



RUGBY SCHOOL

## **IB Supervision Policy**

---

Trinity 2025

## **1.0 INTRODUCTION**

### **WHAT IS SUPERVISION?**

Supervision takes place after an examination to ensure all students remain in isolation for a minimum period of 2 hours after the start of the examination. This will ensure that the examination process remains fair and transparent for all students.

## **2.0 SCOPE**

### **WHY IS SUPERVISION NECESSARY?**

Supervision is necessary to prevent time zone malpractice on the part of candidates taking IB Diploma examinations.

## **3.0 POLICY CONTENT**

Regardless of the length of the exam, a minimum supervision period of two hours will be required.

For example:

- 3.1 A student sits a one-hour paper at 9am, and finishes that examination at 10am, they will be required to remain in isolation until 11am. During this time, they will have no access to their phone, the internet or any electronic devices. Although they will be able to bring in paper notes to read.
- 3.2 A student sits a 2-hour paper starting at 9am, they will finish the examination at 11am and therefore no supervision will be required.
- 3.3 A student is sitting two exams consecutively, the first starts at 9am and is 45 minutes and the second is 1 hour 30 mins. They have a 10-minute supervised break between the two exams. In this case, they would complete the second at 11.25am, therefore they would not require supervision.

## **4.0 HOW WILL THIS WORK AT RUGBY SCHOOL?**

- 4.1 The Exams Officer will analyse the exam timetable and identify which exams fall under the regulations above and will require supervision.
- 4.2 Having identified the examinations, a variety of scenarios will then be considered.

- 4.3 If the examination is scheduled to finish at 11am, 3pm or after, no change is necessary, and students will be dismissed from the examination room as normal.
- 4.4 If the examination is between 1 hour – 1 hr 45 mins, students will be removed from the examination room and escorted (by an invigilator) to a separate room where they will be supervised until 11am or 3pm. This room will be invigilated at a ratio of 1:20.
- 4.5 If the examination is 1 hour 45 mins and has 5 min reading time, therefore either due to finish at 10.50am or 2.50pm students will remain in the examination room until the designated 11am or 3pm. If there are no other examinations in the room, once the exam papers have been collected in and sent back to the Exams Office, students will be able to talk and move around. If other students are continuing to work, student will remain in silence until they can be dismissed.

## **5.0 RULES FOR ISOLATION**

- 5.1 Candidates must remain in the exam room at the end of their exam. Candidates must not leave the exam room unattended.
- 5.2 Candidates will be escorted from the exam room to the isolation room by an invigilator. Candidates will be expected to keep up with and near to the adult supervisor and always obey their instructions.
- 5.3 Candidates are not allowed access to any device that allows communication with anyone else (phones, smart watches, computers). Candidates will be expected to show that they do not have anything with them that breaks the exam regulations. If any of the prohibited items are found on them, they will be reported to the IB Co-ordinator.
- 5.4 During isolation candidates may revise, they should bring their notes with them to the exam room in the morning. Candidates will not be allowed to leave supervision to retrieve any forgotten items. Candidates may speak to each other.

## **6.0 POLICY OWNER**

Exams Office

IB Coordinator

## **7.0 RELATED POLICIES AND GUIDANCE**

IB Conduct of Examinations Booklet 2025