



## Examination Procedure

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| <b>Responsible:</b>   | Curriculum Team  |                     |                  |

Candidates for internal and external examinations should follow these rules which apply to all examinations conducted by Orley Farm School (unless superseded by rules requested by an external agent). See [ISEB Regulations](#)

### **Before Any Examinations**

Form tutors will inform their pupils of the following:

1. It is the candidates' responsibility to ensure that they know the correct date, time and location of all their examinations. Candidates will receive a personal timetable prior to examinations.
2. During examinations, candidates must obey all instructions given by the invigilators.
3. A candidate must not attempt to communicate in any way with another candidate during the examination and must not disturb other candidates. If this takes place, the invigilator must make a note on his / her exam paper. The subject teacher will follow this up.
4. In the event of a fire alarm or other emergency requiring evacuation of the examination venue, the invigilators will tell candidates to leave all examination materials on the desk, leave the room in an orderly fashion and assemble at the designated point outside. Candidates must not communicate with any other candidate as they will still be under examination conditions.
5. Candidates must make sure that they take whatever equipment they will need to use with them to each examination as long as these items are permitted in that examination.
6. Unless specific instructions to the contrary are given:
  - a. candidates are allowed to take to an examination desk: pens and pencils, erasers, rulers, geometry equipment, and, except when their use is prohibited, electronic calculators cleared of all pre-stored programmes or information, i.e. nothing in the memory; *all of these items should be in a transparent pencil case or bag*; All candidates are allowed one reading book. This should be stored under the chair and used after the exam papers have been collected.
  - b. candidates are not allowed to take to an examination desk (even in pockets): mobile phones or other electronic communication equipment, data tables, notes, paper or any other item that could be used to gain advantage;
  - c. candidates are not allowed to take dictionaries (including electronic dictionaries) or smart watches to an examination desk unless their use is specifically allowed in the instructions on the examination paper.
7. Candidates will be allowed into the examination room 5 minutes before the scheduled start time of the examination so that the examination will start on time.
8. Candidates must clearly identify their work by completing their name on each answer book and on every other item of examination stationery used (e.g. lined paper provided).
9. Candidates needing the toilet must attract the attention of an invigilator by raising a hand without disturbing other candidates. The time they leave and return to the room will be recorded on a toilet register at the front desk by the Invigilator. No extra time is allowed for toilet visits.
10. Candidates who need to take medication during an examination should inform the Invigilator before the start of the exam.
11. Candidates must stop work when instructed to do so by the Invigilator.

12. At the end of the examination, silence must be observed until the scripts of all candidates in the examination room have been collected by the invigilators. Candidates must not leave their desks until the Invigilator announces that they may do so.
13. Some candidates will be allowed extra time in accordance with guidelines as set out by Joint Council for Qualifications (JCQ). The invigilator will indicate at the start of the exam when the exam will end for those with extra time. All candidates need to remain in the exam room until the extra time has run. A list of individual requirements will be provided for the invigilator.
14. Other access arrangements will be made available and will be based on the school's knowledge of the child's needs and evidence in the classroom.

### **Exam Invigilation**

Invigilators are responsible for the papers being examined not just papers from their own department.

#### *Duties/Responsibilities:*

1. All externally marked papers should be collected from and returned to the Head's PA. HoDs (or a nominated member of the department) are responsible for the collection and distribution of internally marked exams.
2. Assisting with the distribution of exam papers and any additional materials in accordance with the instructions provided. Staff should ensure that the correct papers received and that pupils with extra time &/ or a laptop are clearly identified.
3. It is expected that candidates check that they have been given the correct question paper. If there is any doubt, candidates should attract the attention of an invigilator immediately.
4. Ensuring that candidates take only approved items to their desks, as stipulated on the rubric of the examination paper; these may include approved calculators. All candidates are allowed one reading book. This should be stored under the chair and only used once the exam papers have been collected.
5. Some spare calculators, rulers, pens/pencils will be provided. Please ensure they are returned at the end of the examination.
6. Checking for absentees and notifying the relevant department and Assistant Head Data at the end of the examination.
7. Advising pupils to check that they have the correct question paper, and to note the duration of the examination. Advising pupils if they have extra time and encourage them to use it.
8. Responding to any relevant queries regarding the question paper.
9. Exercising surveillance at all times.
10. Collecting and returning exam papers and scripts to the relevant Head of Department (for internally marked exams) or HM's PA (for externally marked exams).
11. Being familiar with the pupils' Exam Rules.

## **Setting Exams**

Heads of Department have guidelines set by the Assistant Head Data pertaining to the setting and organisation of internal examinations. See Appendix A.

## **Appendix A - Examination Procedure**

### **Internal Exam Procedures**

HoDs

Select appropriate paper (see overview) in collaboration with department.

#### **Produce an electronic copy with:**

Orley Farm cover sheet.

Time allowed stating whether "Reading Time" is included or excluded.

Internal November 13+ exams to be titled "MTS and SIMILAR" as appropriate.

Clearly labelled sections.

Good quality diagrams/photos.

All text legible.

All amendments typed and deletions tippexed out.

Electronic copy to be stored in

<T:\Whole School\Curriculum & Planning\Heads of Department\Exam Papers>

Numbers of each paper required to Assistant Head Data.

Assistant Head Data to check and send to the office for printing.

Assistant Head Data to sort and package papers in the resource room, with SEN packaged separately when appropriate

On the day of the exam HoD (or departmental member) to collect papers and take to the main exam room.

(Check SEN pupils' papers are correct)

Check all pupils receive the correct paper.

Deal with arising issues.

Start their exam.

- Post exam moderation meeting.
- Complete analysis sheet on SharePoint - [Exam Analysis](#)