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دبي



GEMS
Founders School
DUBAI

GEMS FOUNDERS SCHOOL, DUBAI

IGCSE, AS & A-LEVEL EXAMINATIONS GUIDEBOOK

2021-2022



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Introduction

GEMS Founders School, Dubai offers The National Curriculum for England and is therefore an independent examination Centre for the British examination boards that provide IGCSE, GCSE, AS & A-level courses outside the United Kingdom. The school is registered as an examination Centre with Oxford International AQA Examinations (Oxford AQA), AQA, and Pearson/Edexcel.

IGCSE

IGCSE is the acronym for the International General Certificate of Secondary Education. All IGCSE subjects are linear. That means the examinations are taken at the end of the course, which means at the end of Year 11.

IGCSEs are designed to examine all ability ranges with grades ranging from 9 – 1. 9 is the highest, and 1 the lowest level of attainment. U means ungraded.

AS/A-levels

AS is the acronym for the Advanced Subsidiary and A for the Advanced level. A-levels are studied across two years: AS year (Year 12) and A2 year (Year 13). Most of our A-levels are modular. In modular, or unitised qualifications, the course is split into different units, or modules, with an exam at the end of each unit, or all together at the end the course. Exceptions are A-level Music and A-level Art and Design which are linear. That means students can take the final exam at the end of Year 13 only.

International A-levels are designed to examine all ability ranges with grades ranging from A* - E. Grade A* is the highest and E the lowest level of attainment. At AS level the highest level of attainment is a grade A and the lowest a grade E.

All offered qualifications are recognised by schools, colleges and universities internationally, thus enabling all of the students to gain access to the best academic institutions in the world.

Coursework

In addition to written examinations some IGCSEs, AS/A-level courses have an element of coursework which is prepared in class and at home but completed under examination conditions in school. Tasks are internally assessed and marked by our teachers then externally moderated by the examination board. All coursework must be completed before written examinations can be undertaken.

Exam seasons

We have three examination seasons. The main season is May/June (summer) season when all qualifications are available. November (autumn) season is reserved for IGCSE re-sits and first time sits with Oxford AQA and AS/A-levels with Pearson/Edexcel. Finally, January (winter) season is reserved for AS/A-level re-sits and first time sits with Oxford AQA and IGCSEs with Pearson/Edexcel. AQA offers only limited qualifications in November season.

Additional Information



Examinations Officer: Ivana Dipanov Antonovic and Neli Koeva

Email ID: examsofficer_gfs@gemsedu.com

Landline: +971 (0) 45195222 Ext. 277

Useful Websites

- Oxford International AQA Examination: <https://oxfordaqaexams.org.uk/>
- AQA: <http://www.aqa.org.uk/>
- Pearson/Edexcel: <https://qualifications.pearson.com/en/home.html>
- Joint Council for Qualifications <https://www.jcq.org.uk/>

Our Centre Numbers:

- Oxford AQA/AQA: 96065
- Pearson/Edexcel: 94161

NOTE: This booklet will be updated prior to every examination season.

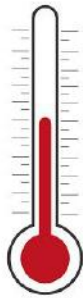
Stay at Home Policy

Back to School @GFS

#weareallresponsible



Stay at Home Policy



FEVER OF 100°F
OR HIGHER



DRY COUGH



SHORTNESS
OF BREATH



SORE THROAT



HEADACHE



BODY ACHES



CHILLS AND/OR REPEATED
SHAKING WITH CHILLS



NEW LOSS OF
TASTE OR SMELL

everyone™

If you have a temperature of 37.5°C or above, **stay at home**

If you have COVID-19 related symptoms, **stay at home**

The **stay at home** policy applies to staff, students and parents

Before the Examinations

Examination Entries

All students' parents will receive an individual examinations fee form (an invoice) that will reflect every examination entry student is to be entered for. It is vital that each student, and their parents check the details carefully to ensure:

- Their personal details were correct. (i.e. name reflects full name as per passport, correct spelling of name, correct date of birth, gender, etc.). Official certificates reflect these details; therefore, it is essential that they were correct.
- Check that every examination they wish to sit appears on an invoice.

Examination entries are made well in advance of the actual examination dates. There are many reasons why examinations boards require this. Some of which are:

- The examination boards need to know how many students are sitting each subject.
- The examination boards need to send out examination papers worldwide and once entries are made this allows them to prepare shipments to ensure papers are received well in advance of examination days.
- Subjects that have an element of coursework. Once entries have been made the examination boards are then able to send out the correct paperwork for schools to complete well before the actual written examinations take place.

Entry deadlines, late and very late windows are listed below.

Examination Board	Examination series	Entry deadline	Late Entry window (entry fee doubled)	Very Late Entry window (entry fee tripled)	Amendment fee applies after	Entry fee refunds
Oxford AQA/AQA	May/June 21	21/02/21	22/02 - 21/04/21	21/04/21 - onwards	21/04/21	Up until 21/04/21
Pearson	May/June 21	21/03/21	22/03– 21/04/21	21/04/21 - onwards	21/04/21	Up until 21/04/21

Parents will receive an entry fee form no later than first week of February via primary registered email ID. After the form has been received, payment can be completed via Parent portal or at the school's counter not later than **Friday, 11th February 2022**. If for whatsoever reason, parents are not able to meet aforementioned deadline date, they should inform Examinations officer as soon as possible.

Students can only be entered once payment for each subject has been made. After the payment has been completed, signed entry fee form and the proof of payment must be send to examsofficer_gfs@gemsedu.com email ID.

IMPORTANT: No examination fees can be collected before term fees are paid. Term 2 tuition fees have to be cleared prior to exam entry fees payment, otherwise paid fees will be automatically transferred towards outstanding tuition fees.

Please make sure that you adhere to the deadlines in order to avoid late fees payments.

Late and Very Late Entry Fees

Late fees will be incurred if any student wishes to be entered for an examination after the specified cut-off date given by the examination boards. Entry fee is doubled or tripled by the examination board for late fee and high late fee depending on how late the entry is received by the examination board. It is important, therefore, that any changes are notified to the school as soon as possible.

Students who opt to change the level/Tier of their papers at any time after the late entry deadline, will also incur costs as the examination boards will deem this as a late entry. You will be invoiced separately for any alterations as and when they occur.

Candidate Numbers

Each candidate has been assigned a four-digit number, e.g. 1234. This is the number each student will enter on their examination papers. Candidate numbers can be found on Statements of entry. Statement(s) of entry will be provided to each student after entries have been submitted to the exam boards. Candidate number can also be found on the candidates' identification cards that are placed on each desk for each candidate in each examination room. Candidates must ensure that they are seated at the correct desk and must check the details on their candidate identification card were correct. In case students are struggling to find their candidate number, they can always contact Examinations officer.

UCI Numbers

In addition to a candidate number, each candidate is allocated a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on their Statement of entry. This number will usually begin with the Centre number, unless candidate has been transferred from another school that has already issued their UCI. UCI is used for administration purposes and will remain the same for the duration of secondary schooling. It also identifies candidates with each exam board for every examination they are entered for.

Re-Sit Exams

If candidates wish to be entered for a re-sit for any examination they have already taken, they have to discuss this with their subject teachers first, who will then confirm that to the Examinations officer in writing.

Timetables & Statement of Entries

Final timetables are published well in advance of exams season by the examination boards. Examinations officer generates Centre's timetable and publish it through school's communication channels at least one month before the examination season begins. Summer 2022 season timetable will be published no later than the end of March. Once candidates' examination entries were confirmed, and the entries submitted to the examination boards, candidates will receive an individual Statement of entry. Statement of entry reflects the details from an entry fee form (an invoice) every parent should have signed and sent back to Examinations officer upon entry fees payment has been completed. Again, all the details must be checked in order to ensure they were all correct (spelling of the name, DOB, examinations details, etc.). Statement of entry also shows all examinations candidates were entered for with details of date, times and duration of examination. Please check this carefully. All personal details can be amended, without incurring the late fees, up until 21 April 2022.

If there are any discrepancies or you require any further clarification, contact Examinations Officers, Ms Ivana or Ms Neli, immediately.

Access Arrangements

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. They are agreed before an assessment. Access Arrangements allow candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers. All students requiring Access Arrangements will be contacted by our SENDO departments well in advance.



More info to be found from:

- <https://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

Examination Timings

Oxford International AQA Examinations

Each examination must be taken on the day and at the time shown on the timetable. The published starting time of all examinations is 7.00 AM (GTM -Greenwich Mean Time), therefore starting time of all examinations for us is 11.00 AM (GST- Gulf Standard Time). Candidates taking more than one examination in a session must take these consecutively. We are allowed to start an examination up to 30 minutes before or delay the starting time of an examinations by up to 30 minutes later than the published starting time.

In order to avoid breach of security, candidates finishing the examination early must remain under supervision until at least 11 AM (GST). For examinations of less than one hour's duration, candidates must remain under supervision for a period equal to the examination duration.



More info to be found from:

- <https://oxfordqaexams.org.uk/exams-administration/dates-and-timetables#>

AQA and Pearson/Edexcel

Published starting times for both examination boards are the same. Published starting time for all morning examinations is 9 AM (GTM/BST Greenwich Mean Time/British Summer Time, as appropriate), which for us becomes 12 PM (GST- Gulf Standard Time). Publish starting time for all afternoon examinations is 1.30 PM (GTM/BST Greenwich Mean Time/British Summer Time, as appropriate), which for us becomes 4.30 PM. These are known as morning and afternoon sessions. We are allowed to start an examination up to 30 minutes before or delay the starting time of an examination by up to 30 minutes later than the published starting time. To avoid any possible breach of security, late arriving candidates or early departing candidates must be supervised as if the exam board's published starting time had been in place. For the exams less than 1-hour long candidates must be supervised until the published finishing time of the examination.



More info to be found from:

- AQA - <https://www.aqa.org.uk/exams-administration/dates-and-timetables>
- Pearson/Edexcel-<https://qualifications.pearson.com/en/support/support-topics/exams/exam-timetables.html#%2Ftab-Internationalcentres>

Examination Clashes

Examination clashes are identified once all entries have been submitted. 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 then 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 exceeds 3 hours we may conduct an examination in a later or earlier session within the same day.

Candidates must be under Full Centre Supervision between the sessions if examination clashes occur. Candidates are not permitted to have an access to any electronic devices nor to communicate in any way with anyone who is not under Full Centre Supervision, at the Centre or outside the Centre. They are allowed, however, to use revision notes and books, as well as to communicate with each other. Candidates must remain under Full Centre Supervision until their next exam starts and/or all of their examinations have finished for that day.

Exams Equipment

It is the candidates' responsibility to make sure that they have all required equipment for their examinations. All equipment must be kept in a **clear see-through pencil case or zip bag**. Candidates should always have the following equipment with them in the exam room: pencils, black ballpoint pens, rulers, erasers, calculator, protractor. If candidates are unsure whether they require any other equipment for their examinations they are sitting, they can ask their subject teachers or Examinations officer.

Mobile phones, smartwatches or any other electronic devices are NOT ALLOWED in the examination room as per examination boards' regulations. These are considered as unauthorised items and must be switched off and left in the bag or handed over to an invigilator before candidates enter the examination room. Otherwise, candidates' results may be cancelled.

During the Examinations

Examination Regulations

GFS must adhere to examination boards' rules and regulations. Oxford AQA, AQA and Pearson/Edexcel are following The Joint Council for Qualifications rules and regulations. The Joint Council for Qualifications (JCQ) is a membership organisation comprising the eight largest providers of qualifications in the UK.

At the end of this booklet you can see 'Information for Candidates' documents outlining rules, regulations and information issued by the examination boards to candidates. Please take the time to read through these documents before the start of the exam season. Any breach of these rules and regulations must be reported to the examining boards, without exception, and it may lead to disqualification from examinations.



More info available from:

- <https://www.jcq.org.uk/>.

Attendance– Examination day

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and fully equipped. Candidates must report to school at least 30 minutes prior to the starting time of their examination. Candidates are to report to the designated room before each examination where they will be expected to wait quietly until they are invited into the examination room by an invigilator. Since there are more designated rooms for conducting examinations around the school, Examination officer will make sure that candidates know which one is allocated for their examination well in advance.

Late arrivals

We cannot delay starting time of any examination for any candidates who are running late. As previously stated, candidates must make sure that they are aware of the dates and starting times of all their examinations.

Candidates who arrive within one hour after the examination starting time for all examination more than one hour long will be allowed to enter the examination room and complete their examination. They will be allowed a full time. If candidates arrive more than one hour after the examination starting time, for all examination more than one hour long, they will still be allowed to enter the examination room and complete their examination, however, their lateness will be reported to the examination board and it will be at the discretion of the examination board whether the examination paper is accepted for marking or not. The same will happen if the candidates arrive after starting time for all examination less than one hour long.

Please note that misreading the timetable is not accepted as a satisfactory explanation of absence or late arrival. It is the candidates' responsibility to ensure they are aware of the dates and timings of their examinations and to arrive on time for their examinations.

Absence from Examinations or Illness

- **Emergencies**

In case candidates cannot attend examination due to illness, injury, severe family distress, etc. make sure to inform the Examinations office as soon as possible and to provide medical certificate or any other proof you might have so that necessary arrangements can be made and special consideration applied for.

- **Becoming ill during an exam**

If a candidate feels unwell during the examination they should alert an invigilator immediately so an invigilator can help. Candidates will be escorted to the school's clinic if necessary. If candidate feels fit to continue with their examination, they will be escorted back to the examination room and the full time will be allowed. If candidate is not able to continue with examination, they will be sent home and special consideration will be applied for.

Special Consideration

In exceptional circumstances where candidates are absent from the examination, became ill during the examination or experienced severe distress during the examination season, the school can apply for special consideration. However, it is essential that medical or other appropriate evidence is obtained before or on the day of examination and given to the Examinations officer without delay.

What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the examination, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take the examination or demonstrate his or her normal level of attainment in the examination.

When the candidate has missed a timetabled component/unit for acceptable reasons and the school is prepared to support an application for special consideration, an adjustment may be made to the final grade. However, the examination boards' minimum requirements must be met. Normally, this means that at least 50% of the total assessment may be completed. However, completing 50% of an assessment does not guarantee the examination board will accept the special considerations application. Approval of any special consideration application is at the sole discretion of the examination board.

Inside the Examination Room

Once students enter the examination room they are under examination conditions.

This means:

- All electronic items such as phones, iPads, MP3 players, smartwatches, flash drives, and wristwatches must be left in the bag outside of the examination room or handed over to an invigilator. No technological or web enable sources of information is permitted in the examination room. Taking these items in, even if there is no intention to use it, constitutes

as malpractice and if found will be reported to the relevant examination board which may lead to disqualification from examinations.

- Students should bring their own stationery. All examination equipment should be stored in clear plastic bags/pencil cases only and should contain: pencil, BLACK ball point pens (BLUE ball point pen is allowed only in CAIE's examinations), ruler, rubber and eraser.
- Correct calculator without cover (unless specified that calculators are not allowed for that particular examination). Candidates must ensure calculators conform to the examination regulations.
- No food or drink (except water) is permitted in the examination room during the examination. Water may be taken into the examination room but must be in clear plastic bottles, free of any packaging or labels.
- Items specified for examination (for example, texts for English, protractors etc.).
- Candidates should check and empty their pockets of any notes, papers etc.
- Candidates should check that nothing is written on their hands, arms or legs.
- Candidates must not communicate, ask for help from or give help to any other candidate whilst in the examination room. If they have any questions they should raise their hand to attract an invigilator's attention.
- Subject relevant material is not permitted in the examination room. This should be left outside of the examination room.
- Candidates are not permitted to write on examination desks. This is regarded as vandalism and offenders may be charged for any damage.
- Candidates must not draw graffiti or write offensive comments on the examination papers. The examination board may refuse to accept the paper.
- Invigilators are not permitted to discuss the examination paper or assist candidates with any questions related to the content of the question paper.

Once the examination paper has been distributed:

- Candidates should check that they have the correct paper for their subject, unit and level or tier. This is particularly important for examinations with higher and foundation tiers. If an incorrect paper has been given to the candidate then the candidate should alert an invigilator or the Examinations officer immediately.
- Candidates should listen carefully to any instructions or notices read out before the start of the examination. There may be amendments to the examination paper which candidates need to know.
- Candidates should read the instructions on the front of the question paper.
- Candidates should complete the required information such as Centre number, candidate number, full name etc. on the front of the answer book or question paper. It is very important that candidates write their names correctly as it appears in their passports and on the candidates' name cards.

At the end of the examination

- Once an invigilator announces that the time is up candidates must stop writing immediately.
- Candidates should ensure they have completed their candidate information on the question paper used.
- If candidates have used more than one answer book or loose sheets of paper, they must ensure they have written their name and candidate number on every additional sheet before securing with a treasury tag inside the answer booklet.
- Invigilators will collect the question papers and answer books. It is the candidates' responsibility to ensure any loose additional answer sheets have been placed in the correct order and secured inside the answer book with a treasury tag. The invigilators will provide the treasury tags.
- Absolute silence must be maintained until an invigilator collect the answer sheets and question papers. Candidates must remember that they are under strict examination conditions until they have been dismissed and left the examination room.
- Candidates must not remove any examination stationery including question papers, answer booklets (used or unused) rough work or any other material used/provided for the examination from the examination room.
- Candidates must remain seated until they are dismissed by the examination officer or invigilator. They must leave the room in silence and show consideration for other candidates who may still be working.

Disruptions during an Examination

Fire Alarm

If the fire alarm sounds during an examination candidate must follow instructions given by an invigilator. Invigilator will stop them from writing and ask them to leave everything in the exam room. Candidates will be asked to leave the room in silence and in orderly manner. They will evacuate through the nearest exit and be escorted to the designated assembly point on the MUGA court. Candidates must not communicate with each other during the evacuation. Once it is safe, candidates will be escorted back to the examination room and continue their examination. They will be allowed the full working time for the examination and a report will be sent to the examination board detailing the incident.

Malpractice

Malpractice is any action that breaks examination boards' regulation and potentially threatens the integrity of the examinations and certification. Malpractice can happen before, during or after timetabled examinations or other assessments.

GFS must report any alleged, suspected or actual incidents of malpractice immediately to the

relevant examination board. In severe cases, examination boards may decide to disqualify candidates up to 5 years.



Further information about Malpractice can be found on JPQ website:

- <https://www.jcq.org.uk/exams-office/malpractice/>

Invigilators

Invigilators have a key role in upholding the integrity of the examination process. Candidates are expected to behave in a respectful manner towards all invigilators and to follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examinations. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example, if a candidate is feeling ill.

Invigilators cannot discuss the examination paper with a candidate or explain the questions. Candidates who are disruptive or behave in an unacceptable manner will be asked to leave the examination room.

After the Examinations

Results Release Days

May/June 2022 season results will be released to students on the following dates:

- AS/A-level - Thursday, 18 August 2022
- IGCSE – Thursday, 25 August 2022

Statement of provisional results

When you receive your results, you will get a Statement of Provisional Results from each exam board you sat a qualification with. The reason it's "provisional" is that students may request one of the post-results services available, which can lead to a change of grade. Statements will be shared with parents via registered email ID in the week following the release of the results. Once Statements are received, check them carefully making sure all personal details were correct and all subjects student has sat appear on the Statement.

If students are happy with results achieved then these will likely be the final marks, however, the

examination board do reserve the right to change candidate's marks up until the certificate is issued.

Please note that the Statement is not an official certificate.

A letter outlining how results and certificates for the summer examination season can be obtained will be sent out to students and parents closer to the results release dates. The Examination officer and the members of SLT will be available in the school on results day to advise on any issues relating to results.

IGCSE Grading Information

Oxford AQA's, AQA's and Pearson's IGCSE examination results are reported in 9-point scale in numbers.

AS/A-level Grading Information

The results for A-level examinations are reported on a 6-point scale of grades:

Highest Grade				Lowest Grade	
A*	A	B	C	D	E

The result for AS level examinations are reported on a 5-point scale of grades:

Highest Grade			Lowest Grade	
A	B	C	D	E

Candidates whose level of achievement is below the minimum standard for a grade or level will receive an UNCLASSIFIED U result.

NO RESULT	X	Indicates that a result is not being issued because of absence from all parts of the examination or because of a decision not to issue a result for any other reason.
PENDING	Q #	Indicates that no result has been issued as the marks for one or more components of the examination are not available. The candidate is advised to contact the examination officer at the center for further details. Indicates the candidate was absent for part of the examination and was awarded zero marks for this part/unit. The UMS mark/grade was awarded on the components actually taken.

How are International AS/A Level marked and graded?

AS/A Levels are modular, which means that students are allowed to take units in the different

examination series. Papers for a particular unit may vary slightly in levels of difficulty. Raw marks are awarded for each examination paper and any coursework that has been completed. These marks are combined, considering any weightings for individual components, to give an overall raw mark. The 'raw' mark is the actual mark achieved on an examination or controlled assessment.

Why UMS marks are used?

UMS stand for 'Uniform Mark Scale'. For some qualifications, units/components can be taken at different times throughout the course. To make sure that any differences in the difficulty of examinations or assessments are considered when adding up marks to give an overall grade, the 'raw' mark (or examination paper mark) is converted into an UMS mark. UMS grade boundaries are fixed so they are the same for each examination session. Raw mark grade boundaries may change for each examination session.



More Info available from:

- <https://www.oxfordqaexams.org.uk/exams-administration/results>
- <https://qualifications.pearson.com/en/support/support-topics/results-certification/understanding-marks-and-grades/converting-marks-points-and-grades.html>
- <https://www.aqa.org.uk/exams-administration/results-days>

Post Results Services

Post results services are available to students as soon as results are released.

Available Services

- **Service 1- Clerical Re-check:** A re-check of all clerical procedures leading to the issue of the result. This service checks that all parts of the script were marked; that the marks were totaled correctly; and that the marks were recorded correctly. Along with re-check candidates can request a copy of examination script.
- **Service 2 - Review and priority review of marking:** This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly. Along with the review candidates can request a copy of examination script to be returned after the review service is completed.
- **Service 2P - Priority Review of marking:** This is an urgent application for a review of marking. Cannot be used in conjunction with the priority photocopy service. Can only be used in conjunction with access to original script service.

Please Note - Possible outcome of the review of marking service

If the school makes an enquiry about examinations on behalf of a student, after the subject grade has been issued, there are three possible outcomes.

1. The original mark is confirmed and there is no change to the mark/grade.
2. The original mark is raised so that the final mark/grade may be higher than the one you first received.
3. The original mark is lowered so that the original mark/grade may be lower than the one first received.

Please be aware that in this case the LOWER mark will be used.

- **Moderation Review (Service 3)**

Re-moderation of the Centre's internally assessed component, and a report on the assessment on the candidates' work. This service is available only for all cohorts, not for individual students.

- **Priority Copy of Marked Paper (Access to Scripts)**

This option should be used if a student would like to see a copy of their marked examination script before applying for a Review of Marking or Clerical Re-check. This service can only be used in conjunction with Review of Marking. It cannot be used in conjunction with Priority Review of Marking service.

- **Original Marked Paper or Recording (Access to Scripts)**

This service should be used by AS and A Level student who do not require a review of marking of their examination script and only require a copy of the script. Please note that Access to Scripts – Original requests are only processed after the review of marking deadline. It can therefore take 6 - 8 weeks for scripts to be returned to the School.

Refund Policy for a positive review of marking:

- **Candidates who have cashed-in (received overall subject grade):** Review of marking fees will be refunded where the marking review of an examination script leads to an increase in the **overall** subject grade. If only the unit grade increases but the overall grade remains the same a refund is not applicable.
- **Candidates who have not cashed-in (not yet received an overall subject grade):** Review of marking fees will be refunded where the review of marking leads to an increase in the notional unit grade.

Refunds are not given for script copies regardless of the outcome of a review of marking. Refunds are only applicable for the review of marking service.

Post-result service may be requested by the candidate. If an enquiry is raised about a particular examination or examination results the candidate should complete the post results application form, pay the appropriate fee and submit the application form to the examinations office by the appropriate deadline for processing. The request will then be made to the examination board on the candidate's behalf. School staff may raise a query on behalf of the candidate (with candidate's or parent's consent).

The school reserves the right not to accept a post results services request submitted by the candidate.

Post-results application form, fee structure and the deadlines information will be available closer to the results release days.

Internal Appeals Policy

If the school do not uphold a Post-results enquiry request from the candidate and the candidate (or their parent) believes there are grounds to appeal against the school's decision not to support an enquiry, an appeal can be submitted to the Principal via the Examination officer using the Internal appeals form at least one week prior to the internal deadline for submitting enquiry for a post-result service. The Principal will then make a final decision based on the appeal. Internal appeal form and the deadlines information can be requested from Examinations officer.

Appeals procedure following the outcome of an enquiry about results

Where the candidate or/and parent remains dissatisfied after receiving the outcome of post - results service enquiry, an appeal can be made to the examination board, following the guidance for the relevant examination board's appeals processes.

Candidates or parents are not permitted to make direct representations to the examination board.

The Internal appeals form should be completed and submitted to school within 7 calendar days of the notification of the outcome of the enquiry. Subject to the Principal's decision, this will allow the school to process the appeal and submit to the examination board within the required amount of calendar days. Examinations board's fees which may be charged for the appeal must be paid by the appellant on submission of the Internal appeals form. If the appeal is upheld by the examination board, this fee will be refunded by the examination board and repaid to the appellant by the school. Internal appeal form, available appeals, deadlines and fee structure information can be requested from Examination officer.

****It is important to note that if you are travelling abroad during the summer when examination results are released and require post results services to be submitted, that we cannot process requests without receiving the completed post results application form and payment. Priority services are usually only available for 1 week after results are issued.***

Certificates

Original certificates are expected to arrive at school by the end of October - early November following the results in August.

Schools are not required to retain certificates after one year of issue. It is therefore important for candidates to collect the certificates as soon as possible or arrange a courier to collect the

certificates, should they no longer reside in Dubai and are unable to collect these in person. It is vital to store certificates in a safe place. If the certificates are lost the examination boards **will not** issue replacement certificates. In this case they will only provide certified statements of results. The examination boards will only replace certificates if a certificate has been:

- Damaged (damaged certificate must be returned to the examination board)
- Stolen (documents supporting this claim are required)
- Destroyed e.g. through fire or flood (documents supporting this claim are required)

Appendix A Information for candidates – Written Exams



AQA City & Guilds CCEA OCR Pearson WJEC

Information for candidates

For written examinations - effective from 1 September 2018

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	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.
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.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Appendix B – Information for Candidates – On-screen Tests



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For on-screen tests – effective from 1 September 2018

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

A	Regulations – Make sure you understand the rules
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	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. Unless you are told otherwise, you must not have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. 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.
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B	Information – Make sure you attend your on-screen test and bring what you need
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
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 examination 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 on-screen test
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E	Advice and assistance
1	If on the day of the on-screen test 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 on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the on-screen test
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE controlled assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

Appendix D – Information for candidates – Non-Examination Assessment



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

Appendix E – Information for candidates – Social Media



Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 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

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

**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.

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