

Secondary Examination Policy

Examinations are a key part of learning whilst at school. Students must be prepared to take both internal and external examinations throughout their academic careers.

This policy is designed to train students in how to take an examination. This is critical in preparing them for examinations taken with external providers, such as CSEC and IB.

This examination policy applies to students in Grades 7-13, and is applicable to any test or examination taken in school.

Conduct

- Students must be silent whilst taking an examination. This is from when the first paper is given out, to when the last paper is collected in, or longer if the teacher specifies.
- During this time, students must not communicate with other students in any way. This includes, but is not limited to, making facial expressions, laughing, making signals, talking etc. These are the rules laid out by CSEC and IB, and therefore we echo them to prepare our students.
- If students need to communicate with the teacher, they should raise their hand and wait to be seen.
- If a student needs more resources (e.g. paper, sharpener etc.), they should raise their hand and ask the teacher before going in their desk/bag to get these.
- Where possible, teachers should sit students a desk apart in an examination. Teachers should make a note of seating arrangements. If there are any unusual similarities identified on two students' papers, the seating arrangement can be looked at for reference.
- Students must not take any unauthorized material into an examination. Authorized materials are: stationary, water bottle, binder paper.

Sanctions

- Teachers will remind students of the expectations, and provide G7-9 with reasonable support in adhering to the rules, including verbal warnings of distracting behaviors like laughing or unneeded movement.
- If students do not amend their behaviour after warnings, then they may be at risk of the following: a penalty on their exam grade, break/lunch detention, referral to administration, contact home.
- For Grades 10 and up, all CXC and IB test parameters will apply, and distracting behaviors (including laughing or unauthorized movement) will result in a zero in that examination.

Grading

- Examinations and grades must be returned to students within 3 weeks of the examination being taken, or by report card deadlines.
- Examinations should be graded 'blind' to avoid bias. This can be done by getting students to put their register number on their paper, not their name.
- Teachers should use marking rubrics to ensure consistency. This also allows students to see clearly how to achieve and how to improve.
- Where possible, students should be given the opportunity to do their corrections and gain another grade for this piece of work (this can be a homework/classwork assignment or similar).
- Examination grades must never be read out to the class; they should be given to individual students in a confidential manner.

We remind our families of the section of our absence policy regarding examinations.

End of Term Examinations

- If students are off school sick at examination times, at the end of most terms, they will need a doctor's note if they are off for more than 2 consecutive days. In this case, the school will make arrangements for them to sit their examinations without penalty.
- If students miss examinations because they are simply absent, **there is no guarantee that they will be able to sit these on their return to school.**
- **Examinations will not be able to be sat in advance.** This creates a huge additional workload for the teachers as they have to develop a different exam to ensure fairness and that information about the exam is not shared ahead of the sitting date.
- If students are away on **permitted absence** (by the Principal only), we will facilitate their exam sitting on their return where possible.

Language

- Staff should use the following rubric to mark for language in all subject examinations. 5 additional possible marks should be added to examinations for the below.

Marks		Descriptor
0	Incomplete	-Assignment not completed enough to assess language criterion
1	Weak	-Many language errors are present.
2	Limited	-Language errors hinder communication. -Few organizing skills exhibited. -Presentation of work is poor.
3	Moderate	-The language is generally clear, though errors sometimes hinder communication. -Limited understanding of paragraphing and appropriate writing structures. -Overall presentation is acceptable and in line with assignment expectations.
4	Good	-The language is clear and accurate with only occasional errors. -Writing demonstrates a good use of Standard English with minor errors. -Key words from the topic are used appropriately. -Presentation of work is good.



5	Excellent	Demonstrates excellent organizing skills; minimal errors in grammar and punctuation. Demonstrates excellent grammar and sentence structure. Writing demonstrates excellent use of Standard English, with very few errors. Key words from the topic are used consistently and correctly. Excellent presentation of work overall.
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