



ABUDHABI INDIAN SCHOOL EXAMINATION POLICY

SCHOOL EXAMINATION POLICY

Name of Policy	:	School Examination Policy
Purpose of Policy	:	To set up an efficient exam system with clear guidelines for all users.
Approval for this Policy given by	:	Chairman, BOG
Responsibility for its update	:	Principal
Policy applies to	:	To all students and staff of Abu Dhabi Indian School
Date of Approval	:	01-07-2014 (Amended in April 2017)
Proposed Date of Review	:	01-07-2019

مدرسة أبو ظبي الهندية
ABU DHABI INDIAN SCHOOL

SCHOOL EXAMINATION POLICY FOR ABUDHABI INDIAN SCHOOL

INTRODUCTION

The examination policy is written to help ensure that Abu Dhabi Indian School's examinations are:

- Organized to provide the best possible chance for exam success for our students.
- Planned and managed efficiently
- Conducted properly, in accordance with the requirements of Central Board of Secondary Education and Abu Dhabi Education Council.

It is the responsibility of everyone involved in the school's exam processes to read, understand and implement this policy.

The Principal and Examinations Cell In charges will review this exam policy every 2 years. The existence of this policy will be made known to school staff and parents and copies can be obtained from the Examinations Cell In charges.

EXAM RESPONSIBILITIES

The Principal:

- Has overall management responsibility for the examination being conducted in the school.
- Has overall management responsibility for the appeals, complaints and re-marks process.
- Has overall management responsibility for the handling and reporting of all suspicious or actual incidents of malpractice.

The Examination Cell In charge

- Manages the day to day running of the examination in the school.
- Manages the day to day running of the appeals, complaints and re-marks process.
- Manages the day to day running of the handling and reporting of all suspicious or actual incidents of malpractice.
- Advises the senior leadership team and other staff on exam timetables and the exam procedures.
- Produces for staff and candidates an annual calendar for relevant exams.
- Communicates regularly with staff about deadlines and imminent events.
- Ensures that candidates and their parents are informed of the exam timetable.
- Identifies and manages timetable clashes.
- Managing the class allocation and seating arrangements for the exam.
- Allocating teachers for each subject to prepare question papers for all the grades.
- Organizing the timely receipt of question papers and making the required copies for conducting the exam.

- Receives, checks and securely stores all exam papers prior to the exams and completed papers following the exam
- Dispatches completed exam papers promptly to the subject teachers for valuation.
- To prepare the team of invigilators responsible for the conduct of exams and to give them the required training.
- To prepare the list of relievers for the invigilators during the days of the exam.
- Managing the timely correction of answer sheets within the given dead line and entry of marks in the tabulation sheets in the required format.
- Managing the rechecking and cross checking of all answer sheets to avoid all the discrepancies.
- Arranges for the dissemination of exam results to candidates and parents at the time of Parent-Teachers meet.
- To oversee the timely and accurate entry of candidates to their exam halls.
- Over all In charge of discipline during the exam days.

Supervisors & Exam Cell Members:

- Assist the exam cell in charge in the day to day running of the examination in the school.
- Assist the exam cell in charge in the day to day running of the appeals, complaints and re-marks process.
- Assist the exam cell in charge in the handling and reporting of all suspicious or actual incidents of malpractice.
- Assist the exam cell in charge in preparing an annual calendar for relevant exams.
- Assist the exam cell in charge in preparing the exam time tables.
- Assist the exam cell in charge in preparing the class allocation and seating arrangements of students for the exam.
- Assist the exam cell in charge in allocating teachers for each subject to prepare question papers for all the grades.
- Assist the exam cell in charge in the timely receipt of question papers and making the required copies for conducting the exam.
- Receives, checks and securely stores all exam papers prior to the exams and completed papers following the exam
- Dispatches completed exam papers promptly to the subject teachers for valuation.
- Assist the exam cell in charge in preparing the team of invigilators responsible for the conduct of exams and to give them the required training.
- Assist the exam cell in charge in preparing the list of relievers for the invigilators during the days of the exam.

- Assist the exam cell in charge in coordinating the timely correction of answer sheets within the given dead line and entry of marks in the tabulation sheets in the required format.
- Assist the exam cell in charge in conducting the rechecking and cross checking of all answer sheets to avoid all the discrepancies.
- Assist the exam cell in charge in the dissemination of exam results to candidates and parents at the time of Parent-Teachers meet.
- To assist the exam cell in charge to oversee the timely and accurate entry of candidates to their exam halls.
- Assist the exam cell in charge in for maintaining the discipline during the exam days.

Teachers:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Should perform the invigilation duty or relieving duty allotted to them as per the school policy.
- In the event of a malpractice, the invigilator has to report it immediately to the exam cell and exam cell in charge and give a written report to the principal with the required evidences.
- To submit the question papers and marking schemes to exam cell on time.
- To complete the evaluation of answer sheets promptly and class teachers have to finish the entry of tabulation sheets on time.
- Prepare the progress report for the dissemination of exam results to candidates and parents at the time of Parent-Teachers meet.

STORAGE OF EXAM PAPERS

The Exam cell in charge is responsible for checking exam papers when they are received, and for storing these securely in accordance with CBSE regulations both prior to and after the exams.

MANAGING INVIGILATORS AND EXAM DAYS

The Exam cell in charge is responsible for the team of invigilators responsible for the conduct of exams and to give them the required training and briefing sessions as necessary. The Exam cell in charge will keep invigilators performance under review and seek to use them effectively.

The Exam cell in charge will plan and arrange class rooms for conducting the exams well in advance. He is responsible for setting up the allocated rooms to the standards requested, including ensuring that the cleanliness, appearance, temperature and ventilation of the rooms are appropriate for candidates taking exams and that access/fire exit routes are clear.

Subject staff may be present at the start of the exam to clear the doubts regarding the questions, if any but must not advise on which questions are to be attempted. Or give any help with answers to questions. In practical exams subject teachers may be on hand in case of any technical difficulties, but again cannot advise on any questions which are to be attempted or give any help with answers to questions.

