



Nord Anglia International School Online Internal Assessment and Exam Policy

Date	Review Date	Lead Policy Writers	Leader Responsible
Jan 2021	Jan 2022	Tayyba Qureshi/ Carrie McNerney	Tayyba Qureshi/ Carrie McNerney

Introduction

Maintaining academic integrity is paramount in the completion of internal assessments and examinations. Therefore, both teachers and students completing online examinations and topic assessments must ensure full adherence to the conditions below which replicate (as far as possible) the conditions followed when completing such tasks in a physical classroom. By receipt of this policy all students and parents enter into an agreement to adhere to this Policy.

Expectations for suitable conditions:

- Students are on time for all their examinations and ready with a positive mindset to begin their examination.
- Examination room is quiet and without disturbances and/or interruptions.
- No other person(s) may enter during the preparation and conduct of the examination.
- Surfaces and walls are free of all materials except those required for the examination (see the required materials list)
- Unauthorized materials such as mobile phones, smart watches etc. are not present in the room.
- There is reliable internet connection.
- On the laptop/smart device, all tabs other than Microsoft Teams must strictly be closed.
- Smart devices are charged, have a microphone and webcam and you have headphones (required for speaking and listening assessments only)
- Any students who have specific access arrangements will have communication through the class teacher or the Inclusion department.
- IB calculator examinations require GDC calculators must be put in test mode prior to any assessment paper requiring the use of a GDC.
- To support our assessment procedures, all parents to take responsibility for ensuring these conditions are met prior to the start of the examination/assessment.

Conduct of examinations:

- The teacher will begin the exam by starting the session through the normal class Team on Microsoft, using their video. This will be done at the scheduled time (as per the Exam timetable)
- Students and parents should organise their time using the exam timetable and ensure they are ready to begin their exam/assessment at the scheduled time and day.
- Students should go for a toilet break prior to the examination and not during the examination.
- The teacher will ask the students to turn their cameras on for the start of the exam, so they can assess the surroundings visibly, which are adhering to the conditions stated above.
- Mobile phones or any other devices are strictly prohibited and are not allowed in the room.
- Under no circumstances are students allowed to communicate with any other student during the assessment via Microsoft Teams or any other device or format
- Breach of these conditions could result in up to and including, removal of students from the Microsoft Team for their exam and an ungraded examination paper.



Beginning the assessment:

- Students must be on time for all assessments, no additional time can be granted to students who are late.
- Once the above conditions have been established to the satisfaction of the teacher, the assessment instructions will be shared on screen and read out to all students.
- For non-computer-based assessments the laptop/desktop must be immediately positioned at arm's length away from the seated position of the student (at the back of the desk).
- Following the assessment instructions, students will be given the opportunity to ask for clarification on the assessment instructions.
- During the exam, the teacher cannot help with the content of the examination questions, but if the students do have any general questions during the exam, then these must be asked using the 'chat' function in the meeting.
- Following the examination instructions, students will be allowed to access the assessment and supporting materials through the Assignments feature.
- The assessment timings are per the assessment timetable; IB students will be given an additional 5 minutes as reading time before they begin writing (with the exception of multiple-choice papers).
- The teacher will give an update to students intermittently throughout the exam, with how much time is remaining, specifically the end of the assessment with a 10- and 5-minute countdown. IB students will be given their updates at 30 minutes and 5 minutes as per the IB guidelines.
- Any students allowed extra time will have individual notifications from the teacher or PL.

Once the assessment has finished:

- The teacher will announce that the assessment has ended.
- The student will be given a 5-minute window to upload all exam responses following the end of an examination.
- Any material uploaded outside of the 'upload window' will not be marked or counted towards the assessment grade awarded.

Academic Honesty Notice:

- If at any point before, during or after the assessment the teacher has reason to believe that the student has violated any of the above regulations the teacher will speak to the student and investigate and if there is evidence suggesting plagiarism, then the student may receive a failing grade.