

**DIOCESE OF EVO**  
**ANGLICAN COMMUNION**

**EVO DIOCESAN SCHOOLS**  
**ACADEMIC PROGRESSION POLICY**

**PREAMBLE**

The Evo diocesan schools require that policies regarding the admission, academic progression, counselling, examination preparation and conduct of students be formulated and constituted into a comprehensive policy, to ensure the progress of each learner as well as success in achieving the institutional objectives, mission and vision.

The Evo schools take very seriously the successful progression/development of each student into a more mature, literate and God fearing individual who will do well in the society. Hence these rules are set to ensure that we achieve this with excellence. As a very crucial policy, it is expedient that the postulations and consideration stated herein be adhered to by all staff and concerned parties.

**SECTION 1: ADMISSION PROCEDURE AND POLICY:**

The Evo School's admission policy is without prejudice on any ethnic or cultural background. However, as Christian schools, we look to the training of students who share similar belief as we aim to raise Godly, societally useful and moral individuals.

All parties involved in the admission process (the school management, parent/guardian and applicant, whether transfer learner or fresher) will abide strictly by the below mentioned procedures. Failure to do so may amount to a declined admission application.

- 1.1** The Evo schools will offer provisional admission into the classes JSS 1 & 2 and SS 1 Admission into exam classes will not be allowed.
- 1.2** The applicant **MUST** be 10 years or older on or before September in the year of admission into JSS 1.  
Exceptions may be made in the clear case of a brilliant child or prodigy. To ascertain this, the applicant's statement of result from previous schools must be reviewed. It should depict an **EXCELLENT** result. Further-more, an advanced test may be prescribed to the applicant to further prove the authenticity of said result.

- 1.3** Applicant who has been reasonably expelled from another school, who has not met the academic or moral requirements of his/her former school, or who in view of the Evo School's administration has serious academic, moral or behavioural problems will NOT be admitted, especially if he/she does not meet up to the required cut off mark.
- 1.4** The Evo schools will not admit mid-stream, transfer students who do not meet up the requirement of at least 55-60% in their entrance examination.
- 1.5** Application for admission will be **declined** and deemed null and void where a parent/candidate is found to have **knowingly submitted fraudulent** documents or statements in their application for admission.
- 1.6** Application forms should be obtained (bought) from the respective school and completely filled, signed & submitted alongside all indicated educational records and documents.
- 1.7** Provisions should be made for admission forms to be purchased and filled online for those who prefer such for convenience (especially due to their location) with provision to upload all required documents during filling of forms.
- 1.8** The following documents must be provided alongside the submission of application forms by parents/guardians:
- a. Birth certificate of the student
  - b. Two recent Passport photograph
  - c. Statement of health of the student, noting allergies if any
  - d. Latest academic progress report
  - e. Proof of residence such as letter from Government Official (including Justices of the Peace)/ PHCN bill
  - f. Marital state of parent/guardian, e.g. (the decree of divorce agreement, if applicable)
  - g. Any other documents as required by the respective school's management.
- 1.9** Entrance examinations in English language, Mathematics and General Paper will be taken by each applicant. Those who fail English and Mathematics will not be granted admission. The cut of mark for admission consideration is 60 %. Students with the score range of 54-59 may be admitted on trial basis.
- 1.10** Candidates with less than 40% pass marks in Mathematics and English will not be considered for admission, even if they make the 60% cut of mark.
- 1.11** Entrance exams will be properly invigilated and carefully marked as the scores determine the successful admission of each student. On no account will any assigned staff manipulate or falsify results.
- 1.12** Successful candidate may be informed via text message or email. Thereafter, oral interviews will be conducted for successful candidates in the company of their parents. This will signify acceptance of admission.

- 1.13** A letter of provisional admission together with a copy of the student's handbook (code of conduct) should be given to the successful candidate.
- 1.14** All parents and students are to receive, read and sign the Bullying Policy.
- 1.15** All students should be admitted provisionally upon the receipt of the written undertaking of the parent to pay the prescribed tuition fees (a sponsorship letter).
- 1.16** All admitted candidates are to pay their stipulated fees not later than one week before resumption of the term.
- 1.17** All newly admitted candidates should visit their choice school during the holiday to pick up their books, uniforms, etc. before resumption.

#### RESPONSIBILITIES

- A. Parents/guardians are obligated to pay up the fees of their ward to ensure that they remain in class and get the best of what is being offered.
- B. Parents/guardians are obligated to go through the student's code of conduct with their wards and ensure that their wards understand the rules and rights mentioned therein.
- C. The Vice-Principal Administration will be responsible for communicating this information to the relevant parties in a manner in which it is best understood.
- D. Staff assigned to invigilating and marking the entrance exams and monitoring the admission process, are accountable to the school management. They are responsible for ensuring the reliability and validity of the process.

## **SECTION 2: EXAMINATION PREPARATION AND PROCEDURE POLICY:**

Examinations are an important and effective way of assessing the performance and abilities of the students, hence, they will be carried out per term. Internal and external examinations are very necessary and the Evo schools will always rank examinations according to importance. We ultimately give attention to preparation for external exams because it is the very bedrock of admission into higher institutions of learning.

### **2.1 - PURPOSE OF EXAMINATION POLICY:**

- To ensure the planning and management of exams and controlled assessments is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.
- To ensure that controlled assessments are organised, conducted and assessed by staff who have the appropriate knowledge, understanding and skill.

It is the responsibility of everyone involved in the school's exams procedure to read, understand and implement this policy.

In cognisance of this, the following considerations have been proposed and recommended for academic progression and examination preparation, especially for the exit classes (JSS 3 & SS3)

1. JSS 1-2 & SSS 1-2 examinations will be prepared with junior and senior WAEC/NECO standards respectively. This is to prepare/familiarize the students with the pattern of reading and writing exams in the exit classes.
2. Students will be repeatedly intimated with WAEC examination ethics, tips as well as the expectations of the examiner for each subject and advised to follow them in preparation and for success in their exams. Teachers are entrusted with the responsibility of teaching the students how external exams should be written, what is expected, and how it is marked, so as to ease their entrance, readiness and success in the exit classes. Therefore, all subject teachers must be registered WASSCE examiners or invigilators.
3. Revision for examinations will be taken more seriously by subject teachers. Teachers should prepare more adequately and ATTEND revision classes during the designated week. On no account will the revision week be misused or ignored. Teachers found guilty of this will be queried.
4. Students will be continuously grouped into small reading groups (battalions) of 4-5 members every new session. This will grant every learner the graces of a reading partner, friend and checkmate. They will have meetings and be accountable to each other, whilst the head of the group will be accountable to the form teacher.

5. Curricular teaching in the exit classes **will** end at least three weeks to the commencement of external examinations. This should give the students adequate time for revision, self-preparation/organisation, reading, resting. They will however be monitored and kept in check by teachers and members of their reading battalion.
6. JSS3 students will be placed on introductory lessons in both science and art subjects, 3 weeks after the commencement of their break after external exams. This is to lay their foundation in both science and art subjects, prepare them for senior secondary school and test them. These tests will be referred to alongside SS1 exam results in deciding which subjects to offer.
7. We will operate with a digitalised lesson notes system. Teacher's notes will be prepared and typed during the holidays, presented to the H.O.D for inspection and then sent to each classes formal group chat before resumption. This will afford both teacher and student more time to focus on the lesson itself, reading and solving assignments rather than bulky note copying.

Students in JSS2-SS3 are to be provided with a PC (mini laptop or palmtop) as their lesson notes and assignments will be forwarded into the PC for reading, whilst explanations, practicals and interaction will be done in class. Normal note copying will continue in JSS1 in a bid to strengthen the learner's writing skills.

8. The junior secondary school promotional exam cut-off mark (total average) will be 60%, whilst the senior secondary school promotional exam cut-off mark (total average) will be 55%. In both cases, a 50% pass in Mathematics and English Language must be obtained. There will be no promotion by trial or weak pass. Failure to pass means repetition of class. The students are to be constantly reminded of this by the teachers and parents, so as to encourage seriousness.
9. Form teachers with reference to students' results and records are expected to select and present a list of students who certainly can successfully write the external examinations to the V.P Academics. These selected students should be able to credit all subjects offered, including Mathematics and English at the very least, based on their general examinations/ results in SS2 and 1<sup>st</sup> mock. ONLY the selected will be registered by the school for external exams. This is to ensure satisfactory results. The list will be reviewed once more after a trial exam during the summer break.
10. In light of the afore mentioned, the school fees brochure for SS3 should be reviewed to ensure that only parents whose wards will be registered for the external examinations pay the exam fees. This will keep the school from having to refund parents.

11. The school management, advised by the form teachers and guidance counsellor reserve the right to decide which class/subject each SS1 student will subscribe to. This choice will be influenced by the manner of result (SS1 1<sup>st</sup> & 2<sup>nd</sup> term exam records) the student has.

- The choice of subjects will be *at the end of the 2<sup>nd</sup> term of SS1*.
- Students clearly weak in science subjects will be placed in arts or commercial class and vice versa, having noted theirs or parents influence/ambition. This decision is lawful as the students are minors, easily influenced by peers and therefore unable to choose properly.
- The school will give precedence to the parent's or students will in the case of a student with balanced abilities/inclinations in both science and art classes. Such a student may be given leave of choice based on clear results.

## 2.2 - EXAMINATION RESPONSIBILITIES:

### **The Vice Principal Academics:**

- Has the overall responsibility for the school as an examination centre.
- Is to oversee the entire examination procedure.
- Is responsible to the principal & awarding bodies for making sure all examinations/assessments are conducted according to the instructions and the specifications of the subject teacher or awarding body.
- Is responsible for reporting all suspicious or actual incidents of malpractice to the principal and the Evo schools board.
- Oversees the start and finish of all internal and external exams situated in the schools.

### **Exams officer:**

- Will be chosen to assist the Principal & V.P Academics in matters regarding examinations whether internal or external.
- Handle matters pertaining to the resources & registration of the students eligible for external exams such as WAEC, NECO and others.
- Liaison with these awarding bodies where/when necessary.
- Attend seminars/conferences concerning external examinations, so as to remain updated.

### **The timetable committee:**

Will comprise of subject teachers from each department in the school.

- Is to thoughtfully prepare an all-inclusive examination timetable for each class. Both junior and senior secondary, for every internal examination.
- Assign invigilators to each class on each day of examination.

- Assign a coordinator per exam day to supervise the invigilators and ensure a successful examination process.
- Identifies and manages exam timetable clashes and other complaints
- Responsible for timetable circulation.

#### **The Head of Departments:**

- Ensure that the syllabus is accurately and punctually completed and represented in the examination questions.
- Will receive each subject's examination questions from the subject teacher
- Vet the questions and correct where necessary.
- Submit the reviewed questions to the V.P Academics for printing and duplication.

#### **The coordinator:**

- The exam coordinator for each day is expected to obtain the question and answer booklets from the V.P Academics and distribute them to the invigilators.
- Outlays a seating plan where necessary and provides the invigilators with all necessary information for each exam.
- Follows up any report of malpractice during exams and reports these to the V.P Academics.
- Monitors and supervises the examination and invigilators.

#### **The invigilators:**

Invigilators have a key role in upholding the integrity of the internal/external examination assessment process. The role of the invigilator is to ensure that the examination is conducted according to the following instructions:

- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination before, during and after the examination.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.

#### *Invigilators must:*

- Maintain an air of quiet authority
- Give all their attention to conducting the examination properly
- Be able to observe each candidate in the examination room at all times
- Inform the coordinator if they are suspicious of the security of the examination or any malpractice ventured.
- Execute a seating plan or arrangement that reduces the possibility of examination malpractice.

### 2.3 - INQUIRY AFTER EXAMINATION:

All inquiries made after examinations will be addressed to Vice Principal academics, through the exams officer. Students who wish for their mock examinations to be re-marked report to the V.P, stating their justifiable reasons for the inquiry. If the vice principal academics deems that a re-mark is in order, the subject teacher will be contacted and asked to carefully do so. He or she will then re-enter the scores, and submit the script for review by the V.P.



### **SECTION 3: CAREER GUIDANCE & COUNSELLING FOR STUDENTS**

Career counselling is a process that focuses on helping one understand one's own self, as well as work trends, so that one can take an informed decision about career and education. Students need career guidance to explore and plan for future career endeavours based on their individual interests, skills and values. Participation in career guidance enhances linkage of academic and career experiences and thus, improves life planning and career preparation/ management.

The Evo schools has deemed this necessary and will hence dedicate staff and time to the proper execution of career guidance and counselling for its students, especially those in SS1 as they would be expected to choose the department they would like to submit to i.e. science, arts or commercial.

The following considerations have been made and will be followed in the Evo schools:

- 3.1** The timetable committee will create a counselling period, once a week for each class. This will enable students who are invited by the counsellor or referred or willing to meet with the counsellor.
- 3.2** Once every term, the guidance counsellors will be given 90 minutes at least to speak and sensitize the entire school community on the benefits and importance of counselling. This is in a bid to show the staff their roles and encourage the students to participate in the process.
- 3.3** Students in SS1 will be given decision forms to help them narrow down the subject combinations they like and have interests in. this will help them decide. They are to fill this carefully with the aid and guide of their parents. The school's guidance counsellor is expected to have thorough understanding of the subject and be down-to-earth enough to reach down and listen to the students, as to understand students thinking and help discover potentials.
- 3.4** The guidance counsellors are expected to find out what the student enjoys doing, and which subjects ignites a passion within them. It is also necessary to take into consideration the subjects which they might dislike or consider tricky.
- 3.5** The guidance counsellors should gather accurate information on what subject combinations are necessary for which career path or discipline such as law, medicine, accounting, engineering and so on. This will help in knowing the right subjects to register in SSCE & JAMB.
- 3.6** Students should be encouraged to go home and browse the web for career choices, industries and courses they might like to study/ work in, in higher institutions. There are a wide range of disciplines available in the universities that these students wish to attend. They should measure these options by how much interest each one stirs in them.

**3.7** The students will report their research to the counsellor who will help them decide on which is best and most intriguing. After discovering the field that suits the student best, the student is advised to find pacesetters in that field and study/ follow them. This will help in keeping them right on track.

#### **RESPONSIBILITIES**

- A. Moulding and inspiring career paths is a very important responsibility of the school and the parent
- B. The counsellor and school management must draw the attention of the parent to this subject, not necessarily to decide for the child, but to advice, guide and support the child's decision.

#### **AMENDMENT:**

This policy is subject to amendment by the Evo Schools Education Board in order to ensure its effectiveness in accomplishing the schools mission, vision and policy goals.

**Signed:**

**Chairman, Evo Education Board -**

**Name:.....**

**Signature:.....**

**Date:.....**

**Secretary, Evo Education Board -**

**Name:.....**

**Signature:.....**

**Date:.....**

**Performance Improvement Coordinator,  
Evo Education Board -**

**Name:.....**

**Signature:.....**

**Date: .....**