



**East Jamaica Conference of Seventh-day Adventists Youth Department
Examining Committee
Adventurer and Pathfinder Examinations 2023
Information to Pathfinder & Adventurer Leaders**

The following guidelines relate to the conduct of the examination process for the year 2023

**GENERAL
GUIDELINES**

- ✓ Pathfinder Examination Day is scheduled to be held on Sunday October 29, 2023 between 9:00 a.m. and 12:00 noon. The system will close at 12:00 noon.
- ✓ Only Pathfinder candidates who have successfully completed the club assessment activities should be recommended for sitting the examination
- ✓ Busy Bee & Sunbeam Adventurer Classes will be assessed ONLY at the club level. Please see assessment guidelines below.
- ✓ Club directors or their designates should administer and mark all activity, award, and honours' books within the required timeline (please see below).

**ASSESSMENT OF BUSY
BEE & SUNBEAM
ADVENTURERS**

- ✓ Satisfactory completion of Activity and Award Books as assessed by club director or designate
- ✓ Ability to repeat from memory the Song, pledge and law
- ✓ Active participation in at least 80% of the activities conducted by the Club throughout the Year

**ASSESSMENT OF BUILDER & HELPING
HANDS ADVENTURERS
& PATHFINDERS**

- ✓ The results for all successful candidates in the club assessment activities will be sent to the Area Coordinator.
- ✓ Area Coordinators will develop verification strategies that they will apply to the clubs under their jurisdiction. This will ensure that candidate's status is accurate and defensible.
- ✓ Area Coordinators will determine final Club assessment marks.

- ✓ Builder & Helping Hands Adventurers as well as Pathfinder Examinations will be administered online.
- ✓ Club Directors will facilitate the smooth and effective administration of the Examination at the local sites. This includes internet connectivity, technology instruments, accommodation and scheduling, (where necessary)
- ✓ Club Directors are required to invigilate the examinations being conducted at the local sites. Directors are accountable for the integrity of the examination process at the local sites to ensure that cheating does not occur and that each candidate is given a fair chance to complete the examination.
- ✓ Club Directors will submit special needs candidates' information to the Area Coordinator.
This information consists of:
 - ~~~ Full name of each special need candidate
 - ~~~ Class of the candidate
 - ~~~ Nature of the special need
- ✓ All extenuating circumstances during the conduct of the examination should be reported to the Area Coordinator immediately they occur. Area coordinators will investigate and make a decision on the matter in collaboration with the Examination Coordinator.

DATES OF RELEVANCE

Please see dates and timelines that relate to all stakeholders in table 1 below

Dates	Activities	Person Responsible
April 1 to October 10	Conduct Club Assessments	Club Directors
October 12	Final Assessment results for Busy Bee & Sunbeam Adventurer groups sent to Area Coordinators	Club Directors
October 12	Final Club assessment results for Builder & Helping Hands Adventurers and Pathfinders sent to Area Coordinators. This includes information about special needs' candidates	Club Directors
October 16	Collate club assessment results sent by Club Directors	Area Coordinators
October 20	Send final lists of Zonal Candidates by class to Chief Examiner	Area Coordinators
October 24	Complete all logistics for the smooth execution of the Builder & Helping Hands Adventurers, and Pathfinder examinations at the local sites. This includes internet connectivity, technology instruments, accommodation and scheduling where necessary	Club Directors with oversight by Area Coordinators
October 29	Administration of Pathfinder examinations	Exam Committee, Club Directors in Collab with Area Coordinators
October 29 to Nov 5	Process the synchronizing of Club data with exam results	Examination Committee
November 7	Youth Director and Area Coordinators receive Final examination results	Examination Coordinator