



# WESGREEN INTERNATIONAL SCHOOL

## Policy: Examinations

### Policy No. W011

#### 1. Purpose

The intent of this policy is to give clear guidelines to students on the internal examination rules set by the School and the external examinations under regulations outlined by the examinations board.

#### 2. Scope

This policy applies to all Wesgreen Students.

#### 3. Policy

3.1. The school expects all students to comply with the following in relation to the examinations:

3.1.1. It is the responsibility of all students to read the examination timetable and to attend their examination at the correct time and with the correct equipment.

3.1.2. Latecomers to examinations will not be given extra time at the end unless using school transportation which applies only to the internal examinations.

3.1.3. All students must wear full school uniform for both internal and external examinations. Failure to do so will lead to exclusion from that examination session.

3.1.4. Electronic equipments with text and/or other features of communication facilities, other than appropriate calculators, are not allowed in the examination rooms.

3.1.5. Calculators should be free of any stored data or prepared programs. Failure to comply with this will result in a zero mark or disqualification from the examination.

3.1.6. Mobile phones must not be in the possession of a student whether or not they are switched on.

3.1.7. For external and internal examinations, only equipment allowed for that examination is to be brought in to the room. All pencil cases must be transparent and students with books and/or papers will not be allowed to enter the examination room.

3.1.8. Bags, if brought into school, must be stored in lockers.

3.1.9. Once examination papers have been distributed there is to be no talking or attempts at communication whatsoever. Anyone breaking this rule will be excluded from the examination.

3.1.10. Borrowing or sharing of equipments is not allowed in the exam hall.

3.1.11. Any attempt at cheating will result in a zero mark for that paper.

3.1.12. All examinations must be written in blue or black pen, unless otherwise stated on the examination paper.

3.1.13. The use of correction fluid is not allowed at any time in an examination.

3.1.14. It is not permitted to request that subject teachers attend examinations to answer questions regarding the examination paper.

3.1.15. Once an examination is completed all students must remain seated and silent until the end of the allotted time. Any talking or attempted communication during that period will result in a zero mark.

3.1.16. During the examination period, all students must remain quiet inside the school building and in the vicinity of the Gym and other rooms used for external examinations.

3.1.17. Teachers will not discuss examination papers before the Paper Review.

3.1.18. Once the Paper Review has been completed, there will be no discussion of any changes to the examination marks.

3.1.19. It is the responsibility of each student to ensure that their school report is collected and that they are aware of all marks.

**3.1.20.** If any re-sit examinations are to be taken, it is the responsibility of the student to collect any relevant paperwork from the school.

**3.1.21.** It is the responsibility of the students to attend re-sits (if any). Absenteeism may jeopardize their promotion to the next term/ year.