Police Officer stationed at Exam Centre entrance to ensure smooth and silent flow of students exiting Exam Centre earlier than stipulated time. ☐

BATHROOMS

29. Bathrooms were clean. ☐
30. Toilet paper and liquid soap were available. ☐

SUPERVISOR'S NAME

SUPERVISOR'S SIGNATURE



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