

CMFI COLLEGE - NASINU

INTERNAL EXAMINATION POLICY

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1.0 POLICY OBJECTIVE

The purpose of this policy is to provide a framework to conduct internal examinations and assessments to ensure that they contribute towards the achievement of quality education.

2.0 POLICY

This policy applies to all the internal examination at CMFI College, Nasinu.

- 2.1** The internal examinations shall be coordinated and conducted by the teachers of the College, for the purposes of providing a measure of the extent of students' achievement of curriculum objectives.
- 2.2** Internal examination shall be used to assist teachers, parents and school management in ways of improving teaching and learning and prepare themselves for external examinations
- 2.3** Examination procedures are to comply with standards and requirements that uphold the reliability, validity, fairness and transparency in educational assessment. This includes strict adherence to security and confidentiality procedures by all those who are involved in examination.

3.0 PROCEDURES

The following procedures outline the standards and requirements in educational assessment that would demonstrate the validity, reliability, fairness and in upholding the integrity of internal examinations. Compliance with these procedures will ensure efficiency, effectiveness and responsiveness to a contemporary examination system.

4.0 INTERNAL EXAMINATIONS

The following procedures apply in conducting of all the internal examinations.

4.1 Eligibility

All the students of the College are to sit for all the internal examinations conducted in the school.

4.2 Malpractice

Any reported case of malpractice during an examination can lead to disqualification from the subject concerned or the whole examination.

4.3 Conduct of the Examination

All the internal exams will be conducted by the teachers of CMFI College.

4.4 Before the Examination Day:

Preparations must be made before the day of the examination with the Year Teachers and Level Deans are to ensure the following:

- a. No written material, charts, drawings, etc. are left on the walls, blackboards, inside or on desks of/in the examination room on the examination day;
- b. Only one candidate is seated at a desk;
- c. Desks are spaciouly arranged;
- d. Desks for Annual Exam, Trial, Standard and external exams must have student FEMIS ID pinned on the front left facing side of each desk.
- e. The TODs and allocated teachers are to ensure that the rest of the school is quiet and students are kept well away from the vicinity of the examination room;
- f. Candidates must be briefed fully about Examination rules and regulations before the examination day by the Year Teachers
- g. The White/Black boards should only contain time and necessary corrections of any paper
- h. Candidates should report to Year Teachers at the earliest of any clash of papers. This must be reported to the Vice Principal for any necessary changes to be made to the exam timetable [internal exams]

4.5 Examination Day

On the day of the examination, the following procedures shall be strictly observed:

- a. The timetable for the examination shall be **strictly** adhered to.
- b. Any errors or omissions in a paper are to be clearly communicated to the candidates by the supervisor verbally and on the blackboard before the reading time.
- c. Any errors or omissions must be approved by the HOD and countersigned by VP before they are noted on the boards / issued to supervisors
- d. Late arrivals to the examination room may be admitted up to the end of the **first 15 minutes for midterm exams and 30 minutes for term end exams. No extra time is to be given to candidates arriving late.**

- e. Students will only walk out of the exam hall on the instruction of the supervisor. No early leaves will be allowed during internal exams; however, the external supervisors will follow the late arrival and early departure as per the external exam rules.
- f. No student is to walk out of the exam hall with any written materials - all spare copies of question papers are to be given to the supervisors at the end of the examination.

4.6 Examination Rules for Candidates

- a. No candidate is allowed to take any paper, note book, books, mobile phones, etc. into the examination room.
- b. The use of calculators is allowed and it must be battery-operated and non-programmable.
- c. The time allowed for reading each paper is as prescribed on the question paper.
- d. No student is allowed to talk, whisper or make signs to another candidate during an examination.
- e. No communication with the marker or examiner in any way on the answer script is allowed.
- f. No candidate is allowed to leave the examination room until the conclusion of the paper.
- g. Should weather or another unavoidable cause lead to school being closed for a half day, the half day will move to the end of the exam period. If school should be closed for a full day, then all exam days move ahead a day and the day missed moves to the following day.
- h. Students should only ask questions when absolutely necessary by raising their hand and quietly waiting for a teacher to come to their desk. Supervisors are not permitted to interpret questions, so please refrain from asking these types of questions.
- i. No student is permitted to re-enter the exam room for any reason. Students will be permitted to use the washroom only in emergency situations and must be accompanied by a teacher.
- j. An exam supervisor has the right to, at any time, request to inspect a student's test papers or any material on or around their desk.
- k. The times and duration mentioned on the exam will be strictly upheld.
- l. Any form of cheating (using unfair means) is subject to consequences outlined in the Ministry of Educations code of Examination/School Rules/School Hand Book and the HoS will make the final decision in regards to the case.

4.7 Conduct During Examinations

Students must

- a. Follow the day to day rules of the school;
- b. Remove all essential exam equipment from your bag outside the classroom or hall;
- c. All bags are to be placed outside the room on passages facing the windows;
- d. All bags are to be zipped properly and any books, files, written materials must be kept inside and not in a position where it can be picked or perused through
- e. Follow the supervisor's instructions at ALL times;
- f. Sit at the desk allocated to you;
- g. Behave in a polite and courteous manner during the exam;
- h. Make a serious attempt to answering all questions in the examination;
- i. Only use an approved calculator that is silent, battery or solar powered, has been switched off and had all storage facilities cleared before entry into the exam;
- j. Write names/FEMIS ID on all loose/extra papers and staple them together at the conclusion of the exam and place these inside the exam paper. **Your name / FEMIS ID must be written on all pages.**
- k. All scrap paper or working sheets must have your name written on each page, be stapled together and placed inside your exam paper.
- l. No paper is to leave the exam room and no paper is to be thrown in the bin.

Students Must Not:

- a. Speak or communicate to any other person other than the supervisors after entering into the exam room until you have completely left the exam room;
- b. Eat in the exam room, you may however bring a clear water bottle which contains water only;
- c. Behave in a way likely to disturb the work of others or upset the conduct of the exam;
- d. Take into the exam room any books, notes, dictionaries, or other equipment unless stated by your teacher;

4.8 Unusual Circumstances [Weather Conditions, pandemic, national crisis]

In the event above, exam may be postponed and parents and students will be notified via emails, newsletters, radio announcements, class PTA Reps or any other viable means.

4.9 Security and Confidentiality of Examination Papers

- a. All information is confidential and must not be discussed with or given to unauthorized persons.
- b. Anyone entrusted with the responsibility of preparing and/or keeping examination papers is required by law to observe the following strictly:
- c. NOT to show or give a hard copy or soft copy of an examination paper to anyone before the given time of the examination;
- d. NOT to tell anyone what is in a paper except the candidate during the examination.
- e. All the papers will be kept safely by the Administration and will be issued to the teachers as the need arises.

4.10 Markers

All the papers will be marked by the respective Subject teachers or otherwise decided by HOD/Administrators and must be given back to students after marking as per the calendar or as the time stipulated by the authorities concerned.

5.0 NB.

- a. All midterm exams / short tests contribute 20 % towards the term end examination.
- b. If a candidate is absent from any paper without a genuine reason than candidate loses 20% of the mark from the term end examination i.e. term end exam will be assessed for 80%.
- c. Likewise, if a candidate didn't do the term end exam then he or she will be marked absent for that paper.
- d. Any candidate not doing two of more papers will be unplaced on the report form.

Any candidate who is genuinely absent from school on the day of a Mid Term Paper or Short Test will be assessed for 100% in the term end paper.

It is compulsory for all students to appear for all the internal examination including short tests and trial tests. Only genuine reasons for absence would be accepted. If the student is sick during the examination a medical certificate must be submitted. Such reasons will assist the Academic Committee in deciding on an aggregate/compassionate mark based on previous performance.

No candidate will sit the same paper at any other time [before / after] to ensure that questions are not compromised with.

In any extreme scenario if a child has to re-sit the same paper after everyone has done the paper and time allows for any gaps where questions can be discussed amongst candidates, the marks for the student re-sitting the paper will not be entered in understanding of the advantage of knowing some questions through peers. The HoS must set up a panel to hear out the case and offer an aggregate/compassionate mark as per external exam policies rather than allowing a re-sitting of the same paper. However, a paper may begin early or can be started late upon the approval of the HoS where the candidates do not get to communicate [for example a three-hour paper starting two and half hours earlier for a student to attend a funeral]

Procedures and Guidelines

All students must appear for all the examinations. These examinations include Short Test 1 in the middle of term 1, Term 1 end examination, Midterm 2 examinations, Term 2 end examination, Trial exams and Final Standard examinations in term 3.

Mark allocation

Examination	Actual mark	Time	
		Years 9 & 10	Years 11, 12 & 13
Short Test – Term 1	30 [Years 11- 13] 50 [Years 09-10]	1 hour	1 hour
Term 1 End Examination	100	2 hours & 10 mins	3 hours & 10 mins
Midterm 2 Examination	50	1 hour 5 mins	1 hour & 35 mins
Term 2 End Examination	100	2 hours & 10 mins	3 hours & 10 mins
Term 3 - Standard Examination	100	Year 9	Year 11
		2 hours & 10 mins	3 hours & 10 mins
Trial Examinations	100	Year 10	Years 12 &13
		2 hours & 10 mins	3 hours & 10 mins
Term 3 End / Annual Exams		Year 10	Years 12 &13
		2 hours & 10 mins	3 hours & 10 mins

Years 9 and 10

The aggregate for Years 9 and 10 shall be 700.

Years 11, 12 and 13

The aggregate marks for year 11 shall be 500 and for years 12 and 13, aggregate shall be 400 (English + Best 3 subjects).

General

Positions for awards for Prize Giving will be as per the School's Policies / Hand Book and must be communicated to all students before their first assessment.

Students must have their own materials and mathematical instruments (e.g. calculators, set squares, compass and protectors). Borrowing is not allowed and any forms of borrowing will be regarded as communicating/cheating.

Only silent, battery operated and non-programmable calculators are to be used during exams. The desk should be completely empty. Bags and books are to be left outside the exam room.

Eating or chewing gum is prohibited in the examination room.

At the end of the examination, students are to remain seated quietly (not talking) until the supervisor has collected all answer scripts.

Any malpractice will be dealt with as per school policy [Grade 2 offence]. Supervisors are to collect any evidence of cheating as soon as they can but students are to be allowed to complete the exam. Any confiscation must be done in a professional manner and reported to the School Vice Principal as soon as practical. The Vice Principal upon the approval of the HoS will appoint a penal to address the issue to ascertain how many marks to penalize before forwarding the case to the Discipline Committee for further action.

Any candidate can request the subject teacher during the correction period for remarking or recounting of the entire paper on sections.

In any scenario where a candidate feels they deserve more marks but have been denied by the subject teacher, they can see either the Level Coordinator or the Head of Department. No marks will be changed if the child is absent during the correction period and realizes the errors after the marks in Reports and Exam Registers.