**Assessment Framework**

**and**

**Exam Control Room Policy**

**1.** **Scope  and  Purpose**

Elite APS( American Private School) of Science believes that assessment is central to raising standards and achievement across the school and that teachers should use summative and formative assessments to plan and organize teaching for learning.

Elite APS of Science will endeavor to ensure that all examinations activity is free of bias, offer all candidates equality of opportunity and the best possible chance of gaining their desired outcome and promotes a positive image of the school.

The purpose of this policy is to ensure that effective assessment for learning happens all the time in the classroom. Feedback and Feedforward also ensure that students and parents are made aware of next steps for progress in their learning and are increasingly involved in determining what these might be.

**1.1 Objectives**

Elite APS of Science commits to:

* Use a shared language which is understood by teachers, students and parents.
* Producing a clear and transparent procedure for examinations.
* Conducting all external examinations in line with California’ CCSS and UAE’s Ministry of Education regulations.
* To highly maintain security of examinations materials at all times.
* Dealing with misconduct, without bias, when reported to the Examinations Officer.

**1.2 Scope**

* All Elite APS staff
* All Elite APS students

**2 Accountability**

**2.1 Students**

* Confirmation and signing of attendance and their exams.
* Understanding and signing a declaration that authenticates the coursework as their own.
* Ensure they conduct themselves in all exams according to Ministry rules and the rules of Elite APS.

**2.2 Exams Manager**

* Manages the administration of exams both external and internal:
	+ Advises the Senior Management Team (SMT), Heads of Department (HOD), Subject teachers and other support staff on timetables and application procedures as set by various examination boards.
	+ Ensures that students are informed of and understand those aspects of the examination timetable that will affect them.
	+ Consults with teaching staff to ensure that necessary controlled assessment is completed on time and in accordance with Ministry and RISS guidelines.
	+ Maintains systems and processes to support the timely entry of students for their exams.
	+ Receives, checks, and securely stores all exam papers and completed documents. Ensures all documents are dispatched as per Elite APS policy.
	+ Identifies and manages examination timetable discrepancies.
	+ Organizes the monitoring of examination proctors responsible for the conduct of examinations
	+ Prepares and presents a report to SMT addressing examination issues, incidents, special consideration, timetable incidents, etc.
	+ Ensures students’ assessment marks are submitted in accordance with MOE and RISS timeline.
	+ Tracks, dispatches, and stores returned controlled assessments.
	+ Reviews this policy and procedure before all controlled assessments.

**2.3 Heads of Departments/Subject teachers**

* Provide guidance to students who are unsure about examination entries or amendments to entries relating to post-result services.
* Accurate completion of entry and all mark sheets and adherence to deadlines set by the Examinations Officer.

**2.5 Proctors**

* Assist the Exams Manager in the efficient running of exams according to MOE and Elite APS regulations.
* Collection of examination papers from the Control Room no more than 15 minutes prior of the examination.
* The proctor will not be the relative of any student/students in that particular class.
* The proctor is responsible for the conduct of the examination. Their whole attention must be given during proctoring the exams.
* The proctor should not perform any additional task, talk to each other except in relation to the examination in progress, or be on their mobile devices during proctoring of exam.
* There must be a minimum of one proctor for every 25 students for all paper-based exams and one for every 20 online or practical exams.
* When there is only one proctor is present, they must be able to summon assistance easily, without leaving the room or disturbing the candidates.
* Completing the “sign-in” attendance register before the start of the examination.
* Notifying the Examinations Manager of any absences as soon as possible taking account of time permitted to allow late comers.
* Proctor instructions and any specific regulations relating to the examination in progress must be available to the proctors prior to the examination.
* Displaying the start/end times for the exams, the classes that are combined within that exam hall, and the length of time for the exam.
* Walking around the room to monitor students to ensure there is no copying of answers and no communication among students.
* Staying in the room so that test materials remain secure and students do not gain an unfair advantage.
* Check that students are not using or attempting to use prohibited aid or discussing test content.
* Ensuring that students complete the entire exam before leaving the exam hall.
* Should a student not know the answer to a question, make sure they annotate “I Don’t Know.”
* Collection of all examination papers in the correct order as was issued to the students (i.e., 12B1 papers 12B2 papers, etc.) at the end of the examination and their return to the Examinations Office.

**3. Policy/Procedure**

**3.1 Absence from Examinations**

* Students will wear the proper uniform for all exams (i.e., school uniform can be the regular uniform or the P.E. uniform, no sandals). Any student not in the proper uniform will not be to take the exam until they change into the proper uniform.
* Students requiring special consideration when absent from an examination must have a supporting medical excuse (i.e., medical certificate from the Dr., hospital, clinic, etc.) with a Ministry of Health stamp.

**3.2 Procedure for the Request of Re-check/Enquiry After Results (EAR)**

If a parentwishes to request a re-check of their child/children’s examination, then they are entitled to do so. All parents requesting their child/children’s paper for a re-check must sign a consent form with the understanding that during the recheck, if a grade is deemed higher than previously marked or lower than previously marked, the student will receive that mark.

In addition, the parents will be notified that the “Re-Check” process can take up to one-week before receiving results.

**4. Implementation**

 **Examination Organization**

Student success is dependent on examinations or other assessment processes; Al-Resalah International School of Science must therefore ensure that all processes are robust and secure.

**4.1 Safe Custody of Examination Papers and Other Examination Material**

* All examination material must be examined on receipt and the Control Room body must be notified if there are any discrepancies or other cause for concern, i.e., damage or evidence of breached security.
* Examination papers must be locked in the secured locker/cupboard. Papers should only be released by Control Room staff to the official proctors of the exams and should be taken directly to the exam room.

**4.2 Exam Accommodation**

* No material will be displayed on the bulletin boards during exams that may assist and advantage students.
* Time will be displayed by either posting a clock on the wall or on the Smartboard.
* Students will be seated approximately 1.2 meters apart (3.93 ft) and all facing the same direction to avoid another students’ work.
* Examination desks will be of sufficient size to accommodate test papers and other required resources (i.e., calculators, rulers, extra blank scrap paper, etc.)

**4.3 Conduct of Students During an Examination**

**4.3.1 General**

Proctoring is essential to ensure the proper conduct of examinations. Therefore:

* Students will observe all instructions given by the proctor.
* Students who wish to attract the attention of the proctor will remain seated and raise their hand only.

**4.3.2 Entering and Leaving the Examination Rooms**

* Students may be admitted to the examination room not more than 15 minutes before the start of the examination.
* Students will be allowed up to 10 minutes after the start of the examination to take the exam. Should a student arrive later than 10 minutes (without a valid medical reason), they will receive a “Warning Letter” to be put in their file and will not be awarded the same amount of time as those students who were on time.
* No students will be allowed to enter the examination hall after the start of the examination if another student has left the room for any reason (i.e., bathroom, etc.).
* If there are two proctors in the examination room and a student has an emergency, one of the proctors will escort that student (i.e., to the bathroom, nurse’s office, etc.).
* The amount of time per examination is posted on the exam itself. In general, students are not allowed to leave until two-thirds of that time has elapsed or designated by the Vice-Principal of Academics.

**5 Equality Impact Assessment**

It is intended that this policy is fair to all. Where any part of this policy could be potentially lead to unequal outcomes, it then justifies why this is a proportionate means of achieving a legitimate aim.