



**DEPARTMENT OF EDUCATION**  
Office of the Secretary

**SECRETARY'S CIRCULAR INSTRUCTION NO: 23 OF 2021**

Date: 5 October, 2021

File: CM2-4-2

TO: ALL HEAD TEACHERS/PRINCIPALS OF SCHOOLS  
ALL SCHOOL INSPECTORS  
ALL PROVINCIAL EDUCATION ADVISORS AND OFFICERS  
ALL SSM – MINISTRY OF EDUCATION  
ALL CHURCH EDUCATION SECRETARIES

**SUBJECTS: 1. 2021 NATIONAL EXAMINATIONS TO GO AHEAD AS SCHEDULED, AND  
2. OBSERVATION OF COVID-19 PROTOCOLS**

**1. AUTHORITY**

The Authority of this Secretary's Circular Instruction (SCI) is Section 28 of the Education Act 1983 (Consolidated to No. 13 of 1995).

**2. APPLICATION**

This Secretary's Circular Instruction applies to all schools operating under the National Education System, permitted schools and private schools providing education in the general education sector and shall be applied during Term Four (4) from Monday 4<sup>th</sup> October, 2021.

**3. PURPOSE**

The purpose of this SCI is to direct all education authorities and administrators of all schools and institutions operating within the National Education System (NES), permitted schools and private schools to allow 2021 National Examinations to go ahead as scheduled by the Department without disruptions.

At the same time directing all schools to observe COVID-19 Protocols to minimize the spread of the pandemic.



#### 4. INSTRUCTIONS ON EXAMINATIONS

The following instructions are issued for all to adhere to and comply.

- 4.1 The 2021 National Examinations will proceed as scheduled below.

No	Examination Level	Dates	Duration
1.	Grade 10	October 11 – 15, 2021	One (1) week
2.	Grade 12	October 18 – 22, 2021	One (1) week
3.	Grade 8	October 25 – 28, 2021	Four (4) days

- 4.2 Provincial and District Education Officers, Church Education Secretaries, School Inspectors in the provinces are asked to help and support to ensure the examinations are conducted fairly to give every student an equal opportunity.
- 4.3 Ensure examination venues are under tight security.
- 4.3 Ensure sufficient number of external invigilators and limit the number of internal invigilators.
- 4.4 Principals of schools are to ensure all examinations are conducted in a free and fair environment. Principals will be held accountable and responsible for any mishaps. Principals must be at the schools during the period of examinations.
- 4.5 All provinces are to come up with strategies to mitigate any risks of cheating and malpractices.

#### 5 COVID-19 PROTOCOLS

In line with the Government's COVID-19 measures, all schools, students, teachers and stakeholders are asked to strictly observe the COVID-19 Protocols to minimize the spread of the virus. The following are to be observed:

- 5.1 All students must wear face masks while sitting their respective national examinations.
- 5.2 All teachers, ancillary staff and their family members must wear face masks at all times while moving in and out of schools.
- 5.3 Schools are advised to maintain social distancing at the examination venues.
- 5.4. No Provincial authority is to suspend all schools in a province, without the written approval of the Minister for Education. Provincial education authorities are



advised to prudently assess every case and deal with COVID related cases on a case by case basis.

- 5.5 Please read this SCI in conjunction with earlier SCI on COVID-19 Protocols: SCI No. 5 of 2020 and SCI No. 11 of 2021.

## 6 PERSONAL PROTECTION EQUIPMENT (PPE)

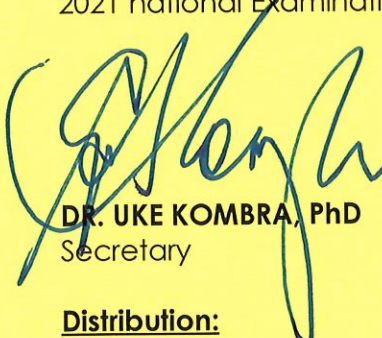
Department is grateful for UNICEF's assistance with PPE for schools particularly in NCD, Western, Sandaun, Madang, Morobe and Eastern Highlands Provinces. Once they are cleared by the PNG Customs, they will be released to schools by Measurement Services Division (MSD).

As previously done, the Department through MSD will consider other provinces depending on the quantity of the supply.

## 7 CONCLUSION

This is a legal direction for all schools and school administrators to comply. Compliance is compulsory.

I seek assistance and cooperation from all to ensure a smooth and fair conduct of the 2021 national Examinations.

  
**DR. UKE KOMBRA, PhD**  
Secretary



### Distribution:

All Provincial Education Advisors  
All Principals – National High Schools, Secondary Schools, Provincial High Schools,  
Primary Schools, Elementary Schools  
All Principals – Permitted and Private Schools  
All Inspectors and Guidance Officers  
All Chairpersons - Governing Councils, Boards of Governors and Boards of  
Management  
All Church Education Secretaries  
All Education Officials