

Examinations (Internal) Policy

Lumen Christi College

The aims of the policy document are:

- to ensure that each person involved in the examinations process knows clearly the role expected of him/her
- to ensure the smooth operation of examinations in the college by teaching and support staff
- to provide an equitable system of supervision for teaching staff
- to provide an appropriate training environment for pupils to ensure the best outcomes in public examinations

Preparation:

It is the responsibility of the **Personnel Manager** to ensure that:

A deadline is set for the submission of examination papers to the Office for photocopying.

- (a) Photocopying of such papers is completed on time for examinations.
- (b) A copy of each photocopied paper is returned to the Subject Head for approval before multiple copies are made.
- (c) Examination papers are securely locked away, set out and marked clearly on shelves.
- (d) Caretaker sets up and dismantles examination centres as required
- (e) Caretaker ensures that Sports Hall is adequately heated over weekends when examinations are in progress.
- (f) Provide attendance registers for all centres.
- (g) Adequate supplies of writing paper are available in Reprographics for use in examination centres.
- (h) Provide strong brown envelopes for return of completed scripts to Staff Room

It is the responsibility of the **Subject Head** to ensure that:

- (a) Examination papers are submitted to the Office by the deadline set or to photocopy examination papers, if the deadline is missed
- (b) Accurate numbers of photocopies are provided
- (c) All examination papers are checked for omissions both prior to and after photocopying.
- (d) Pupils are aware of arrangements regarding orals, practicals, etc.
- (e) Identify any pupils who should be scheduled to attend during free sessions in order to complete controlled assessment/coursework in Years 11-14.

It is the responsibility of the **designated member of the Leadership Team** to ensure that:

- (a) Exam timetables are distributed to all pupils at least one week before examinations
- (b) An Exam timetable and extra time arrangements are posted in the examination centres and in the staffroom and a copy presented to the

Office. These extra time arrangements will be organised and distributed by SENCo

- (c) Exam Papers are in place in Reprographics the day before any examination.
Supervision:

The professional approach of teachers to supervision duties is vital in influencing the attitudes and approach of students.

Arrangements for supervision will be based on an equitable distribution of time, taking account of provision for Key Stage 4 and 5 language orals or practicals and marking load.

Where Key Stage 4 and 5 orals and practicals are set during the designated examination period, teachers will be expected to cover examination supervision less than others but will not be exempt from supervision duties. Where departments are allowed flexible arrangements, teachers are expected to be present in school throughout the school day.

Fair arrangements for the provision of marking days for teachers will be agreed in advance with Senior Management Team

Adequate time will be allowed for pupils to have as genuine an experience of mock public examinations as possible. Where this involves departments wishing to set additional papers or arrangements, subject teachers in those departments will be required to supervise additional sessions.

All supervising teachers are expected to have a professional approach to the job. It is essential that arrangements for the orderly entry of pupils and distribution of papers be as close to public examinations as possible.

Teachers will supervise both in classrooms and larger centres.

It is the responsibility of the **HEAD OF KEY STAGE** in advance of the examinations to ensure that all students are warned of the consequences of dishonesty: zero allocation of marks, parental meeting and subsequent detention for pupil.

It is the responsibility of the **FIRST NAMED TEACHER** on a supervision centre rota to ensure that:

- (a) examination papers, writing paper and any other materials are collected from the Examinations Officer for the centre in which he/she is supervising [This should be done in time to ensure that all pupils entitled to extra time are facilitated.]
- (b) pupils are seated in alphabetical order by class so that copying is minimised and taking of registers eased
- (c) completed scripts are placed securely in a sealed envelope marked with the subject and teacher's name and any absentees noted on the outside of the envelope
- (d) all unused paper is collected and returned to Reprographics

- (e) all examination scripts are returned to the Staff Room immediately after the exam.
- (f) all arrangements for extra time students are carried out correctly, including starting and supervising additional time
- (g) registers are taken and returned to the Office

It is the responsibility of the **FIRST NAMED TEACHER** in the Duty Rota to ensure that:

- (a) adequate supervision of breaks is provided: lockers; PE corridor; canteen; outside; Art corridor
- (b) teachers are able to provide breaks for colleagues supervising examinations
- (c) two teachers are present for Bus Duty.

It is the responsibility of **EACH TEACHER** to ensure that:

- (a) he/she is present for supervision from 8.45am each morning on which they are supervising
- (b) he/she is present in the examination hall or classroom 15 minutes BEFORE the examination is due to start
- (c) he/she carries out supervision with diligence
- (d) no books, bags or pencil cases are permitted on any pupil's desk
- (e) no borrowing of equipment is permitted during an examination
- (f) he/she is in time to supervise any additional time students in classrooms
- (g) he/she does NOT mark papers or use a computer/iPad / electronic device when on supervision duty
- (h) pupils tidy the area around their desks after an examination
- (i) on completion of the last examination in a centre, pupils stack chairs and desks as requested by caretaker

Supervision of examinations will include breaktime and lunchtime supervision duties as directed by the designated member of the Leadership Team.

Marking and Reporting

Reports to parents will be staggered to ensure that teachers have adequate time to complete reports and the dates will be agreed in advance by Senior Management.

Subject teachers should complete reports as per the published schedule in advance of the Form Teacher deadline for submission.

It is the responsibility of **EACH TEACHER** to ensure that:

- (a) any mistakes made on report forms are corrected,
- (b) class reports are completed by deadline set,
- (c) form class reports are submitted to the Head of Key Stage on the date agreed by the Leadership Team.

It is the responsibility of the **HEAD OF KEY STAGE** to ensure that all reports for year groups are checked for completed sections, presentation, spelling, etc.

Reports will be issued to parents after comment by the Head of Key Stage and/or Principal, as appropriate.