



MINISTRY OF
EDUCATION & YOUTH



Guidelines to Sitting the Primary Exit Profile (PEP)

Prepared by
Examination and Assessment Administration Services Branch

September 2024

Items for discussion

- Purpose of the Primary Exit Profile
- Registration and Verification Processes
- Age Eligibility Criteria
- Registration Issues
- Rules governing Repeating of Students
- Important Points to Note

Purpose of the Primary Exit Profile

- Provides multiple assessment opportunities for students to demonstrate their knowledge and skills based on the standards outlined in the National Standards Curriculum, with emphasis on higher-order thinking skills
- Provides an account of students' performance, annually, by generating an academic profile for each student, beginning at grade 4 and culminating at grade 6
- Consists of a series of evaluations, of various types, that allows for the tracking of students' progress over a 3-year period (grades 4, 5 and 6)
- Determines the academic pathway for students as they transition to their secondary education

Registration

The Registration Period for each grade level of the PEP Examinations is scheduled in the first term of each academic year, as follows:

Grade 6 PEP - September 16, 2024 to October 4, 2024

Grade 5 PEP - October 14, 2024 to November 1, 2024

Grade 4 PEP - November 11, 2024 to December 9, 2024

Registration continues to be **online**. For issues related to login, send an email to sauregistration@moey.gov.jm

Registration

1. All students enrolled in the grade level should be registered for the examination.
2. This includes students who are considered to be [special needs students](#). Psycho-educational evaluation reports should be uploaded for these students so they can be evaluated and appropriate action taken.
3. Some considerations that can be made for students with special needs that can be taken include:
 - Granting of special accommodation during the examination
 - Placement of student in a special needs school
 - Exemption of student from the national examination
4. In the absence of the registration and documentation, the MoEY is unable to give these considerations to students with special needs

Verification of Registration

The Verification Period for each grade level of the PEP Examinations is scheduled in second term of each academic year, as follows:

Grade 6 PEP - December 2024

Grade 5 PEP - January 2025

Grade 4 PEP - February 2025

The verification process is done in **hard copy** and requires the signature of the Principal and Parent/ Guardian for Grade 6 students.

Signing the verification form denotes that the principal has reviewed the information on the form and has verified that the information is correct and in accordance with what the parent/ guardian had submitted.

PRIMARY EXIT PROFILE (PEP6) 2025

SCHOOL NAME: Edge Comb Primary and Infant PARISH: KingstonLAST NAME: GroundFIRST NAME: AmeliaMIDDLE NAME: Hannah

Gender	Date of Birth	Birth Reg. No	PATH
F	20/03/2012	AA 401	
Special Needs	SRN	Exam Reg. No	

ADDRESS: 15 Blue Waters, Edge CombMOTHER'S NAME: Milly Black-GroundMOTHER'S CONTACT: 876 339 4011FATHER'S NAME: Beres GroundFATHER'S CONTACT: 541 0215

GUARDIAN:

GUARDIAN'S CONTACT:

EMAIL ADDRESS: _____

SCHOOL CHOICES

- FIRST CHOICE: Camperdown High 4
 SECOND CHOICE: Immaculate Conception 2
 THIRD CHOICE: Excelsior High 5
 FOURTH CHOICE: Wolmers for Girls 1
 FIFTH CHOICE: Ardenne High 3

CLUSTER CHOICES

SIXTH CHOICE: ~~St. Andrew Technical~~ St. Hughes High MBG

SEVENTH CHOICE: _____

PLEASE MAKE ANY NOTES REGARDING CORRECTIONS OR SPECIAL INSTRUCTIONS

I, the undersigned, have verified that the information above is deemed correct

SIGNATURE OF PARENT / GUARDIAN

M.B.G.

SIGNATURE OF PRINCIPAL

[Signature]

How to Treat with students who are enrolled in your school after the Registration/Verification Period

The examination materials have to be produced in a strict period of time to enable packaging for dispatch and collection in time for the administration of the examination

If a grade 4, 5 or 6 student is enrolled in a school **after** the verification period has closed, see steps below to be followed:

1. Send an email to sauregistration@moey.gov.jm to inform us of the new student
2. Complete the registration form for the student and email it back to sauregistration@moey.gov.jm along with a copy of the student's birth certificate
3. The student should be given blank booklets and/ or answer sheets to complete the examination
4. The student's name should be added to the Presiding Examiner's List
5. A note should be made in the Presiding Examiner's Report and the Principal's Report that the student is a late registrant (full name and date of birth)

Age Eligibility Criteria

Schools should be guided by the Education Regulations, 1980 which stipulates:

- The minimum age at which a student should be enrolled in Grade 1
(6 years old)
- The minimum age at which a student can be enrolled at the Secondary Level
(11 years old)

Section 24 (2): “For the purposes of this regulation a student shall be regarded as having attained the requisite age in any year if he will attain that age on or before the 31st December in that year”.

Age Eligibility Criteria

*Section 35 (1): The secondary schools entrance examination shall be a basis for admission to high or comprehensive public educational institutions and shall be a competitive examination open to all students who are not less than **ten years** and eight months nor more than **thirteen years** of age on the first day of September of the school year.*

- For registration purposes for the PEP Examinations, we use the **Year of Birth** of the student and not the age itself.
- This eliminates the issue of misunderstandings related to the particular age of students that can be in a grade.
- This also allows for ease in the processing of student information.

Age Eligibility Criteria

Examination	Years of Birth
PEP6 2025	2012, 2013, 2014
PEP5 2025	2013, 2014, 2015
PEP4 2025	2014, 2015, 2016

Age Eligibility Criteria: Grade 6

DATE OF BIRTH ELIGIBILITY FOR PRIMARY EXIT PROFILE – Grade 6

Year of Birth	GRADE 6 Administration Year							
	2023	2024	2025	2026	2027	2028	2029	2030
2010	✓							
2011	✓	✓						
2012	✓	✓	✓					
2013		✓	✓	✓				
2014			✓	✓	✓			
2015				✓	✓	✓		
2016					✓	✓	✓	
2017						✓	✓	✓

Age Eligibility Criteria: Grade 5

DATE OF BIRTH ELIGIBILITY FOR PRIMARY EXIT PROFILE– Grade 5

Year of Birth	GRADE 5 Administration Year							
	2023	2024	2025	2026	2027	2028	2029	2030
2011	✓							
2012	✓	✓						
2013	✓	✓	✓					
2014		✓	✓	✓				
2015			✓	✓	✓			
2016				✓	✓	✓		
2017					✓	✓	✓	

Age Eligibility Criteria: Grade 4

DATE OF BIRTH ELIGIBILITY FOR PRIMARY EXIT PROFILE– Grade 4

Year of Birth	GRADE 4 Administration Year							
	2023	2024	2025	2026	2027	2028	2029	2030
2012	✓							
2013	✓	✓						
2014	✓	✓	✓					
2015		✓	✓	✓				
2016			✓	✓	✓			
2017				✓	✓	✓		

Registration Issues (Students to be removed from the List)

The following students should be removed from the Registration List:

- not known
- have migrated
- have not attended school for at least 1 consecutive month without reason or notification of withdrawal (*this is in accordance with the Education Regulations*)

Registration Issues (New Admissions)

New Admissions are those students who were not enrolled in your school at Grade 1.

For new admission of students into Grades 4, 5 or 6, in addition to the biographical details and other information, the following information has to be provided by the Parent/Guardian:

- Birth Certificate (date of birth of the student)
- The name of the school the student last attended
- The grade that the student was previously enrolled in
- The report of the PEP Results received to date

****(If the parent does not have a copy of the report, this can be requested by the school by sending an email to sauregistration@moey.gov.jm)*

Registration Issues (New Admissions)

Once the above information has been received, then a decision can be made as to what grade the student should be placed in (Grades 4, 5 or 6)

In deciding the grade to place the student, the following factors need to be considered:

- Age of the student
- Academic Performance of the student at the previous school
- For students coming from overseas, the grade level of the student's previous school may not necessarily align with the grade levels in Jamaica.
- The curriculum in overseas school is different from the National Standards Curriculum and the PEP is designed to assess students' achievement of the NSC

A careful decision has to be made regarding what grade to place the student in based on these factors.

Registration Issues (Students with missing components)

For students with missing components from their Profile:

For example:

a Grade 5 student who did not sit the Grade 4 PEP previously

a Grade 6 student who did not sit the Grade 5 PEP previously

a Grade 6 student who did not sit the Grade 4 and 5 PEP previously

The following are valid reasons for consideration:

- Student was overseas prior to the start of their profile and has migrated to Jamaica
- Student has a medical condition/ prolonged illness and was absent as a result this condition
- Student experienced a traumatic experience leading up to or on the day of the examination and so was absent

Registration Issues:

(Students who missed an examination from the Profile)

Reason for Absence	Documentary Evidence	Timeline for submission
Entering Jamaican Education System for the first time due to being overseas	Cover Letter, Copy of Passport and Landing Page	During Registration/ Verification Period
Started the Grade 4 Profile, went overseas, then returned to Jamaica	Cover Letter, Copy of Passport and Landing Page *The MoEY reserves the right to review if the reason for absence is valid and whether or not considerations will be made	During Registration/ Verification Period

Registration Issues:

(Students who missed an examination from the Profile)

Reason for Absence	Documentary Evidence	Timeline for submission
Hospitalization	Cover Letter and Medical Certificate	Immediately or up to 2 weeks after incident
Ill health and medically unfit to sit the examination	Cover Letter and Medical Certificate	Immediately or up to 2 weeks after incident
Traumatic experience very close to the administration or on the day of the administration	Letter/ Email from the School addressed to the DCEO	Immediately or up to 2 weeks after incident

Important Points to Note:

(Students who missed an examination from the Profile)

For students who miss an examination from the profile, this has implications for their placement, as the scores from Grade 4, Grade 5 and Grade 6 are used to generate a student's **Total Placement Score**

The following are considered valid reasons for absence:

- Overseas during the school year and administration of the examination
- Hospitalization
- Ill health and medically unfit to sit the examination
- Traumatic experience very close to the administration or on the day of the administration

The EAASB cannot make any considerations for the cases above without adequate evidence supporting the reason for absence. **A comment or letter is not sufficient. Documentary evidence of the absence is required.**

Important Points to Note

(Students who missed an examination from the Profile)

- For students that have a valid reason for absence and the relevant documentation was submitted, the documents are submitted to a Committee for review
- Once approved, a statistical model will be utilized to generate these students' **Total Placement Score** at Grade 6 so that the missing scores do not negatively affect them.
- These students' Grade 6 Report will have "Absent" for the examinations that the students have missed
- However, a footnote at the bottom of that student's report will state "**Excused Absence.....**"

***In the absence of the relevant documents, EAASB is unable to give any considerations to the student missing the component

Important Points to Note:

- Every student enrolled in grade 4, grade 5 or grade 6 **MUST** be duly registered to sit the relevant grade level PEP exam at the end of the year
- Students are **NOT** allowed to sit two grade level exams in the same year

Rules Governing Students Repeating a Grade

- Students are **NOT** allowed to repeat grade 6. Once a student is enrolled in grade 6 he/she must sit the PEP6 suite of examinations
- Decisions to have students repeat grade 4 or grade 5 must be made **BEFORE** the registration of each Grade Level examination so that students are registered to sit the appropriate grade level exam
- Before the decision is taken to repeat the grade, the student must meet the age eligibility criteria for the grade
- No more than 10% of students in a grade level cohort will be allowed to repeat grade 4 or grade 5

Rules Governing Students Repeating a Grade

- Students who are allowed to repeat grade 4 or grade 5 **MUST** sit that grade level exam at the end of the year even if they sat it the year before
- The scores for the most recent measure of the student's performance at grade 4 or grade 5 will be used towards placement at grade 6
- Students who repeat grade 4 or grade 5 or have missing components are **not** eligible to receive a scholarship at grade 6

Important Points to Note (Special Accommodation Requests)

- Special Accommodations are granted for the examinations based on the documentary evidence submitted.
- The following is a list of some of the special accommodations granted during the PEP Examinations:
 - Extra time
 - Prompter
 - Reader
 - Writer/Scribe
 - Breaks throughout the administration of the tests
 - Linguistic Aides (for students whose first language is not English Language)
 - Large print
 - Adaptation of the Test to Braille
 - Preferential seating

Important Points to Note (Special Accommodation Requests)

Special Accommodation Requests, along with supporting documents (psycho-educational assessment report, medical reports, requests for linguistic aides, requests for large print or braille etc.) need to be submitted **no later than 6 weeks** prior to the administration of the examination.

Processing of the requests require sufficient time to submit to the Special Education Unit, comprehensive review of reports, and training and recruitment of personnel to facilitate the accommodations granted.

Important Points to Note (Late Registration/ Turn Ups)

“Turn Ups” are those students who were not registered to sit an examination in a particular centre but they “turned up” on the day of the examination.

In most cases, Team EAASB gets the Presiding Examiner’s List which looks like this:

Subject(s)						
NUM	MATH	Last Name	First Name	M.	ID	Gender
[P] ✓	[P] ✓	TATE	AJANI	O	24449992	M
[P] ✓	[P] ✓	THOMAS	KEVIN	K	24449993	M
[P] ✓	[P] ✓	THOMPSON	JEObI	J	24449995	M
[P] ✓	[P] ✓	THOMPSON	KATINA	R	24449994	F
[P] ✓	[P] ✓	TULLOCH	NIAJA	A	24449996	M
[A] A	[A] A	WALKER	MILA	S	24419599	F
[P] ✓	[P] ✓	WALLACE	SHANTAY	S	24456952	F
[P] ✓	[P] ✓	WATSON	SHANTONY	N	24457089	M
[P] ✓	[P] ✓	WELCH	RAMIRES	R	24450000	M
[P] ✓	[P] ✓	WHYTE	IANNA-KAY	I	24450001	F
[P] ✓	[P] ✓	WILES	DAMISI	K	24450002	F
[P] ✓	[P] ✓	WILLIAMS	CHANTAE	T	24450004	F
[P] ✓	[P] ✓	WILSON	MARTIN		24450006	M
[P] ✓	[P] ✓	WILSON	RICHARD	A	24450005	M
[P] ✓	[P] ✓	WRIGHT	ADRIAN	A	24457044	M
[P] ✓	[P] ✓	Campbell	Jabauri			

Important Points to Note (Late Registration/ Turn Ups)

- EAASB is processing 35, 000 students in any given grade
- Sometimes students move across grade levels, so we have to search the entire database of Grades 4, 5 and 6 students or we have to search the NSRS to locate the student
- We only have a first name and last name to go by
- It is very important for us to locate the **right student**, as the profile spans 3 years and at the end of Grade 6, we have to ensure we have all the students' profiles across the 3 years

Important Points to Note (Turn Ups/ Unregistered Students)

- Ideally, EAASB needs a completed registration form for students who were not originally registered.
- This can be submitted via email to sauregistration@moey.gov.jm (leading up to the examination, on the day of the examination, or the first week after administration of the examination)
- Or the completed registration form can be placed in the Examination Materials Box
- Another way of providing the registration information is by putting detailed information in the Presiding Examiner's Report (first, middle, last name, date of birth, gender, previous school)

Important Points to Note (Teacher Activity)

For the “Teacher Activity” that is submitted ahead of the Performance Task Administration, this is to be used as a general introduction to the task.

This is usually dispatched to the school about 2 weeks before the administration of the examination

The “Teacher Activity” should not be sent home to the Parents.

Important Points to Note (Review of Results)

Once results are released for the PEP Examination, it is very important that schools check through to see if there are any anomalies or discrepancies.

These should be communicated to EAASB as soon as possible. The deadline for communication of issues with results is as follows:

- Grade 6 PEP - 1 week after the release of the results
- Grade 5 PEP - 1 month after the release of the results
- Grade 4 PEP - 1 month after the release of the results

Communication of issues may be communicated through the following channels:

Email: pepaction@moey.gov.jm

In person: Examination and Assessment Administration Services Branch, 37 Arnold Road, Kingston

Important Points to Note (Access to Results)

- Results are available on dpisonline.com
- Schools and Parents have access to the results
- Schools have access to student level reports, school level reports and summary reports

Please complete the survey regarding your access to dpisonline.com Survey

Important Points to Note (Communication through Bulletins)

Ensure that you stay abreast of important information coming from the Ministry of Education and Youth through our primary means of communication, the School's Bulletins.

Be sure to share relevant information with your board chairmen, teachers, parents, etc.

Thank You



Additional Questions or Comments?