	<b>DEPARTMENT: INSTRUCTION</b>		Doc. No. - SOP-008			
	<b>PROCEDURE</b>		Rev. No. - 02			
Rev. Date – June 2020						
Page - 1 of 3						
<b>Title: Exam Policy</b>						
	<b>PREPARED BY</b>		<b>CHECKED BY</b>		<b>APPROVED BY</b>	
<b>Name</b>	Executive Director		Mrs. Abou Rjeili		SMT	
<b>Position</b>	Executive Director		AD of Instructions		SMT	
<b>Prepared</b>	SY 2016-2017	<b>Reviewed</b>	SY 2019-2020	<b>Valid until</b>	SY 2020-2021	

### Rational:

Step One School exam policy is set to ensure consistent implementation of regulations and procedures.

### Aims:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff
- It is the responsibility of everyone involved in the exam processes to read, understand and implement this policy.
- This exam policy will be reviewed annually.

### Guidelines:


- All exam papers must be approved by the AD of instructions.
- School templates must be used for end of term exams.
- All end of term exams must include multi-level questioning, if sectioned, this must be considered in each section.
- All exam papers must be received by the exam supervisors.
- AD of instructions must check and store securely all exam papers after completion of marking and data entry.
- No exam to be delayed for any student unless a medical certificate is provided.
- No exam to be repeated or offered again under any circumstances apart from medical reasons and with the Principal approval.
- No exam materials to be revealed or shared directly with any relevant parties.
- Fairness must be considered at all times when exam is conducted.
- AD of instructions must ensure coverage of material before exams. Teachers must inform the AD of instructions if this is not the case.

### Exam Procedures

#### Before the Exam:

#### AD of Instructions:

- 1- Teachers have to prepare the material which will be covered for the exam.
- 2- Prepare the exam schedule and inform the teachers when and what is the schedule.
- 3- Meet the teachers before two weeks; make sure that all things are clear.
- 4- Assign the time for each exam.
- 5- All exam papers must be checked and approved by AD of instructions, final checkups by the school Principal.
- 6- Exam schedule and materials covered must be sent home at least one week before exam time.

 <p>مدرسة ستب ون الدولية Step One International School</p>	<p><b>DEPARTMENT: INSTRUCTION</b></p> <p><b>PROCEDURE</b></p>	<p>Doc. No. - SOP-008 Rev. No. - 02 Rev. Date – June 2020 Page - 2 of 3</p>
<p><b>Title: Exam Policy</b></p>		

**Teachers:**


- 7- Teachers have to prepare the question papers and they must apply the following:
- a- Questions must be for all levels. (Differentiated) most of the questions meet the level of the grade
  - b- Each question must be marked.
  - c- Questions must include standards covered. Students have to practice reading the instructions by themselves from early stage.
  - d- Questions must have similar approach to the Progression testing for core subjects.
  - e- All teachers must use the exam template.
  - f- Exam covered materials must be given to parents at least one week before exams.
  - g- Teachers must prepare practice worksheets to be used in school during revision week; they have to inform parents that the exam must be studied from the books, notebooks and worksheets.
  - h- Teachers must correct all books and notebooks regularly but before the exam all materials must be marked.
  - i- Make sure that the time set for the exam is enough to finish all questions.
  - j- Fill the blanks for lower grades must have the set of words provided.
  - k- Teachers must ensure that all students will answer all questions, no blank paper to be received.
  - l- Exam papers must be ready three weeks before the exams date.
  - m- Answer keys must be created for all exams and shared with parents after practice packets are covered in the class
  - n- Create Tier 1, Tier 2 and Tier 3 exams as per the need.

**Supervisors:**

- 1- Ensure there is enough pens, pencils and other needed stationary before the start of the exam, collect all by the end of the exam session.
- 2- Assist the Students Support Teams pulling students of the SSP (Students Support Program) out of class to receive the differentiated exam in another location with the type of accommodation/modification required for each child

**During the exam period:**

- 1- The exams will be from 7:30 am till 9:30.
- 2- Supervision timetable will be set by the AD of operations.
- 3- Questions must be read for Years 1, 2 and 3. But for Years 4, 5 and 6; teachers are not allowed to read the questions, unless there is a question that needs to be read for the whole class.
- 4- The class supervisor has to write the following on the exam envelope:
  - a- Date , b- subject, c- number of attendants, d- number of absentees, e- time
- 5- Each class supervisor must sign on the exam envelope and write the name of absent students.
- 6- The supervisor is responsible to check each paper and make sure that the following is done:
  - a- The student's full name must be written.
  - b- All questions must be answered. No question is left without answers.
  - c- Year 1 & 2 and 6 use pencil for answering. The rest are encouraged to use a blue pen. Any drawing must be done by pencil.
- 7- The teacher must stay in the class with the students till the bell rings. 8- Extra work MUST be available for the students who finish early and/or students can read a book instead.
- 9- The supervisors must count the papers before leaving the classroom.
- 10- All data on envelopes must be filled in, envelopes must be returned to the floor supervisors.

 <p>مدرسة ستيب ون الدولية Step One International School</p>	<p><b>DEPARTMENT: INSTRUCTION</b></p> <p><b>PROCEDURE</b></p>	<p>Doc. No. - SOP-008 Rev. No. - 02 Rev. Date – June 2020 Page - 3 of 3</p>
<p><b>Title: Exam Policy</b></p>		

**After the exam:**

- 1- Each class supervisor must collect the papers when the students finish.
- 2- All exam supervisors must give the exam papers to the floor supervisors to submit to the AD of instructions.

**First checking is in BLACK, Second checking is in RED Last checking by the Leaders and/or AD of instructions is in Green.**

- 4- Teachers have to fill the marks in the assigned marking sheet for each class.
- 5- After checking and filling the marks all teachers must start filling the recap of report cards on the drive. All exam papers must be returned to the AD of instructions.

**Report's writing:**

**Comments**

- Comments must be clear, simple and direct. Starts with positive points after that you need to give clear information about the student level and what is the next target and the skills that need development.
- Make your comments personal.
- Current level and next target.
- Brief comments on behavior and attitude.
- Address any negatives with a positive approach.

**Approved By:**

**Principal , SMT**