EXAMINATIONS POLICY

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1. INTRODUCTION

1.1 Within this policy 'we' and 'us' means Catmose Primary.

1.2 The purpose of this 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.

1.3 This policy covers the EYFS Baseline check and GLD, Year One & Year Two Phonics Screening Check, Year Four Times Tables check, KS1 SATs and KS2 SATs.

1.4 It is the responsibility of everyone involved in our examination processes to read, understand and implement this policy, which will be reviewed annually.

2. EXAMINATIONS RESPONSIBILITIES

2.1 Examinations Officer:

- receives, checks and stores securely all examinations papers and completed scripts;
- identifies and manages examinations timetable clashes;
- accounts for income and expenditures relating to all examination costs/charges;
- schedules Senior Leadership Team (SLT) invigilation of the EYFS Baseline and GLD, Year One and Year Two Phonic Screening Check, KS1 SATs and KS2 SATs.

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2.2 Head of School:

- provides guidance and pastoral oversight of pupils regarding examination entries;
- administers access arrangements and makes applications for special consideration using the STA guidelines;
- involvement in post-results procedures;
- accurate completion of teacher assessment sheets and declaration sheets;
- accurate completion of entry and all other teacher assessment sheets and adherence to deadlines as set by the exams officer;
- advises on appeals and re-marks;
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the STA document Suspected Malpractice in Examinations and Assessments.

2.3 Teachers / Invigilators provide:

- administration of access arrangements;
- provision of additional support with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment;
- collection of examination papers and other material from the examinations office before the start of the examination;
- collection of all examination papers in the correct order at the end of the examination and their return to the examinations' office.

3. EYFS BASELINE and GLD, KS1 & KS2 SATS, YEAR ONE and TWO PHONICS SCREENING CHECK and YEAR FOUR TIMES TABLES CHECK

3.1 Ordering of examinations materials

3.1.1 The ordering of required materials will be completed by Head of School and will be verified by the Executive Principal.

3.2 Checking and storing of examinations materials

3.2.1 When delivered, a senior teacher and administrator will check all materials are correct and sign the checklist. A senior leader and another staff member will then take materials to Catmose College to be locked in the examination materials store. Once administered, the papers will be collated and securely stored.

3.3 Examinations administration

3.3.1 Papers will be collected from the examination materials store for which the keys are kept in a locked facility, when needed before each examination, and staff will witness them being opened and given to each child. Examinations will be taken with each child seated at an individual table, spaced to ensure that each pupil cannot look at other papers. No talking will be allowed. If a student is unable to sit a test paper (e.g. due to absence at the time of the test) arrangements should

be made for the pupil to do this at the earliest opportunity. If this proves to be difficult, the Head of School should be made aware. Notification will be made to the STA if required.

3.3.2 Pupils will take their Year One & Year Two Phonic screening, Year Four Times Tables check and KS1 SATs in examination conditions with collection and storage of papers as above.

3.4 Examinations Administrators

3.4.1 All administrators will be trained and given an information pack by a senior leader to ensure all are aware of the role they must play during examinations.

4. TIMETABLE OF EVENTS

TERM 1	EYFS Baseline Assessment completed
TERMS 2, 3 & 4	Year Six pupils sit mock exams to prepare and make familiar. Year Two and Year One children take part in practice papers in the classroom environment.
TERM 5	Year Six pupils sit KS2 SATs under test conditions. Year Two undertake KS1 SATs under test conditions.
TERM 6	Year One and Year Two Phonic Screening Check on a 1.1 basis under test conditions. Year Four Pupils undertake Times Tables check on a 1.1 basis under test conditions. Year Six pupils take lessons at Catmose College (once the Year 11 timetable has ended) as a transition activity. GLD final assessments made for Reception Pupils.