

# **KHALSA COLLEGE - BA**

## **INTERNAL EXAMINATION POLICY**

### **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 Khalsa College, Ba.

**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 Khalsa College.

#### **4.4 Before the Examination Day:**

Preparations must be made before the day of the examination with the Teachers 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. The rest of the school is quiet and students are kept well away from the vicinity of the examination room;
- e. Candidates must be briefed fully about Examination rules and regulations before the examination day.

#### 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.
- c) Late arrivals to the examination room may be admitted up to the end of the **first 15 minutes for midterm exams** and **45 minutes for term end exams**. For years 9 and 10, 10 minutes and 25 minutes respectively. **No extra time is to be given to late arrivals.**
- d) All spare copies of question papers are to be given to the Subject teachers at the end of the examination.

#### 4.6 Examination Rules for Candidates

- i. A candidate should report to the examination room 10 minutes before the examination is to start. Any candidate arriving later than 15 minutes for midterm and 45 minutes for term end examination –( time differs for years 9 and 10) from the start of the examination will not be allowed into the examination. Late arrivals are not given extra time.
- ii. No candidate is allowed to take any paper, note book, books, mobile phones, etc. into the examination room.
- iii. The use of calculators is allowed and it must be battery-operated and non-programmable.
- iv. The time allowed for reading each paper is as prescribed on the question paper.
- v. No student is allowed to talk, whisper or make signs to another candidate during an examination.
- vi. No communication with the marker or examiner in any way on the answer script is allowed.
- vii. No candidate is allowed to leave the examination room until the conclusion of the paper.
- viii. 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.
- ix. 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.
- x. 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.
- xi. 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.
- xii. The times and duration mentioned on the exam will be strictly upheld.
- xiii. Any form of cheating (using unfair means) is subject to consequences outlined in the Ministry of Educations code of Examination

##### 4.6.1 Conduct During Examinations

###### Students must

- i. Follow the day to day rules of the school;
- ii. Remove all essential exam equipment from your bag outside the classroom or hall;
- iii. Place bag on the stage as instructed by supervisors;
- iv. Follow the supervisors instructions at ALL times;
- v. Sit at the desk allocated to you;

- vi. Behave in a polite and courteous manner during the exam;
- vii. Make a serious attempt to answering all questions in the examination;
- viii. 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;
- ix. Staple all loose sheets of writing paper together at the conclusion of the exam and place these inside the exam paper. Your name must be written on all pages.
- x. All scrap paper or working sheets must have your name written on each page, be stapled together and placed inside your exam paper.
- xi. No paper is to leave the exam room and no paper is to be thrown in the bin.

#### **Students Must Not:**

- i. 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;
- ii. Eat in the exam room, you may however bring a clear water bottle which contains water only;
- iii. Behave in a way likely to disturb the work of others or upset the conduct of the exam;
- iv. Take into the exam room any books, notes, dictionaries, or other equipment unless stated by your teacher;

#### **4.7 Unusual Weather Conditions**

In the event of unusual weather conditions, exam may be postponed.

#### **4.8 Security and Confidentiality of Examination Papers**

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

#### **4.9 Markers**

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

#### **5.0 NB.**

- All midterm exams contribute 20 % towards the term end examination.
- 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%.
- Likewise if a candidate didn't do the term end exam then he or she will be marked absent for that paper.
- 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 will be assessed for 100% in the tern end paper.

## 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	20	40 minutes	40 minutes
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	<b>Year 9</b>	<b>Year 11</b>
		2 hours & 10 mins	3 hours & 10 mins
Trial Examinations	100	<b>Year 10</b>	<b>Years 12 &amp; 13</b>
		2 hours & 10 mins	3 hours & 10 mins

### Years 9 and 10 queries

The aggregate for Years 9 and 10 shall be 700.

### Years 11, 12 and 13

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

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.

Students found dishonest or attempted dishonest conduct such as speaking to or communicating with other students or being in possession of any textbook, notebook, or other written materials, or electronic or mechanical device (e.g mobile phones) during examination would be penalized. **Dishonest practices are serious offence.**

Students must have their own materials and mathematical instruments (e.g calculators, set squares, compass and protectors). Borrowing is not allowed.

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.