
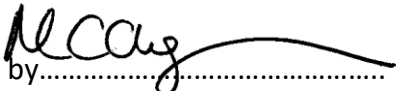


ST ALBANS GIRLS' SCHOOL

	EXAM ANXIETY PROCEDURE (Statutory)	
	GB sub-committee: Curriculum Assessment and Standards	
	Co-ordinator: Mrs M Maddison	
	Last Reviewed: Spring 2023	Next Review: Spring 2024

Signed by 
Margaret Chapman (Head Teacher)

Signed by 
Claire Barnard (Chair of Governors)

1.	RATIONALE
	This procedure explains the actions taken to ensure inclusion for all students who suffer from exam anxiety.
2.	AIMS
	St Albans Girls' School will ensure that students who have exam anxiety are able to sit their exams with the main cohort of students unless there is specific medical evidence specifying that separate accommodation is necessary.
3.	PROCEDURES
3.1	Internal students who have problems with anxiety are brought to the attention of the Director of Learning via form and subject teachers.
3.2	Four-week Exam wellbeing course is run for key identified students before the mock examinations in November.
3.3	Two catch up sessions are run before the Public Examinations.
3.4	The Exam Officer and School Counsellor are available before every exam and students are encouraged to speak to them should they have an issue.
3.5	Any student who has exam anxiety makes themselves known to the Exam officer and a meeting is arranged prior to the exam series to ensure they are aware of what the exam hall looks like and how the seating is arranged.
3.6	Students may need to be re-seated to an area where they feel more comfortable and this is arranged with the Exam Officer before the exam. Reference will be made to JCQ Access Arrangements and Reasonable Adjustments 1 September 2022 to 31 August 2023. Separate invigilation must reflect the candidate's normal and current way of working in internal school tests and mock examinations. Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.
3.7	Students who have a medical support may need to be roomed in their own room.
4.	MONITORING
	These procedures will be reviewed every year.