



NEW INDIAN SCHOOL, RAS AL KHAIMAH

EXAM POLICY 2022-2023

Agreed by:	Governing Body	
Review date:	4TH APRIL 2022	

INTRODUCTION

NEW INDIAN SCHOOL,RAS AL KHAIMAH need to ensure that we are offering students the best that we are able to and exams or tests are a great technique to monitor both the progress of a student and the effectiveness of teaching.

SCOPE

Assessment tests are provided at the middle and end of each term.

RESPONSIBILITIES

Academic Supervisors Team (AST)

1. Provide the guidelines for the School's Exams policy and regulations.
2. Provide feedback to the Head of Departments (HoDs) on reports provided and actions required.
3. Provide approvals and permits for the HoDs regarding Exam's schedule, dates and regulation.
4. Administering access arrangements and making applications for special consideration.
5. Monitor the overall examination process to reflect and make changes when necessary according to the school's needs.

HEAD OF DEPARTMENTS

1. Managing the unit tests and term exams of respective departments.
2. Advising the AST, teachers and other relevant support staff on exams timetables, dates, times, and any new rules or regulations.
3. Receiving and storing securely all exam papers before and after the exam.

4. Ensure there are no clashes in the exam schedules.
5. Ensuring that invigilators are well trained.
6. Preparing for improvement exams (time-tables, dates and times) whenever needed.
7. Ensures that question papers are stored securely at all stages.
8. Recording all incidents and take actions as per the school's examinations rules and policies.
9. Addressing any incident reported by the invigilator/teacher/support staff to the AST whenever required.
10. Ensuring all mark entry is done within the deadlines provided and in case of any delay, report back to the AST team for action.
11. Reviewing the mark sheets prepared by the teachers for the approval of AST.

THE SPECIAL EDUCATION NEEDS COORDINATOR (SEN)

1. Notifying the teachers of all the needed accommodations for SEN students.
2. Recording and processing any necessary changes with the support of the HoD and AST.
3. Collaborating with the teachers and HoDs at all stages to ensure best practices for SEN students before, during and after exams.

INVIGILATORS

1. Arriving on time and being strict about the time given to students during the exam.
2. Collecting exam papers and other material from the HoDs before the start of the exam.
3. Providing students with clear instructions before the beginning of the exam.
4. In case of any urgency, should not allow the student to leave the exam room without outpass.

5. Ensuring that all needed information is presented clearly on the board (number of present students, number of absent students, Grades examined in the room and the subject taken by each grade)
6. Reporting any incident inside the examination room to the HOD for action.
7. Collecting all exam papers as specified at the end of the exam and ensuring that the numbers match and there are no missing papers.
8. Returning the exam papers to the HOD and sign the returning sheet.
9. Ensuring that no exam papers are left unattended at any time.

STUDENTS

1. Must arrive to the exam hall at least 10 minutes before the exam starts. No extra time will be given in case of lateness.
2. Absolutely no talking is permitted in the exam room.
3. Must bring all the required materials and are not permitted to borrow anything from other students.
4. Students are not allowed to leave the classroom before finishing their exams. In case a student finishes very early, they must stay and review their work.
5. If there is an urgency the student can leave the room with outpass.
6. Leaving the room without permission will result in a student being dismissed from the exam area. If dismissed from the examination area an incident should be reported to the HoD for action.
7. All the students are prohibited from the following behaviors:
 - a. Possessing any material relevant to the subject you are being tested in.
 - b. Looking at another student's exam paper.
 - c. Giving or receiving assistance
 - d. Using a prohibited calculator (if applicable to subject matter)

- e. Using any device to share or exchange information at any time during exam.
 - f. Not following instructions given by the invigilator
 - g. Exhibiting confrontational, threatening, or unruly behavior
 - h. Creating a disturbance
8. Absentees must provide a written documentation from a parent or guardian stating the exact reason(s) for their absence. These students may be permitted to take retest ONLY on the retest day.

POLICY STATEMENTS

NIS states that it is compulsory for all the students to take the exams conducted in each term. A unit test and a final exam will be conducted in all the 3 terms. No exams will be administered outside of the school's scheduled examination days unless there are extenuating circumstances and then must be approved by the Principal. All term exams will count for term grade. If a student misses his/her exam, he/she must bring in a valid reason for the absence in order to issue a retest.

*This policy will be shared with staffs, students and parents through our official portal.