



## Policy Primary School Exam Protocol

### 1. General:

- 1.1 Should the pupils have specific questions/concepts this needs to be discussed or explained to them. They need to make time to see the relevant teacher/s, who will make themselves available by appointment. Teachers will put up their appointment schedules on their classroom doors at least a week prior to the writing of the assessments.
- 1.2 If a pupil arrives late for an exam no extra time will be given, except under circumstances which are beyond the pupil's control. Extra time is sanctioned only by the Vice-Principal of Academics and or Vice-Principal of Greek, if extra time is required for the Greek Exam.
- 1.3 No-one will be permitted to go to the toilet during the exam. Should a pupil need to go to the toilet, one of the invigilating teachers will walk with the pupil to the toilet and wait for them.
- 1.4 Only bottled water may be brought into the examination venue.

### 2. Academic Honesty and Integrity:

- 2.1 No electronics and or dictionaries are permitted in the examination. This includes among others, cell phones, smart watches, translators. If pupils are found in possession of these during an examination it will be construed as collusion and the necessary disciplinary process and sanctions will follow.
- 2.2 When handing in cell phones for safekeeping, these need to be switched off and collected when the exam has ended.
  - 2.2.1 No cell phones are to be left in bags/packets outside the exam venue. They need to be handed in.
- 2.3 Academic Dishonesty of any form, will result in the pupil receiving **a zero** for that assessment paper and the necessary additional disciplinary action, will be implemented.
- 2.4 If a pupil is found talking or exchanging information during an exam, the appropriate disciplinary measures will be taken.

### 3. Stationery:

- 3.1 Only transparent pencil cases/plastic bags may be used.
- 3.2 Only non-programmable calculators are allowed.
- 3.3 It is good examination practice for pupils to have a spare pen.
- 3.4 Pupils may write in black or blue ink only. **No pencil may be used and no erasable pens to answer questions.**
- 3.5 Borrowing of stationery will not be permitted.

### 4. Dress Code:

Full School uniform is to be worn. All rules pertaining to school dress code holds.

## **5. Illness:**

### **5.1 In case of illness, where a pupil is too ill to write an examination, the following procedure needs to be adhered to:**

- 5.1.1 The Grade Controller and or Vice-Principal of Academics need to be contacted before the commencement of the examination either by email or telephonically.
- 5.1.2 If a pupil is absent from the examination, the school receptionist must be informed by 07h50. A doctor's certificate must be emailed or delivered to the school by 14h15. The pupil will write the exam on the day of return. If more than one exam is missed due to illness, the Grade Controller needs to inform the Vice-Principal of Academics and there will be an agreed arrangement between the Grade Controller and the Vice-Principal of Academics as to when the exam(s) will be written.

This will be communicated to the pupil and teachers involved. An email will be sent to the parents by the Grade Controller, confirming the arrangements and the Vice-Principal of Academics will be copied in the email. Please note that should there be no verifiable doctor's note, the pupil will be awarded 'Failed due to absence.' (F.D.A.).

## **6. Marks and Feedback**

- 6.1 As part of our academic policy, examination question papers are moderated by the relevant Subject Head.
- 6.2 Furthermore, marked scripts are moderated to validate standards.
- 6.3 All exam papers are returned to the pupils but may not be taken home. Should a parent wish to see their child's paper, they need to contact the relevant teacher and the script will be made available to them. The pupil needs to accompany their parent to the appointment.
- 6.4 All exam papers and their memorandums will be placed on 'Teams' once all the pupils' marks have been captured.

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**Mrs Sophia Zachariou**  
**Principal: SAHETI Primary School**