



# Ashfield Girls' High School



**“Each different. Each talented. All valued.”**

## Internal Examinations Policy

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## **Executive Summary**

The Internal Examinations Policy outlines the procedures for internal examinations.

Pupils complete internal examinations as part of the teaching, learning and assessment process.

As they progress through school, pupils will be entered for external examinations. The internal examination process is part of the preparation for these external examinations.



## **Section A – Aims of the Policy**

The aim of the Internal Examinations Policy is to provide all stakeholders with clear and concise information outlining the procedures for internal examinations.

The purpose of this policy is:

- to ensure the effective planning and operation of internal examinations in Ashfield Girls' High School
- to help prepare pupils for the procedures for external examinations



## **Section B – Legislative Context, Guidance and Linked Policies**

There are no legislative or guidance documents relating to Internal School Examinations. However, the Internal Examinations Policy is designed to build the necessary habits that are required to participate effectively in external examinations.

The Internal Examinations Policy is written in conjunction with the External Examinations Policy.



### **Section C – Policy Procedures**

Procedures are outlined in Section D – Roles and Responsibilities.



## Section D – Roles and Responsibilities

It is the responsibility of everyone involved in internal examinations to read, understand and implement this policy.

### Assistant Vice-Principal Responsible for Internal Examinations

- Liaise with SLT, the Vice-Principal (Curriculum) and Heads of Department regarding the timing and scheduling of internal examinations
- Timetable internal examinations
- Provide timetables for all internal examinations
- Ensure parents are notified about timetables
- Organise invigilation for internal examinations
- Organise distribution of exam papers for internal examinations
- Ensure that pupils and staff are aware of examination procedures

### Heads of Department

- Liaise with the Assistant Vice-Principal responsible for internal examinations about the timings and requirements for the internal exams for their subjects
- Ensure that internal exam papers have been quality assured
- Ensure that the correct numbers of exam papers are photocopied and that these are organised into correct exam groupings
- Ensure that all exam papers have been sent to the Assistant Vice-Principal by the end of the week prior to the exams

### Assistant SENco

- Ensure effective administration of access arrangements
- Liaise with Heads of Department regarding exam papers for pupils with access arrangements
- Ensure that the list of pupils who have been offered extra time is available in each exam room
- Ensure that the spreadsheets for recording the use of extra time are distributed to all exam rooms and that the information is collected and collated after internal examinations have been completed
- Organise the timetable for supervision of examinations by Classroom Assistants

### Form Tutors

- Ensure that all pupils have received copies of exam timetables
- Ensure that the class exam timetable is displayed in the Form Room and uploaded to the Form Class Team

### Staff who carry out supervision in classrooms

- Collect all the exam papers for the day before registration
- Arrange the pupils in the seats they will be in for the week. All pupils should face the same direction during an exam. The teacher supervising on Monday should arrange the seating plan for the week
- Complete a seating plan for the week and send it to the Assistant Vice-Principal responsible for internal examinations





- Register the class or G group on SIMS
- Ensure that schoolbags are put at the side or back of the room and that all phones are turned off and put in bags or set on the teacher's desk for the duration of the exam
- Ensure that any watches are taken off and put in schoolbags or set on the teacher's desk for the duration of the exam
- Remind pupils that written exams should all be completed in black pen and that they should not scribble on or colour in exam papers
- Ensure that pupils are aware of the timings of each exam and that they read the instructions on the front of the paper carefully
- Remind all KS3 pupils that they may ask for words or sentences to be read during an exam
- Ensure that there is a working clock in the room and that pupils can see it
- Remind pupils that they must complete exams in silence and that when they are finished, they should check their work and then sit quietly until the end of the exam
- Remind pupils that they are not allowed to lift revision materials or books out of their bags until the full exam has been completed by all pupils
- Ensure that exams start and finish at the timetabled times
- Ensure that there is silence in the room during an exam (unless there is an emergency)
- Actively supervise pupils during an exam
- Ensure that the pupils who have been offered extra time are given the opportunity to use it and note the amount of extra time used on the spreadsheets provided by the SEN Department.
- Make sure pupils have break and go for lunch at the correct times
- Ensure that pupils revise quietly during revision sessions
- Return all completed and spare exam papers to the Vice-Principal in charge of internal exams
- Complete afternoon registration before dismissing pupils at the appropriate time.
- Report any behaviour concerns during exams to the Assistant Vice-Principal in charge of internal exams

### **Staff who carry out supervision in Exam Halls**

The teacher in charge in the Hall will be clearly indicated on the invigilation timetable. It is the responsibility of the teacher in charge to ensure that correct procedures (listed below) are followed and that registration is taken and appropriate announcements made.

It is the responsibility of the other staff who are invigilating in the Halls to support the teacher in charge in carrying out supervision of the exams.

- Ensure that pupils sit in their allocated seats for every exam. Each desk will have a card with the pupil's name and class on it and pupils will sit in the same seats for each exam
- Ensure that schoolbags are put at the side or back of the room and that all phones are turned off and put in bags or left on the desk at the front of the Hall
- Ensure that any watches are taken off and put in schoolbags or set on the desk at the front of the Hall for the duration of the exam



- Complete an attendance register for the exam and inform the Office Staff of any absentees so that phone calls home can be made
- Return the attendance register to the Vice-Principal in charge of internal exams
- Remind pupils that written exams should all be completed in black pen and that they should not scribble on or colour in exam papers
- Ensure that pupils are aware of the timings of each exam and that they read the instructions on the front of the paper carefully
- Ensure that there is a working clock in the Hall and that pupils can see it
- Remind pupils that they must complete exams in silence and that when they are finished, they should check their work and then sit quietly until the end of the exam
- Ensure that all pupils are silent when exam papers are given out and collected in
- Ensure that exams start and finish at the timetabled times
- Ensure that there is silence in the room during an exam (unless there is an emergency)
- Ask pupils who have extra time if they wish to use it at the end of the exam. The list of pupils this applies to will be on the desk at the front of the room. If a pupil uses extra time, this should be noted on the spreadsheets provided by the SEN Department
- Ensure that pupils leave the Hall quietly and in an orderly fashion after the exam
- Ensure that pupils revise quietly during revision sessions
- Return all completed and spare exam papers to the Vice-Principal in charge of internal exams
- Report any behaviour concerns during exams to the Vice-Principal in charge of internal exams.

### **Staff who carry out supervision of pupils with SEN needs or access arrangements**

- Support the Assistant SENco with the administration of exam materials
- Support the Assistant SENco in the arrangement of exam concessions
- Follow the guidelines above for staff supervising in classrooms, while implementing any concessions required

### **Special Consideration**

Should a pupil be unable to sit an internal examination, it may be possible to allow the pupil to complete the exam paper in class time afterwards.

However, the exam cannot be officially rescheduled and the results of a paper completed at a later date will not be recorded on school reports.



### **Section E – Consultation, Communication, Monitoring and Evaluation**

This policy has been developed in consultation with the School Examinations Team. It is written to support the External Examinations Policy.

To appropriately monitor the effectiveness of the policy, the Board of Governors shall:

- be updated regularly on any changes
- identify issues and priorities for action
- assess the effectiveness of strategies aimed at ensuring the effective planning and operation of internal examinations

# ***Challenging girls today; creating women of value in the future***



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