



المدرسة الفلبينية
THE PHILIPPINE SCHOOL
"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

Baniyas East 7, Abu Dhabi
United Arab Emirates
PO Box 10483

Phone: +971 2 583 1044
Email: tpsauh.info@gmail.com
principal.tpsauh06@gmail.com
9252@adek.gov.ae

Policy Guidelines on School Test Administration

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Rationale:

The Philippine School Abu Dhabi (TPS) is committed to maintaining the highest standards of academic integrity and fairness in all assessment processes. This policy outlines the procedures and responsibilities for conducting the examinations, ensuring consistency, security, and equity across all grade levels and subjects.

Objectives:

1. To establish clear guidelines for the administration of examinations/assessment
2. To define roles and responsibilities of all parties involved in the assessment process
3. To ensure the security and integrity of examination materials
4. To promote fair and equitable treatment of all students during assessments
5. To align with the assessment philosophy and practices of the Department of Education Philippines (DepEd) and Abu Dhabi Department of Education and Knowledge (ADEK)

1. Roles and Responsibilities

A. Test Distributor and Retriever

- ✓ The designated test distributor must deliver examination papers to the assigned rooms precisely at the scheduled start time.
- ✓ The test retriever is responsible for promptly collecting all examination papers at the end of the exam period and must submit them to the office of the Vice-Principal.
- ✓ Both distributor and retriever must maintain strict confidentiality and security of test materials at all times.
- ✓ Both distributor and retriever must remain present in the designated area during the exam to assist teachers and address any physiological or other concerns that may arise.

B. Teachers

- ✓ Teachers are responsible for verifying student identities and eligibility and must check with the Accounts Department for confirmation before allowing any student with an unsettled account to take an exam.
- ✓ Teachers are responsible for clearly explaining exam instructions, monitoring students for any suspicious behavior, addressing any questions or concerns raised by students, and reporting any incidents of suspected cheating.
- ✓ Teachers must ensure that students do not have any cheating materials. All bags and notebooks should be placed in the designated area at the front of the classroom, and desks or tables must be cleared of any other workbooks or materials.
- ✓ Teachers must actively supervise the examination room to prevent cheating and maintain order.
- ✓ Teachers can provide assistance to students as needed, ensuring that support does not compromise exam integrity.
- ✓ Teachers are required to remain in the examination room for the entire duration of the test. However, if any physiological or other concerns arise, the test distributor may temporarily take over their responsibilities.

C. Supporting Teachers (for KG1, KG2, and Grades 1-3)

- ✓ Supporting Teachers must assist class advisers in preparing students for examinations.
- ✓ Supporting Teachers must help in creating a calm and supportive environment during exam periods.
- ✓ Supporting Teachers must provide additional supervision and support during exams, especially for younger students.
- ✓ Supporting Teachers must assist in distributing and collecting examination materials as needed.
- ✓ Supporting Teachers are required to remain in the examination room for the entire duration of the test.

D. Assessment Team

- ✓ The Assessment Team is responsible for retrieving examination papers for absent students. They must securely store these papers and coordinate with the guidance for make-up exams.
- ✓ The Assessment Team will monitor the implementation of assessment procedures throughout the school through informal observations, assessment data analysis, and examination of student work samples.

2. Student Eligibility

- Students with unsettled accounts are not permitted to take examinations unless they have received explicit permission from the Accounts Department.

3. Cheating Incidents

- Any suspicion of cheating must be reported immediately. Validated evidence is required to support any accusation of cheating. This may include: physical evidence (e.g., unauthorized notes or devices) and eyewitness accounts from teacher or other students
- All cheating incidents must be documented thoroughly and reported to the appropriate academic authority for further action.
- Students found to commit examination misconduct/cheating shall be subject to the corrective actions stipulated in the TPS Student's Handbook.

4. Security and Integrity

- The school shall ensure the integrity and security of assessment resources (e.g., instruments, confidential assessment materials) and data (e.g., results)
- Access to examination materials must be strictly controlled and limited to authorized personnel only.

By implementing this Test Administration Policy, The Philippine School Abu Dhabi aims to uphold its commitment to academic excellence and integrity, ensuring fair and accurate assessments for all students while aligning with both Philippine and UAE educational standards.

Prepared by:


Assessment Team

Approved by:


Jesus S. Ostos, Jr.
Principal

