



MINARAH
RABBI ZIDNI ILMA

Examination Procedure and Policy

February 2024

Purpose

This Policy outlines the procedures involved in regard to examinations. It explores the processes pertaining to the carrying out of examinations at Minarah College.

Date of last review:	February 2024	Author:	Principal/s
Date of next review:	February 2025	Owner:	Principal/s
Type of policy:	State-wide (DoE) Tailored by school	Approval:	School Board
Key contract email:	principal@minarah.nsw.edu.au	Key Contact Name:	Principal/s
		Key Contact Phone:	02 8783 9188

Positioning Within Minarah Operational Model

Component	Element
<input type="checkbox"/> Strategic Leadership and Planning	
<input type="checkbox"/> Monitoring, Reporting and Data	
<input checked="" type="checkbox"/> Governance and Accountabilities	
<input type="checkbox"/> Teaching and Learning	
<input type="checkbox"/> Culture, Ethos and Wellbeing	
<input type="checkbox"/> Curriculum and Assessment	
<input type="checkbox"/> Pathways and Enrichment	
<input type="checkbox"/> Parents and Community	
<input type="checkbox"/> Finance, IT & Estates	
<input type="checkbox"/> Our People	

Contents

1.0 Examination Guidelines for Teachers Supervising the Exam	4
2.0 Announcement Before the Exam	5
3.0 Announcement after the Exam	5
4.0 Examination Cover Sheet .	6

1.0 Examination Guidelines for Teachers Supervising the Examination

- The designated staff lay the examination papers on the students' desk 15 minutes prior to the commencement of the examination.
- Students are to be seated 5 minutes before the start of the examination. Strictly follow the timeset on the examination timetable.
- Ensure that the students have the permitted stationery on the desk only; pencil case should be kept on the floor.
- The nominated supervisor to check that students have the correct examination paper and ask the students to check that they have all the pages and in the correct order.
- Write the start and the end time on the digital board. Clocks should be displayed in front and other locations if necessary.
- Supervisors are to mark attendance on the class list provided after the students have started writing.
- During examination supervision, supervisors are to be vigilant and mobile.
- Unnecessary talking amongst supervisors, to students or use of mobile phone is prohibited during examination.
- Supervisors are to cover all areas of the Examination Room during supervision.
- Supervisors must not congregate in the Examination Room.
- No assistance apart from correcting errors on the paper should be provided.
- At the end of the examination collect all documents (answer booklet, question booklet, multiple choice sheet and any additional papers used).
- The examination papers are to be counted at the conclusion of the examination and recorded on the Exam Cover Sheet form.
- Supervisors are to hand the exam papers to the respective Chief Supervisor/ Examiners.
- Chief Supervisor has to ensure that the correct paper is handed and the attendance is marked at the beginning of the examination and check that all papers are collected and the examination cover sheet is filled at the end of the examination.
- Chief Supervisor is overall in charge of the examination.
- Do not disturb/interrupt students during examination. If something arises take notes but deal with the issue after the examination.
- Students are to leave the Examination Room quietly and in an orderly manner.
- Only one student may be allowed to use the bathroom at any time.
- No student is allowed to leave the Examination Room unless permitted before the end of the examination.

2.0 Announcement Before the Exam

Students must listen carefully to the following announcements:

- No student is allowed to bring into the examination room any printed or prohibited material whether annotated or not, unless permitted by the Examiner. If any student has brought any such material they must now hand it over to one of the supervisors. Any student in possession of any such material whether they have used it or not will be regarded as attempting to cheat and will be subject to disciplinary action.
- You are not allowed to communicate with any other student during the examination. Any communication will be regarded as an attempt to cheat and disciplinary action will be taken.
- You must now turn over the paper and check that it is the correct paper and that all the pages are present in the correct order. Please raise your hand if you find any discrepancy.
- You now haveminutes to read the paper. No student is allowed to write during this time.

After minutes

- You may start writing now.

3.0 Announcement after the Examination

- The examination has finished. All writing of answers must stop. Check that you have written your full name on all the papers.
- You are not allowed to talk until you have left the examination room.
- Please sit quietly while the papers are being collected.

4.0 Examination Cover Sheet

To be filled by the Examiner:

Examination: _____

Examination date: _____

Subject: _____

Year: _____

Duration of Examination: _____

Examiner: _____

Total number of Booklets (including Question papers): _____

(Examiner must enclose the class list with the papers)

To be filled by the Supervising Teacher:

Part A

Number of Students present: _____

Number of Students absent: _____

Start time: _____

End time: _____

Number of Papers collected: _____

Part B

Checklist: Following to be handed to the Subject Coordinator / Examiner

- Class list with the roll marked
- Examination script plus any/all spare copies

Supervising Teachers Comment if any (exam malpractice, sickness, incidents etc.)

Name(s) of Supervisor(s)

Signature:

1. _____

2. _____

3. _____

4. _____

Document Control

Publication date:	February 2021	Review Date:	February 2024
Version number:	v 1.3		
Applies to:	All oMinarah Staff		
Responsible Review Officer:	Principal/s		
Approved by:	Minarah Board	Meeting Date:	

Revision History

Version	Revision	Revised	Date
v1.	Authore	Jay	February
v1.	Template	Jay	February
v1.2	Template Change and editing	Saireen Hussain	February 2023
v1.3	Key Contact Name Change	Samina Ali	February 2024