



## CONDUCT OF EXTERNAL ASSESSMENTS POLICY

### Conduct of Examinations

1. Each examination must be taken on the day and at the time as discussed with staff involved and students.
2. Exams must be printed out and stored in the exams locked cupboard until the exam is due to take place.
3. When a change is made to the decided starting time/ date for an examination it is the responsibility of the staff involved to ensure all are aware of the change and appropriate locations/ times are adjusted accordingly.

### Instructions for conducting external examinations

1. Staff involved to ensure all exam papers are printed in advance and stored in the locked exam cupboard until required.
2. Staff involved to ensure all necessary paperwork is downloaded onto the Ascentis website and a hard copy is available to go along with the completed exam papers.
3. Staff involved to ensure a quiet, distraction free room with no supportive resources, is available for pupils to sit the exam.
4. Staff and students to be aware of evacuation procedures if necessary.
5. Once completed, staff involved to ensure papers are returned to the locked cupboard until they are marked and verified.

### Learner preparation

Merstone staff involved in the delivery of the Ascentis exams must ensure that learners are:

1. Fully prepared to sit an external assessment (sample materials and past papers)
2. Are aware of what is expected from them.
3. Are aware of how they can remove themselves from the situation if they are finding the process difficult due to their SEN needs.
4. Are aware of our rules that we must follow when sitting and exam.

Review date: September 2026

Signed: Paula Morbey

Date: 16<sup>th</sup> September 2025

Position: Interim deputy head teacher with responsibility for Accreditation across School

September 2025