

## EXTERNAL EXAMINATIONS PROCEDURES

### PURPOSE:

Wingate School sits IGCSE, AS, A2, IAS & IAL external exams set by the EDEXCEL PEARSON Exam Board. Exams take place in January, May & June each academic year.

**The integrity of exams is considered to be of paramount importance.**

### School Responsibilities:

Wingate Exams Officer: Mr M Howells - MH  
Assistant Exams Officer: Mrs C Tolfrey - CT

Each academic year, the exam board produces detailed rules and procedures on how exams are to be organised and administered. EDEXCEL follows the JCQ procedures for External Examinations.

Each academic Year, the Exams Officer will notify all staff of any changes to the rules from both boards prior to exams taking place. Staff who may be responsible for any invigilation, must make themselves aware of any changes. Copies of the exam board rules are available from MH and are always in the exam room during exams. Staff who have no (or limited) experience dealing with exams will be provided with training prior to the exams taking place, delivered by MH.

A detailed exam timetable is produced as soon as practicable prior to each exam series. Copies are displayed in relevant rooms around the school and made available to students via the cloud. The summer exam series timetable is also posted on the school website in the Secondary and Sixth Form areas.

### Students Responsibilities:

Alongside following the rules from the exam boards, to avoid any confusion for students during exams and so potentially spoiling their exam script, Wingate follows these procedures:

- Students must only ever use a **black** pen
- Students should complete any sketches, charts or graphs in HB pencil **ONLY**
- Highlighter pens may be used on the question but **not on any part** of the answer
- Training for the correct behaviour and organisation in exams for students should begin in Year 10 during the Christmas exams, continue in the summer exams and their Year 11 mock exams
- This also includes stressing to students that it is **their responsibility to be in the right place at the right time with the correct equipment**

### Invigilation Staff:

An exams timetable will be produced for each series. A detailed timetable with times, rooms, invigilation and any isolation, will be promulgated in the Staff Room, Sixth Form Study Centre and in the Hall in advance of exams. It is the responsibility of each member of staff to be aware of any organisation and invigilation during exams i.e additional time, isolation or Special Educational Needs and Disabilities "SEND" support. Staff should also check the staff room exams notice board daily for any unexpected changes.

- Staff who have children in the school may have a "Clash of Interests" during any exam period. They should approach the Exams Administrator and complete the required form for the exams boards prior to the series commencing
- Any disturbances during an exam should be recorded in the orange book kept in the main exams rooms. It is also diligent to inform MH or CT in case further action is needed
- For each exam series the Administration Officer will produce the required forms to register students for their exams. Subject teachers must carefully check the details are correct for each

of their individual subjects for each student before signing. Mistakes cause anxiety, confusion and cost money!

- External students are not accepted for exams at Wingate School
- Any suspected malpractice by any student **must** be reported to MH immediately

### Evacuation during an Exam:

There will not be any practice drills carried out during main exams. Should an evacuation alarm sound during an exam, the following actions are to take place:

- Invigilators are to ensure there is absolutely no collusion or external communication whilst out of the exam room. Students **MUST** be told this before leaving the exam room. Any talking or discussions will be interpreted as cheating and the students concerned will not be able to return to the exam
- Evacuate the exam room;
  - From the fire exit at the back of the Hall to the north staff car park, away from the other students
  - From the Sixth Form into the sixth form car park using the exam room phone to contact MH to confirm students are clear or contact the fire marshalls via the group whatsapp
  - Invigilators are to ensure that all exam papers and scripts are left in the exam room and the room is secured on departure
- After the students return to the exam room, each must mark their answer script to show where the evacuation occurred.
- The exam will continue and the full time allowed given to complete the exam

MH will complete the relevant documentation for the exam board.

Mr M Howells  
Head of Wingate School

Date of review: August 2022