

# Duties of the Examination Board

## **Objectives**

Middleton International School is required to establish an Examination Board to develop and implement the processes governing the conduct of examinations or assessments of its self-developed courses. *(Externally-developed courses should be examined or assessed according to the procedures specified by the external course developer or proprietor.)*

The Examination Board of Middleton will include at least three members who meet the conditions detailed in the PE Act. The members of the Examination Board may be the same as those on the Academic Board. Middleton International School may appoint its managers or staff as members of either the Academic or Examination Boards as long as there is no conflict of interest.

## **Duties of the Academic Board**

The Examination Board will be in charge of the development of examination and assessment procedures, such as developing and facilitating the implementation of procedures to:

1. Ensure the security of examination/tests/assessment scripts and answer scripts;
2. Ensure the proper conduct of examination, text and/or assessment;
3. Define and ensure the proper discharge of duties and responsibilities of invigilators and markers, which applicable;
4. Conduct moderation or equivalent reviews of results for the examination, test and assessment marks; and
5. Handle appeals from students with regard to examination or assessment matters.

## **Guidance Document**

Guidance on Academic Processes and Assessment of Students - Refer to the Committee for Private Education Guidance Criteria 5, Page 63 to 79.

Appended herein or can be downloaded at:

<https://www.cpe.gov.sg/cpe/slot/u100/EduTrust/3%20Oct%202016/Guidance%20Document%20Ver%202.pdf>