

John Paul College Policy

EXAMINATIONS

All major exams to be conducted in accordance with this policy

RATIONALE

School examinations provide an opportunity for students to prepare for NZQA Examinations at the end of the academic year.

PURPOSES

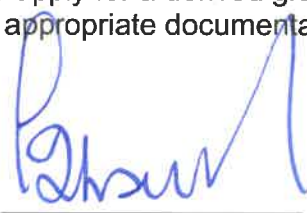
1. For students in Years 11 – 13 to provide a practical opportunity in Term 2 – Mid Year Exams and Term 3 – Preliminary Exams. At the end of the year, Years 7 - 10 undertake examinations to acquire the discipline and experience of examinations.
2. For teachers to assess student achievement and to provide feedback.
3. When appropriate these examinations may provide the internal assessment component for achievement and unit standards.

PROCEDURES

1. The DP Curriculum sets the exam dates, establishes the examination schedule and works in conjunction with the TIC Relief to set teacher supervision.
2. The students are informed of all details **at least two weeks** in advance and briefed about examination procedure and behaviour.
3. Heads of Faculties take responsibility for the composing and preparation of each subject to be examined. Heads of Faculties take ultimate responsibility for the quality management of these papers.

4. Exam procedures are to be followed as set out in the curriculum delivery document under the following headings:
 - Conduct of students
 - Instructions for supervisors
 - Instructions for teachers in charge of subjects
5. Unless other arrangements are agreed to before or after the examination, students absent from an examination will not be allowed to sit the exam at another time.
6. Students may apply for a derived grade (NCEA examinations only) which must be supported by appropriate documentation.

Ratified by Board



Signed for B.O.T Chair

26.06.2017

2017

Next Review

Signed for B.O.T

2020