

NEFERTARI INTERNATIONAL SCHOOL, CAIRO, EGYPT AMERICAN & BRITISH DIVISIONS



NIS EXAMINATION POLICY

NIS GUIDING STATEMENTS

NIS MISSION STATEMENT

Nefertari International School American and British Divisions Cairo, Egypt provides its students with quality education, qualified teachers and challenging programs of International Education while maintaining their cultural identity as Egyptians. NIS strives to create a disciplined, safe, happy and caring atmosphere that encourages students to be responsible, confident, compassionate, and well informed citizens who contribute to their local and international community.

WE STRIVE FOR EXCELLENCE

NIS VISION STATEMENT

Striving for Excellence by setting high levels of expectations for students and staff performance.

NIS CORE VALUES

- Responsibility; understanding rights and duties.
- Respect
- Honesty
- Compassion
- Ambition

NIS PHILOSOPHY

- **ACHIEVEMENT** **We** are ambitious. We set high standards for all students and staff. We help people transform their lives through education, experience, support and inspiration.
- **INCLUSION** **We** are open, welcoming, supportive and fair to all school community members.
- **EXCELLENCE** **We** aim for excellence in all our teaching, learning and assessment, and across our campus and facilities.
- **FOCUS** **We** are professional and purposeful. Working towards our shared strategic goals and managing our resources well.
- **INTEGRITY** **We** work to uphold our values in our planning and decision-making, our teaching and learning, our actions and relationships.
We aim to be fair, open, honest and to treat all with respect.

AIM

The purpose of this examination policy is to ensure the planning and management of examinations is conducted efficiently and to ensure that examination system guidelines are clear for everyone.

EXAM'S PROCEDURES

HEADMISTRESS

- It is the responsibility of the stage Headmistress to prepare a timetable for term test and semester examination. After consulting Head of Department, Teachers and students.
- The stage headmistress should notify administration, parents and students in writing about the exam timetable and examination instructions.
- Headmistress shall make sure that all students receive study outline for semester exam.
- Headmistress sets deadline for the head of department to submit exams to the control.
- The control receives the semester exam papers.
- The headmistress issues a proctoring schedule, Teachers are notified.
- Stage headmistress is responsible to prepare the examination rooms and students seating chart.
- If the stage headmistress has any absent teacher s\he can replace him/her from the on call teacher.
- Stage headmistress or stage coordinator is responsible to receive and distribute exam papers from the control.
- The stage headmistress monitors and ensures that the examination procedures are running effectively.
- If there is any problem during the exam, floor supervisor must inform stage headmistress.
- If the students have any questions inside the exam papers, the proctoring teacher will inform the floor supervisor and the head of department will attend to the problem.
- The head of department is allowed to enter examination room to answer students' questions.

- In case there is a mistake in exam papers, the question or the part of the question must be canceled.
- In case there is a request from students to have extra time, the stage headmistress, will inform head of department to take the decision.
- During semester 1 and final exams student have no regular classes and students leave after finishing exams.
- Stage headmistress arranges make up exam schedule with heads of departments and head of school/ vice-chairperson and inform parents and students in written.
- Mid-semester exams should be signed by parents regularly, and then filed in the student portfolio.

HEAD OF DEPARTMENT

- The head of department is responsible to write/ supervise and finalize the exams for grade levels s\he is supervising. Exam should take almost the time assigned.
- The head of department must take his/her exam's papers to the photocopying room by him/herself and make sure to check all the exam papers.
- Exam papers are handed in must be hand in sealed envelopes to the control room by Head of Department.
- The head of department must inform headmistress with clear written instructions of any special arrangement eg. Use of calculator..ect.
- The semester exam must be marked under the supervision of the head of department.
- In case head of department wants to stay after school, s/he must inform administration and control supervisors.
- Head of department must make sure that her staff enter exams grades on the file maker.
- In case of any failed student, head of department shall prepare make up exam and hand in to the control supervisor.

FLOOR SUPERVISORS

- The floor supervisors are responsible for making sure that the examination producers are running according to the school policy.

- The floor supervisor is responsible for making sure that all the students and proctors are seated in the examination rooms 15 minutes before the bell time.
- The floor supervisor is responsible for collecting and delivering the examination papers from stage headmistress.
- The floor supervisor is to make sure that the classroom are in order.
- The floor supervisor is to make sure that proctoring teachers are present.
- The floor supervisor is to make sure that all rooms are working quietly.
- The floor supervisor check on any missing papers or any printing mistake.
- The floor supervisor is responsible for the attendance sheet and collects it minutes after the beginning of the exam and hand it in to the headmistress.
- The floor supervisor is responsible for writing an immediate report to the stage headmistress about any incidence during the examination period.

CONTROL

- Control room receives the exam papers from all subjects and grades. Control supervisor check the papers and have extra 4 copies in sealed envelope.
- Control supervisor is responsible for the safety of the exam.
- Control supervisor hand in exam papers to the stage coordinator or the stage headmistress according to the exam schedule.
- Teachers can receive their exam for correcting from 8:30am till 2:00pm. Any staff who wishes to stay after school, s/he must inform the control one day before.
- Semester exams papers will be kept in the control room after corrections.

TEACHERS

- The teacher is to sign for the proctoring duty.
- The teacher should be in his/her examination room 15 minutes before exam starts.
- In case the teacher is absent, s/he should inform as soon as possible.
- On call teachers should be waiting in his/her staff room for any emergency or any replacement.

- The teacher will receive exam papers from floor supervisor. The exam papers will be distributed facedown until the bell ring.
- The teacher is not allowed to comment or explain any question on the exam papers.
- Students must be seated until the teacher collects the papers and count them.
- The teacher hands in exam papers to the floor supervisor.