

NADI SANGAM PRIMARY SCHOOL

EXAM PROCEDURES AND POLICIES

Midterm Exams

Midterm exams are not centrally scheduled. They are generally held in the same room at the same time as the regular classes are stationed. Hence the maximum length of the exam is 1 hour for years 5-8 and 30 minutes for year's 1-4. The whole school is to administer midterms across the board as planned and timetabled. The respective classes are required to indicate the date for midterms on their syllabi and on their initial class administrative handouts.

Make-Up Exams

All students must attend midterm and final exams unless excused for reasons of illness or family emergency. If a student simply fails to show up for a final exam, he or she is given a grade of ABS (absent).

A student who is unable to take an exam should notify the H.T immediately. If instead the student gets in touch with the class teacher, then the teacher should immediately turn the matter over to the HT in order to ensure that students in like circumstances are treated equally.

When a student misses an exam for an acceptable reason (having appropriately notified the HT in advance), it is up to the class teacher and the student to schedule and arrange for proctoring the make-up exam at a mutually agreeable time. To prevent the perception or the reality of unfair advantage, the class teacher must write a different exam for the rescheduled exam.

Note regarding Midterm exams

If a student misses a midterm exam for an unacceptable reason, the class teacher has several options, including assigning a failing grade for the midterm exam and counting it in the overall grade average for the course, weighting other academic products more heavily to make up for the fact that the midterm has been missed; or (in addition to changing the weight of other academic products) reducing the final grade by one full grade (e.g., from A- to B+).

Student Responsibilities

- Students must bring their pen, pencil, ruler etc. with them to the exam room.
- Students should check with the teacher regarding what sorts of materials will be permitted in the exam room. All backpacks, handbags, notebooks, etc. must be stacked at the front or sides of the room before the exam begin
- If a student wishes to use the restroom during the exam, they must leave all exam materials with the proctor. While the student is out of the exam room he or she must not talk with anyone.

- Students with documented disabilities who need special accommodation should contact the Disabilities Coordinator who will work HT and other relevant parties to accommodate these needs.

Before the exam

- Inform students in writing (handout) of the ground rules for the exam, including: being specific about what materials students may bring with them to the exam, how many of the questions to answer.
- Be sure the exam has been thoroughly proofread for clarity, level of difficulty, and length of time required.
- Provide the requisite number of exam papers and copies of the exam answer sheets.
- Check the exam room to make sure the room is OK (lights, heat, etc.).

After the exam

- Returning Exams and Papers: Students must have both access to and privacy with respect to their exams. Graded exams and papers must be returned to them; the exams may not be left in open mailboxes unless they are in a sealed envelope.

Instructions for Proctors/ class teachers/ examiners

- Distribute the answer packets to each student. Remind students to fill out the front of each answer sheet.
- Before handing out the exam, ask students if they have any questions. Remind them that once the exam is handed out, there may be no talking during the exam.
- During the exam, survey the room and be alert to questions that may arise. Proctors should move quietly about the room at frequent intervals. They are there to help students with problems and to be observant of any irregular behaviour.
- Cheating is a violation of the school's policy on academic honesty, and it can also prove distracting to other students who are taking the exam. Therefore the proctor or instructor must proceed with care. If they observe questionable behaviour, they should call the student aside and ask for an explanation. Warn the student that the behaviour will be reported, but allow the student to continue the exam. They should not take away the student's examination; students are always allowed to continue and finish their examinations. The issue of whether or not they were engaged in cheating is adjudicated after the exam. If cheating is suspected the proctor should tell the instructor immediately and write up the incident as soon as possible. The instructor will inform the Registrar who will convene the appropriate disciplinary committee to hear the case.
- If students have questions regarding the content of the exam tell them to continue with the examination while you contact the instructor. Only the instructor should respond to substantive questions.
- If a student needs to use the rest room they must leave all of their exam materials on the proctor's desk.
- If a student becomes ill, suggest a walk outside the room, a drink of water, or a few minutes' rest. If the student is too ill for these simple remedies, call the HT. If the student must leave the exam, collect the exam materials and note the time remaining in the exam.

- If a student refuses to abide by the examination regulations, obey proctor instructions, or if there is any incident of inappropriate student behaviour, the class teacher should file a brief written report and give it to the A/ HT, who will share it with the HT.
- Towards the end of the exam period announce the time when there are 20 and then 10 minutes remaining.
- When time has expired. Announce that the exam has ended and further writing is not allowed. If a student does not stop writing, repeat the request. If the student does not then stop writing immediately, tell him or her that you are required to document the incident. Do not get into a tug-of-war with the student.
- When the exam has concluded remind students to be sure their name and/or ID are on all answer packets.
- In case of a fire alarm. Do not second guess any fire alarm. When an alarm sounds, announce: "Take ONLY your examination copy, your examination booklets, and your valuables. Proceed in an orderly manner to the closest exit. Stay together, but do not talk about the exam." When the all clear is given and you return to the room, post on the blackboard: "The exam will now end at" Be sure that students have a cumulative full hours of exam time no matter how long the interruption.