

CATOR PARK SCHOOL

EXAMINATION POLICY

SCHOOL EXAMINATIONS

Examination Policy

Years 7 and 8

The Head of the Faculty/Department will set or delegate the setting of examination papers in all subjects.

Year 9

School examinations are not normally set in the core subjects since SATs results will be available.

Examinations are set in all non-core subjects. Note that N.C. levels based on teacher assessment are required for a statutory return in these subjects. If examinations are not to be set, this should be discussed and agreed in advance with the relevant line manager

Years 10, 11, 12 and 13

In general, examinations are set in all subjects for girls in Year 10, and for Years 11.

The results of the mock examinations are used to help decide entry for the Public Examinations.

Examination Papers

Examination papers should be set having due regard for the ability of the girls being examined. The length and number of examination papers should be determined by discussion within Faculties/Departments.

Papers can be typed and duplicated, or just duplicated, by the school office provided that they are *handed in by the required date*. They should be labelled with the name of the member of staff setting the paper and the number required.

Heads of Faculty/Department are responsible for ensuring that all examination papers are legible, that instructions are clear and that any equipment needed is available.

An attendance register and completed pro forma (see attached) should accompany the examination papers. Rooms should be suitably re-arranged. Please ensure that the room has an interactive white board pen or board marker.

Instructions for the Invigilation of Internal Examinations

Girls should line up outside the examination room and enter in silence as directed. The girls should be seated in alphabetical order, ensuring maximum space between candidates.

Head of Faculty or their delegates should ensure subject exams are started and name cards are available where appropriate.

Bags must be left at the front of the room. No pencil cases are allowed. Writing implements, calculators, etc. should be put in a clear polythene bag.

All students should be reminded of the need to ensure that mobile phones are switched off.

No cans of drink are allowed although bottled water is acceptable.

It must be made clear to the girls that silence must be observed from the time they enter the examination room until after they have left.

The register should be marked.

Draw attention to the examination instructions and allow the girls time to read them. Read the instructions aloud or emphasise particular points if required.

Begin the examination by announcing the Start Time, Length of Examination and Finishing Time and write these on the board. If there is no clock, or it is inappropriately placed, please use a diagram to indicate the passage of time.

All invigilators: A girl who is suspected of communicating with another girl should be warned and then sent to the Head of Faculty at the end of the examination.

Last invigilator: Girls should be told five minutes before the end of the examination that five minutes remain.

Once the examination has ended, ask all girls to check that they have written their name on their paper.

Collect in the papers and answer sheets in alphabetical order and attach the attendance sheet.

At the end of the examination, the girls should be dismissed in a quiet, orderly fashion.

Marking

Papers should be carefully marked and handed to the Head of Faculty for approval. Examination results should be recorded on the faculty/department spreadsheet.

Marks should be retained for entry on reports/examination result sheets, as required.

Revised: July 2008