

*POLICY DOCUMENT*

*Examinations / Mini-examinations – Grey College*



## **Examination question papers**

### **Examiner**

1. It is the responsibility of the examiner to provide each member of the department with a concept question paper (hard copy) prior to the examination.
2. Each member thus has the opportunity to peruse the content of the paper and to discuss/ suggest alternatives to the questions.
3. Each member signs the question paper. The examiner effects all alterations where necessary and presents the paper to the head of department.
4. After approval of the question paper, the examiner is responsible for proofreading the paper/ having the paper proofread.
5. It is the responsibility of the examiner to attend to the copying, distribution and instructions of the question paper.
6. It is the duty of the examiner to note the required information on the cover page.
7. It is the duty of the examiner to provide a final copy of the question paper to each member of the department.

### **Head of department**

1. It is the responsibility of the head of department to:
  - ✓ establish the date(s) [see time arrangements/deadlines]
  - ✓ determine the scope of work to be examined
  - ✓ conduct final check as concerns standard of the question paper, length of the question paper, content of the paper, mark allocation, finalisation of the memorandum from the concept question paper and all other related duties
  - ✓ to provide the cover page and sign off on the question paper.

### **Time arrangements/deadlines**

1. TWO days are allowed in order that all members of a department may carefully peruse the content of the question paper.
2. TWO days are allowed for the head of department to peruse and approve the content aspect of the question paper.
3. ONE day is allowed for copying of the question paper: [**FIVE** work days are thus allowed for the question papers to be finalised and placed in the safe]
4. Examination papers must be ready and in the safe **ONE** day before the paper is to be written

### **Control:**

1. Is the responsibility of the vice-principal(s).

## Invigilation

### Duties/responsibilities of invigilators

1. Check placing/arranging of desks.
2. Verify names according to the official class list and seat the learners in alphabetical order.
3. Draw up a seating plan (first examination day only) in order that the invigilator to follow may work according to this.
4. The class list and seating plan are to remain in the class for use/consultation on a daily basis.
5. No learner is permitted to leave the class/venue during the examination.
6. Educator must have full control of receiving the completed answer papers as well as the question papers. This includes all scrap/rough work/any additional paper.
7. Examination scripts for different educators must be separately handed in/checked.
8. Verify names of absentees according to number of scripts handed in.
9. Should a learner request extra paper for whatever purpose, the invigilator must initial each piece of extra paper and also add the date.
10. Marking, reading books/newspapers/magazines etc. or using a computer/ cell phone during an invigilation session are strictly prohibited.
11. Please follow the invigilation schedule as well as the time indications as arranged.
12. Learners may not be given ANY assistance, explanations, answering of questions, explanation of terms etc.
13. NO extra time is to be allowed.
14. Implement the **Duties of learners**
15. All question papers and answer sheets must be placed in the examination room **immediately** after the examination

### Duties of learners

1. No school bags/study materials are allowed in the examination venue.
2. Please note that a **NO** cell phone policy is implemented during the examination.
3. Calculators are permitted for Mathematics, Maths Literacy, Accounting, Physical Science and Life Sciences.
4. Learners may not borrow anything from another learner during the examination.
5. Learners must be at the venue by 08:15 in order that the examination may commence at 8:30. [Approximately 15 minutes prior to commencement to open with scripture reading/prayer, verify absences, make necessary announcements and hand out question papers].
6. Learners who report late for the examination will not receive any extra time.
7. Learners may leave after the examination has been written.
  - a. Should the length of a question paper be 1 hour, learners must stay for the full hour before they may hand in and leave.
  - b. Should the length of a question paper exceed an hour, learners may hand in and leave after 2/3 of the allocated time has passed.
  - c. This arrangement applies to all grades.
  - d. Learners may not occupy themselves with any other activities while they are in the examination venue.

8. Should learners not write an examination on any one specific day, they may remain at home/ the hostel to study (applicable only during formal examinations/ not during mini-examinations).

### Absences

#### Control measures

1. Head of department provides class lists to invigilators.
2. Invigilators use class lists to indicate absences on the day of the examination.
3. Final session invigilators must ensure that learners sign next to their name on the class list when the question papers and answer sheets are handed in.
4. Learners must hand in question papers together with their answer sheets.
5. The list of absentees must be handed to the head of department before 12:00 on the day of the examination.
6. The head of department must verify these absences with the members of his department.
7. Absences must be verified with Ms Juanita Nel before 13:00 on the day of the examination.
8. Ms Nel will contact the parents of the learners who are absent.

#### Implications

1. Any learner who is absent for a subject(s) without approval of the school, will receive **NIL**.
2. Any learner who is absent for a subject(s) and cannot present a medical certificate, will receive **NIL**
3. Should acceptable reasons be given or proof of absence can be provided, the term mark (SBA) will be converted to a mark that can be entered on the SAMS system.
4. Should a learner be absent for a subject's second or third question paper, the marks for the paper(s) already written will be converted and entered.

#### General

1. No question paper may be written at any time prior to the official examination date of the subject as stipulated on the timetable.
2. Should permission to write earlier be given:
  - ✓ the paper will be written on the same day as it scheduled on the timetable
  - ✓ the paper will be handed in after the learner majority has started writing the subject.

## Reports

**Time arrangements** for entering comments on school reports will be conveyed to staff at the start of the examination and staff members are expected to comply with this – this is a priority activity. A central venue where this will take place will be announced by the headmaster.

### Academic convenor

1. is responsible for:
  - ✓ distribution of preliminary reports to register teachers
  - ✓ attending to handling of errors on the reports
  - ✓ checking of comments and indication of learners who failed
  - ✓ compiling necessary statistics for subsequent staff meeting.