



ispitni centar

PRAVA
MJERA
ZNAJNA

MATURA AND VOCATIONAL EXAM

Sanja Kaluđerović, MSc.- Coordinator for Matura/Vocational Exam

sanja.kaludjerovic@iccg.edu.me



Basic information

- Law on High School (Article. 5, 6, 38) and Law on Vocational Education (Article 82 and 84) have introduced Matura and Vocational Exam in the Montenegrin Education System.
- These exams are taken upon completed 4-year secondary school education
- Students are expected to respond to clearly defined educational outcomes in High Schools and Vocational Schools, which have been predetermined as per their scope, content and complexity and published in the Exam Catalogues.
- In the school year 2007/2008, Examination Centre realized the Pilot Matura and Vocational Exam.



Basic Information

- Matura and vocational exam was introduced in the education system of Montenegro in the school year 2010/11. This exam included some conceptual changes comparing to the pilot exam.
- From the school year 2012/13, all students are educated according to the new reformed programs.
- In Montenegro, there are:
 - 12 secondary schools with High School programs,
 - 10 mixed schools (some high school programs and some vocational programs),
 - 26 vocational schools.



Basic Information

Matura exam consists of mandatory and elective part.

- Mandatory part, which is taken externally, consists of: Montenegrin-Serbian, Bosnian, Croatian Language and Literature
- Mathematics or the first foreign language (if student chooses both mentioned subjects, he/she will decide which of them he/she will take externally)
- Elective part consists of two subjects. Matura standard is defined for these subjects in the curriculum of general high school. These subjects are taken before the school committees.



Basic Information

Vocational Exam consists of mandatory and elective part.

- Mandatory part consists of:
 - Montenegrin- Serbian, Bosnian, Croatian Language and Literature
 - Mathematics or Foreign Language (in accordance with education program)
- Elective part consists of:
 - Basic vocational-theoretical subject
 - Vocational paper and defense of same



Planning

- **Contact with schools**- selection of school coordinators, test-administrators, teacher- supervisor.
- **School Coordinator** is an associate of the Examination Centre being appointed by the school. In most cases, this is school psychologist or pedagogue. He/she is responsible for regularity and monitoring of the exam in his/her school. His/her duties are described in the Coordinator Guidelines issued by the Examination Centre.
- **Test-administrators** are associates of the Examination Centre, who, together with the school coordinators and headmasters organize and prepare implementation of exam at schools. Their jobs are described by the Guidelines issued by the Examination Centre.

Planning

- Printing of tests at the Examination Centre – observing deadlines
- Packing of tests into the secured bags, all under the surveillance cameras.
- Arrangements with the Post Office of Montenegro – the main distributor
- Planning of training for school coordinators, test-administrators, supervisors



Implementation

In order to provide the equal conditions for all students in Montenegro during the implementation of the exam, the following guidelines are worked out in detail:

- Taking over of the examination material from the Examination Centre (one day before the exam- Post Office)
- Method and distribution of examination material
- Affixing of bar-code labels
- Monitoring of the exam
- Proceeding in the special situations when exam rules are broken
- Prescribed return of the examination material (used and unused one) to the Examination Centre

Forms



Formular za identifikaciju učenika za ispit

Naziv škole/šifra								
Broj/šifra prostorije								
Ime i prezime školskog koordinatora								
Naziv predmeta/šifra								
Ime i prezime test-administratora/zamjenika								
R. br.	Ime učenika	Prezime učenika	JMB učenika	Šifra učenika	Preuzeo ispitni materijal (potpis učenika)	Predao ispitni materijal (potpis učenika)	Učenik sa posebnim obrazovnim potrebama	Napomena
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Datum			Potpis test-administratora					

Naziv škole/šifra

Formular za distribuciju materijala

Naziv predmeta/šifra

Ime i prezime školskog koordinatora

	Datum i vrijeme ispita	Potpis direktora škole	Potpis školskog koordinatora	Potpis zamjenika školskog koordinatora
Prijem materijala				
Vraćanje materijala				

Sigurnosne kovertke sa test-knjižicama

Oznaka prostorije / šifra sigurnosne kovertke	Potvrda primljenog materijala iz IC (popunjava školski koordinatork) (√)	Ime i prezime test-administratora (napisati čitko štampanim slovima)	Preuzeo ispitni materijal test-administrator (potpis test-administratora)	Vratio ispitni materijal test-administrator (potpis test-administratora)	Potvrda materijala koji se vraća u IC (popunjava školski koordinatork) (√)	Napomena

Rezervni ispitni materijal

Šifra sigurnosne kovertke sa rezervnim ispitnim materijalom	Potvrda primljenog materijala iz IC (popunjava školski koordinatork) (√)	Ime i prezime test-administratora (napisati čitko štampanim slovima)	Preuzeo ispitni materijal test-administrator (potpis test-administratora)	Vratio ispitni materijal test-administrator (potpis test-administratora)	Potvrda materijala koji se vraća u IC (popunjava školski koordinatork) (√)	Napomena

Izveštaj š. koordinatora nakon ispita

Nepravilnosti koje su se desile tokom ispita:	Prijedlozi za poboljšanje:



Cotrol

- Supervisors are involved in the process of realization
- Supervisors are eminent teachers from the whole county employed at the education institutions.
- Their task is to note any irregularity and report it to the Examination Centre.

Marking

- Two markers independent one of other mark the test
- Points per each task are entered into the prepared Marker's lists
- Marker do not know who is his/her pair and they are not allowed to write down any notes on the test in order not to make influence one to another.
- Marking is conducted in the Examination Centre-in the premises with video surveillance
- Marks of both markers are compared and if there is any deviation, the mark will be determined by the third one – the main marker.



Marking

- The main marker reviews all tests which lack a few points for a higher mark in order to reduce the number of appeals which could be potentially justified
- Upon above actions, the preliminary results are announced
- Students are entitled to lodge an appeal within one day
- Examination Centre forms committees for response to the appeals. The appeals are resolved within two days.
- The mark of the Committee is the final.
- Final results are announced.



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All information for students and their parents are available at the web site:

www.iccg.co.me

**THANK YOU FOR YOUR
ATTENTION!**
