

Policy for Internal Examinations - Procedures

1. Internal Exams Coordinator

- a) Requests exam requirements from Heads of Dept/Head of Subject.
- b) Produces internal exam timetable, with all KS3 pupils sitting their exams in one subject simultaneously, and KS4 pupils sitting exams in subjects (several small subjects may sit their exam simultaneously).
- c) Agrees arrangements for pupils with Access Arrangements with SENCO.
- d) Requests room allocations from Tracey Fell including room changes if rooms are unsuitable.
- e) Advises Fiona Sheldon if cover is needed.
- f) Arranges early breaks etc. with Café Q if necessary.
- g) Prepares exam information for pupils.
- h) Prepares exam information for staff, e.g. about registration.
- i) Prepares cover sheets for each exam, including registration lists and exam instructions.
- j) Collects tier information from HODs.
- k) Resolves exam clashes.
- l) Requests readers, scribes etc from Learning Support.
- m) Books external invigilators.
- n) Prepares invigilation plans for the staffroom cover board.
- o) Sets up the exams in SIMS.
- p) Arranges for relevant notices in the bulletin.
- q) Arranges for desks and seats to be set out in the exam rooms.
- r) Arranges for exams laptops to be available when required.
- s) Arranges for packs of papers to be in labelled boxes/trays for each exam day and deliver these to the correct room.
- t) Delivers exam assembly to pupils.
- u) Ensures that exam information and timetables are distributed to pupils.
- v) Books rooms and invigilators for exams.

2. Heads of Department

- a. Supply exam requirements (length etc.) to Internal Exams Co-ordinator.
- b. Supply exam-specific information or instructions for inclusion on the cover sheets.
- c. Supply tier information for exams that are tiered.
- d. Use cover sheets supplied by the Internal Exams Co-ordinator to prepare packs of papers.
- e. Arrange for packs of papers to be delivered to the internal exams co-ordinator.
- f. Put spare papers in each pack, in case of problems.

3. Subject Staff

- a) Prepare papers as agreed with the Head of Department. Papers should be carefully checked for typing errors.
- b) Invigilators return completed papers to the staff room. Subject staff are advised to collect papers quickly to avoid confusion.

4. Learning Support

Learning Support provide the names of supported pupils, and details of support.

The invigilation of these pupils is usually external, with Learning Support providing the specialist help in the form of readers, scribes, prompters etc.

5. Invigilation

- a) Invigilation should be keen and concentrated.
- b) Pupils must be warned that unfair practices will be penalised.
- c) Pupils should be reminded of exam procedures before the start of the exam period.
- d) No books are allowed on desks during the exam period.
- e) It is usual practice for exams to be timed so that the end coincides with break, lunchtime, and end of afternoon. Pupils may revise up to the beginning of the exam. When several different exams are being conducted in the same room and are of different durations the start time is staggered so that all exams finish together.
- f) Pupils who finish an exam early are not allowed to use books or other materials.
- g) Silence is to be observed from the moment the papers are given out and until all papers have been collected in.
- h) Times of start and finish of the exam should be written clearly on the board.
- i) All exam question papers are to be collected in separately from answer papers.
- j) Surplus stationery is to be returned to the staff room.
- k) Invigilators must not leave the exam room unsupervised.
- l) Any misbehaviour or suspicious behaviour should be reported to the Internal Exams Co-ordinator and the Head of Year immediately after the exam.

6. Marking Procedure

- a) Marking of papers should follow departmental policy.
- b) Results from exams should be entered on SIMS by the time published in the school calendar.

7. Absentees

For all Years subject teachers arrange an appropriate time during lessons.