

*Including Everyone, Inspiring All to Succeed*

# **INTERNAL EXAMINATIONS' POLICY PARENTS**

**ST CIARAN'S COLLEGE  
BALLYGAWLEY**



## **Policy for Internal Examinations**

### **Assessment and reporting**

In St Ciaran's College pupils are assessed regularly using both Continuous Assessment and Summative Assessment tasks.

Continuous Assessment tasks are set by each department and are carried out by the class teacher in the classroom.

Summative assessments are designed by each department and pupils sit these examinations in a more formal setting, school Gym or Sports Hall. Summative Assessments are conducted once per year for each year group.

Written reports, which parents/carers receive once a year, are based on the results of Summative Assessments although comments will refer to both Continuous and Summative results as well as pupils' attitude to learning, behaviour and attendance.

The number of Continuous Assessments given per year is outlined on the Assessment and Reporting Schedule which is given to staff annually and is also printed in the pupils' homework planner. The number of Continuous Assessments recorded is dependant, at Key Stage 3, on the number of periods allocated to any given subject. Pupils in Year 11 – Year 14 all complete four compulsory assessments (including one Summative Assessment).

Teachers are encouraged to assess pupils throughout the year using both class work and homework tasks. Teachers will keep their own record of all tasks completed by the pupils. The Assessment and Reporting Schedule outlines the number of results per subject which should be recorded on SIMS.

All results from both Continuous and Summative Assessments are recorded on SIMS by the class teacher. This information provides a tracking document which is used to monitor pupil progress throughout the school year. All Senior Teachers, Year Heads and Form Teachers continuously monitor pupil progress using SIMS. This information provides hard evidence of pupils' progress which is discussed with parents at Parent Teacher meetings and on any other occasion when parents and/or teachers request a meeting about a pupil's progress. This information also provides data for an annual mid-year review. Following the mid-year review parents, of pupils who are deemed to be underachieving, receive letters and supportive interventions are put in place in order to assist the pupil to achieve his/her potential.

All pupils will sit formal, internal examinations **once** in the course of each academic year. This experience should better prepare pupils for external examinations and demonstrate to them the importance of good preparation and time management. Pupils should be encouraged to take this period of examinations seriously and to learn, year on year, how best to reach their full potential.

Keeping this in mind, the points listed below should be adhered to at all times:

**Parents/Carers should:**

- Inform the school immediately if their child is unable to attend an examination
- Encourage regular revision at home and assist in the creation of a revision timetable
- Emphasise the importance of examinations.

**Pupils will:**

- Receive a timetable well in advance of the examinations period
- Follow a well-structured revision plan, guided by their subject teachers
- Sit in their assigned room in alphabetical order, according to their class group
- Leave their school bags in a classroom or their assigned cloakrooms
- Go to the toilet prior to the start of the examination
- Bring with them all equipment needed for their examinations. They will be informed, in advance, that they may not borrow equipment during the examination
- Be clearly identified if they require extra time (a maximum of 15 minutes for each hour)
- Be assigned in advance by the SENCO to venues in the Learning Support Area should they require examination concessions other than extra time
- Remain in the examination room for the duration of the examination
- Return immediately to their timetabled classroom once the examination has ended.

**Teachers will:**

- Ensure that all examinations are in correctly labelled envelopes and are left in the examination office at least three days in advance of the examination
- Be used for examination cover when they normally teach these classes
- Check carefully in which room they are expected to cover
- Escort pupils to their assigned venue at least 5 minutes before the start of the examination
- Help to seat pupils in a quiet, orderly fashion
- Collect examinations from the office prior to the start of the examination
- Collect examinations when they are completed and leave them, in their envelopes, on the table in the staff room annex
- Remain in the examination room for the duration of their allocated cover
- Inform the office staff if anyone on cover fails to turn up to their assigned room
- Ensure that the proper examinations atmosphere is maintained for the duration of the examination

**Form Teachers, Year Heads and Senior Leaders:**

- Will emphasise to pupils the importance of examinations and remind them of examination procedures. Form Teachers will assist pupils with the creation of an examination timetable
- Will assist with the overall smooth running of the examinations
- Should be informed immediately of any pupil behaviour issues which are interfering with the smooth running of the examinations.

## INSTRUCTIONS TO PUPILS FOR INTERNAL EXAMS

Pupils will be seated in the Sports Hall, the Assembly Hall or the Drama Room for all exams except for those pupils who are entitled to a reader or a separate venue, you will be accommodated in the Learning support area.

- You will be shown to your seat on the first day of the exams. You should sit in the same seat for each exam session.
- Please make yourself familiar with your exam timetable.
- Please come **on time** to all exams. You should arrive **5 minutes before the start** of each exam.
- It is important that you bring in **all** necessary equipment to the exams- pens, pencils, rulers, calculators. Equipment may not be shared among pupils. Tippex is not allowed. No schoolbags are allowed in the examination hall. Please leave them in the cloakrooms or a classroom, if suggested by a teacher.
- Read the instructions on the exam paper carefully and carry them out.
- Manage your time sensibly.
- Silence must be maintained while tests are on. If you require assistance e.g. more paper, raise your hand and wait for attention.
- No papers are to be handed up before the stipulated finishing time for each test. If you are finished early, check over your paper.
- Make sure you write your name, your class and your teacher's name on your exam paper and that the pages are in order before handing up your test.
- You are **not** allowed to leave the hall during an exam, go to the toilet before the exam session begins.
- When told to do so, leave the exam room quietly, other pupils may still be working.
- During **class** time you should revise for your next exam. You should bring books to revise for your remaining tests. You will not be taught during these sessions. You will be expected to **work quietly on your own or your teachers will guide you in structured revision.**
- If you are absent from an exam, please inform the subject teacher and make alternative arrangements to complete the exam as soon as possible after your return to school.