

ORLEY FARM SCHOOL



Examination Procedure

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Responsible:	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external examinations should follow these rules which apply to all examinations conducted by Orley Farm School (unless superseded by rules requested by an external agent).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:

- Be vigilant. Always supervise the candidates to prevent cheating and distractions.
- Ensure the correct papers are received and that pupils with extra time and/or a laptop are clearly identified.
- Advise pupils to check they have the correct question paper and note the duration of the examination. Advise pupils if they have extra time and encourage them to use it.
- Tell candidates when they may begin and how much time they have.
- Respond to any relevant queries regarding the question paper but do not comment on the content of the question paper if that can hint to the answer.
- Ensure candidates take only approved items to their desks, as stipulated on the rubric of the examination paper (e.g., approved calculators). All candidates are allowed one reading book, which should be stored under the chair and **only used once the exam papers have been collected.**
- Assist with the distribution of exam papers and any additional materials according to the provided instructions.
- Check for absentees and notify the relevant HoD and DoS at the end of the examination.
- Collect and return exam papers and scripts to HoD's pigeonholes, directly to the HoD or the Office. Following the end of a subject's examination, there should be **no exam papers of that subject left in the Exam Hall.**
- Provide spare calculators, rulers, pens/pencils, and ensure they are returned at the end of the examination.
- Ensure a reliable clock, big enough for all candidates to read clearly, is visible to each candidate in the room.
- Ensure a board/flipchart/whiteboard showing the actual start and finish times of each examination is visible to all candidates.

- Ensure seating arrangements prevent candidates from overlooking (intentionally or otherwise) the work of others; candidates are to be seated at single desks, facing the invigilator's table.
- HoDs (or a nominated member of the department) are responsible for the distribution of internally marked exams.
- Candidates requesting to visit the toilet must do so one at a time. 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.
- Keep a record of any incidents which arise during the examination.
- Let candidates know how much time they have left, 10 minutes before the end of the examination.
- Tell candidates to stop writing at the end of the examination.

Appendix A - Examination Procedure

Internal Exam Procedures

- HoDs Select appropriate papers in collaboration with the department and produce an electronic copy.
- Ensure a cover sheet with the most up-to-date school logo is used.
- Ensure the time allowed is clearly indicated.
- Title Internal Autumn 13+ Exams as CE / Scholarship / John Lyon School / Habs, etc.
- Ensure sections are clearly labelled.
- Use good quality diagrams/photos.
- Ensure text is legible throughout the paper.
- Papers to be added to  OFS Internal Exams by the **deadline** set in HoDs meetings
- A list that specifies which paper students sit is required to be added to the folder too, if teaching in sets.
- DoS to liaise with the office for draft copies to be printed for Quality Check.
- Printed drafts to be checked by HoDs by the deadline set in HoDs meetings.
- Following QC, DoS to liaise with the office so exam copies can be printed.
- SENDCo will liaise with the DoS for any access arrangements required for the exams.
- SENDCo & the learning support department will organise invigilation when students requiring access arrangements cannot be in the main exam halls.
- HoDs to be present (if possible) for the start of their subject's examinations.
- Post exam moderation meeting, if necessary.
- Exam results should be recorded on iSAMS before the relevant deadline.