

**CAMBRIDGE  
INTERNATIONAL  
SCHOOLS (SUDAN)**

*EXAMINATIONS  
POLICY*

## **Cambridge International Schools (Sudan):**

### **EXAMINATIONS POLICY**

#### **The purpose of this examinations policy is:**

- ✓ to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates;
- ✓ to ensure the operation of an efficient examination system with clear guidelines for all relevant staff ;
- ✓ it is the responsibility of everyone involved in the School's examination processes to read, understand and implement this policy.

It is the responsibility of everyone involved in the school's examination process to read, understand and implement this policy. Where references are made to Sudan Ministry of Education, JCQ and/or CAIE regulations/guidelines, further details can be found on their websites.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Senior Academic Team: Academic Managers, Academic Coordinators, and Executive Manager for Academic Affairs, Examinations Officers and General Manager.

**Date Reviewed:** 18<sup>th</sup> October 2018

**Date of Next Review:** 17<sup>th</sup> October 2019

## **An overview of Internal, National and External (CAIE) Examinations Policies**

An examination is one of the many tools that may be employed as a summative assessment of knowledge attained and skills developed over a course of study.

At Cambridge International Schools (Sudan), there are three types of examinations that students may encounter, and they are governed by three different bodies:

1. Cambridge International Schools (Sudan), [Internal Examinations];
2. The Sudanese Ministry of Education Basic Certificate, [National Examinations] and,
3. Cambridge Assessment International Education (CAIE), External Examinations.

### **Internal Examinations:**

Internal examinations refer to summative assessments taken at the end of each term written and evaluated by the faculty at Cambridge International Schools (Sudan).

Both core and non-core subjects will have summative examinations.

On-going assessments are scheduled and taken at the end of each learning objective, topic or unit, while summative assessments take place at the end each term.

At the end of the year, Progression Tests are used. **Cambridge Primary and Secondary Progression Tests** are internal assessments of knowledge, skills and understanding in English, Mathematics and Science for Stages 3, 4, 5, 6, 7, 8 and 9. We usually take these whenever we think our students are ready, though we prefer April and May. We get the tests from Cambridge Assessment International

Education (CAIE). The tests are marked in the schools following clear guidance, standards and marking schemes also provided by CAIE.

The examinations schedules with specific dates and times for each will be made available to students and parents via letters two weeks before the commencement of the examinations.

It is School policy that all students take their assessments/examinations at Cambridge International Schools (Sudan) when scheduled.

Alternate dates within the examinations schedule are only provided due to illness, family emergencies or extraordinary circumstances deemed permissible by the School. Alternate dates are to be determined by the School.

### **National Examinations (Sudanese Basic Certificate):**

In line with Sudanese Higher Education requirements, Cambridge International Schools (Sudan) Year 8 students take the Sudanese Basic Certificate examinations in February and March. We are bound by the Sudanese Ministry of Education requirements. The school will offer this compulsorily to all Sudanese students and optionally to foreign students mainly because the qualification may be a requirement for some local universities' undergraduate registration.

The Ministry of Education sets the dates for examinations, the timetable and announces the venue. Invigilators are from the Ministry of Education Examination Centres.

## **External Examinations (CAIE May Checkpoint and June IGCSE Exams):**

Cambridge International Schools (Sudan) take the following examinations:

- 1. Cambridge Primary and Secondary Checkpoint Examinations:** these are diagnostic tests taken at the end of Cambridge Primary and Secondary. They are prepared and marked by Cambridge Assessment International Education Examiners in England.

Each candidate will receive a statement of achievement and a diagnostic report. These tests are taken in April and May of every year.

British Council staff is responsible for administering, delivering and supervising the Checkpoint examinations.

- 2. Cambridge International General Certificate of Secondary Education (IGCSE):** these examinations and qualifications are recognized by leading universities and employers worldwide.

Our candidates take the IGCSE in June. They start learning the syllabus at the beginning of Year 10 and take the exams at the end of Year 11.

Subjects offered include: Additional Mathematics (0606); Biology (0610); Business Studies (0450); Chemistry (0620); English as a Second Language (0510); First Language English (0500); Environmental Management (0680); ICT (0417); Physics (0625); Economics (0455); Arabic as a Foreign Language (0544) and Islamiyat (0493) and Mathematics W/out Coursework

(0580). More subjects will be introduced on student's interests, school capacity and availability of resources.

British Council staff is responsible for administering, delivering and supervising the IGCSE examinations.

We also receive guidance from CAIE Administrative Guide and Cambridge Handbook (International) Regulations and Guidance for Administering Cambridge Exams.

Further details on internal examinations can be obtained from Cambridge International Schools (Sudan) Policy of Setting-Controls-Printing and Distribution of Examinations (2018).

### **Examination Fees for National and External Examinations:**

**Unless otherwise agreed, all exam entry fees are paid by the candidate.**

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The Exams Officer will publish the deadline for action in advance for each exams series.

## **Exam responsibilities**

### **1. The Head of Centre (Executive Manager for Academic Affairs and Exam Centre Supervisor):**

- Has overall responsibility for the school as an examination centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice – refer to the Ministry of Education (Sudan) examination regulations in case of national examinations and JCQ and/or CAIE document – on suspected malpractice in case of internal and external examinations.
- Line manages and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of examinations.

### **2. Examinations Officer and IGCSE Academic Coordinator**

Manage the administration of external and internal exams:

- advise the senior leadership team, subject and class tutors and other relevant support staff on examination timetables and application procedures as set by the various examination boards;
- oversee the production and distribution to staff and candidates of timetabled examinations in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events;
- ensure that candidates and their parents are informed of, and understand, those aspects of the exam timetable that will affect them;
- consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ and/or CAIE guidelines;
- provide and confirm detailed data on entries;

- receive, check and store securely all examination papers and completed scripts (external examinations);
- administer Access Arrangements and make applications for Special Consideration using the JCQ or CAIE publications Access Arrangements, Reasonable Adjustments and Special Consideration;
- identify and manage examination timetable clashes;
- submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule and
- arrange for dissemination of examination results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests.
- Rooming for access arrangement candidates will be arranged by the Exams Officer.
- Invigilation and support for access arrangement candidates will be organised by the Exams Officer in accordance with exam board regulations.

### **3. Academic Managers**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- Accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.



#### **4. Teachers**

- Supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or the Exams Officer.

#### **5. Head of Learning Support (School Support Services) – Social Worker**

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

#### **6. Lead invigilator/invigilators**

- Assisting the Exams Officer in the efficient running of exams according to Joint Council for Qualifications JCQ and CAIE regulations.
- Collection of exam papers and other material from the Exams Office/Exam Supervisor before the start of the exam, and managing the exam process in accordance with examination regulations.
- Collection of all exam papers in the correct order at the end of the exam, and together with all other exam related material, ensures their return to the Exams Office.

## 7. Candidates

- Confirmation and signing of entries.
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all their exams according to exam board regulations.
- The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Exams Officer and Academic Managers.
- The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities, including smart watches. Any precluded items must not be taken into an exam room.
- Disruptive candidates are dealt with in accordance with exam board guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exam Officer and Centre Supervisor.
- **Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.**
- The Exam Officer is responsible for handling late or absent candidates on exam day.

- The school is a closed centre and does not accept entries from private candidates. The acceptance of former pupils will be considered at the discretion of the General Manager and Executive Manager for Academic Affairs.

### Special Consideration:

Should a candidate be unable to sit an exam because of illness, bereavement or other trauma, or be otherwise disadvantaged or disturbed during an exam, it is the candidate's responsibility to alert the school's administration and medical staff to that effect. Notification must also be sent to the Exam Officer as soon as possible.

In the event of illness preventing a candidate from sitting their exam with other candidates, the facility of the school may provide a separate exam room and invigilation as an alternative venue at the discretion of the Exam Supervisor, Academic Manager and Exams Officer.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam (if exam is internal). For external exams follow the Cambridge Administrative Guide.

The Exams Officer will make a special consideration application to the relevant awarding body well before days of the exam.

### Managing Invigilators:

For external exams (Cambridge Checkpoint and IGCSE), British Council is responsible for selection, training and supervising invigilators with assistants from the Exams Officer, Exams Head of Centre and Academic Managers. The selection of invigilating staff will follow recommended safer recruitment guidelines, including Disclosure and Barring Service checks from CAIE.

### Malpractice:

The Executive Manager for Academic Affairs in consultation with School Leadership Team (IGCSE Coordinator/Academic Manger) is responsible for investigating suspected malpractice in internal exams and British Council investigates external exams.

### Exam Days

The Exam Officer will book all exam rooms after liaison with other users, and make the question papers, other exam stationery and materials available for the invigilator.

The School's Support Services is responsible for setting up the allocated rooms, and will be advised of requirements by the Exam Officer and SLT in advance.

The Exams Supervisor will start and finish all exams in accordance with exam board guidelines.

Subject staff may not be present at the start of the exam. Any staff present must be in accordance with the rules defined by the exam boards concerning who is allowed and what they can do.

Exam papers must not be read by invigilators or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department in accordance with exam board recommendations and no later than 24 hours after candidates have completed it.

After an external exam, the Exams Officer and British Council will arrange for the safe dispatch of completed exam scripts to exam board. For internal exams, invigilators submit the exams to the Exam Supervisor (Academic Manager), who will check and dispatch them to the subject teachers for marking.

### Results:

Candidates will receive their results on results day via the School's Students' Affairs Department.

The provision of the necessary staff on results days is the responsibility of the Executive Manager of Academic Affairs and the School Leadership Team (Academic and School Managers).

### Enquiries about Results (EAR)

In the case of External Exams, EARs may be requested by School staff or the candidate following the release of results. A request for a re-mark or clerical check requires consent of the candidate.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by the candidate in consultation with the School.

If the candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exam Head of Centre (Executive Manager for Academic Affairs).

### Access to Scripts (ATS)

After the release of external exam results, candidates may not request the return of written exam papers or centre staff may not request scripts for investigation or for teaching purposes, as this service is not available for IGCSE qualifications.

ATSs re-marks can be applied but the cost of will be paid by the candidate.

Processing of requests for ATS will be the responsibility of the Exams Officer.

For internal exams, all exam answer scripts are kept in the school and are not taken home. Parents may make requests and enquiries in writing, through the academic manager within two weeks from the issuing of results. Only on-going assessment answer scripts may be taken home by students.

## Certificates

Candidates will receive their certificates:

- ✓ (External and Internal exams) via their parents and/or guardians, who will have been called in to collect them by the school's students affairs department. A 'signed-for' method is used when parents collect certificates.
- ✓ Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate's parents and/or guardian to do so, and bring suitable identification with them that confirms who they are.

## Internal Exam Setting and Procedures

This is contained in the Cambridge International Schools (Sudan)'s Additions to the Internal Policy and Regulations' Policy of Setting-Controls-Printing and Distribution of Examinations Handbook, amended and reviewed in 18<sup>th</sup> October 2018.

- This handbook will be available to all staff at Cambridge International Schools (Sudan) and;
- The staff is highly expected to oblige to the set policies and procedures.