

<b>Policy Document</b>
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<b>A10 - Examinations</b>
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This policy applies to all examinations which take place at Baldon School.

- The Head of Centre (the Head Teacher) is responsible for all examinations in the School
- The Examinations Officer co-ordinates the administration and conduct of examinations including entries and external invigilation.
- The Associate Head Teacher is responsible for liaising with the Examination Officer to organise the entrance and egress of students, pre-examination routines and all invigilation.
- All examinations will be conducted to the same standards as external examinations.
- Students will be collected in a central place and the Head of Department responsible for the paper to be attempted will deliver a warm-up/ briefing session which will prepare the students. They will then be escorted to the exam hall, and handed over to external invigilators
- During examinations the invigilators are responsible for all aspects of the running of the examination hall. Assistance maybe sought from senior staff if difficulties arise.
- The Director of Learning is responsible for identifying that the correct candidates are present and the Director of Learning or Assistant Director of Learning will assist with the necessary arrangements and overseeing of students during any examination.
- The Director of Learning is responsible for contacting absent candidates through liaison with the Attendance Officer and making arrangements, if possible, for getting them into school to take the exam.
- All staff involved in administration/organisation/conduct of examinations will follow all advice and regulations issued by the examining bodies. Any irregularities will be reported immediately to the Head of Centre – the Head Teacher.