

5. (a.) The head teacher shall, not later than the 1st March in each year, draw up schemes of work for the year for all the classes in his school, and shall hold thereon periodical examinations of the classes, the last of which, called the "annual examination," shall be held in November or December, and he shall keep for the information of the Inspector a record of the nature and results of these examinations.

In regard to any periodical examination, including the annual examination, the record kept in the school shall be held to be sufficient if it contains the particulars referred to in (a) and in (f) of clause 6 hereof, and also, in lieu of (g), merely the changes from class to class made as a result of the examination to which it relates.

(b.) The written questions used at the periodical examinations of the Senior Division, and the pupils' answers thereto, shall be kept in the school for reference for twelve months, or for such less period as the Inspector may direct.

6. Immediately after the annual examination the head teacher shall forward to the Inspector, on forms provided by the Department, class-lists setting out the results of that examination. The class in which a pupil has been placed for English during the preceding three months shall determine the list on which his name shall appear. The class-lists shall contain—(a) the names and ages of all the pupils on the school roll; (b) the number of half-days on which each pupil has attended the school since the beginning of the year; (c) the number of half-days each pupil has attended the class in which he is placed for English where that number is different from the number in (b); (d) the class in which each pupil has been placed for arithmetic during the preceding three months, where that is different from the class in which he is placed for English; (e) the number of half-days each pupil has attended such class, where that class is different from the class in which he is placed for English; (f) the number of marks on a scale 0 to 20 gained by each pupil of the Junior and Senior Divisions in (1) reading, (2) spelling and writing, (3) composition, (4) arithmetic, and a note of any special excellence or special weakness shown by him in other subjects; (g) the class in which it is proposed to place each pupil in consequence of the results of the annual examination, taken in conjunction with those of the other periodical examinations and with the general character of his work during the year; (h) a general estimate of the quality of the work done by the class in each of the other subjects; (i) a summary showing the number of pupils on the roll of each class, the number present at the time of the examination in English, the aggregate ages and the average age of the pupils in each class.

For pupils of S6 the class-list, if so required, shall be on the form provided in the case of applicants for certificates of proficiency and competency in this standard, and the provisions of this clause in any such case shall with regard to these pupils be taken to be modified accordingly.

7. (a.) The Inspector may return the copy of the class-lists of the annual examination to the head teacher, and require him to note in the column for remarks the reason for more or less rapid promotion in the case of any pupil, or to give an explanation in the case of any pupil whose age is much above the average age of the pupils in that class for that school or that education district, and to forward such of the examination papers as the Inspector may desire; and the Inspector may approve or not of the sufficiency of the reason or explanation given.

If it appears to the Inspector that the class-lists of the annual examination are complete and duly in order, he shall at his next visit to the school append his signature to the school record thereof, together with any comment that he may see fit to make thereon. The record so signed shall be the record of the annual examination, and shall be kept in the school in the manner herein prescribed.

(b.) The class registers, and the records of examination, together with copies of the Inspector's reports, shall be kept in the school for not less than ten years, and in the case of the closing of a school shall be delivered up to the Education Board to be kept for a similar period as the Board shall direct. The class-lists, signed by the Inspector, shall be kept in the Board's office.

(c.) The class-registers, records, and reports, shall be open at any reasonable time, except the ordinary school hours, to the inspection of the School Committee; but in general they shall in other respects be treated as confidential.

8. In order to satisfy himself of the general efficiency of the instruction given in the school, the Inspector shall at one or more of his visits devote a portion of his time to an investigation of the character of the teaching and of the degree to which the intelligence of the pupils has been developed,