



KNIGHTON
HOUSE

DORSET

KNIGHTON HOUSE SCHOOL Examination Policy

Reviewed by: Deputy Head

Reviewed:

Next review: **Under Review – School Merger**

General Principles

- ✓ Although pupils are no longer entered for Common entrance there will be some pupils who will be required to sit examinations for entry to their senior school, whether scholarship or the school's own entrance exams. Therefore some examination practice is an essential part of their preparation.
- ✓ Many pupils will be required to sit ISEB pre test or similar at the end of year 6 or beginning of year 7 and they will be prepared for these in the Bs and A2.
- ✓ Formal assessment through examinations forms part of the record of academic attainment through a pupil's school career.
- ✓ We recognise that formal examinations are only a part of the process of assessment: in particular, we acknowledge that some pupils are intimidated by the exam process and under-perform.
- ✓ Assessment assists teachers in the process of identifying strengths and weaknesses and, therefore, the planning of future work.
- ✓ We aim to make the examination process as non-threatening and positive as possible.

Standards

- ✓ All assessment will reflect the syllabus for the year group as set out in the Departmental Handbook with levels of expectation appropriate to the age and experience of the pupils.
- ✓ Heads of department should keep copies of assessment pieces and marking guidelines, demonstrating consistency of standards year on year.
- ✓ Samples of pupil answer papers may be kept as evidence of standards.

Responsibilities

- ✓ The **Deputy Head** is responsible for all arrangements relating to external exams, such as Common Entrance, and other exams and tests for senior schools. She will, with IT support oversee the smooth administration of standardised tests and Progress tests as appropriate.
- ✓ **Heads of department** are responsible for ensuring that assessment tasks set in their subject are of an appropriate format and level; for keeping records of marks; for monitoring standards in their subject; and for raising concerns regarding individual pupils or groups of pupils.
- ✓ **Class/subject teachers** (including HoDs) are responsible for preparing pupils appropriately.

Timing

- ✓ Standardised assessment tests take place in September (see Framework for Assessment).
- ✓ Examinations will take place in November (Alpha only), March (CE mocks only) and June.
- ✓ No formal examinations are taken in the pre-prep department.
- ✓ Because scholarship exams take place at a variety of times, pupils being prepared will be given an individual 'mock' exam at an appropriate time.
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	Autumn Term	Spring Term	Summer Term
Alpha (Y8)	Practice CE/scholarship	Mock CE/Scholarship	CE
A1 (Y7)	In class assessment	GL Reading	School exams in English Maths and Science in the form of GL Progress tests
A2 (Y6)	In class assessment	GL Reading	School exams in English Maths and Science in the form of GL Progress tests
B1 (Y5)	In class assessment	GL Reading	School exams English, Maths, Science, in the form of GL Progress tests
B2 (Y4)	In class assessment	GL Reading	Tests in English, Maths and Science in the form of GL Progress tests
B3 (Y3)	In class assessment	GL Reading	Tests in English, Maths and Science in the form of GL Progress tests

Special Needs

Pupils with special educational needs will be included in the assessment process, but special arrangements will be made as appropriate. These might include:

- ✓ extra time
- ✓ alternative papers
- ✓ amanuensis or reader
- ✓ alternative location
- ✓ enlarged type

Absence from examinations

Pupils who miss examinations due to absence may be required to sit papers separately, at the discretion of the Head, in consultation with teachers. Each case will be considered individually.

[https://bryanstonschool-my.sharepoint.com/personal/lgr_bryanston_co_uk/Documents/Policies Knighton House/Policies/Current KHS policies yet to be amalgamated/BKH Exam Policy.docx](https://bryanstonschool-my.sharepoint.com/personal/lgr_bryanston_co_uk/Documents/Policies%20Knighton%20House/Policies/Current%20KHS%20policies%20yet%20to%20be%20amalgamated/BKH%20Exam%20Policy.docx)