



# Exam Policy 2023



# Lantern Academy Exam Policy

At Lantern, students' progress is monitored on a regular basis. In order to monitor the progress exams are carried out. Students are always made aware of exam dates; we **aim** to update parents' via class WhatsApp groups.

Exams are always marked by class teachers using the mark scheme provided by the exam providers. If tests are published by Lantern, our own mark scheme is used. In addition to the marks schemes teachers may use their knowledge to award marks if they feel students have provided the adequate evidence for question.

Students are always made aware of exam dates, parents may receive messages too, to which we aim to send asap. Students **must** attend the exam date; failure to do so will result in 0% mark.

Students may sit exams on alternate day for special circumstances, these consist of:

- Bereavement of a close family member/friend
- Important medical appointment
- Illness

Other reasons for resits will be determined at the discretion of the Head of Education. Please contact the Head to discuss.

## Exam Rules

- No extra time will be given to latecomers.
- All students must be seated at their assigned desks at least 10 minutes before the start of the examination.
- All students must be properly attired in full uniform during the examination.
- Orderliness and silence must be observed throughout the entire examination. Students who are guilty of improper conduct or misbehaviour during the examination may be expelled from the exam.
- All bags, files, books, etc are to be placed away from the student/s.
- During the examination, students are to have only stationery in their possession.
- No student is to leave the exam room before the end of the paper.
- Cheating is a major and serious offence
- A student who is caught cheating during any exam will be given zero mark for that paper.

### Examples of cheating may include:

- Attempts to obtain unfair assistance or is found to have behaved dishonestly.
- Copies from another student or allows his / her answer to be copied by another student.
- Is found to be in possession of any communication equipment such as smart watch, phone etc.