

ANNUAL CENTRALIZED EXAMINATION GUIDELINES

1. Curriculum covered on the Annual Centralized Exams:

- a. 80% of questions will be taken from the text books of the current grade level.
20% of questions will be taken from the text books of preceding grade levels.

The following table gives a break down of how the exams are generated:

12 th Grade	80% of questions will be taken from the 12 th grade text books 20 % of questions will be taken from the 11 th grade text books
10 th Grade	80% of questions will be taken from the 10 th grade text books 20% of questions will be taken from the 9 th grade text books
8 th Grade	80% of questions will be taken from the 8 th grade text books 20% of questions will be taken from the 6 th and 7 th grade text books
5 th Grade	100% of questions will be taken from current and all previous grade text books and workbooks

b. Eighth Grade Centralized Exam additional knowledge requirement:

In addition to the above text book material, questions from the following subject areas may be added:

Church Fathers

- a. St. George
- b. St. Gregorios of Parumala
- c. St. Dionesius of Vattasseril

Church History

- a. Up to and including the formation of the Marthoma Church

c. Prayer, Hymns and Word Meanings – *please refer to attached list*

2. Format of Centralized Exam test booklet

- a. 70% - Short Answer Questions and Word Meanings
 - b. 30% - Essay, Short Notes, Prayer and Worship Hymns
3. All text book chapters from current and previous grades' textbooks, as indicated above, will be weighed equally and questions can be expected from all areas within the prescribed text books.
 4. A proctor appointed by the Sunday School Association is required to conduct the examinations. Services of qualified members of other denominations may be accepted to proctor examinations in areas where we have a limited number of parishes.
 5. All examination centers must administer the centralized exams simultaneously. The allotted time for the exams, from the start time, will be two hours. All exams must start between the hours of 12 pm and 1 pm Eastern. This window of time is provided to accommodate those congregations using rental facilities.

6. Participating students are required to remain in the exam room for a minimum of 60 minutes after the official start of the exam up to the 2 hour time limit.
7. Each Sunday School must submit the name, address, and telephone number of a suitable teacher to proctor an examination in another participating parish.
8. All Centralized Exam test booklets must be delivered in person or via certified priority mail to the identified proctors prior to the exam. Advance notification and instructions must be sent to each proctor prior to delivery of the test booklets to preserve the integrity of the booklets. The seal on each booklet is to remain intact until the officiating priest or headmaster/mistress at the examination center opens it.
9. Principals and/or a nominee shall jointly supervise the administration of the exam along with the proctor.
10. The top two performers in the Centralized Exam, for each participating grade level, will be presented with a certificate of merit and a religious publication. The graduating class will be honored with special distinctions on their diplomas.
11. Centralized Exam results will not be curved to reflect relative performance. Merit is given based on actual performance.
12. Sunday Schools are prohibited from screening any Centralized Exam candidates prior to registration.
13. Common examination centers are made available for students from all participating parishes to take the exam in place of their member parish exam center. The centers are as follows:
 - a. St. Mary's Church, Bronx, NY
 - b. St. Gregorios Church, Cherry Lane, Queens, NY
 - c. St. Stephen's Church, Bergenfield, NJ
 - d. St. Gregorios Church, Philadelphia, PA

Students participating from other regions may contact their respective regional coordinators for similar accommodations.

13. Students who are unable to answer any part of the examination in English may provide their answers in their native (regional) language script.
14. Merits and awards of all participating students will be credited to the parish where they have membership.
15. The tenth grade and twelfth grade examination will be designated as the certificate class examination and diploma class examinations respectively.
16. All certificate and diploma class exam registrants will be awarded certificates and diplomas regardless of their performance on examinations.

17. Eligible students, who fail to register for the Tenth Grade Certificate Examination, must register and complete this examination before sitting for the diploma examination. All such registrants will fall under the “external candidate” category and will not be eligible for merit recognition.
18. Teacher’s Training Certificate Examination:
 - a. The syllabus for this exam, will be reviewed periodically, and posted on the Sunday School website at *www.indianorhtodoxsundayschool.org*.
 - b. This exam is scheduled to be conducted along with the Centralized Exam. Sunday School principals must register the candidates from their respective parishes on the supplied form. The Association reserves the right to postpone this examination due to lack of participation.
19. The Sunday School Association will be responsible for reviewing, printing and distributing all the curriculum materials for our Sunday Schools. Sunday Schools will be notified upon availability of these materials.
20. The workmanship of all diplomas and certificates are to be of professional quality and must bear the name of the recipient and their Sunday School affiliation. Certificates for the Diocesan and Regional level competitions shall be designated with their respective grade level titles. Additionally, the certificates shall bear the emblem and title approved by the general body and Metropolitan. All diocesan level certificates require signatures from both the Metropolitan and Sunday School Director.
21. All competitors at the diocesan and regional levels shall be awarded with certificates of participation. Prizewinners shall receive outstanding achievement award certificates.
22. The Centralized Examination schedule is pre-determined for each year and entered into the Diocesan calendar. The Diploma Examination is to be conducted on the first Sunday of June. All remaining Centralized Exams are to be conducted on the last Sunday of June. Centralized Exams take precedence to any other church events scheduled for this day. All examinations must be completed within the stipulated time schedule noted above.
23. All Sunday Schools will be provided with a word meaning list, consisting mainly of words or phrases in other languages used in our worship hymns and service books.
24. The Centralized Exam text booklet shall be divided into two distinct sections, separating short answers from detailed answers.
25. The published score reports of the Annual Centralized Examination should exclude student names, and participants should solely be identified by their registration number. All participating Sunday Schools should be provided with a copy of their student’s registration ID numbers.