



Amano Christian School - Secondary Examination Policy

1. Aims of Policy

- To ensure examinations are carried out regularly
- To provide a means of assessing the student's progress
- To give practice in taking examinations under the necessary rules, in order to prepare students for the IGCSE examinations in Grade 12

2. Timing of examinations

- Grades 8 - 11: **final week before the half term break of the second and third terms**
- IGCSE examinations : October/November
- Grade 12 mock exams: immediately before half term break of second term
- Grade 11 will have exams in their IGCSE courses at this time
- Teachers may set tests at any time during the year. The marks of these can be commented on in a students' report but they should not be taken as formal results unless this has been agreed with the Head Teacher and the necessary procedures followed.

3. Type of papers

- All examinations of IGCSE courses should use questions from past papers **or questions of a similar form and standard.**
- **The Grade 12 mock examination should be a combination of questions from past papers (available on DVD from CIE, or their website, or from paper copies) that reflect the demands of the current syllabus at the appropriate level (Core/Extended). The most recent paper from CIE SHOULD NOT be used in its entirety and every effort should be made to remove codes from question papers that may allow students opportunity to locate linked papers on websites etc. The front cover page of any IGCSE paper used should be removed and replaced with an Amano standard version.**
- Examinations for Grades 8 - 10 should reflect the type of questions set at IGCSE level to prepare students for these exams, but can also use other types of questions.

4. Length of exams

- Due to timetabling and staffing restrictions it is impossible to hold examinations over the time period of the IGCSE examinations themselves. (Usually 1 month.)
- **All the Grade 12 exams can be fitted into two weeks of school time and exams for other Grades are usually accommodated within one week.**
- Any one paper for Grade 8 should be a minimum of 40 minutes and a maximum of 1 hour.
- Any one paper for Grade 9 and above should be a minimum of 45 minutes.
- No more than 50% of exams in any one subject should consist of multi-choice questions.
- Oral papers **and practical papers** are excluded from the above stipulation.
- A timetable will be prepared and given to the students **at least** a week before the examinations commence.
- Staff will have a copy showing who is invigilating each examination.
- Whenever possible examinations will be timetabled for when that lesson takes place in the normal timetable.

5. Place of examination

- **All examinations should be held in classrooms.**
- Any work displayed on the walls should be removed or covered for the examination period.

6. Procedure for all examinations

- Examination papers will be compiled, one copy printed and submitted to the office one week before the examinations start to allow for photocopying.
- All papers should be marked as soon as possible but within at least 2 weeks of the examination. (Dates may be given earlier than this to accommodate writing of reports before the end of term.)
- All teachers should use lessons after the examination to go over the paper, explaining questions and showing how the students can improve their examination techniques. This is particularly important for IGCSE preparation. Model answers should be completed using the exam questions to enable improvement in future exams.
- Where applicable marking schemes should be shared with the students to ensure they become familiar with the way questions will be marked and therefore how they should be answered.

Procedure for Oral Examinations

- Students to wait in the Waiting Room (hall) with the invigilator until summoned. Revision materials ARE allowed in the Waiting Room but all materials MUST BE LEFT IN THIS ROOM.

- When a student is summoned they are to be escorted to the Preparation Room taking **NO** materials with them.
- Students have 15 minutes to prepare a conversation in the Preparation Room using the oral transcript paper provided once in that room. They are not permitted to write anything.
- After 15 minutes the student is escorted to the Examination Room, taking the oral transcript paper with them.
- When their oral examination is over they must leave by another exit, leaving the oral transcript paper behind.
- They **MUST NOT** return to the Waiting Room or the Preparation Room.

7. Invigilation

of IGCSE/AS/A level exams

- **All staff involved in the invigilation of external examinations must attend a training session prior to the examination session each year (provided by the examinations officer).**
- Two members of staff (1 male and 1 female) will be assigned to invigilate each examination where possible. (They may need to change over during an examination due to timetable restrictions.) **Usually one member of staff will preside in the room and another be on call outside of the room.**
- Invigilators will collect the papers from the office at least 10 minutes before the examination is due to start and ensure all materials are ready in the **examination room**. (where appropriate the examinations officer will start the exam.)
- Students should be admitted to the **examination room** 5 minutes before the examination is to begin, to be seated according to the plan and then given instructions.
- Students should write their name and candidate number on the paper **when instructed to by the invigilator** (before the examination starts).
- Students are not allowed to turn the question paper over until instructed to do so.
- The subject, duration of examination, start and finish times are to be written on a board which is visible to all candidates.
- A 5 minute warning is to be given at the appropriate time before the end of the examination.
- No student is to leave the **examination room** before the end of the examination that they are taking - **and certainly not without the permission on the invigilator.**
- When the examination is over the papers will be collected, **placed in the exam envelope provided and given directly to the Head of Centre (Mr Kirk) or the Examinations officer (Miss Scott).** Where possible - these persons will be present at the end of the examination for this purpose.

of other types of examination

- Invigilators will collect the papers from the office at least 10 minutes before the examination is due to start and ensure all materials are ready in the room.
- Students are not allowed to turn the question paper over until instructed to do so.
- The subject, duration of examination, start and finish times are to be written on a board which is visible to all candidates.
- A 5 minute warning is to be given at the appropriate time before the end of the examination.
- No student is to leave the room before the end of the examination that they are taking. Students are allowed to place books relating to a different subject, on the floor beside them, to use if they finish the exam early.
- When the examination is over the papers will be collected and given to/placed in the subject teacher's pigeon-hole.

8. Permitted equipment for IGCSE type examinations

Each student is expected to provide the basic materials needed for each examination. These are to be placed inside a transparent bag or pencil case to be taken into the **examination room**. No other equipment is to be taken in unless allowed for that particular examination.

The following are not allowed to be taken into the examination hall at any time by any candidate:

- Notes
- Books
- Pieces of paper
- Wristbands
- Writing on body
- Calculator cover/case
- **Mobile phones or other electronic devices**
- Candidates' pockets may be searched by the invigilator.
- **Drink bottles (i.e.water) with any packaging or labeling information**

Misconduct



Amano Christian School - Secondary Examination Policy

Students found to have any of the previously mentioned materials on their person within any examination or who are found to be behaving in a suspicious manner by the invigilator will be dealt with severely. Misconduct may also be discovered by the teacher marking the paper (i.e. evidence of similar answers to another student; answers that reflect the mark scheme of an external examination; performance of a student that exceeds teacher expectations and current performance levels). In such cases a full investigation will be conducted by the Head of Centre and/or Examinations Officer and the student may be asked to remain at home pending the outcome of such enquiry.

Internal examinations

If any of such items are found on a student sitting an internal examination the student will be:

- Told to leave the examination room
- Interviewed by the member of staff invigilating the examination and the Head Teacher
- The student will re-sit the examination or an equivalent paper either during lunchtime detention if it is a short examination, or during an evening Prep session under strict supervision
- The student's parents will be informed and a copy of the letter will be kept on the student's file.

External examinations

If any of such items are found on a student sitting an external examination the student will be not be allowed to sit ANY further examinations set by the Examination Board concerned.