

## **EFIPS Examination Policy**

“Education is a fundamental element for the development of a nation and the best investment in its youth.”  
UAE VISION 2021

The UAE Vision 2021 National Agenda emphasizes the development of a first-rate education system, which will require a complete transformation of the current education system and teaching methods. The National Agenda aims for all schools, universities and students to be equipped with Smart systems and devices as a basis for all teaching methods, projects and research. There will also be significant investments to promote and reinforce enrollment in preschools as this plays an important role in shaping children’s personalities and their future.

Furthermore, the National Agenda has set as a target that our students rank among the best in the world in reading, mathematics and science exams, and to have a strong knowledge of the Arabic language. Moreover, the Agenda will aim to elevate the rate of graduation from secondary schools to international standards and for all schools to have exceptional leadership and internationally accredited teaching staff.

### **Objectives – UAE National Agenda for International Exams:**

**PISA:** to be among the 20 highest performing countries

**TIMSS:** to be among the 15 highest performing countries

*To meet the obligations under the UAE National Agenda, EFIPS carries out formal assessment of students. This typically consists of ability testing at the start of the academic year followed by attainment and progress testing at the end of each term. It also includes having students sit for international exams, including MAP, PIRLS, TIMSS and PISA.*

*In order to achieve better results in International Exams, the English, Arabic, Math and Science curriculum and assessments are being modified to meet international standards.*

### The purpose of the Examination Policy is:

1. To ensure the planning and management of exams is conducted efficiently and in the best interest of students.
2. To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
3. To ensure that the Arabic, English, Math and Science assessments are being modified to meet international exams standards ( of PISA, MAP, TIMSS and PIRLS)
4. All aspects of the school exam process are documented, supporting the exams
5. All school staff involved in the exams process clearly understand their roles and responsibilities

### Roles and Responsibilities:

#### **Head of Exam Committee:**

- Manages the administration of internal exams and production of exam results:
- Receives, checks and stores securely all exam papers and completed scripts
- Identifies and manages exam timetable clashes
- Prepares and presents reports to the Principal showing results achieved
- Organizes the examination invigilation.
- Following up suspected malpractice.

#### **Invigilators must:**

- a) Be familiar with exam Instructions.
- b) Give all their attention to conducting the examination properly.
- c) Be able to observe each student in the examination room at all times;
- d) Carry out any other non-examination related tasks in the examination room.
- e) Not read the question paper to students.
- f) Not be a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department

#### ***In the examination room:***

- Students must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.
- Potential technological/web enabled sources of information such as: o iPads; mobile phones; MP3/4 players or similar device; Smartwatches; and o wristwatches which have a data storage device are not permitted.
- The invigilator should not: read the question paper to the students.
- The invigilator should announce clearly to the students when they may begin to write their answers. The examination will formally start at this point; specify the time allowed for the paper(s);



- The invigilator should remind students that they are not allowed to communicate in any way with, ask for help from or give help to another student while they are in the examination room.
- The invigilator must not direct students to particular questions or particular sections of the question paper.
- The invigilator should not make any comment where a student believes that there is an error or omission on the question paper. The invigilator must however, refer the matter immediately to the corridor supervisor to take immediate actions.
- The invigilator must not give any information to students about possible mistakes in the question paper
- The invigilator must not comment on the content of the question paper; or read a word or words printed on the question paper to a student
- The invigilator should not re-phrase a question for a student;
- The invigilator is not allowed to explain any subject-specific or technical terms to a student
- The invigilator should not offer any advice or comment on the work of a student;
- Invigilators must supervise the students throughout the whole time the examination is in progress and give complete attention to this duty at all times.
- A student who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the school administration staff.
- A student who arrives late, and is permitted by one of the administrative staff to sit the examination, must be allowed the full time for the examination.
- A student will be considered very late if he/she arrives: a) more than one hour after the starting time for an examination which lasts one hour or more
- Students who have finished the examination and have been allowed to leave the examination room early must hand in their question paper and any other material before they leave the examination room. Those students must not be allowed back into the room.
- Malpractice or where a student is being disruptive, the invigilator must warn the student that he/she may be removed from the examination room. The student must also be warned that he/she may be penalized, which could include disqualification.
- The invigilator must record what has happened.
- At the end of the examination invigilators must tell students to stop working and remind them that they are still under examination conditions. He/she must collect all the test sheets, question papers and any other materials before students are allowed to leave the examination room.

## Students with Special Needs

A candidate's Special Needs requirements are determined by the SENCO. The SENCO will inform subject teachers of students with special educational needs who are embarking on a course leading to an exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### Managing the exam process:

- ✚ The Head of Exam Committee will book all exam rooms after communicating with other users and make the question papers, other exam stationery and materials available to the invigilator(s).
- ✚ The Head of Exam Committee is responsible for setting up the allocated rooms.
- ✚ Subject staff are not permitted to be present at the start of the exam. Senior members of staff may be present, if necessary, at the start of an exam to assist with identification of students if necessary but they may not view the paper(s) to be sat in that session.
- ✚ In practical exams subject teachers may be on hand in case of any technical difficulties.
- ✚ Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.
- ✚ A signed log will be kept of the Head of Exam Committee and relevant staff member.
- ✚ Should the exam packet need to be split for different rooms, this has to be done in the exam cupboard under secure conditions not in the exam rooms.
- ✚ Any students being disruptive will be removed from the examination room to enable other candidates to continue undisturbed. If a pupil is removed from the examination room the Head of Centre will make a decision as to whether the students can continue with the exam in another room based on the information received from the invigilators.
- ✚ The student will not be allowed to leave the exam room until one hour after the official start time.
- ✚ Students to be reminded to check their candidate details are added and signed appropriately.

### Retakes

Retake decisions will be made in consultation with the school principal/ vice principal, subject teachers and the Heads of Department.