



أكاديمية الشموخ للإمتياز الدولية
AL SHOUMOUKH INTERNATIONAL ACADEMY

Examinations Policy





1. Purpose

The purpose of this policy and procedure is to ensure:

- That the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- The operation of an efficient examination system with clear guidelines for all relevant staff. Information about procedures is supplemented by the regulations of the examination board.

2. Scope

The policy and procedure applies to the whole school and the conduct of internal and external examinations in Key Stages

3. Definitions

The **Head of Centre** is the Principal.

4. Policy statement with procedural notes

Qualifications

- The qualifications offered are British Curriculum: Oxford Primary.
- The subjects offered for these qualifications in any academic year may be found in the centre's published options booklets for that year.
- If there has been a change of specification from the previous year, the Examinations Officer must be informed by the first week of the autumn term.

Examination seasons

External examinations and assessments are scheduled in January and March/April.

Internal (ongoing) examinations and assessments (finals) are scheduled in:

| Months(s) | Year groups |
|-----------|-------------------------|
| October | Year 1 to Year 6 |
| December | Year 1 to Year 6 |
| February | Year 1 to Year 6 |
| March | Year 1 to Year 6 |
| April | Year 1 to Year 6 |
| May | FS and Year 1 to Year 6 |



Timetables

Once confirmed, the Examinations Officer will circulate the examination timetables for internal and external examinations.

Procedures

- For Ongoing exam, the parents are not involved or informed formally. It is an exam for only 10 marks for all subjects to keep a check on student's learning process.
- Prior to the final exams each term, revision packs are prepared by teachers and practiced in class. Also the revision packs with answer keys is shared with parents to ease their work in helping the child at home to prepare for the examinations.
- Revision is also done during the final exam week for the next scheduled examination.
- During the exam days the students are allowed to come only for the exam and no regular sessions are conducted except for an one hour revision of next exam.

Managing invigilators

- Teaching staff are normally used to invigilate Internal and external examinations.
- Invigilators are timetabled and briefed by the Examinations Officer.
- The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.
- Site staff are responsible for setting up the allocated rooms, following instruction from the Examinations Officer.
- The lead invigilator will start all examinations in accordance with the examination board guidelines. In accordance with school policy and in conjunction with examination board regulations.
- Subject staff can be present outside the examination room to supervise candidates' entry into the examination. However, they are not permitted inside the examination room.
- Examination papers must not be removed from the examination room before the end of a session.
- Papers will be collected by the invigilator and handed to the subject teacher for marking. Other procedures are those detailed by the examination board and must be followed.



Candidates

- The school's published rules on acceptable dress and behaviour apply at all times.
- Examination equipment must be prepared in line with examination board regulations.
- Disruptive candidates are dealt with in accordance with examination board guidelines.
- Students who are allocated extra time can leave at any time during that extra period once the normal time has passed.
- The Subject teachers and class teachers are responsible for handling late or absent candidates on examination day or subsequently.

Special consideration

- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre, the Examinations Officer, or the examination invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within 24 hours of the incident. Supporting evidence, e.g. a medical certificate, should be given to the Reception who will complete the necessary paperwork.

Internal assessments and appeals

- Internal assessment replaces the largely discontinued term 'coursework'.
- It is the Subject Leader's responsibility to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work and estimated grades are entered in scoresheets by the subject teachers.

Results

- Candidates will receive individual result slips on results days, in person at the school.
- The provision of staff on results days is the responsibility of the Head of Centre in liaison with the Head of Secondary.

Enquiries about results

- All remarks are at the expense of the pupil / parent. On results day pupils will be provided with a letter stating that if a request for a remark is to be made then:
The proper document must be completed and returned to the Examination Officer;

The associated fee must be paid.
- Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any enquiries about result are requested.
- If a result is queried, the Examinations Officer, relevant Subject Leaders and Head of School will investigate the feasibility of asking for a re-mark.



5. Roles and responsibilities

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|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Principal, as Head of Centre, is to: | <ul style="list-style-type: none"> • report all suspicions or actual incidents of malpractice. • conduct analysis of results with Subject Leaders and in conjunction with the Vice Principal and Head of Secondary. |
| The Examinations Officer is to: | <ul style="list-style-type: none"> • organise internal and external examinations within the centre; • ensure that entry procedures, fees, conduct of examinations and results and certificates are efficiently dispatched; • ensure that staff understand and comply with controlled conditions protocols (invigilation); • process the release of public examination results; • collate and communicate requests and decisions for access arrangements; • create and implement a detailed examination timetable for each examination season. |
| Subject Leaders are to: | <ul style="list-style-type: none"> • analyse examination results for their subject and compile subject area action plans that account for this analysis. |
| Teachers are to: | <ul style="list-style-type: none"> • submit candidates' names to the Principal for Learning Support • Be conversant with, and adhere to, invigilation procedures. |
| Candidates are to: | <ul style="list-style-type: none"> • confirm and sign entries; • understand coursework regulations and sign a declaration that authenticates the coursework as their own. |



Thank you

