

## INTERNAL EXAMINATION POLICY AND PROCEDURES

### Goal

This policy aims to facilitate the smooth running of internal examinations by providing guidelines, procedures and regulations for teachers and students.

### Introduction

### Aims

- To administer valid and reliable internal examinations that fairly and fully allow the demonstration of students' learning in a user friendly environment
- To prepare students for the rigours of externally invigilated Cambridge examinations.

### Responsibility for the Policy and Procedures

The High School Principal delegates Deputy Principal with the responsibility for this Policy and Procedures.

### A. General Examination Procedures:

1. Students must report promptly for registration at their homeroom classes at 7:50 a.m
2. All mobile phones should be switched off and placed in lockers, or left at home.
3. Students' bags must be left either in their lockers or outside of the examination venue.
4. Students will be escorted to the exam venue at 7:55 a.m., by their homeroom teacher.
5. Students will be seated according to the subjects written.
6. Students will be allowed into the examination venue with only their stationery in a clear plastic bag, a water bottle without a label and an "Early Leaving Permission Card"(If applicable).
7. The earliest start to an examination will be 8:15 a.m.
8. Students will be informed at the start of every examination to do the following:
  - a. Check that they do not have their phone or an Apple watch(or equivalent) on them.
  - b. Check that he/she has received the correct examination question paper.
  - c. Check that there are no pages missing from his/her examination question paper.

### B. Examination Procedures for late-comers:

1. It is the student's responsibility to report his/her arrival at school to his/her homeroom teacher.
2. No extra time will be allocated to any student for the completion of an examination paper due to late-coming (in consultation with the principal).
3. Should a student arrive more than twenty minutes late, he/she will not be permitted to write the examination.

**C. Examination Rules for Students:**

1. The school rules apply throughout the examinations.
2. Students must be in correct uniform for the examinations.
3. No communication of any form (verbal and non-verbal) is allowed on entry, during and on exit of the examination venue.
4. Students must be seated at all times during an examination session.
5. Students will not be allowed to use the bathroom during an examination. Please ensure that all your ablutions are completed before entering the examination venue. In case of an emergency, the invigilator will use his/her discretion and record this on the examination paper
6. Borrowing of stationery and equipment from students is NOT allowed during the examination.
7. Absentees must provide a valid doctor's note for any examination missed within twenty-four hours
8. It is the responsibility of the student to ensure that he/she is in the correct venue and has the correct examination paper.
9. The "Early Leaving Permission Card" must accompany the student into the examination venue at the start of the examination session. No permission will be given to students to fetch the Early Leaving Permission Cards from their lockers.
10. Teachers will sign the Early Leaving Permission Cards once all question papers have been collected. Until such time, no student will be allowed to leave
11. All students who do not have Early Leaving Permission Cards will not be allowed to leave the school property.
12. If a student has a question, he/she must raise his/her hand and wait for an invigilator.
13. Students are not allowed to discuss questions or refer to any notes during the examination. If a student is caught cheating;
  - a. the examination paper will be confiscated immediately.
  - b. The student will be asked to leave the exam room.
  - c. The student will be awarded a 'zero' for this paper.
  - d. The School will consider the nullification of the results for all the subjects being taken during this batch of examinations.
  - e. Further disciplinary actions as decided by the School.
14. Students will not be permitted to leave the hall until the examination is over
15. During the breaks between the examinations
  - a. Students must use the canteen area.
  - b. You are only allowed to use the canteen area under the supervision of a teacher.
  - c. You must leave the area clean and tidy after use.
16. Students are not allowed to wear smartwatches or use graphic calculators during the exam

17. Should a student miss an examination the following will apply:

- a. Absent with a valid doctor's note – N/A will be awarded for the examination
- b. Absent without a valid doctor's note – 0 will be awarded for the examination.

No rewrites will be allowed for any examination paper.