

Internal Examinations Policy

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Internal Examinations Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

The purpose of this Examination Policy:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of pupils and in line with possible future requirements of the examination boards.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This internal exam policy will be reviewed annually by the Head of Prep/ Examinations Officer, SENDCo and Learning Support Co-ordinators.

Examinations Officer (Senior)

- Oversees the production and distribution to staff and pupils of an annual calendar for all exams in which they will be involved and communicates regularly with staff concerning imminent deadlines and events
- Produces timetables and allocates staff to HOYs for invigilation purposes
- Ensures that pupils and their parents are informed of and understand those aspects of the exam timetable that will affect them
- In conjunction with the HOY, identifies and manages exam timetable clashes.

Head of Prep

- Oversees the production and distribution to staff and pupils of an annual calendar for all exams in which they will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that pupils and their parents are informed of and understand those aspects of the exam timetable that will affect them.

Heads of Departments/ Subject Co-ordinators

Have responsibility for:

- Producing revision lists and assessment materials that help prepare pupils for future examinations
- Ensuring accurate marking and gathering all data for departmental/subject tracking sheets
- Arranging for dissemination of exam results (Using the standardised score calculator for end of year examinations in the senior school).

Learning Support Coordinator

- Advise staff of the needs of pupils' access arrangements and processes
- Advise the Examinations Officer/Head of Prep of the needs of all pupils as per the agreed schedule
- Identify and test pupils bearing in mind requirements for access arrangements.
- Provision of additional support to help pupils.

Exam Seasons, Timetables and Management

Exam Seasons:

Internal exams are usually scheduled in May. Other unit assessments will be taken as directed by the Head of Department/Subject Co-ordinators at other times.

Timetables:

Once confirmed, the Examinations Officer/Head of Prep will circulate the exam timetables for internal exams to staff, parents and pupils before the Easter holiday

Management:

- The Examinations Officer/Head of Prep will book all rooms after liaison with other users
- The Subject Co-ordinator/Head of Department will make the question papers, exam stationery and materials available for the invigilators
- HOY will organise the invigilation of their Year group exams
- The invigilators are responsible for the administering of exam papers, pupils and rooms as directed by the HOY/Examinations Officer/Head of Prep/Subject Co-ordinator/HOD
- Events form to be completed by the Examinations Officer/Head of Prep as appropriate.

The Equality Act, Special Needs and Access Arrangements

Equality Act:

The Equality Act 2010 extends to general qualifications. All staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special Needs:

A pupil's special needs requirements are determined by the SENDCo and specialist teachers.

The SENDCo will inform subject teachers of pupils with special educational needs who are embarking on a course leading to an exam. The SENCO with the Examinations Officer/Head of Prep can then inform individual staff of any special arrangements that individual pupils can be granted during the course and in the exam.

Seating Arrangements:

- It is the responsibility of the Head of Year/Class teachers to produce the seating plans after consultation with the Examinations Officer/Head of Prep and taking into account previously established, as well as newly developing candidate needs.
- For pupils / invigilators that require a wheelchair, sufficient space will be provided between desks so movement is not restricted. Pupils with known illness or disability will be seated near exit points in the examination room so disruption is minimised for others.
- Pupils who have disabilities affecting seating and posture, will be provided with appropriate comfortable seating and allowed rest breaks as advised by the SENDCo.

Access Arrangements:

- Making special arrangements for pupils to take exams is the responsibility of the SENDCo in consultation with the Examinations Officer/Head of Prep. All pupils in the

Prep school are given sufficient time to complete all Assessments at the end of the year.

- Rooming for access arrangement pupils will be arranged after consultation with the SENDCo
- Invigilation and support for access arrangement pupils will be organised by the Examinations Officer/Head of Prep
- Where a candidate has been granted the use of an Oral Language Modifier, a reader, or a scribe, those pupils will be introduced prior to the examination to the person acting in this role [this is not always feasible but we try]
- For pupils who are completing on-screen tests, the hardware and software will be adapted to those pupils with sensory or multi-sensory impairment in consultation with SENDCo and network support
- For pupils who have been granted the use of a prompter, the person designated to this role will be made aware of prompting etiquette
- Pupils, who are granted supervised rest breaks, may on occasion take their rest outside the examination room if deemed appropriate by the invigilator.

Pupils

- Pupils should wear school uniform and conform to exam regulations. The use of mobile phones, watches and all electronic devices is forbidden
- Pupils' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage
- Disruptive pupils are dealt with in accordance with school rules
- Pupils may only leave the exam room for a genuine purpose.

Signed

Issue Date: May 2022

Review Date: May 2024 or earlier if major change



Mrs Kathryn Gorman

Head