



EXAMINATION POLICY

AIM

To ensure effective and smooth running of the Formal Test and Examination.

SETTING OF QUESTION PAPERS

This shall be the responsibility of the Subject/Learning Area teacher. The question paper must reflect the skills and knowledge and most importantly it must be a standardized paper. Every question paper must be accompanied by its memorandum. The teacher must align himself/herself with the subject policy when setting a question paper.

TYPING OF QUESTION PAPERS

This shall be the responsibility of the subject/learning area teacher with the assistance of the administrative clerk where necessary.

SUBMISSION OF QUESTION PAPERS

All question papers and their memoranda must be submitted to the respective HOD for moderation before they are photocopied. Submission dates will be stipulated by the SMTs' examination action plan must be adhered to.

A register for storage will be signed as proof of storage. **This register is kept by the person designed to control the room.**

PHOTOCOPYING OF THE QUESTION PAPERS

This shall be the responsibility of the person designed to do so by the SMT.

Only HODs will submit the question papers to the designed person who will take the question papers to Strong room. The person assigned to/for photocopying, **must not in any way** photocopy a question paper submitted directly to her by any subject/learning area teacher. If the question paper is late, it must be photocopied at least two days before the written date.

After photocopied the question paper, the subject teacher **must double-check for errors** before it can be stored in the strong room by the person assigned to do so.

BATCHING OF QUESTION PAPERS

It remains the responsibility of the Subject/Learning area to put question papers in the stamped answer sheet with the correct date of the exam for the classes he/she is responsible.

SORTING QUESTION PAPERS

The assigned person will collect question papers from the strong room. **No teacher will collect question papers from the strong room and distribute his/her question paper to the invigilators.** Invigilators will collect papers together with the learner attendance register from the Examination Centre, half an hour before the commencement of the exams.

Invigilators must sign a register for collecting question papers and sign when returning the learner scripts.

INVIGILATING TIMETABLE

HODs/Subject teachers must consult the Subject Advisors for the dates of common papers.

Invigilators must report any clashes in the invigilation timetable immediately after receiving it.

They must also report their personal examination dates before the drafting of examination timetable.

No leave should be taken during the examination/invigilation time without prior arrangement and a signed approval by the principal.

SITTING TIME

All learners **must be sitted thirty minutes** before the starting time.

IN THE EXAM ROOMS

The invigilator **must comply with the rules from the Training Manual for Invigilators.**

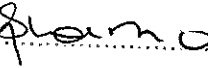
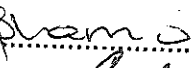
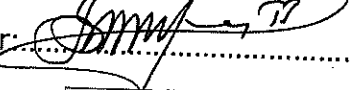
Learners must sign the attendance register for sitting for that paper. Invigilators must ensure that learners do not submit their scripts **before an hour has elapsed** (i.e. Learners must sit for an hour before handing in their scripts).

At the end of the examination session, the invigilator must count the number of scripts collected and check if they correspond with the number of learners in the attendance register, before leaving the exam room. Learners must leave the question papers in the exam room. The register will be signed to confirm the number of scripts submitted.

COLLECTION OF SCRIPTS FOR MARKING

Each teacher must collect his/her scripts on the same day his/her paper was written (for marking) and must check if the scripts are all in as per register and sign for collecting. **Marking should commence immediately and be completed within (4) four days** (if not completed within four days arrangement has to be done with the HOD concerned).

The marked scripts must immediately be submitted to the HOD for moderation. Mark list will then be completed and submitted to the HOD for control before they can be submitted to the assigned person for capturing marks in the SASAMS.

Teacher	: 	Date: 28-06-2018
SMT	: 	Date: 28-06-2018
Principal	: 	Date: 28-06-2018
SGB chairperson:		Date: 28-06-2018
Circuit Manager:		Date: 17/05/19

