



Clifton High School

co-educational nursery pre-school to sixth form

| Policy applies from EYFS to Sixth Form | Internal Examinations |
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| Date policy updated | 13.10.2020 |
| Date policy to be reviewed | 13.05.2021 |
| Author | Ms Louise Brackenbury |
| A shaded area denotes a regulation to which all schools must comply | |

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

Assessment and Reporting
Misconduct and Discipline
Data Protection, Retention and Management
Teaching and Learning

At Clifton High School we believe that internal examinations are an integral part of the teaching and learning process throughout Years 7 - 13. This is because internal examinations enable pupils to develop the skills of revision and examination practice that are required for public exams in Year 11, 12 and 13. The results of the examinations provide information for teachers to aid planning and target setting in order to raise standards of attainment.

Objectives

Internal examinations create circumstances in which pupils

- Develop revision and examination skills
- Have an opportunity to perform their best
- Work on their own
- Experience examination conditions

Frequency

Internal examinations are held in Autumn 2 (Years 7 – 10 and Year 13), January (Year 11 and Year 13) and Summer 2 (Years 7 - 10). The results of the examinations are published to parents.

Internal Examination Conditions

Pupils in Year 7 - 10 sit all internal examinations in their normal form rooms. Years 11 - 13 use the Gym and Rose Theatre to recreate the exact conditions of the public examinations.

All internal examinations must be conducted in silence; pupils who fail to comply with this will be sanctioned in line with the School's Misconduct and Discipline Policy. In the event of communication or cheating being verified, the papers of the pupil should be marked and feedback given to the pupil, but parents will be informed of the instance and a grade that better reflects their progress reported.

Pupils should be informed of the following rules for internal examinations

- There should be no communication between pupils when an examination is taking place – pupils who are not sitting the examination must revise in silence
- Mobile phones and smart watches placed in the box provided at the start of the session

- No bags, food or mascots are allowed during examinations
- Small, transparent, unlabelled bottles of water are allowed
- All writing materials must be in a see-through container for Year 11 - 13 only
- No ink erasers are allowed – mistakes should be crossed through with 1 single line
- Pupils must raise their hand for help and not to attempt to pick up anything that they have dropped
- Pupils must leave the examination room and move around the school with consideration for others still sitting examinations

Responsibilities

Assistant Head will

- Provide the overall timetable for the examinations in consultation with the Heads of Department
- Arrange invigilation for the examination period
- Arrange rooms for the examinations and any subsequent room changes for other lessons
- Ensure the organisation of all examination scripts
- Provide Heads of Department with cover sheets for each examination
- Compile revision booklets for Year 7 - 10

Heads of Year and Head of Sixth Form will

- Ensure that timetables, revision guides and rules are communicated to the pupils prior to the examinations
- Arrange an alternative time for pupils who have missed examinations to sit them once they return to school

Heads of Department will

- Prepare pupils for examinations
- Provide and check question papers for the subjects in their department by the deadline given by the Assistant Head
- Ensure that all sets of examination papers have an information cover sheet
- Provide the Head of School with all results before sharing with the pupils

Head of Enhanced Learning Department will

- Ensure that all pupils who qualify for extra time or Special Arrangements are known to the staff invigilating examinations
- Support the invigilation of those with access arrangements

Form Tutors will

- Ensure a working clock is prominently displayed in the classroom
- Display the examination rules around the class room so as to be visible to all pupils while sitting their examinations
- Collect a labelled 'mobile phones' box from the office at the start of the examinations period and return it at the end

Staff Invigilating Examinations will

- Ensure that the rules of internal examinations are upheld
- Write start and finish times on the board
- Give out and collect in all scripts
- Return scripts as outlined on the examinations cover sheet
- In the event of any communication between pupils or cheating, the pupils involved should be reprimanded but allowed to complete the examination. At the next break the pupils should be sent to the relevant Head of Year. A written account should be submitted by the member of staff as soon as practical to the relevant Head of Year