



## ST ALBANS GIRLS' SCHOOL

### Exam Anxiety Procedure

**GB sub-committee: Curriculum, Assessment & Standards Committee**

**Co-ordinator: Mrs M Maddison**

**Last Reviewed: Spring 2024**

**Next Review: Spring 2025**

**Signed by:**  
**Margaret Chapman**  
*Head Teacher*

**Signed by:**  
**Claire Barnard**  
*Chair of Governors*

### 1. RATIONALE

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| <b>1.1</b> | This procedure explains the actions taken to ensure inclusion for all students who suffer from exam anxiety. |
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### 2. AIMS

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| <b>2.1</b> | 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. |
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### 3. PROCEDURES

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| <b>3.1</b> | Internal students who have problems with anxiety are brought to the attention of the Director of Learning via form and subject teachers.  |
| <b>3.2</b> | Four-week Exam wellbeing course is run for key identified students before the mock examinations in November.  |
| <b>3.3</b> | Two catch up sessions are run before the Public Examinations.   |
| <b>3.4</b> | The Exam Officer, School Wellbeing Advisor are available before every exam and students are encouraged to speak to them should they have an issue.  |
| <b>3.5</b> | 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.                                 |
| <b>3.6</b> | Students may need to be reseated 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 2023 to 31 August 2024. |

	Separate invigilation <b>must</b> 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.
<b>3.7</b>	Students who have medical support may need to be roomed in their own room.
<b>4. MONITORING</b>	
<b>4.1</b>	St Albans Girls' School monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance.