

IMMACULATE CONCEPTION HIGH SCHOOL EXAMINATION POLICY AND AND GUIDELINES

STUDENTS' GUIDE



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Presented To :

ALL STUDENTS

Presented By :

CURRICULUM & EXAMINATIONS
COORDINATOR

REVISED SEPTEMBER 2024
SUBJECT TO CHANGE



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- Absence, Cheating and Misconduct
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Message

Examination Coordinator



Embrace the Challenge - Your Examinations Await!

Welcome to the Academic Year 2024-2025!

As the Examination Coordinator, it gives me great pleasure to welcome you to the academic year 2024-2025. I understand that the testing period can bring about nerves, anxiety, and uncertainty, but I want to reassure you that you are not alone on this journey. We, the staff, are here, standing beside you, supporting and cheering you on every step of the way.

Examinations are not merely a test of your knowledge; they are an opportunity to highlight your hard work, dedication, and growth throughout your academic journey. Embrace these challenges with a positive mindset, for it is through these very challenges that we discover our true potential and gain valuable life lessons.

Believe in yourself, just as we believe in you. Trust in your abilities and the knowledge you have gained. Remember, success is not about perfection but about giving your best effort and demonstrating what you have learned. While examinations can be demanding, they are also your moment to shine. Approach them with enthusiasm, viewing each question as a chance to showcase your understanding and creativity.

Don't forget to prioritize your well-being during these testing periods. Ensure you get adequate rest, eat balanced meals, and find time to relax. A healthy body and a clear mind are essential for optimal performance.

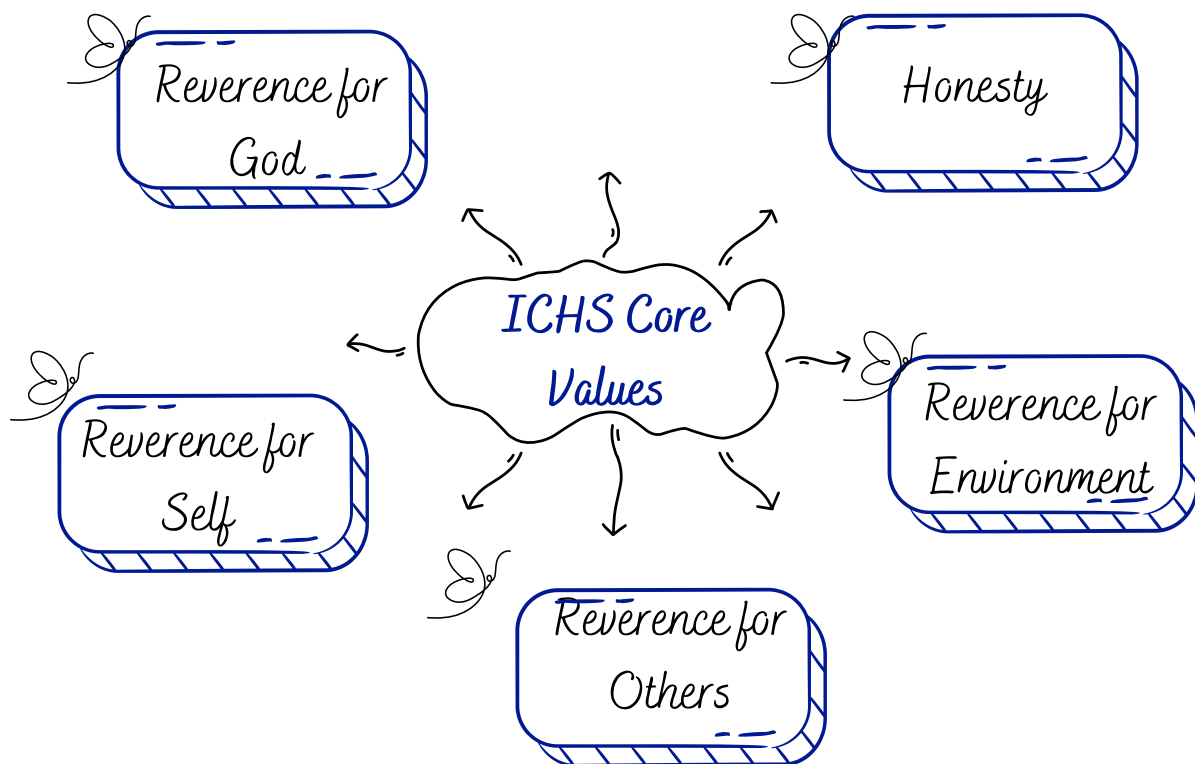
Lastly, support one another as a community of learners. Share knowledge, encourage your peers, and foster an environment of collaboration and motivation. Together, you can achieve remarkable things.

As you sit down to take your examinations, know that we are with you in spirit, cheering you on with unwavering support. Believe in yourself, take a deep breath, and approach each question with confidence. Remember, you are capable, resilient, and destined for greatness. Go forth and Shine your Immaculite! May success be yours.

Tanya Morgan Francis
Curriculum, Systems & Examination Coordinator

Core Values

At ICHS, we place high esteem on demonstrating integrity. Students are expected to conduct themselves according to the highest standards of integrity in all areas of school life. We are fully aware that our school serves high achievers and that the goal of academic excellence is a prized target. It is to this end that we endeavour to have our young ladies cultivate a lifestyle that is characterized by integrity, in this instance, the value of academic honesty.



Integrity is doing the right thing when no one is watching.

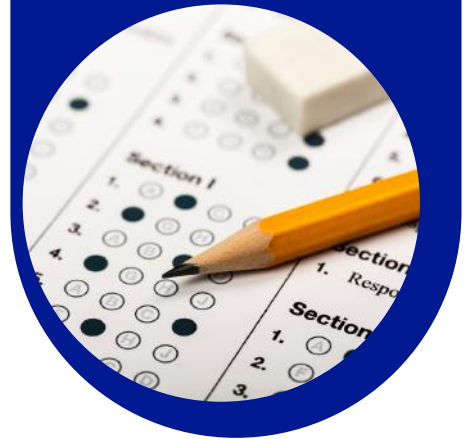
-C. S. Lewis

Why Assess?

Preamble

Assessment is the process of identifying, gathering and interpreting information about student achievement. Assessment can be used to:

- assist student learning
- evaluate and improve teaching and learning programmes
- provide information on student learning and progress in a subject in relation to the syllabus outcomes
- provide evidence of satisfactory completion of a topic
- report on the achievement by each student at the end of a course.



- Assessment for Learning is a key principle that guides teaching and learning at ICHS. Students reflect on their learning in a manner that informs their future studies.
- Formative and summative assessment are used to evaluate levels of understanding and equip students and teachers with data to inform the future direction of learning activities.

ICHS' INTERNAL ASSESSMENT STRUCTURE



SIXTH WEEKLY TESTS

1

These tests are held at six week intervals. They are designed to provide teachers and students with formative feedback as they progress through the curriculum. In term 1, all students are included. In terms 2 and 3, only grades 7-10 will be administered sixth weekly tests.

2

MOCK EXAMINATIONS

These examinations are taken by the grade 11, 12 and 13 cohorts. They are used to ascertain students' readiness for upcoming external examinations as well as to identify any gaps in the curriculum's content coverage. These are usually administered in the second term.

3

END OF YEAR EXAMINATION

These tests are taken at the end of the academic year by students of grades 7-10. They serve as a summative evaluation of the student's performance over the year.

Honour Roll System



For a student to be considered eligible for the honour roll, she **MUST**:

Grades 7-11

- have an overall average of 80.0% and higher
- have passed ALL her subjects (an average of 60% or higher)

Grades 12-13

- have an overall average of 75.0% and higher
- have passed ALL her subjects (an average of 60% or higher)



For a student to be considered eligible for the Principal's honour roll, she **MUST**:

Grades 7-11

- have an overall average of 90.0% and higher
- have passed ALL her subjects (an average of 60% or higher)

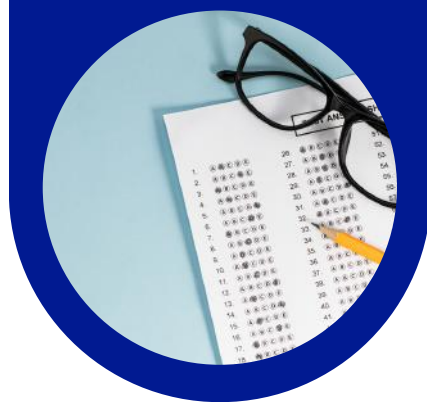
Grades 12-13

- have an overall average of 85.0% and higher
- have passed ALL her subjects (an average of 60% or higher)

Please note:

There will be NO ROUNDING of averages. If a student's average is 79.9%, she is NOT eligible for the honour roll.

YOUR EXAMINATION TIMETABLE



Students will receive a schedule of their examinations in the form of an examination timetable.

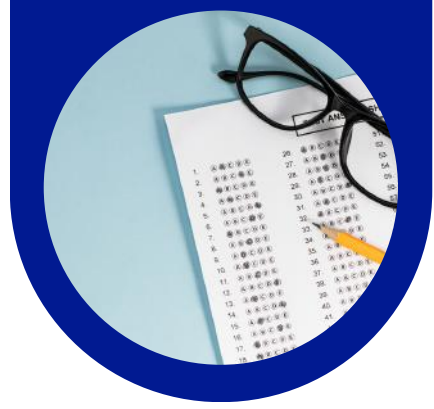
Once you have received your examination timetable:

- Check that all your subjects are scheduled
- Report any clashes to the examination coordinator via email or in person.

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ichsexams@immaculatehigh.edu.jm***

- If you have had a clash resolved, note the date to which your examination was rescheduled
- Complete the clash form to register your clash
- Ensure that you note the dates, times and locations of all your examinations.

ACCOMMODATIONS DURING ASSESSMENT



Students will receive special accommodations if, through the guidance department, the request is made. Inclusivity will be the first priority and students will be accommodated in the best way possible to avoid negative experiences both personally and socially.

- Parents have a responsibility to get their children assessed by experts and to share the reports with the school so that we can be informed if the situation requires special arrangements for the child to complete assessment tasks.
- The school will ensure that students with special needs are catered for in an appropriate way and in accordance with the guidelines set by the Ministry of Education.
- This of course will be dependent on the requirements and the availability of resources. If the school cannot meet the requirements the parents will be duly notified.

GENERAL GUIDELINES



1. Wear full school uniform to all examinations
2. Your identification card must be clearly displayed
3. Be present and seated 15 minutes prior to the examination starting time as no extra time will be provided for students who arrive late.
4. Ensure that you sign the register for each examination.
5. Cellular phones and smart technology of any kind are NOT allowed into the examination area. If you are caught with any of these devices it will be deemed as an attempt to cheat
6. No gel ink pens are allowed
7. No written material will not be permitted into the examination area.
8. There should be no markings on your person, tools or clothing.
9. Remain in the examination venue until the end of the examination
10. Raise your hand, and respectfully request access to a provision during the examination (e.g. to use the bathroom)
11. Write your name on any examination paper/answer booklet wherever required
12. Students may have water only, in a clear bottle, which is placed on the ground next to your desk
13. No borrowing is allowed. Take plenty of spare pens and pencils, which can be placed in a clear 'snap lock' bag or pencil case
14. When leaving the examination area, do so respectfully and responsibly
15. Students who have been granted provisions will be made aware of their provisions by their respective invigilator.

EXAMINATION PROCEDURES

A yellow speech bubble with a blue border and a white shadow, containing the text "ATTENTION PLEASE!" in bold black letters. The bubble is set against a blue circular background with a white border.

ATTENTION
PLEASE!

1. Empty all pockets (the top pocket included) and all cubby holes of all forms of papers and books. The pocket on the side of the skirt must remain turned out for the duration of the examination.
2. Remove from your bags all the materials you may need to complete the examination. Once the examination has begun you will not be allowed to access your bags or any of its contents.
3. Store all bags and paraphernalia deemed irrelevant to the completion of the exam in the designated area.
4. In an examination where calculators are deemed necessary, remove the covers of the calculators. Only non-programmable scientific calculators are allowed.
5. You must sit with your skirts completely covering your thighs and your shoes must be on your feet at all times.
6. Sweaters and hoodies are not allowed into the examination room. If they are deemed necessary for health reasons then you must be prepared to demonstrate that they contain no unauthorized materials or markings.
7. You should be seated upright and directly facing YOUR script at all times. Looking around the room will be considered as an attempt to cheat.

A yellow speech bubble with a blue border and a white striped tail, containing the text "ATTENTION PLEASE!" in bold black letters. The sign is set against a blue circular background.

**ATTENTION
PLEASE!**

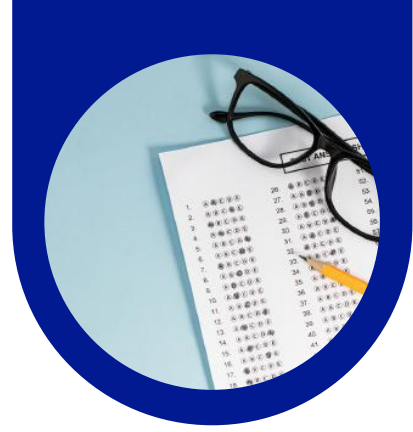
CHECKING EXAM PAPERS/EXAM MATERIALS

- It is the student's responsibility to check that the question paper in front of her is correct. Students must report any problems with their question paper to an invigilator

THE END OF AN EXAM

- Invigilators will announce when students have fifteen minutes of their examination time remaining.
- When the end of the exam is announced, students must stop writing. If they continue to write, an invigilator will note this on the student's exam script.
- Students must stay in their seats and remain silent until the invigilator instructs them to leave.
- Students must leave the room quietly and promptly.

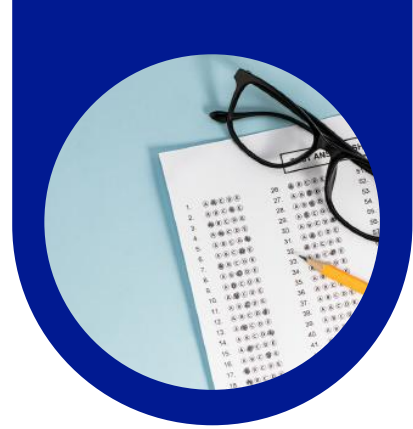
ABSENCE FROM A TEST OR EXAMINATION



Absence from a scheduled assessment, must be explained by the following:

- In circumstances where a student is ill or experiences misadventure on the day an assessment is scheduled, the parent/guardian must complete and submit an **Illness/Misadventure Application form** accompanied by a medical certificate (for illness). Students will be marked absent but will **not** be eligible for academic honours, if the exam is not sat.
- A letter from the parents/guardians outlining a justifiable explanation for the child's absence. These are to be presented to the form teacher who will disseminate to the grade coordinator.
- Paper copies of this form can be printed from the website.
- If a student was absent from an assessment, it is the student's responsibility to contact the teacher
- Students who are absent from the examination and fail to provide the required application and certificate will be awarded a **ZERO**.

ABSENCE FROM A TEST OR EXAMINATION



- In cases where students will miss one or two examinations because she is called to represent the country in sports or any other educational activity, special arrangements (which may involve an alternative paper) will be made to have her sit those examinations, once documentation to support the claim is provided.
- Where students called to such duty will miss more than two examinations, they will be marked absent with excuse.
- Parents are advised to pay special attention to assessment dates and avoid planning activities for their child/ward which conflict with their assessment schedules.
- Special circumstances may occur and it is up to parents to discuss this with the relevant persons before their child misses the examination.

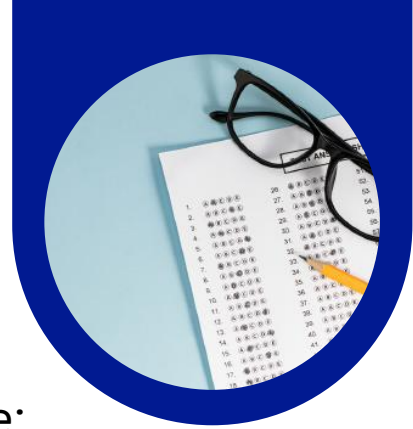
ABSENCE FROM A TEST OR EXAMINATION



- Students who submit the relevant documentation after they miss a test/examination will have no more than **ONE WEEK** in which to sit the test/examination that was missed.
- After this time has passed, the student will receive a ZERO

CHEATING

WHAT IS CONSIDERED CHEATING?



A student will be considered to be cheating if she:

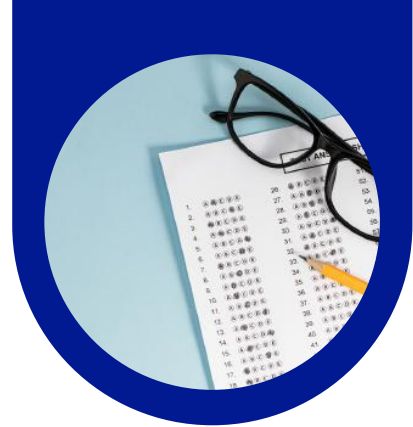
- is found to be in possession of her cellular phone or smart technology of any kind
- begins to write before or continues to write after the instruction to stop writing is given
- uses unauthorized equipment or materials
- gazes about the room/ leans or moves in a manner that appears that she is attempting to peer on the work of another student
- has any notation written on the body, clothing or any object brought into an assessment room
- communicates with any person other than the invigilator during an examination, e.g. through speaking, signing, making gestures or sharing equipment with another student.
- any other behaviour that provides the student with an unfair advantage over the other students.

WHAT HAPPENS IF STUDENTS ARE CAUGHT CHEATING?

If a student is caught cheating in an exam, and there is evidence to prove such:

- the student will be assigned a Zero
- the student will received a suspension
- the student will accept that she becomes ineligible for leadership within the institution.
- the student accepts that this incident will be documented to her student file

MISCONDUCT DURING EXAMINATIONS



- If a student behaves in a manner that distracts and/or disrupts others in an assessment room; she will be removed from the room and will be awarded a **ZERO** for the examination.
- Where appropriate, sanctions from the school's handbook will be also be implemented.

ILLNESS DURING EXAMINATIONS

- If a student is feeling unwell during an exam, she must alert an invigilator.
- **A.** If a student falls ill during the test, she will be sent to the nurse's station. She will not be readmitted to the test if she spends more than 15 minutes at the nurse's office.
- For her to be readmitted, she must return with a note from the nurse indicating her time of arrival and departure from the nurse's station.
- **B.** If she feels well enough to continue, without needing to be sent to the nurse, she will be admitted back into the room but she will not receive any extra time to compensate for the time lost.
- Once a student is marked as being present, an answer script **MUST** be submitted.

SICKNESS/MISADVENTURE APPLICATION FORM

This forms needs to be submitted in HARD COPY.

Physical copies are available at the Nurse's station, the grade coordinators' offices and the Examinations coordinator's office.

The document may also be downloaded and printed using the link below.

https://drive.google.com/file/d/1sLFhSqau7RrBX_S93rT2-KAZQOXnghmMd/view?usp=drive_link





Study Tips

(Adapted)

KEEP YOURSELF IN GOOD PHYSICAL CONDITION

- Try to get 6 – 8 hours of sleep every night.
- Schedule in some exercise (aim for one hour every day or at least three times a week).
- Demonstrate responsible use of T.V., electronic/online games, interaction through social media, etc. during weekdays.
- Eat balanced meals.

PLACE FOR STUDY

- Work in a comfortable and quiet environment.
- Be alone, as far as possible, away from the rest of the family and its activities.
- Prepare for work by having all you need at hand. Be organised!
- Remove any gadgets, electronic devices, magazines, etc. that may distract you.

TIME FOR STUDY

- Organise your time! Try and have a fixed time for your study.
- Set time limits and stick to them.
- Begin your revision early. Have a proper study schedule.
- Split work into small bits so you can see your progress clearly and feel motivated to continue.



Study Tips

BEGIN STUDY

- Always begin with a prayer then get started promptly.
- **CONCENTRATE**—give the job your full attention and energy.
- When reading books, take notes according to the purpose at hand – don't just copy entire blocks of the text – summarise the main points!

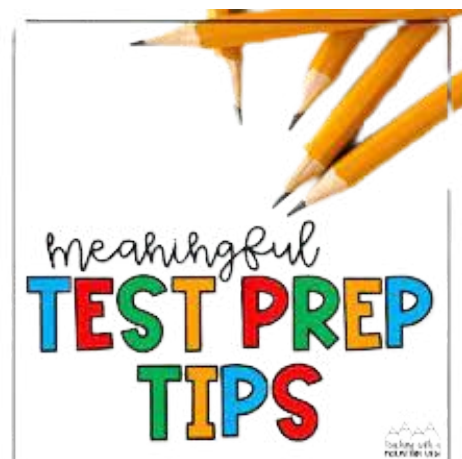
ORGANISATION

- Buy a planner and write down test dates and homework/assignments each day. Map out your work schedule breaking it down into a daily, weekly and perhaps monthly plan.
- Prioritise! Undertake difficult topics when you are at your best.
- For each subject, **STUDY** before you do the written assignment. Review notes and texts related to the assignment. Ideally you should review your notes within 24 – 36 hours of the class
- Always take a 5-minute break for a period of relaxation after every 40 – 50 minutes of study.

HOW CAN I GET BETTER AT TAKING TESTS?

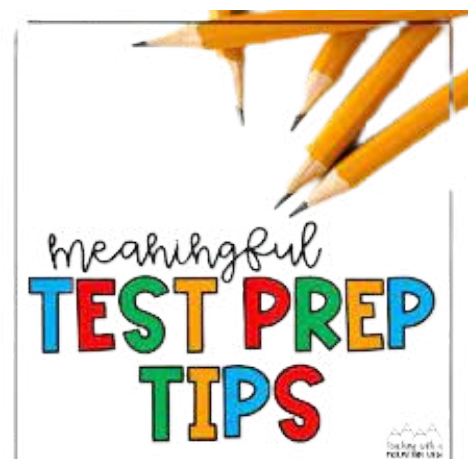
- Go into the test with confidence. In other words, make sure you've done enough studying to feel confident that you know the material. Staying confident makes it easier to remember everything you need to know.
- Get enough sleep the night before the test. Your memory recall will be much better if you've had enough sleep.
- Put away all your study materials before the test. Many students will still be frantically reviewing the material 10 minutes before the test gets handed out, but this won't help you do any better. It's more important for you to clear your mind and relax during this time, so you'll save your mental energy for the actual test.
- Listen closely to any instructions. As the teacher hands out the test, be sure you know what's expected of you.
- Read through the test first. When you have the test in front of you, go through it to see how long it is. This will let you estimate how much time you have for each section and ask the teacher any questions. If something seems unclear before you start, don't panic: ask.

Source: <https://kidshealth.org/en/teens/testing-tips.html>



- Answer the questions in any order. As you take the test, if you don't know an answer try not to get stuck on it. Instead, answer the best way you can, or skip over the question and come back to it later. You may find it easier to answer a question you've skipped after you've answered other questions.
- Relax. If you're so nervous that you blank out, you might need a mini-break. You can wiggle your fingers and toes, take 4 or 5 deep breaths, or picture yourself on a beach or some other calm place. You can even stretch a little at your desk (but try to avoid distracting the other students).
- Running out of time? Wear a watch or keep an eye on the clock so you know how much time is left for any remaining questions you still need to answer.
- Finished already? It's usually a good idea to spend any extra time checking your work. Take a minute to breathe deeply and clear your mind before reviewing your answers. You may end up adding more details to some of your answers that you didn't think you'd have time for.

Source: <https://kidshealth.org/en/teens/testing-tips.html>





Contact Information :

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