

FORMAL WRITTEN EXAMINATION POLICY HANDBOOK

AY 2023 - 2024

Revised September 2023

This handbook has been produced in order to facilitate a smooth **lead** into, accountability during and follow up of the formal examination. All teaching staff in the primary section should read this before embarking upon the setting, production and marking of all the examinations.

Part A. Examination Committee Officers and Members

Below are the members and officers of the examination committee of the school. Their main responsibilities are indicated herein.

StoreCommittee (CONTROL):

1. Mr. Imran- VP In charge of the Committee
2. Mr. Zaid – Head of Curriculum and Assessment
3. Team Leaders
4. Social workers
5. Boys Section Supervisor
6. Girls Section Supervisor

StoreCommittee Tasks:

1. Receiving the exams.
2. Photocopying the exams.
3. Supervision that school cover page is stapled on the examination paper.
4. Delivery of the questions envelops to the Section Supervisors for distribution.
5. Receipt of the Exams envelops with a Marks Books from the team leaders after the completion of correcting and monitoring grades.
6. Exam Envelopes with marks books delivered to the double-checking committee.
7. Receipt the Exams Envelopes and Grades Books from the double-checking Committee.
8. Delivery marks Books to the marks Entry Committee.
9. Receiving the marks statement after rechecking the marks on the system.
10. Receiving the marks Statements from the IT department and distributed to the teachers with marks books.
11. Receiving the marks Statements and marks Books from the teachers after rechecking and signature.
12. Prepare statement with the top highest grades students in each semester.
13. Prepare statement with the top highest marks students at each grade by the end of the school year.

Receiving Exams Committee

- 1) –Ms. Heba KG to 4
- 2) – Mr. Basem Grade 5-12 Boy's section
- 3) —Ms. Amara Grades 5-12 Girls' section

Exams Photocopying and Stapling Committee

1. Mr. Ahmad (Printing room)
2. Appointed Nannies

Exams Photocopying and Stapling Committee Tasks:

1. Photocopying the Exams upon the number of students per day and making sure to be clear copy.
2. Put the exams into envelopes.
3. Put the school Cover page on examination paper.
4. Distribution the exams paper inside the Envelopes.

Invigilating Scheduled Committee

1. Girls Sections Supervisor Ms. Ameera
2. Boys Sections Supervisor Mr. Basem

Exam Review Committee Members

1. Subject Leaders
2. Members assigned by Subject Leaders

Exam Review Committee Tasks:

1. Receive the Exams Envelopes with Grades Book from the store.
2. Match the examination papers with the Grades books.
3. Deliver the Exam Envelopes with Grades Books to the store.

Examination Head (Mr. Zaid)

- Oversee the implementation of the written examination policy of the school;
- Ensure the accurate and smooth conduct of the examination procedure;
- Plan for the schedule of the examination and have it approved by the principal through the academic controller;
- Ensure that all staff are properly informed of the approved schedule of the examination
- Check the preparation of the required materials for the exam and have them approved by the principal through the vice principal / academic controller;
- Meet the examination committee members and officers and ensure the preparedness of the staff at least a week before the scheduled examination;
- Plan for the special examination dates and coordinate with the exam coordinators for the special examination
- Solve problems related to the conduct of examination; and
- Evaluate the conduct of the examination and prepare action plans to ensure smooth operation of the examination; submit evaluation reports and action plans to the principal.

- Prepares the required materials for exams in coordination with the team leader;
- Assign revision and testing rooms;
- Assign proctors / invigilators in coordination with the of the Section Supervisor;
- Distribute the invigilation kit and test papers to all the proctors in the different rooms on time;
- Assign seating arrangement of the students
- Posts examination schedule, list of students in the examination rooms, required materials and seat plan;
- Maintains peaceful conduct of the examination;
- Collects the examination papers from proctors after the exam and ensure the correct numbers of the test papers which should tally to the number of examinees present on the day of the exam; these papers must be stamped. Stamping of the papers should happen in the conference room / action room.
- Coordinates with the examination supervisor for whatever problems encountered in the school related to the examination

Exam Controller(s) (Team Leaders)

- Ensure that the copies of the exams are complete with two extra copies per envelope, properly labeled and sealed in the prescribed examination envelopes;
- Complete the labels of the examination envelopes;
- Provide copies of the answer keys, which can be given to the Team leaders and teachers. Team leader is primarily responsible for the accuracy of the answer keys.
- Ensure the availability of two versions of the exams with their answer keys. The first version shall be used for the exam as scheduled while the second version shall be used in case of special examination or any case instructed by the examination supervisor;
- Distribute completed examination papers to the team leaders for marking; and
- Coordinate with the store officer for the safe keeping of the completed examination papers;
- Keeps the corrected papers in the store in their designated areas with the answer keys.

Proctors (TBA)

- Arrange students in their prescribed seat plan;
- Complete the attendance report, feedback report at the end of each examination and fill in the form on the examination envelopes accurately.
- Write on the white board the following information: Date, Subject, Time Started and Time expected to end, lists of absences and list who is present;
- Ensure peaceful conduct of the examination;
- Ensure that each student have names on the cover page of the exam; and fold & staple the name of the student on the upper right corner of the cover page. Ensure that the names cannot be seen by the markers
- Ensure that the number of students present and the number of examination papers are the same;

- Ensure the discipline policy is properly observed;

Store Officer

- Is responsible primarily for the safe keeping of all the test papers in their respective examination envelopes with control number;
- Ensures the lock and key in the store in coordination with the staff assigned for photocopying of the papers.
- Reports to the examination supervisor any issues related to the dispense, distribution and storage of the examination papers;
- Checks the inventory of the test papers and ensure that no test papers are misplaced;
- Coordinates with the examination coordinator and lead exam controller(s) for the distribution of the examination papers;

Technical Coordinator.

- Ensure that there is adequate number of tables and chairs in the examination venues;
- Ensure that the examination rooms are properly ventilated and well lighted;
- Assist the Exam Coordinators for the posting of the lists of students, seat plan, examination time table and required materials in the different exam venues.

Part B. Preparation and Writing of the Examination papers

1. Two versions of every examination must be produced for the exams. This can be asked by re-ordering questions as well as providing supplementary ones. This is required for make-up papers or for students with excused absent on the day.
2. A full and comprehensive answer sheet for each examination must be produced.
3. There is no need to produce a title for the examination, as there will be a full and detailed title page.
4. Examination questions/items must be in correlation with the standards taught during the semester. You may use questions from the chapter and unit tests from the Assessment Guide book on condition that they were not previously given / administered.
5. Teachers who submit the two exam versions should submit a solved copy of the exam papers with their signature on both the exam paper and answer key.

6. All examinations must be word processed using the following criteria:
 - a. All scripts total items will be based on the percentage allocation for summative assessments required in the subject.
 - b. Margin should be standard. It can be narrowed to accommodate spaces required.
 - c. Font: Arial
 - d. Justify the type set.
 - e. Font size for Grade KG to 4 must be 14, while higher grades can be 12.
 - f. 1.5 spacing between lines unless you require students to answer using sentence / paragraph / essay answers. In this case double space lines. Double spacing may also be more appropriate for Grades KG to 4.
 - g. Add footer for marks per page (LHS) and page numbering (RHS).
 - h. Diagrams, maps, graphs must be in black and white (not color). This facilitates reprographics.
 - i. Ensure correct alignment throughout the examination paper.
 - j. Full, correct, accurate usage of English / American grammar / spelling. (Exceptions – Arabic and Islamic Studies).
 - k. Each section should have its value clearly indicated at the start. Each question should show its marks.
 - l. Chapter / section clearly stated at the start of each question, where applicable and relevant.
 - m. Examination question papers for all subjects should be forwarded to the Head of Curriculum and Assessment through the team leaders.

7. Examination Officer should use the check sheet to ensure all examinations are correctly ordered and checked. Approved papers should be forwarded to examination controller for final editing, printing and photocopying.

Part C. General Guidelines

1. All staffs are expected to check the invigilation timetable (issued to you) and be in the exam class at least 10 minutes before the time of the exam.
2. Proctors may not swap invigilating times without the prior approval of the examination officer.
3. Teachers should study the exam timetable and know what exam papers they have to mark. They should collect these papers on the same day and as soon as possible after the exam. They should count the papers and check that the count matches the expected number.
4. Marking: To prevent cheating, (i) follow the marking scheme accurately; (ii) use a pink pen; (iii) put a slanting line through any unused part of a page; (iv) draw a cross through wrong answers; (v) give the reason for removing marks. Teachers may be asked to mark a few papers with the team leaders. The team leaders check the marked papers after marking is completed.

5. End-of-term exam results (the actual papers as well as the marks copied on class-list sheets) should be handed in to the store officer within 48 hours of the examination. Teachers should complete on the target deadlines. Exam papers are not allowed to be checked and marked at home.
6. All administrators are expected to complete the end of the term report until the scheduled deadlines. Teachers and administrators may extend time beyond office hours to complete the report.

Part D. General Examination Flow

1. After the assembly, students go to the designated rooms for an hour of revision by the assigned teachers.
2. Ten minutes before the start of the exam, students and teachers go to their respective examination venues with their proctors. Exam coordinators should get the examination papers from the store officer 30 minutes before the scheduled exam and hand them over to the proctors with the invigilation kit. Invigilation kit should include the policy, seating arrangement, attendance sheet and feedback form.
3. Proctors check the seating arrangement and ensure that examinees (students) only have the required materials on their table. Revision sheets, books, copy books must be placed at the designated areas of the examination rooms.
4. Proctors write on the white board the subject, time test start and time the test is expected to finish, list of absentees and list of presents.
5. Proctors distribute the exam
6. Students take the exam. Students are allowed to leave the examination room after an hour from the time they have started.
7. Proctors inspect the names of the students on the cover page. Then, fold the top right end of the paper covering the name with a staple pin. Proctors may provide some paper activities (crossword, puzzles and etc.) for students who finish the exam early. Students are not allowed to leave the examination room early.
8. At the end of the exam, proctors collect the papers and check the number of students present with the number of papers collected. If verified accurate, then the proctors may request the students to leave the room in an orderly manner with no disturbance.
9. Proctors complete the feedback form accurately. The examination papers must be placed inside the examination envelopes and should be handed over to the examination coordinator.
10. Examination coordinators inspect the papers and stamp on it. In case the number of the papers does not match with the list of present; report the case

immediately to the proctors to resolve the matter. If it is not resolved, report immediately to the examination supervisor for immediate action.

11. Examination coordinators submit the feedback form and attendance sheet to the examination supervisor immediately after the papers have been verified complete. Examination papers will then be given to the store officer for safe-keeping.
12. Exam controller collects the examination papers from store officer for marking. Exam controller should ensure that exam papers are return at the end of the day to the store officer.
13. Team leaders check the accuracy of marking for approval. As soon as approved, teachers may remove the folds to reveal the name of students for recording purposes. The papers will then be returned to the exam instructors for safe keeping in the store.

Part E. Invigilation Activities

1. Pre-Invigilation Activities.

- a. Class teachers should distribute parent's correspondence on the examination schedule at least three weeks before the schedule of the formal exam.
- b. Class teachers should explain the examination protocol to the students clearly. Each student must be given a copy of the protocol.
- c. Class teacher should make students aware of the examination venue and seating arrangement a week before the examination. The supervisor will arrange a schedule for rehearsal and the seating arrangement chart.
- d. All subject teachers should give a copy of the required materials and revision sheets two weeks before the exam. Thus, they should be submitted on time as shown in the schedule to ensure that they are thoroughly checked by the assigned examination committee members before they are provided to the parents.
- e. Proctors should study carefully the invigilation activities and should accurately execute the activities in order and on time.

2. During Invigilation.

- a. Proctors should follow the order of activities strictly and on time.
 - Check attendance in the order of seating chart
 - Distribution of examination script
 - Guiding in checking the correct number of pages and writing of names and other information indicated in the cover sheet.
 - Administering exam
 - Script retrieval
- b. Grades KG to 4 should be guided properly by reading instructions carefully. They should be accommodated based on their needs to properly measure their understanding.

3. Post Invigilation Activities.

- a. Proctors submit the completed examination scripts to the examination officer for dispersal to subject teachers. Ensure that the flip area of the cover sheet is properly covered for objectivity while marking.
- b. Proctors prepare the examination report daily (Feedback form) by filling up the form correctly and should be turned in to the examination officer together with the examination scripts.
- c. At the end of the formal exam week, proctors should submit the feedback form.

Part F. Marking Policy / Procedure

1. Subject teachers should first mark the examination script on designated room within 48 hours. Weekends exempted. The assigned partner teacher to ensure accuracy within 48 hours should also second mark this.
2. Open-ended items must have clear and precise marking procedure, which should correlate to the standards and must be approved by the supervisor.
3. The marks obtained in the formal exam must be recorded as raw score under the final exam in the mark sheets. This should be reported in the grading sheet.
4. First marker should use **Pink pen**, second marker should use **green pen** while team leaders will use **black pen** for final review.
5. The usage of Correctors or highlighters are prohibited

Part G. General Supervisory Guidelines

1. If a student appears late, allow them to the examination room. All examinations can last up to 1, 1.5 or 2 hours. Therefore, any student may enter the examination up to 20 minutes late. However, no additional time will be allocated at the end of the session.
2. All staff should be proactive throughout the examinations. This means:
 - a. No sitting down during the examination
 - b. Walk through the rows and maintain vigilance
 - c. Warn any student who you have evidenced cheating and state that they will be further punished at this behavior continues.
 - d. Report any misconduct immediately to the proctor – this will need to be followed up with a written report in the case of extreme malpractice.

Infraction	Action	Follow-up
First	Verbal Warning	Mark on seating plan
Second	Verbal Warning + Written Note to Senior Proctor	Written notification to senior proctor
Third	Student to be removed from the examination	Full report from Staff Member and Proctor to Examination Committee

- e. Papers should only be collected on the designated time. Students who finish early should be encouraged to revisit their answers to ensure that they have the correct answers.

Part H. Proctors Guidelines

1. **While invigilating** (proctoring, monitoring) **do not move around**. To be effective teachers should stand, or sit in a high place and watch. Occasionally teachers may walk for a few minutes, but time it so that only one teacher moves around at a time.
2. **Be vigilant**. Students look for the moment when you are off your guard to cheat. **Teachers may not talk, read or mark papers** while invigilating.
3. **Students are not allowed to borrow** equipment. **The moment they enter** the exam room students should **stop talking**. Any attempt by a student to talk, turn, look around or make signs will be considered as cheating.
4. **Students should answer 'written papers' in blue ink only from grades (5 – 12)**. Pencil may be used only for multiple choice papers, graphs or biological drawings and grades (Kg1 – 4). Other colors of ink are not allowed.
5. **Do not answer students' questions. If you think a student has a valid question or objection** please immediately raise it with the Head of the School. *An error in an exam could affect students and it needs to be corrected immediately.*
6. **Report any cases of suspected cheating.**
7. Going to toilet is only allowed from one hour after they have started answering the exam.
8. **If the exam starts** a few minutes **late** (which it shouldn't) the exam time should be extended by an equal amount. **Students should get the full time** indicated on the paper.
9. **Do not leave the exam room** until after the exam is over and until you are given permission to leave by the Head Invigilator. At the end of the exam the Head Invigilator needs help in collecting, sorting and counting papers.
10. **When time is over be very vigilant**. Any attempt by students to write after they are told to stop writing is considered as cheating. Students should stay in their seats. **Collect** all papers **including rough paper** from all students before they leave the exam hall.
11. If you face any urgent problem or issue during the exam, report it directly to the Head Invigilator.
12. Stay calm all the time and maintain a healthy examination environment.

Part I. Post Examination Activities

At the Beginning of the Following Term

1. Before the first lesson of the following term obtain an unsolved paper (blank papers) for review usage only to go over the answers with the students and explain them.
2. Go over the questions, giving in full detail the correct or expected answers together with the marks on each part, explaining exactly how the marks were distributed, and how much is removed for each type of error. (If a student has any objection to the marking, his objection is not looked into immediately.) They look at their papers to check if they have been allocated the marks they deserve. If not, they keep queries in mind till later.
3. If the lesson time ends before the discussion is finished the teacher should continue in the next period.
4. As soon as possible after the lesson the teacher goes over the queries, be they concerning errors in marking or addition errors. Where (s) he thinks that the student has a point the paper should be discussed with the Head of Department. If they agree to the change, the change should be entered into the computer as soon as possible, and the student should be informed.
5. The end-of-term exam papers have to be given back to Exams Officer for storing. These papers are kept in storage for three years before being destroyed.
6. Under no circumstances may guardians look at the exam questions of the end-of-term written papers of their wards. These exams are for assessment only and not for teaching.
7. With the end of year end-of-term exams (Final Exams) students may not have the chance to study the exam papers, so examiners have to be extremely careful in marking. Under no circumstances may guardians see the papers, but should they query a mark, the school should remark the paper. Under no circumstances should any teacher or administrator reveal the actual marks on final exams to the students. Students may only see their final grades when they receive the End-of-Year Reports. Any unusual request has to be discussed with the Director.

EXAM INVIGILATION FEEDBACK FORM

Date: _____

Grade / Section: _____

Subject: _____

Proctor/s: _____

Part A. Time Allotment

Time Started: _____

Time Ended: _____

1. Did the students start on time? _____
2. Did the students end on time? _____
3. Were there any students who finish the exam early? _____
If yes, ask them why? _____
4. Were there any students who finish the exam late? _____
If yes, ask them why? _____

Part B. Test Distribution

1. Did you receive the test papers on time? _____
 - a. If NO, what time did you receive the test? _____
2. Are the test papers complete? _____
 - a. If papers were incomplete, how many copies were missing? _____
 - b. Were there any pages in the papers missing? _____

Part C. Paper Distribution and Administration

1. What problems did you experience when administering the exam?

2. What behavior problems of the students you encountered while they take the exam?

3. What suggestions would you recommend to improve the invigilation process?

Special Examination Paper

AY 2023 - 2024

_____Term

Name of Student: _____ Grade – Section: _____

Reasons for Special Exam

Y Absence due to Sickness; date of absences

Y _____
Excused leave with parent's letter approved by the principal

Y Other reason,

Y _____
Re-sit Exam due to _____

Subjects: _____

Remarks:

Academic Controller
Principal

Approval:

Approved

Not Approved School

Exam Envelop Cover Page
FIRST TERM
AY 2023 - 2024

Date: _____
Grade: _____

Subject: _____
Number of Copies: _____

No. of Students Present: _____ Number of Students Absent: _____

Names of Student(s) Absent: _____

Comments: _____