



## ONLINE ASSESSMENT AND EXAMINATIONS

During the Covid-19 (Coronavirus) pandemic, Manor High students have accessed a variety of online learning, including 'live lessons'. These consist of a mixture of teaching and instruction and students completing tasks independently. These lessons are hosted via Microsoft Teams.

Formal assessments take place throughout the year and enable teachers to identify gaps in learning, monitor progress towards expected grades and to plan the learning.

### Safety and Security

We have a number of measures in place to ensure the online lessons are accessed safely. These can be found in our [Remote Learning Policy](#).

For online exams and assessment there are some additions to ensure consistency and fairness of assessment. These include:

- All staff and students accessing live lessons/assessments will use their school email accounts.
- Staff may record live lessons/assessments for safeguarding purposes and for students who are absent. Teachers will inform students of this beforehand. No recording of video or chat will be allowed by students.
- Staff will not allow other users to control the screen.
- During assessments, staff will instruct students to turn cameras on in order to invigilate appropriately. The device being used, should be against a neutral background where possible.
- All conduct must remain professional and appropriate at all times, by all parties, including any family members in the background.
- Staff will give clear instructions about the use of cameras and microphones.

Approved access arrangements will still be provided.

These steps will ensure that our online assessments run smoothly, safely and with consistency across all subjects and year groups.

### Consent

If you consent to your child accessing these lessons/assessments, you do not need to do anything more.

If you do not wish to consent to this, please email [exams@manorhigh.leics.sch.uk](mailto:exams@manorhigh.leics.sch.uk). In this instance, an alternative method of assessment will need to be arranged, for example, your child attending school. During this time, attending school is not recommended under government guidelines.

If at any point you decide to withdraw your consent, please email at the above address.