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Document date: 1868  
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### **Standing Order No. 309**

45, PARLIAMENT STREET,  
15<sup>th</sup> May 1868

EXAMINATION OF CONVICTS IN PRISON SCHOOLS.

In order to test and record at periodical examinations, the efficiency of the instruction in Convict Prisons, and the progress made by the learners, every Prisoner under instruction will be examined twice a year and his progress recorded in a Book of the pattern herewith, according to the directions given. The Chaplain or Assistant-Chaplain will do the duty of Examiner or Inspector of the school.

The Chaplain in his Annual Report will, from the records thus furnished, state the number of Prisoners who have made progress in the various degrees.

E. Y. W. HENDERSON.

Form, No. 820. C.

EXAMINATION BOOK

No. and Name \_\_\_\_\_

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TABLE I. To show Class and Standard of Attainment.

Date of Examination														
Class and Standard	Class	Standard	Class	Standard	Class	Standard	Class	Standard	Class	Standard	Class	Standard	Class	Standard
Reading														
Writing														
Arithmetic														

N.B. The Class shown is to be that in which the prisoner was prior to Examination. The Standard is to be that for which the Examination shows him to be qualified. If a new Standard is not attained between two Examinations, it will not be necessary to make an extra entry of the Standard, but merely insert the date of the last Examination in the column for the dates.

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TABLE II. To show the qualification for the six Standards.

	Standard I	Standard II	Standard III	Standard IV	Standard V	Standard VI
Reading	Narrative in monosyllables	One of the narratives next in order after monosyllables in an elementary reading book used in the School.	A short paragraph from an elementary reading book used in the School.	A short paragraph from a more advanced reading book used in the School.	A few lines of poetry from a reading book used in the First Class of the School.	A short ordinary paragraph in some ordinary modern narrative.
Writing	Form on blackboard or slate, from dictation, letters capital and small, manuscript	Copy in manuscript character a line of print.	A sentence from the same paragraph read once and then dictated in single words.	A sentence slowly dictated once by a few words at a time from the same book, but not from the paragraph read.	A sentence slowly dictated once by a few words at a time from a reading book used in the First Class of the School.	Another short paragraph in some ordinary modern narrative slowly dictated by a few words at a time.
Arithmetic	Form on blackboard or slate, from dictation, figures as up to 20, name at sight figures up to 20, add and subtract figures up to 10; orally, from examples on blackboard	A sum in Simple Addition or Subtraction, and the Multiplication Table.	A sum in any simple rule as far as Short Division (inclusive.)	A sum in compound rules (money.)	A sum in compound rules. (Common Weights and Measures)	A sum in Practice or Bills of Parcels.

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TABLE III. To show Progress in each Subject

Date of Examination							
Progress	Progress	Progress	Progress	Progress	Progress	Progress	Progress
Reading							
Writing							
Arithmetic							

Write G.P. for Great Progress. P. for Progress. S. for Stationary. B. for Gone Back.

**DIRECTIONS FOR THE USE OF THIS BOOK**

1. An Examination Book will be given to every Prisoner under instruction. It is to be kept by the Schoolmaster, and to be issued to the prisoner at all Examinations.  
 Immediately on the Prisoner joining the School, he is to be examined and his work is to be entered in this Book. If at this, or at any succeeding Examination, the Prisoner is unable to use the Book, the Schoolmaster will write a statement to that effect on each occasion, specifying the date and affixing his signature. In case of the transfer of a Prisoner, his Examination Book will be sent with him.
2. The following work is to be done, in this Book, at each Examination:
  - a. Exercises in Writing, in large, round, or small hand; not less than two lines.
  - b. An Exercise in Dictation, about fifty words.

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- c. Exercises in Arithmetic, in the Standard to which the Prisoner has attained, two or three examples in each rule, belonging to that Standard, and if thought fit, some examples in the Rules belonging to the previous Standards.
3. At the commencement of every Examination the Prisoner will write, on the page on which he is about to enter his work, his Name and Number, the Name of the Station, and the Date.
4. The Chaplain or Assistant-Chaplain will write one of the numbers I, II, III, IV or VI., on each Exercise in Reading, Writing, or set of Exercises in Arithmetic, that fairly comes under the Standard of attainment denoted thereby.
5. In completing the tables on the cover of this Book, the Pupil is to be classed as having made progress, if he was not able to use a book at the last Examination, but can do so now.
6. The "Standards" will be those in use by the Committee of Council on Education.