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GEMS
Founders School
DUBAI

Exams Booklet
November 2019
January 2020
Series

AN ESSENTIAL GUIDE FOR ALL
STUDENTS

NOVEMBER 2019 SERIES



Cambridge Assessment
International Education

AS/A Level results are released **no later than 10th January 2020**

IGCSE results are released by **mid of January 2020**

JANUARY 2020 SERIES



AS/A Level results are realised on **Thursday, 5th March 2020**

Students will be able to collect results in person on these days between 08:00 AM to 02:00 PM

PLEASE BE AWARE YOU MUST BE IN FULL SCHOOL UNIFORM FOR EVERY EXAM YOU SIT. YOU WILL BE SENT HOME TO CHANGE IF YOU DO NOT ARRIVE IN UNIFORM.

INCLUDED IN THIS GUIDE

1. Introduction
2. Exam Checklist
3. Things You Need to Know
4. Exams Day
5. Results
6. Post Results Services/Enquiries About Results
7. Posters You Will See During the Exam Season

PLEASE CHECK YOUR EXAM TIMETABLE VERY CAREFULLY AND KEEP IT SAFE!

INTRODUCTION

Dear Student,

If you're unhappy with your current results, or you need a certain grade as a minimum requirement for further education, you may want to consider a retake.

When you will be able to retake depends on what level of qualification you are taking, what exam board it is with and what the subject is. All IGCSE, AS/A level exams with Cambridge International can be retaken in November. Most of AS/A Level exams with Oxford AQA can be retaken in January. If not, all exams can be retaken in the following June. If you are planning to sit the exam for the very first time, that option is also available with both examination boards.

The Exam boards have a set of rules and regulations for exams that you must be aware of.

Please take some time to look through this booklet to ensure you are fully aware of the rules and regulations, timings and arrangements made for you.

If you do not abide by these rules, it is possible that you **WILL be disqualified** from your exams, so please make sure you read the following information carefully.

**IF THERE IS ANYTHING YOU DO NOT UNDERSTAND, ASK
YOUR SUBJECT TEACHER, YOUR TUTOR OR THE EXAMS
OFFICER FOR HELP.**

EXAM CHECKLIST



You **MUST** be in full school uniform, in accordance with our uniform policy, for **ALL** your exams. If you arrive not in uniform, you will be sent home to change.



Aim to arrive at school **AT LEAST 30 minutes** prior to your exam start time. You must register in the foyer at the 'Exam Check-In Desk' before **EVERY** exam. If you are late, report to Reception as soon as you arrive. If you are more than, 1/2 hour late, you may not be permitted to take the exam.



Bags and coats should be left in the dedicated space as directed by the invigilator in exam rooms.



You must not have mobile phone, iPod or smart watch in your possession. Mobiles, iPods and smart watches are to be **TURNED OFF** and put in the bag. **If you are found with one, even switched off, this could result in DISQUALIFICATION from your exam and your overall Qualification.** If you wear a wrist watch, the invigilator will ask you to remove it and place it on your desk.



It is **YOUR** responsibility to bring **ALL** the necessary equipment to every exam you sit. **All exam equipment should be stored in clear plastic bags/cases only.**



You **MUST NOT** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. If you have any questions, you should raise your hand and an Invigilator will come to you as soon as they can.



No food (including chewing gum) is allowed in the examination room.



Only clear water bottles free of any packaging or labels are allowed in the examination room.



Please do not take glasses case into the exam room.



Check that you been given the question paper you are expecting to take. If not, put your hand up straight away and wait for the Invigilator. We cannot give you extra time if you realise half way through a paper that you are doing the wrong one or the wrong tier.



You will not be permitted to leave the exam room until the scheduled finish time of the exam. In some cases you may have completed your exam but others around you doing a different tier may still be working and you may be asked to wait until everybody has finished so that you do not disrupt those still working. Please be patient and **DO NOT TALK** until you have left the exam room.



If you need to go to the toilet during an exam, you must put your hand up and wait. You will be escorted to the toilet either by an Invigilator or a member of staff.



If you feel ill during the exam, please bring this to the attention of the Invigilator as soon as you can.

THINGS YOU NEED TO KNOW

CANDIDATE NUMBER

You have been allocated a 4 digits Candidate Number that refers only to you. You can find it on your timetable. For ease of reference, your allocated desk will have a card with your Full Legal Name (as per your passport), Candidate Number and Centre Number on it.

- You **MUST** write your Full Legal Name (as per your passport), Candidate Number and Centre Number on the first page of each question paper.
- Please be aware Exam Boards are charging approximately AED200-250 to amend certificates.

CENTRE NUMBERS

Oxford International AQA/AQA – 96065

Cambridge International – AE345

TIMETABLE

Individual timetable is available on statement of entry you will be provided with. Please check it very carefully. **If there is ANY mistakes (e.g. name, date of birth, exam entry/wrong tier, etc.) you MUST inform the Exams Officer immediately.** Mistakes that are not spotted at this stage could mean that your certificate might be incorrectly printed later. Check each exam date carefully and check to see if the exam is in the morning or in the afternoon. If there is an exam on the list that you were not expecting to sit (e.g. if you know that you have already been withdrawn from a subject) you must tell the Exams Officer or your subject teacher immediately. You can find November 2019 and January 2020 Exams Timetable at the end of this booklet, on D6 school communicator, on the school's website or on Teams.

YOU ALONE ARE RESPONSIBLE FOR CHACKING YOUR EXAM TIMETABLE.

IF YOU LOSE IT, PLEASE ASK THE EXAMS OFFICER FOR A REPLACEMENT.

EXAM DAY – CHECK IN PROCEDURE

Please arrive early on the day of your exam. Before you enter examination room you will be instructed by the invigilator on your seat number, where to place your bags and other belongings.

ABSENCE FROM EXAM

You must attend all exams that are listed on your timetable. You will be charged anyway if you fail to attend an exam that have been paid for. If you miss an exam through the illness you will not be charged if you have a **valid doctor's note**. Please refer to the 'What to do if you are ill?' section in this booklet for further instructions.

BANNED ITEMS

You must not bring any unauthorised materials or equipment into the examination room such as: **notes, calculator cases, mobile phones, iPods, MP3 players, pagers, smartwatches or a wrist watches which has a data storage device nor any other similar devices with potential technological/web enabled sources of information.**

You are strongly advised against bringing any of these items to school with you on exam days as GFS cannot take responsibility if they are lost or damaged.

Female candidates should not have Hanna (Mehndi) applied on their arms during exam season.

If mobile phone, smart watch or any other electronic-communication device is found on you during an exam, even if it is turned off, a report will be made to the appropriate exam board.

NO EXCEPTIONS WILL BE MADE.

EXAMINATION CLASHES

Examination clashes are identified once all entries have been completed. Some candidates may have a clash where two or more subjects are timetabled at the same time. We will make special timetable arrangements for these candidates who will be given a clash letter/timetable listing the changes that will be made to any examination times.

If the total time of the examinations is 3 hours or less than the examinations will be held consecutively in the same examination session, with a short break (no longer than 15 minutes) in between. If the total time of the examinations exceed 3 hours we may conduct an examination in a later or earlier session within the same day.

You must be under full centre supervision between the sessions if examination clashes occur. During full centre supervision you are allowed to read your revision notes, have lunch or speak with other students who are being supervised with you, however, you are not allowed to have any access to electronic devices or to have contact with any person who is not under the full centre supervision. Students must remain under full centre supervision until all of their examinations have finished for that day.

MALPRACTICE

Malpractice is any form of cheating that breaks exam board's regulation and potentially threatens the integrity of the exams and certification. If you are caught cheating in any way during an exam, you **WILL** be reported to the respective exam board accordingly. In severe cases, you could be disqualified from any exams for **UP TO 5 YEARS**.

CONDUCT IN THE EXAM ROOM

As soon as you enter the exam room, exam conditions apply. **You must be silent at all times**. If you need assistance, put your hand up and wait for an invigilator. You will not be allowed to leave early, even if you have finished your work as this might disturb those still working around you. Use this time to double check your work.

AT THE END OF THE EXAM

The invigilators will collect your papers before you leave the exam room. Question papers, answer booklets and additional papers **must all be handed to the invigilator to be sent to the exam board for marking. ABSOLUTE SILANCE MUST BE MAINTAINED DURING THIS TIME.**

SPECIAL CONSIDERATION

If your performance in the exam has been affected by, for example, illness, bereavement or injury we can apply for Special Consideration which is post exam adjustment. You will need to provide a valid doctor's note if you are ill which must be submitted to the exams officer as soon as possible. There are many rules when applying for Special Consideration and only genuine cases will be pursued. Please note that any adjustments deemed necessary are made by the exam board, not GFS.

WHAT TO DO IF YOU ARE ILL?

If you are ill and are unable to attend an exam it is vital to inform exams office first thing in the morning by giving us a call or emailing us.

You must obtain a valid note from doctor detailing the reason for non-attendance, otherwise you will be charged for the exam.

There is the possibility of submitting the doctor's note to the exam board to ask for Special Consideration.

If you are feeling unwell, but still able to travel, we recommend you come to school and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – **PHONE THE SCHOOL.**

NOVEMBER 2019 SERIES RESULTS RELEASE DATES

(CIE all qualifications)

Cambridge International:

AS/A Level - 9th January 2020

IGCSE – 16th January 2020

JANUARY 2020 SERIES RESULTS RELEASE DATE

(Oxford AQA AS Level)

Oxford AQA:

AS Level results are released on **Thursday, 5th March 2020**

Students will be able to collect results in person.

Please note, that due to the Data Protection Act we are **not able** to give out your results **to anyone other than you, unless we have prior permission from you to do this**. Closer to the result realise day, exams officer will invite you to complete online form stating the way you want to collect your results. If you are unsure whether you will be available to collect results in-person, then you should opt to receive your results via email or you can nominate the person who will collect results on your behalf. In that case, Emirates ID or other legal document will be required.

Student who sat exams through Cambridge International will be provided with a personal login details so they can access their results via secure website on the day results are released. Alternatively, results can be collected from the school.

ENQUIRIES ABOUT RESULTS

Once you have received your results, you may feel that you wish to submit a query about them, particularly if you feel that you did well in an exam and your result does not reflect this.

You need to speak to your subject teacher to voice your concerns as soon as possible. They will be able to offer you advice on the way forward. Upon decision has been made, you will be able to pursue an enquiry yourself through the exams office.

You will need to fill in CIE/Oxford AQA Enquiries about Results: Request Consent and Payment Form you can collect from exams office & return it to exams officer by the following dates:

NOVEMBER 2019 SERIES

Thursday, 19th December 2019 for Priority results information, otherwise by Wednesday, 26th February 2020, for all services, including enquiries about 'NO RESULT' or 'PENDING' outcomes along with payment to cover the cost.

JANUARY 2020 SERIES

Thursday, 2nd April 2020 for all services.

No enquiries will be made until full payment has been received. Please note the fees shown are per unit/paper.

TYPES OF POST RESULT SERVICES

1. Clerical Check/Re-check - Service 1

This service is a re-check of all *clerical procedures* which lead to the issue of a result. This service only checks to see if the overall result matches what has been written on the paper, they DO NOT review the marking.

This service includes the following checks that:

- all pages have been marked
- all the marks have been counted
- The result matches the marks on the paper.
-

2. Review of Marking - Service 2

This service is a *review of the original marking* to ensure that the agreed mark scheme has been applied correctly.

This service includes:

- the clerical re-check
- The review of marking of units/components by a second examiner.

3. Priority Review of Marking Service 2P

This service includes all of the above. However, priority service is a quicker service for a students whose place at a university or other higher education institution depends on the outcome. It is only available for International AS and A-Levels for students who sat exams through Oxford AQA.

4. Priority results information

The service offered by Cambridge International. Candidate can request from Cambridge to send a priority statement of provisional results directly to the chosen educational institutions or employers on the day results are released. This results will arrive on the same day or shortly after results release. For UK university applications, Cambridge International will send all AS & A-Level results to the Universities and Collages Admissions Service in time to meet any required deadline. Therefore, there is no need to request this service if candidate is applying to a UK university. The deadline to submit application for this service is **19th December 2019**. Visit Exams Office for more information.

5. Access to Copy of Scripts

This service gives you access to the copy of the original marked exam paper that you can use to decide whether to request a review of marking or clerical check. Do not do this if university place is pending, go straight to priority review of marking instead. In case you are happy with the grade/mark you can request a copy of the script to support teaching and learning. This service is available only to students who sat their exams through the Oxford AQA.

6. Access to the Original Scripts

If you are not planning a clerical check, review of marking or appeal, you are able to request an original marked paper or recording to support teaching and learning. Once an original script has been returned to the centre, it can no longer be subject to an enquiry or investigation. This service is available only to students who sat their exams through Oxford AQA.

Cambridge International does not provide Access to script services. In order to get an access to the copy of your script, you have to request either **Service 1S** (Clerical re-check) or **Service 2S** (Review of marking). If case you request copy of script along with Clerical re-check or Review of marking through the Cambridge International the access to the copy of your script will be available only to the teachers. It is at discretion of the teachers to return the scripts to the relevant student. If teachers want to use your script as an example to other students they must ask for your permission. If they are unable to do that for whatsoever reason, they can still use your

script, however they need to remove your name before showing it to other students and make sure that you cannot be identified.

PLEASE BE AWARE THAT GRADES CAN GO DOWN AS WELL AS UP.

POST RESULTS SERVICES FEE STRUCTURE AND DEADLINES

Services	Oxford AQA	AQA	Cambridge International	Deadlines
Clerical Re-Check	AED41 IGCSE AED81 AS/A Level Per unit/component	AED41 IGCSE AED81 AS/A Level Per unit/component	AED91 IGCSE AED104 AS/A Level	Oxford AQA 02/04/2020 (January exams)
			With a copy of the script AED199 IGCSE AED202 AS/A Level	
Review of marking	AED188 IGCSE AED218 AS/A Level Per unit/component	AED188 GCSE AED218 AS/A Level Per unit/component	AED212 IGCSE AED252 AS/A Level	CIE 26/02/2020 (November exams)
			With the copy of the script AED319 IGCSE AED362 AS/A Level	
Priority review of marking	AED259 AS/A Level Per unit/component	AED259 AS/A Level Per unit/component	N/A	TBC
Access to scripts (Priority copy without review or clerical check)	AED72	AED72	N/A	TBC

Services	Oxford AQA	AQA	Cambridge International	Deadlines
Access to scripts (original copy to support teaching and learning)	AED57 IGCSE & AS/A Level	AED57 IGCSE & AS/A Level	N/A	02/04/2020 (January exams)
Priority results information	N/A	N/A	AED242	19/12/2019
			Extra copy AED67 (additional fee)	
			Despatched by courier AED219 (additional fee)	
Amendments to Original Certificates/Statement of Results	AED215	AED215	AED242	N/A
			Despatched by courier AED219 (additional fee)	

POSTERS YOU WILL SEE DURING EXAM SEASON



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.

©2017 – Effective from 1 September 2017



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

©2014

Notice to Candidates

You must:

- be on time for all exams and any periods of Full Centre Supervision
- follow the instructions of the invigilator
- leave all used and unused exam materials in the exam room.

You must not:

- have any unauthorised materials in your possession
- talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are in any doubt speak to an invigilator.

If you break any of the rules you could be
DISQUALIFIED

This poster must be displayed both inside and outside each exam room and be visible to all candidates



Version 3

 Cambridge Assessment
International Education

WARNING



NO unauthorised materials in the exam room. For example:

NO mobile phones

NO smartwatches

NO technology with communication or storage

NO unauthorised notes or revision materials

If you have unauthorised materials you could be

DISQUALIFIED

This poster must be displayed both inside and outside each exam room and be visible to all candidates



Version 3

 **Cambridge Assessment**
International Education

NOVEMBER 2019 EXAMINATIONS TIMETABLE

Day	Date	Exam Board	Level	Syllabus Code	Subject	Component Title	Component Code	Exam Session	Exam Duration	Start Time	Finish Time
Monday	14-10-2019	CIE	IAS	9609	Business	Short Answer & Essay	9609/12	AM	1h 15 min	9:00	10:15
Tuesday	15-10-2019	CIE	IAS	9389	History	Document Question	9389/12	AM	1h	9:00	10:00
Wednesday	16-10-2019	CIE	IAS	9708	Economics	AS Level Data Response & Essay	9708/22	AM	1h 30 min	9:00	10:30
Thursday	17-10-2019	CIE	IAS	9609	Business	Data Response	9609/22	AM	1h 30 min	9:00	10:30
Thursday	24-10-2019	CIE	IAS	9389	History	Outline Study	9389/22	AM	1h 30 min	9:00	10:30
Monday		CIE	IAS	9708	Economics	AS Level Multiple Choice	9708/12	AM	1h	9:00	10:00

11-11-
2019

AS LEVEL JANUARY 2020 EXAMINATION TIMETABLE

Day	Date	Exams Board	Level	Specification Code	Subject	Unit/Component Title	Component Code	Exam Session	Exam Duration	Start Time	Finish Time
Monday	13-01-2020	Oxford AQA	IAS	9675	English Literature	Aspects of dramatic tragedy	LT01	AM	2h	11:00	13:00
Monday	13-01-2020	Oxford AQA	IAS	9685	Psychology	Unit 1: Introductory Topics in Psychology	PS01	AM	1h 30 min	11:00	12:30
Tuesday	14-01-2020	Oxford AQA	IAS	9660	Mathematics	Pure Mathematics 1	MA01	AM	1h 30 min	09:30	11:00
Tuesday	14-01-2020	Oxford AQA	IAS	9610	Biology	The diversity of living organisms 1	BL01	AM	1h 30 min	11:30	13:00
Tuesday	14-01-2020	Oxford AQA	IAS	9630	Physics	Mechanics, materials and atoms 1	PH01	AM	2h		13:30
Wednesday	15-01-2020	Oxford AQA	IAS	9660	Mathematics	Pure Mathematics, statistics and mechanics 1	MA02	AM	1h 30 min	10:30	12:00
Wednesday	15-01-2020	Oxford AQA	IAS	9620	Chemistry	Inorganic and Physical 1	CH01	AM	1h 30 min	12:30	14:00

Thursday	16-01-2020	Oxford AQA	IAS	9610	Biology	Biological system and disease 1	BL02	AM	1h 30 min	11:00	12:30
Thursday	16-01-2020	Oxford AQA	IAS	9630	Physics	Electricity, waves and particles 1	PH02	AM	2h	11:00	13:00
Friday	17-01-2020	Oxford AQA	IAS	9685	Psychology	Unit 2: Biopsychology, Development and Research Methods 1	PS02	AM	1h 30 min	10:00	12:30
Monday	20-01-2020	Oxford AQA	IAS	9620	Chemistry	Organic and Physical 1	CH02	AM	1h 30 min	11:00	12:30

