



MAR THOMA DIOCESAN SUNDAY SCHOOLS
DIOCESE OF NORTH AMERICA
Sunday School Diocesan Council

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To: Vicars, Superintendents, and Proctors
From: Reji Alexander, *Diocesan Sunday school Secretary*
Subject: **2020 Diocesan Examination Instructions**

Appointment of Proctor

It is the responsibility of the Regional Sunday School officers to appoint proctors in their respective region. **If you have difficulty arranging a proctor, the vicar of the parish shall appoint a Proctor to oversee the examination process.** The Proctor may be an independent person from a sister Mar Thoma church or an independent person from the church who will maintain honor and decorum of the national examination.

Format: <http://bit.ly/SSNA-Exam-format>

Lessons: <http://bit.ly/SSNA-2019-20-Exam-lessons>

Exam Date & Time

The examination will be conducted on **Sunday, April 26th / May 17th, 2020** at the prescribed times as follows:

Local time for United States and Canada:

Eastern Time : 12:00 Noon to 1:30PM

Mountain Time : 10:00AM to 11:30AM

Central Time : 11:00AM to 12:30PM

Pacific Time : 9:00AM to 10:30AM

Conference Call Number: 1 218-339-7800 **Access code:** 783 5956#

The conference is for registration and serial number related help only.

*You do not need to dial into the conference call, it is **ONLY** for registration related issues.*

Please **record all registration changes and question paper concerns** into your inconsistency form and mail it back with each grade packet.

Before the Exam

- The envelope containing the examination questions shall be opened only by the **authorized proctor, 15 minutes** before the starting time, **30 minutes** if you have more than 25 children.
- The proctor shall be responsible for verifying that the **Registration/serial number, initials (first & last name initials), and grade Level** corresponds to the individual taking the examination. The registration/serial number will look like this: **1090501 (TG)** *this is an example of a student named*

Thomas George. The proctor shall sign each registration form to indicate this verification. **Name of the Sunday School or the student's name shall NOT be written on the examination sheets.**

- **Extra sheets:** I don't think children will need extra sheets, but please have some ruled sheets. Please attach the extra sheets to the main bunch, and please be sure to write the serial number + (initials) like this: **1090501 (TG)**.
- Extra question papers: We will have 1 or 2 extra question papers for each grade, these sheets need to be returned.
- **Registration errors:** All errors in the registration should be clearly indicated on a separate note, certified by the proctor and returned with the answer sheets. Please **do not reassign registration numbers** from absent students to other students.
- **Absentees:** The proctor needs to **write ABSENT** for the absent students on the registration form in absent column and return the absentee test and registration forms with the answer papers. This is to have a consistency, without which it could cause some a tick, some x, some a dash line, and other methods.

During Exam

- Exam time can be a very stressful time. **Please reiterate** to all the children that all that is expected is that they do their very best.
- **Please let all students know:** For those sections where children have an option of selecting 5 out of the 7 questions/memory verse (or 1 out of 2 essays) to answer, only the first 5 (first essay) will be graded and not the best 5 (or best essay).
- Any explanations/clarifications on the questions shall be limited to restating the question in different words. **Any errors may be noted in writing so that it can be addressed during scoring.**
- Students are permitted to write on the back of the answer sheets if necessary. The section and question number must be repeated on this section to ensure traceability.

After Exam

- The proctor must seal the **answer sheets, absent sheets, and the extra question sheets** in the supplied envelopes by grade in **numerical order (including absentee papers)**. They should be **sealed and signed at the flap**.
- Please write Church/Congregation name on each (grade) of the return envelopes.
- The sealed packet should be handed over to the superintendent/vicar to be mailed to:
TBD: (After 2020 Diocese Sunday school council election in March)
- **Superintendent/Vicar:** Please mail the sealed answer sheets, along with the signed registration forms by Monday **using a 3-day delivery service using USPS, UPS or FedEx ONLY**. Please send an email to the Diocesan Sunday School Secretary verifying that the package has been sent.
- **Please notify me** your return mailing information NOT by email, on this small form: <http://bit.ly/SSNA-2020-exam-pkg-return-info>

In His Service,
Reji Alexander (*Secretary*)