

GUYANA

MINISTRY OF EDUCATION

CIRCULAR No: 4/2009

Ref No: 30/0

**FROM:** Chief Education Officer

**TO:** Deputy Chief Education Officers  
Assistant Chief Education Officers  
Principal Education Officer  
Regional Education Officers  
Senior Education Officers  
District Education Officers  
Coordinator, School Board Secretariat  
Headteachers of Nursery, Primary, Secondary Schools  
Heads of Practical Instructional Centres

**DATE:** June 16, 2009

**SUBJECT:** **End-of-Term and Annual Assessments  
And Student Report Booklets**

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The Ministry of Education is concerned about the conduct of End-of-Term and Annual Assessment and the failure of schools to issue Student Report Booklets in a timely manner.

With immediate effect, the following instructions must be adhered to for the conduct of all internal assessments. The administrative/senior staff must ensure that:

- Tables-of-Specifications and test items are checked by the supervising teacher.
- End-of-Term Assessment begins on Wednesday in the penultimate week before the closure of schools.
- Annual Assessments are conducted at least three Wednesdays before the closure of schools.
- A plan of Action is formulated to have all students gainfully occupied after the administration of the assessments, whilst assessment scores are reviewed, recorded and analyzed, and Annual Schedules and Student Report Booklets are prepared.

Headteachers and teachers who fail to comply with the above instructions would be deemed insubordinate and neglectful and would be placed before the disciplinary Committee of the Teaching Service Commission.

Kindly bring this circular to the attention of all teachers who must affix their signature as having read and understood same. Headteachers must also discuss the contents of this circular at Parents-Teacher Association meetings.

.....*Geneveive Whyte-Nedd*.....  
**Geneveive Whyte-Nedd**  
Chief Education Officer (ag)

**For Information**  
**Minister of Education**  
**Minister within the Minister of education**