



Wetherby Kensington  
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# Exam Policy

**Policy reviewed by:** Stephen Barrett and Emily Rubbert

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**Policy actioned from:** September 2021 – August 2022

**Next review date:** July 2022

**Reviewer's Signature:** *Stephen Barrett* *Emily Rubbert*

**Head Teacher's Signature:** *Helen Lewis*

**Circulation:** This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



## Wetherby Kensington

### Exam Policy

At Wetherby Kensington, exams take place for the boys in Years 1, 2 and 3. The exams are set to assess, evaluate and monitor the levels of attainment within each year group.

#### Curriculum Areas Tested

The areas of the curriculum tested are: maths (formal and practical), English (comprehension, grammar, creative writing, spelling and dictation) and reasoning.

Copies of the examinations should be shown to the Headmistress and Deputy Head (Academic) before the examinations, if they have been changed from the previous year.

#### Timings of Exams

Examinations take place as follows:

Year 1 – summer term

Year 2 – autumn, spring and summer terms

Year 3 – autumn and summer terms.

The examinations normally take place one week after half term. There is always revision week before the boys sit their exams.

#### Differentiated Exams

- Appropriate differentiation is arranged for those pupils with learning difficulties
- Liaison with the Head of Learning Support, the Deputy Head (Academic) and the Headmistress is required to define which boys will do the differentiated exams
- If boys are to do differentiated exams then the class teacher and/or the Head of Learning Support must discuss this with the parents and gain their agreement before the exams are sat

#### Administration of the exams

All teachers must make sure:

- An exam timetable is drawn up for each class and given to parents
- All exams are conducted in silence
- Tables are separated and boys positioned appropriately
- Dictionaries/calculators are not provided or to be used under any circumstance
- Boys doing differentiated papers requiring support may do the exam, if necessary, with a teacher separate from the other boys

### Marking of the exams

- There must be an agreed marking policy for each test within the year group
- For consistency, one teacher should mark a complete set of exam papers in each subject area

### Results

- The results for the individual exams are entered into an Excel Spreadsheet, which can be found in the Staff Shared Area in the folder Exam Results. The results also need to be entered into the Standardised Scores Flightpath excel spreadsheets in the Assessment folder
- The results must be entered during Data Input Week or during exam week
- SEN results are not to be included in the year averages or positioning in the overall year results. They are recorded separately
- Results are discussed between SLT and all class members during pupil progress and well-being meetings
- Data is shared with parents on parents' evenings
- The Deputy Head (Academic) will include all formal standardised assessment data in the Annual Progress and Achievement Report (APAR)
- The Deputy Head (Academic) will meet with the Head of Learning Support and study data to inform future interventions.

### Follow up and Feedback

- Feedback to the parents regarding the results is sent home prior to parents' evening on test results slip. The parents receive their son's percentage along with the year average in Years 2 and 3 only. Results are never released to pupils
- Standardised results are not sent home to parents. These scores are usually discussed during parents' evenings
- The test results will be discussed at parents' evening along with the other areas that the class teacher or parent wishes to discuss
- Test results should be used to evaluate areas of work that require further reinforcement and consolidation
- Examination tests papers are neither to be given to nor to be taken from the school premises without permission from the Headmistress
- Examination papers are to be retained whilst the class is in that year group
- Exams should be completed within the designated exam week. Permission to extend beyond the week should be sought from the Headmistress in extenuating circumstances only
- When the papers are destroyed they should be shredded
- After the exams have been completed appropriate adjustments, if required, can be made in due course to enhance the quality of the exams
- All exams will be filed in the exam folder in Year 1 and in hanging files in Years 2 and 3. These files are stored in the Headmistress' office

**This policy will be reviewed annually**