

EXAMINATION POLICY AND SOPs
SANGAM SCHOOL OF EXCELLENCE



SSE'S MISSION STATEMENT

SSE aims to develop in children the knowledge and skills to enable them achieve their career goals and become caring and open minded leaders who think global and act local. Education at Sangam is a relentless quest for excellence, for the fullest possible development of a student's personality and potential viz. academic, spiritual, moral, social and physical- are the cornerstones of the School's philosophy.

Students will be taught in a caring and personalized learning atmosphere that is enhanced through a friendly and constructive partnership with parents. Through the School's programs and activities, the children will learn to respect all cultures and communities, preparing them to become a part of our increasingly multi-cultural world.

INTRODUCTION

Students are required to be present for all scheduled examinations. If a student has to miss an examination for a legitimate reason (illness, death in the family, accident or some other circumstance out of personal control etc.) the parent should call the school, before the exam begins, to report the problem. A medical certificate will be required in the event of the absence being due to illness. The teacher in association with the examination committee will decide whether another examination will be required and when this will be given, if any.

IB Diploma mock examinations are given thrice as per the scheduled mock exam record in Grade 11 and 12. Exams missed for unjustified reasons (oversleeping, forgetting, misreading exam schedule, miscommunication, vacation, etc.) will receive a grade of 1 on the IB defined 7 grades band.

BELOW ARE SOME GUIDELINES SO THAT STUDENTS KNOW WHAT TO (Or Not To) DO.

WHEN TO REPORT and LEAVE ON EXAM DAYS

1. It is expected of you that you report a minimum of 30 minutes before the scheduled start time of the examination.
2. You may not leave the exam until the stipulated time for the exam is declared over and the invigilator has collected all exam materials.

IF YOU ARE LATE:

1. If you are going to be late arriving for a considerably significant reason, call the DP Coordinator (Mr. Arpit Sharma) at his personal cell number.

2. You are allowed into the examination room in the first 30 minutes only.

WHAT TO BRING TO EXAMS:

1. General Stationery, e.g. pens, pencils, colored pencils, an eraser, a ruler. In a see through case/bag / container.
2. A translating dictionary for NON LANGUAGE exams. (Electronic dictionaries are not permitted)
3. A calculator. (Wherever applicable as suggested by the IB). The calculators will need to be reset (for all CASIO devices) or put to test mode for all TI models, before entering the exam room. All the cases/ covers of calculators must bear the name of the owner as they too need to be left outside the exam room.
4. A student may bring a water bottle inside an exam room which should also be a transparent one.
5. You cannot bring any unauthorized material/ paper/ book/ notes etc to gain unfair advantage in the exam.
6. You should check your stationary case and your pockets thoroughly to make sure no such paper has been left. You should hand them in to the invigilator when such an announcement is made, which will be the last opportunity to do so, after which it will be considered a deliberate effort to gain unfair advantage.

CONDUCT IN THE EXAM ROOM:

1. Do not interfere with the conduct of the exam.
2. Do not communicate with any other candidate for whatsoever reason.
3. If you have a question/doubt/request, you should raise your hand and an invigilator will come and speak to you.
4. Do NOT call out anything even if you come across a mistake or a typefont error. The only thing you may do is to raise your hand and have patience until the invigilator approaches you.
5. Do not attempt to open/organize the papers on your desk until you are instructed to do so.
6. Exam start and finish times will be written on the classroom board. If you still wish to bring in your wristwatch, please be informed it cannot be a digital watch (programmable or with storage facility) and also that it should not have any kind of alarm system.

WHEN THE EXAM STARTS:

1. You will be given 5 minutes reading time before the official start of the exam time EXCEPT for Multiple Choice Papers.
2. Use this time to read the exam paper, the instructions AND the questions.
3. DO NOT start writing.
4. After the reading time is over you will be told to start writing.
5. Have patience and listen to all instructions carefully.

DURING THE EXAM:

1. If you must go to the washroom, raise your hand and wait to be excused. Your candidate number shall be noted on a sheet with the time of going out and you shall be required to put in your time of reporting back in the room.
2. You need to sign your name and time of your visit.
3. You are not allowed to leave the exam during the first hour or during the last 30 minutes.
4. While in the washroom area, if you come across anything which is a possible breach of the examination rules and regulations, please inform the invigilators immediately. Do not stay out for longer time as you lose on your time. You shall not be awarded any time to make up for the loss of such time.

AT THE END OF THE EXAM:

1. You will be told to stop writing. The best way to indicate this is by putting your pen/pencil down.
2. The invigilator will ask you to check that you have put your name on the necessary papers and that they are in the correct order for collection.
3. Of course you can then pick your pen up if you have to write your name.
4. You do not talk or suggest anybody anything.
5. Do not take any question papers, data booklets or rough notes away from the exam room. Make sure you submit everything back to the invigilator.
6. After the exam materials (Exam scripts/ Question papers/ Rough papers/ data booklets/ formulae booklets/ attendance sheets etc.) have been collected you will be instructed to

leave which you, must do quietly and orderly, there may be another exam that is continuing within the same room or in a nearby room.

BELOW ARE SOME GUIDELINES SO THAT INVIGILATORS KNOW WHAT TO (Or Not To) DO.

WHEN TO REPORT and LEAVE ON EXAM DAYS

1. It is expected of you that you report a minimum of 30 minutes before the scheduled start time of the examination.
2. You must report in the Examination Control Room where you may sign your arrival.
3. You must collect all exam materials required for the exam you are going to invigilate. Check the subject and date of exam is correct.
4. Check the Question papers are sealed in a plastic bag which should not have been tempered. It must be opened in front of the students in the exam room. Please carry a scissor or cutter to keep the plastic bag safe. It should not be torn. It needs to be resubmitted after the exam.
5. Check that you have the exam invigilator's reference file (The one that contains all information regarding the schedules, requirements and instructions to be read throughout the exam)
6. You must not leave exam room until the stipulated time for the exam is over or someone has replaced/ relieved you
7. You must collect all materials before leaving the room finally and have the room locked after the exam is over.

IF YOU ARE LATE:

If you are going to be late arriving for a considerably significant reason, call the DP Coordinator (Mr. Arpit Sharma) at his personal cell number.

WHAT TO BRING TO EXAMS:

1. General Stationery, e.g. Red and black pens to fill in all kinds of reports and a blue/black board marker pen to mention the START/ STOP timings on the white board.

2. Please wear formal clothes (sobre colours) that do not distract the students' attention, and wear shoes that do not make noise while you walk.
3. Please check the wall clock in the exam room is working and showing the right time. It should be visible to all students sitting in the room.
4. You may keep a cell phone inside the exam room but it should be kept on the SILENT MODE and be used only in case you need assistance of the Exam Control Room or the DP Coordinator. You may also communicate by sending the message through the maid on duty.
5. You should not carry any other work to do while invigilating an exam. Invigilation needs your best attention.

CONDUCT IN THE EXAM ROOM:

1. Do not look into the exam scripts to read what a student is writing. Students do get conscious and may be uncomfortable.
2. Do not communicate with any candidate or interpret any question/ line/ word to suggest them anything pertaining the content of the subject being examined. You may give them exam procedural instructions only.
3. If you have a question/doubt/request, you should call for the DP Coordinator and he will come to speak to you.
4. Do NOT call out anything or get any correction made even if you come across a mistake or a typefont error. The only thing you may do is to share it with the DP Coordinator who will tell you if there is any such correction as suggested by the IB (as it may happen sometimes though very rare)
5. Do not attempt to open the papers before the stipulated time to do so.

6. Exam START and STOP times need be written on the classroom board. You should follow the room clock's time and suggest the students to adjust their watches (if any) with the room clock. Suggest students to keep all alarms off and do be doubly sure in case of digital watches and even eye glasses as some of the latest models are programmable and have storage facility.

TO START THE EXAM:

1. You need to announce all exam instructions exactly as per the exam instruction sheet separately available for Structured/ Un structured or MCQ type exams.
2. Allow the 5 minutes reading time before the official start of the exam time EXCEPT for Multiple Choice Papers.

DURING THE EXAM:

1. Keep announcing the TIME LEFT at regular intervals so that students may well plan their writing but don't do it too often that they get pressurized.
2. If a student needs to visit the washroom, note the candidate number on a sheet with the time of going out and it is required to put in his/her time of reporting back in the room.
3. Do not allow more than one student at a time to visit the washroom and instruct the support staff to accompany the student to the washroom and back.
4. Do not allow students to leave the exam during the first hour or during the last 30 minutes.
5. If you come across anything which is a possible breach of the examination rules and regulations, immediately inform the DP Coordinator. Do not leave the exam room for any amount of time even if there is only one student in the room.

AT THE END OF THE EXAM:

1. Announce the time and tell them to stop writing.
2. You must tell students to check that they have made all entries correctly.
3. Please collect all materials including Answer scripts/Question papers/ data booklets/ formulae sheets/ all the exam stationery that must be resubmitted to the Exam Control Office.
4. Make sure nobody takes away any question papers, data booklets or rough notes away from the exam room. Make sure you submit everything back to the Exam Control Room.
5. After the exam materials (Exam scripts/ Question papers/ Rough papers/ data booklets/ formulae booklets/ attendance sheets etc.) have been collected you may instruct students to leave quietly and orderly.

BELOW ARE SOME GUIDELINES SO THAT EXAM SUPERVISORS KNOW WHAT TO (Or Not To) DO.

1. The DP Coordinator (Mr. Arpit Sharma) is the Exam Supervisor for all DP Exams and will be supported by the Exam Control Room incharge (Mr. Shiv Khator).
2. The Exam supervisor must report at school at least an hour before the scheduled start of the exam.
3. The Supervisor and the Exam Control Room incharge must arrange the required exam materials a day before the scheduled date of exam to ensure a smooth organization of exam.

4. To remain present and available throughout the exam time to attend to any situations (expected or unexpected)
5. To be available in the exam room, at the start and stop times of the exam. To allow the students in the exam room having checked their belongings and having seen that the calculators have been properly reset.
6. To do an orientation of students and invigilators before the examinations so that everyone is aware what to expect on exam days.
7. Such orientation for students should include instructions how to use exam stationary and fill in the entries on Question papers/ answer scripts/ graph papers etc.
8. To prepare a report on any incident of breach of exam rules and regulations and report the case immediately to the Head of school (Ms. Madhu Nagpal) and send a subsequent report to the IB Assessment Division, Cardiff.
9. To work towards maintaining the sanctity and integrity of Exams.

EXAMINATION COMMITTEE

The Sangam School of Excellence (SSE) has a school's **Examination Committee** with an aim to develop and manage examination procedures and rules. The Committee is also responsible to organize exams and maintain the sanctity.

Sr. No.	Name	Role
1	Ms.MadhuNagal	Principal
2	Mr. Arpit Sharma	DP Coordinator
3	Mr. Shiv Khator	Exam Coordinator
4	Mr. Amit Singhvi	Exam Assistant

BELIEFS ABOUT EXAMINATION,

1. Exams are meant to assess students' learning
2. Exams are systematic and targeted assessment of students' knowledge, Skills and understanding.
3. Exams provide regular performance feedback to all (Teachers, Students and Parents)
4. Exams do good when they are regular and systematic.
5. Exams develop a sense of time management.

1: CANDIDATES' EXAM REGISTRATION

1. A candidate for the IB diploma or certificate is registered by the school before 15th November so to avoid any higher registration fee. The second registration date is 15th January and next registration date is 29th January and the Last registration for May exam is 15th April.
2. The DPC does this job of registering students. A form is given to students to ask them once more to ensure the spelling of their names and to ensure their Date of Births.
3. The students are given a circular of fee as per the fee applicable in the Handbook of Procedures.
4. We may accept an external candidate from another IB school if the school that the candidate normally attends does not offer a particular IB subject. However, all academic and administrative responsibilities for that candidate will remain with the school that has registered that candidate for an IB Diploma Programme examination session.
5. The school informs the retake candidates by the first date i.e. 29th July.
6. Anticipated candidates can only be registered for the May of their 1st year and not the November sessions.

THE EE COVERS

1. The Extended Essay covers are received in the month of December, Stored in the examination strong room.
2. The DPC issues them to the EE Coordinator who further gives them to students when they come with their final drafts. The dates may vary each year which may be seen in the EE Handbook. The students are given instructions that they are not available more if they are damaged or torn.

IA – PG ENTRY ON IBIS

1. The IA and PG entry portal on IBIS opens on the 1st of Feb and a notification comes on the IBIS. The DPC sends a reminder to all teachers although the IA-PG entry dates are mentioned on the Internal Assessment Deadlines calendar of school. The last date of this is 10th of April.
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EXAMINER LABELS

1. The examiner labels become available on the IBIS by 20th Feb when the labels are downloaded in their notepad file and handed over to the Exam Coordinator to create address labels and print them so that they are ready for use when we dispatch the students' tasks.

REQUEST TO RESCHEDULE EXAMS

1. The DP office sends an email reminder to students to notify if they wish to apply for any rescheduling of exams in case they have other university exams coinciding with the IB exams. They are notified that such a request will not be entertained after 15th of March.

SUBMISSION DEADLINE:

1. • extended essays, • theory of knowledge, • language A: literature, written assignment
• language B written assignments, • language ab initio written assignments. The last date to send these couriers or online uploads is 15th March each year.

EXAMINATION PAPERS:-

1. The IB Assessment centre sends examination papers and other examination material to school in the month of April, which are received by the DPC and stored in the Exam Strong room and a notification mail is sent to the Principal of school.
2. A date and time is agreed with the Principal when the DPC and the Exam Coordinator will open the packet and count to ensure the question papers are appropriate in terms of subject and number of candidates.
3. These are matched with the IB final timetable and then these are arranged chronologically in the order of exam dates and stored in the exam strong room in the same order as they need to be used.

4. The keys of the exam room remain with the DPC (Mr. Arpit Sharma) and the Principal (Ms Madhu Nagpal) of school who may have access to the strong room. Apart from these two the third person who may have access to the exam room is the Exam Coordinator (Mr Shiv Khator).
5. The Exam room movements are restricted to these three people and their entry, exit time and purpose are also recorded in the register of Strong Room.

EXAM ORIENTATION

1. School organizes an Exam Orientation generally a week or 10 days before exam where both teachers and students learn the procedures of exam (which for teachers is a recap but for students it is a great help and often an eye opener)
2. The orientation focuses around the document named Exam Arrangements available on the IBIS.
 - a. The students are given the following documents:
 - b. Academic Honesty Handout
 - c. Conduct of Examination poster
 - d. Sample of answer booklet to practice filling in details and writing question numbers
3. The teachers are given the invigilators instructions all three types (Structured, Non Structured and Multiple Choice). These instructions are actually read aloud to ensure they are understood clearly.
4. There are different formats that teachers need to fill in which are revised with them.