



# Hope Academy

A joint Catholic & Church of England Academy

## EXAMINATIONS POLICY

*Mission Statement:*

*“A community of learners of all ages from the local area committed to mutual service where all can flourish, be their best and work for the common good to the glory of God and his creation.”*

APPROVED			
REVIEW DATE			
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

## **EXTERNAL EXAMINATION ENTRY**

### **Policy**

Students will be entered for external examinations for subjects in which they have followed a full course of study and according to the following conditions:

- sufficient coursework has been completed by the entry deadline to ensure that a grade can be awarded;
- Subject Leader/Leaders of Teaching and Learning have approved the entry;
- Easter leavers will not be entered for examinations;
- the Principal will arbitrate in all appeals against non entry;
- entries will be finalised by the date published at the start of each academic year.

### **TEACHERS' RESPONSIBILITIES**

Teachers are responsible for submitting a full list of student examination entries on the appropriate proformas. These lists must be given to the Examinations Officer by the date published. Internal coursework administration will be completed by Subject Leaders in accordance with the examination board instructions.

## **SUPPORTING DYSLEXIC/EEN STUDENTS IN INTERNAL EXAMINATIONS/TESTS**

### **Introduction**

Students who are dyslexic, have Statements of Special Educational Needs or who have motor/sensory impairment can be eligible for special provisions and/or concessions in external examinations. Implementation of such provisions/concessions enables these students to demonstrate levels of understanding and skills which would otherwise be masked by their particular difficulties. [It is not the practice to make such provision, at this level, for students who are generally of low ability.]

### **Aim**

*It is the aim of the Academy to give students the opportunity to demonstrate their true abilities throughout their Academy careers and, therefore, application of special provisions/concessions will be considered for all examinations and tests in all year groups.*

### **Implementation**

#### **Before the examination/test**

- The subject tutor will consult with their subject team EEN link teacher regarding students in their teacher group(s) who will require special provision/concessions.
- Advice/assistance will be sought from the SENCO.
- Appropriate modifications to the exam/test paper and/or special arrangements will be made.
- Students and their parents will be informed of any special arrangements to be made.
- The invigilator in charge will be advised of any special arrangements and he/she will disseminate this information to other invigilators.

#### **At the examination/test**

- Students will be seated appropriately and/or given any such equipment/modified paper that has been agreed for them.

- Invigilators will read questions to any student, if requested (unless the exam is testing students' reading skills). A record of such assistance will be kept for future use.

### **External & Mock Examinations Invigilation**

#### **The Chief Invigilator is:**

- responsible for the integrity, presentation and conduct of the examination;
- to ensure that the examination starts at the time indicated on the examination timetable;
- to display the start and end times of the examination for all candidates to see throughout the duration of the examination;
- responsible for making sure all students have the correct exam paper;
- to ensure all absent students are telephoned within 10 minutes of the start of the exam;
- to make an announcement five minutes before the end of the examination to advise students of the time remaining;
- to provide all specialist equipment required for his/her examination including an adequate supply of pens, pencils, erasers and rulers. Equipment should be brought to the examination room/sports hall and set out as required before the start of the examination. If items of equipment are borrowed from the examination tray, they must be returned at the end of the session;
- to check at the end of the session that an answer paper has been received from each candidate. Public examination papers must be arranged in candidate number order and taken to the Examination Officer together with the completed register, seating plan and invigilation records. All absences should be reported to the Student Information Centre (SIC) as the exam starts;
- to ensure that the examination room/sports hall is left in a decent state at the end of each session. All papers must be collected from the desks, candidate number cards should be returned to the tray in number order and no litter should be left on the floor;
- the Chief Invigilator is authorised to make a professional judgement regarding the deployment of invigilators providing that the conduct of the examination is not compromised and the invigilator cover is maintained at an adequate level.
- the Chief Invigilator must complete the Chief Invigilator Checklist and return this to the Examinations Officer with the seating plan and registers after each examination.

#### **Invigilators should:**

- arrive at up to their invigilation **15 minutes before start time**;
- wander amongst the students and not sit down at the front or cluster with other invigilators;
- wait until the next invigilator has arrived before leaving the examination room/sports hall at the end of the examination session.
- not leave papers unattended in the exam room.

#### **Late Arrivals:**

A candidate who arrives after the starting time may be allowed to sit the examination and additional time at the end of the examination session may be granted in cases where the candidate is late for a good reason (transport difficulties etc.). All instances of late admission, the granting of additional time and the reason for both should be reported to the relevant examination board using the "late" form provided.

**Absent Students:**

Any student absent from Mock/External Examinations should be contacted by telephone by an invigilator within 10 minutes of the start of the examination session.

**Leaving the Examination Room/Sports Hall:**

No candidate should leave the examination room/sports hall (except in an emergency) until one hour after the starting times specified on the examination timetable. In the case of Mock Examinations, no candidate should leave the examination room/sports hall until the end of the examining session (except in an emergency). Candidates who leave the examination room/sports hall temporarily e.g. to go to the toilet, must be accompanied by an invigilator.

**Malpractice:**

Any actual or suspected collusion or misconduct must be reported to the Examination Officer and supported by a statement signed by the Chief Invigilator.

**In the event of an emergency:**

In the event of the Fire Alarm being sounded, the Chief Invigilator should check the status of the alarm and if the alarm is genuine, the following procedure must be followed:

- students must leave all scripts and equipment on the desk;
- students should be escorted in silence to the appointed Fire Assembly Point by the invigilators, at which point the Chief invigilator takes over responsibility.
- the Chief Invigilator should call the attendance register, using the official printed list from the Examining Board, and check invigilators are present.
- upon returning to the examination room/sports hall, students should rule a line below their work before restarting and the Chief Invigilator must sign each candidate's paper and note the time and duration of the interruption;
- students must be allowed the full working time prescribed for the examination;
- the Chief Invigilator must provide the Examinations Officer with a written report of the incident.
- If you are not sure about any point regarding examination invigilation, please see the Examinations Officer.

**INTERNAL EXAMINATION INVIGILATION****The Chief Invigilator is:**

- responsible for the integrity, presentation and conduct of the examination;
- to ensure that the examination starts at the time indicated on the examination timetable;
- to display the start and end times of the examination for all candidates to see throughout the duration of the examination;
- to make a general announcement five minutes before the end of the examination to advise students of the time remaining;
- to provide all specialist equipment required for his/her examination including an adequate supply of pens, pencils, erasers, rulers and question/answer paper. This equipment should be brought to the examination room/sports hall and set out as required before the start of the examination. If items of equipment are borrowed from the examination tray, they must be put back at the end of the session;

- to ensure that the examination room/sports hall is left in a decent state at the end of each session. All papers must be collected from the desks and no litter should be left on the floor;

Chief invigilators are authorised to make a professional judgement regarding the deployment of invigilators providing that the conduct of the examination is not compromised and the invigilator cover is maintained at an adequate level; for internal examinations, the maximum number of invigilators available will be used. External examinations require an invigilator ratio of 1:30 students.

**Invigilators should:**

- turn up to their invigilation **on time**;
- wander amongst the students and not sit down at the front or cluster with other invigilators;
- wait until the next invigilator has arrived before leaving the examination room/sports hall at the end of the examination session.

**In the event of an emergency**

- Students waiting to go to the toilet must be accompanied by an invigilator;
- In the event of the Fire Alarm being sounded, the Chief Invigilator should check the status of the alarm and if the alarm is genuine, the following Procedure must be followed:
  - students must leave all scripts and equipment on the desk;
  - students should be escorted in silence to the right hand side of the hard court by the invigilators.
  - the Chief Invigilator should call the attendance register;
  - upon returning to the examination room/sports hall, students should rule a line below their work before restarting and the Chief Invigilator must sign each candidate's paper and note the time and duration of the interruption;
  - students must be allowed the full working time prescribed for the examination;
  - the Chief Invigilator must provide the Examinations Officer with a written report of the incident.

If you are not sure about any points regarding examination invigilation, please see the Examination Officer.

**Appendix Chief Invigilator's Check List**

Date: \_\_\_\_\_ Examination Session: am/pm \*

Please tick to confirm each of the stated points has been covered.

- 1. Checked all necessary signs are on display
- 2. All students asked if they have the correct examination paper in front of them.
- 3. Registers checked for all examinations taking place in this examination session.
- 4. Absent students phoned within 10 minutes of start of examination.
- 5. Seating plan completed.
- 6. Students warned when only 5 minutes remaining.
- 7. Collected all exam scripts and placed in register order in appropriate envelopes with required copies of register.
- 8. All exam papers, registers, seating plan and Chief Invigilators Checklist given to Examinations Officer.

**Comments**

Please note any issue which may be relevant for future examinations:

Signed \_\_\_\_\_ Chief Invigilator

Date \_\_\_\_\_

Signed \_\_\_\_\_ Examinations Officer

Date \_\_\_\_\_

This form is to be returned to the Examinations Officer straight after the examinations for this session have finished.