

Mides Academy Exam Policy – Year 10 & Year 11

1. Exam Schedule and Timing

- **Advance Notice:** The exam timetable will be published at least **4 weeks prior** to the exam start date. All students are expected to review the schedule carefully to ensure no conflicts.
- **Timeliness:** Students must be seated in the exam hall **10 minutes before the scheduled exam start time**. This ensures smooth commencement and proper distribution of materials.
- **Late Arrivals:** Any student who arrives **after the exam has started** will not be allowed to enter the exam hall unless authorized by the invigilators, and may be subject to disciplinary action. Late arrivals may also forfeit their exam opportunity depending on the circumstances.

2. Attendance and Punctuality

- **Mandatory Attendance:** Attendance at all scheduled exams is **compulsory** for Year 10 and Year 11 students. Failure to attend without an acceptable reason will result in a **zero mark** for the missed exam.
- **Illness or Emergency:** If a student is unable to attend an exam due to illness or an emergency, a **medical certificate or relevant documentation** must be submitted within **24 hours** of the missed exam.
- **Catch-Up Exams:** Catch-up exams will only be permitted in **exceptional cases** (e.g., serious illness, family emergency) and must be requested **prior to** the exam or immediately after. Catch-up exams will be scheduled at the school's discretion and might take place outside of normal school hours.
- **Prior Communication:** Students must inform the **exams office** or **Head of Year** of any potential issues with attending exams well in advance to allow for proper planning and adjustments.

3. Equipment and Materials

- **Required Equipment:** Students must bring the following equipment to the exam hall: At least **2 black pens** (for all written exams), **Pencil, ruler, sharpener**, and **eraser**, A **calculator** (if applicable for the exam), A **transparent pencil case** for all stationery.



- **Prohibited Items:** The following items are strictly prohibited in the exam hall: **Mobile phones, smartwatches, tablets**, or any electronic devices, **Books, notes, revision material**, or any unauthorized items. If any of these items are found in possession of a student during the exam, the student will be reported for misconduct, and penalties will apply.
- **Responsibility:** Students are responsible for ensuring they bring all necessary materials and equipment to the exam. The school is not responsible for providing missing materials.

4. Conduct and Behaviour

- **Silence:** Silence must be observed at all times in the exam hall. Any noise or disruption may lead to disqualification from the exam.
- **Communication:** Students are not permitted to communicate with each other during the exam. Any form of communication (verbal or non-verbal) will result in an immediate investigation and possible disciplinary action.
- **Cheating:** Any form of cheating, including copying from other students, using unauthorized materials, or attempting to gain an unfair advantage, will result in **disqualification** from the exam. The student will face disciplinary action, including possible suspension.
- **Integrity:** Students must follow all instructions provided by invigilators. Failure to comply with these instructions will result in an **automatic report** and potential penalties.

5. Special Arrangements

- **Notification:** Students with special educational needs (SEN) or those requiring additional support during exams must inform the **exams office** at least **3 weeks before** the start of the exam period.
- **Types of Arrangements:** The school will make necessary accommodations, including extra time, a separate room, or modified papers, depending on the student's needs and the assessment requirements.
- **SEN Coordinator:** All requests for special arrangements should be processed through the **SEN coordinator**, and students will be notified about approved adjustments before the exam period begins.

6. Supervision and Identification



- **Student Identification:** All students must present their **student ID card** or **exam card** to the invigilators at the start of each exam. Failure to do so may result in the student not being allowed to sit the exam.
- **Supervision:** All exams will be supervised by trained invigilators. Students must follow the instructions of invigilators at all times. Failure to follow invigilator instructions may result in a student being removed from the exam.
- **Seating Arrangements:** Students will be allocated seating in the exam hall according to the seating plan. Changes to seating arrangements are **not permitted** unless authorized by the exam invigilator.

7. Results and Feedback

- **Exam Results:** Exam results will be released on the **announced date**. Results will be accessible through the school's designated platform or via the school office. Students should check their results at the designated time.
- **Review of Results:** Subject teachers will provide feedback on exam performance during scheduled review sessions. These sessions may include individual consultations to discuss strengths, weaknesses, and areas for improvement.
- **Predicted Grades:** For Year 11 students, mock exam results will be used to provide predicted grades for university applications and further academic progress. These grades will be an important part of the assessment process.
- **Post-Results Support:** If students require additional support after receiving their exam results, they should contact their teachers or the academic support team to schedule a meeting.

8. Appeals and Complaints

- **Raising Concerns:** Any student who has concerns about their exam marks or believes there has been an error in marking must raise their issue **within 5 school days** of receiving their results.
- **Appeal Process:** Appeals should be submitted in **writing** to the Head of Department for the relevant subject. The appeal will be reviewed, and students will be informed of the outcome.
- **Complaint Procedure:** If a student has concerns about the conduct of the exam, they should follow the school's **complaint procedure**. All complaints will be investigated fairly and promptly.



Note: All students are expected to uphold the values of honesty, responsibility, respect, and academic integrity during the entire exam period. Non-compliance with this policy may result in disciplinary action and affect future academic opportunities.

