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دبي



GEMS
Founders School
DUBAI

GEMS FOUNDERS SCHOOL, DUBAI

Exams Booklet

October/November 2022

January 2023

Series (Re-sits)

AN ESSENTIAL GUIDE FOR ALL STUDENTS

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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 planning on re-taking, what exam board it is with and what the subject is. Please refer to the table on the page 4 of this booklet for more information.

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.**

SUBJECTS AVAILABILITY PER SEASON

Subject	Specification Code	November 2022	January 2023
Oxford AQA			
IGCSE English Literature	9275A	Available	Not Available
IGCSE English Language	9270W	Available	Not Available
IGCSE English as a Second Language	9280	Available	Not Available
IGCSE Mathematics	9260	Available	Not Available
IGCSE Biology	9201	Available	Not Available
IGCSE Chemistry	9202	Available	Not Available
IGCSE Physics	9203	Available	Not Available
IGCSE Computer Science	9210	Available	Not Available
AS/A-level English Literature	9675	Not Available	Available
AS/A-level English Language	9670	Not Available	Available
AS/A-level Mathematics	9660	Not Available	Available
AS/A-level Biology	9610	Not Available	Available
AS/A-level Chemistry	9620	Not Available	Available
AS/A-level Physics	9630	Not Available	Available
AS/A-level Psychology	9685	Not Available	Available
AQA			
GCSE Psychology	8182	Not Available	Not Available
GCSE Sociology	8192	Not Available	Not Available
GCSE Art & Design	8202	Not Available	Not Available
AS/A-level Sociology	7191/7192	Not Available	Not Available
AS/A-level Computer Science	7516/7517	Not Available	Not Available
A-level Music	7272	Not Available	Not Available
A-level Physical Education	7581	Not Available	Not Available
A-level Art & Design	7202	Not Available	Not Available
Pearson/Edexcel			
IGCSE Further Mathematics	4PM1R	Not Available	Available
IGCSE Accounting	4AC1 R	Not Available	Not Available
IGCSE Arabic	4AA1	Not Available	Available
IGCSE Business	4BS1 R	Not Available	Not Available
IGCSE Economics	4EC1 R	Not Available	Available
IGCSE French	4FR1 R	Not Available	Not Available
IGCSE Spanish	4SP1 R	Not Available	Not Available
IGCSE Geography	4GE1 R	Not Available	Not Available
IGCSE History	4HI1 R	Not Available	Not Available
GCSE Arabic Second Language	1AA0	Not Available	Not Available
AS/A-level Business Studies	XBS11/YBS11	Available	Available
AS/A-level Economics	XEC11/YEC11	Available	Available
AS/A-level History	XHI01/YHI01	Not Available	Available
AS/A-level Geography	XGE01/YGE01	Not Available	Available
AS/A-level French	XFR01/YFR01	Not Available	Available
AS/A-level Accounting	XAC11/YAC11	Available	Available

OCTOBER/NOVEMBER 2022 & JANUARY 2023 SERIES – TIMELINES

Exams Season	Exam Board	Entry Deadline	Late Entry Deadline	Very Late Entry Deadline/Amendment Fee
November 2022 Season	Oxford AQA	18/09/22	19/09/22-10/10/22	11/10/21 - onwards
October/November 2022 Season	Pearson	29/08/22	30/08/22 – 22/09/22	23/09/22 - onwards
January 2023 Season	Oxford AQA	07/11/22	08/11/22 – 16/12/22	17/12/22 - onwards
January 2023 Season	Pearson	18/10/22	19/10/22-19/11/22	20/11/22-onwards

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 outside of the 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 compleated 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. No extra time will be granted.



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

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 statement of entry. For ease of reference, your allocated desk will have a card with your full legal name (as per your passport), candidate number, centre number and picture 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.

Centre Numbers



Oxford International AQA - 96065



Pearson/Edexcel – 94161

Published Starting Times

Oxford AQA - Starting time for all exams is **11 AM**, regardless of the season. We might start exams up to 30 minutes before or delay the starting time of exams by 30 minutes later than published starting time.

AQA – Starting time of all exams depends on the exam season and the summer time count. AQA has morning (AM) and afternoon (PM) sessions. Publish starting time for all morning exams is 9 AM and 1:30 PM for all afternoon exams. These times are the UK times (either GMT or BST as appropriate). The centres outside the UK must adjust their local starting times so that they begin at the same time as UK centres. Therefore, starting times for all exams you might be taking in **October or May/June** exam seasons are **12 PM** and **4:30 PM (GST)**. Starting times for all exams you are taking in **November or January** exam seasons are **1 PM** and **5:30 PM (GST)**. We might start exams up to 30 minutes before or delay the starting time of exams by 30 minutes later than published starting time.

Pearson/Edexcel – Starting time of all exams depends on the exam season and the summer time count. Pearson has morning (AM), afternoon (PM) and evening (EV) sessions. Therefore, starting times for all exams you might be taking in **October or May/June** exam seasons are **9 AM, 12 PM and 4:30 PM**. Starting times for all exams you are taking in **November or January** exam seasons are **10 AM, 1 PM and 5:30 PM**. We might start exams up to 30 minutes before or delay the starting time of exams by 30 minutes later than published starting time.

Statement of Entry

Statement of entry confirms your exam registration. It will include a list of your chosen subjects and the exam dates for each module, as well as your name, date of birth and school. Statement of entry will be shared with you via chat-box on MS Teams before the exam season begins. 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. 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 immediately. Remember that exam boards are charging about 200 AED per certificate in case amendment is needed after the certificates have been printed out. This cost will be entirely on you.

Timetable

November 2022 and January 2023 exams timetables will be shared with you by mid-September and they will be available from Phoenix Classroom, your respective year group, section 'Resources', folder 'IGCSE, AS and A-level Examination Information', and from GEMS Connect. Individual timetable is available from the statement of entry. Check each exam date carefully and check to see if the exam is in the morning or in the afternoon.

YOU ALONE ARE RESPONSIBLE FOR CHACKING YOUR EXAM TIMETABLE.

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, also available from the seating plan where to place your bags and other belongings.

ABSENCE OR LATENESS

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 may 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.

If you **arrive late** for your exam, you will be allowed a full time. If you arrive 'very late' you may be allowed to sit the exam, however, your lateness will be reported to the exam board and as the outcome of your lateness you may not be awarded the mark.

A very late arrival means that you have arrived more than 1 hour after published start time for exams more than 1 hour long, or if you have arrived after published finish time.

For the exams less than 1 hour long, you will be considered very late if you arrive 30 minutes after published start time.

If you arrive after the exam has finished, you will be marked absent and will not be allowed to sit the exam.

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

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.

Familiarise yourself with the content of the Warning to candidate posters that will be displayed outside of the exam rooms. Posters are available at the end of this booklet and from MS Teams, your year group team, section 'Files', folder '2021-2021 Examination Information', subfolders 'November 2021 or January 2022 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, and you didn't have intention to use it, a report will be made to the exam board.

NO EXCEPTIONS WILL BE MADE.

REQUIRED EXAM EQUIPMENT

It is student's responsibility to bring ALL the necessary equipment to every exam they sit. All exam equipment should be stored in clear plastic bags/cases only. For each exam you must bring the following equipment: **BLACK** ink or ball-point pen, pencil, eraser, sharpener. A calculator must be cover free.

Subject	Specification Code	Required Equipment
IGCSE English Literature	9275A	A copy of the Anthology People and Places (enclosed with the paper 2a)
IGCSE English Language	9270W	Sources A, B, C, D, E and F (enclosed with the paper 2)
IGCSE English as a Second Language	9280	n/a
IGCSE Mathematics	9260	A calculator, a ruler, a protractor
IGCSE Biology	9201	A calculator, a ruler
IGCSE Chemistry	9202	A calculator, a ruler, the Periodic Table (enclosed with the paper)
IGCSE Physics	9203	A calculator, a ruler, the Physics Equations Sheet (enclosed with Physics paper)
IGCSE Combined Science	9204	A calculator, a ruler, the Periodic Table (enclosed with Chemistry paper), protractor, the Physics Equations Sheet (enclosed with Physics paper)
IGCSE Computer Science	9210	Access to: computer, printer, appropriate software, an electronic version of the Skeleton Program, a hard copy of the Skeleton Program.
AS/A-level English Literature	9675	Place in literary texts: Combined poetry selections Anthology (enclosed with the paper 1), a copy of the set text(s) you have studied for Section A (The Great Gatsby)
AS/A-level English Language	9670	the insert for Section A (enclosed with the paper 1)
AS/A-level Mathematics	9660	A graphical calculator, Formulae and Statistical Tables (enclosed with the papers)
AS/A-level Biology	9610	A scientific calculator, a ruler
AS/A-level Chemistry	9620	A scientific calculator, a ruler, the Periodic Table/Data Sheet (enclosed with the papers)
AS/A-level Physics	9630	A scientific calculator, a ruler, a protractor, a Data and Formulae Booklet (enclosed with the papers)
AS/A-level Psychology	9685	A calculator

Subject	Specification Code	Required Equipment
IGCSE Further Mathematics	4PM1 R	A calculator
IGCSE Economics	4EC1 R	A source booklet (enclosed)
IGCSE Accounting	4AC1 R	n/a
AS/A-level Business Studies	XBS11/YBS11	n/a
AS/A-level Economics	XEC11/YEC11	n/a
AS/A-level History	XHI01/YXH01	n/a
AS/A-level Geography	XGE01/YGE01	A calculator
AS/A-level French	XFR01/YFR01	n/a
AS/A-level Accounting	XAC11/YAC11	n/a

EXAMINATION CLASHES

Examination clashes are identified once all entries have been completed and submitted to the exam boards. 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 leave the room without being escorted by invigilator, have access to any electronic devices with or without internet access nor to have contact with any person who is not being supervised with you.** 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 boards' 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**.

Examples of malpractice are: Bringing unauthorised materials into the exam room, even if you do not have the intention to use them, disruptive behaviour in the exam room, copying from another candidate, collusion, not following an invigilator's instructions, looking for, getting, receiving, exchanging or passing on confidential exam material in any way, posting work on social networking sites, etc.

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. Before your exam starts, an invigilator will read instructions to you, please listen carefully. 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.

If you need to use the toilet during the exam, please let an invigilator know. You will be escorted to the toilet by an invigilator or other member of school staff. No extra time will be granted.

If you become sick during the exam, please let an invigilator know. You will be escorted to the school's clinic. If you are able to continue with your exam, you will be allowed to sit the full time. If, however, you are not able to continue with your exam, you will be sent home. Make sure to get a valid doctor's note so special consideration can be applied for.

In the event of an emergency it is essential that you follow an invigilator's instructions at all times. You will be asked to leave the exam room and will be escorted outside by an invigilator(s). Assembly point for all students who are taking IGCSE, AS and A-level exams is on **the MUGA courts, adjacent to the pedestrian path**. Leave the exam papers and equipment in the room. Please remember, you must not speak to the other students as it will be deemed as malpractice. When safe and permitted you will be escorted back to the exam room and the exam will continue. The missed time will be added on at the end of the exam. We will apply for special consideration because of the disruption.

AT THE END OF THE EXAM

You will be given 5 minutes notice before the end of the exam. After exam has finished, an invigilator will read instructions to you. Make sure you have written all necessary details on the front page and that you have gathered all sheets together. If you have used continuation booklets, make sure to ask invigilator to provide you with a treasury tag so you can fasten all papers together before you hand in the papers. 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 may be charged for the exam.

There is also the possibility of submitting the doctor's note to the exam board to ask for special consideration.

If in doubt – **PHONE THE SCHOOL.**

RESULTS RELEASE DAYS

OCTOBER/NOVEMBER 2022 SERIES



Oxford AQA - IGCSE results are released on **Thursday, 12th of January 2023**

Pearson - AS/A Level results are released – **TBC**

JANUARY 2023 SERIES



Oxford AQA – AS/A-level results are released on **Thursday, 2nd of March 2023**

Pearson - AS/A Level results are realised – **TBC**

Pearson – IGCSE results are released – **TBC**

Access to Results

Once results are available, they will be emailed to the parents on their registered e-mail ID, time to be confirmed closer to the results release date. All students will be receiving a hard copy of the Statement of provisional results within a few days since the results have been released.

Statement of Provisional Results

Students will receive a statement of provisional results from the exams officer within a few days from the day results have been released. Once you have received your statement, please make sure to check it carefully, again, to make sure all your personal details were correct and all the subjects you sat accounted for. If you spot any mistake, inform exams officer immediately. The reason statement is “provisional” is that you may request post-results services and eventually appeal against the results. If you are happy with your results, then these will likely be the final marks, however, the exam boards do reserve the right to change people’s marks up until the certificate is issued. Statement is not your final certificate.

Certificates

November 2022 series certificates will be issued by exam boards by end of April 2023 and January 2023 series certificates will be issued by exam boards by end of May 2023. As soon as GFS receives certificates, collection arrangements will be communicated to you.

POST-RESULT SERVICES

Once you have received your results, you may feel that you wish to submit an enquiry 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 or Head of Department 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.

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. 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.

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.


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



POST RESULTS SERVICES FEE STRUCTURE AND DEADLINES

Services	Oxford AQA	Pearson/Edexcel	Deadlines	
			November 2022	January 2023
Clerical Re-Check (per unit)	IGCSE/A/A-level 42 AED	TBC	OIAQA 16/02/23 Pearson TBC	OIAQA 06/04/23 Pearson TBC
Review of marking (including copy of the reviewed script)	IGCSE 192 AED AS/A level 222 AED	TBC	OIAQA 16/02/23 Pearson TBC	OIAQA 06/04/23 Pearson TBC
Access to scripts (Priority Copy without review or clerical check)	Free	Free	OIAQA 26/01/23 Pearson TBC	OIAQA 17/03/23 Pearson TBC
Access to scripts (original copy to support teaching and learning)	Free	Free	OIAQA 17/02/2022 Pearson TBC	OIAQA 06/04/23 Pearson TBC


POSTERS YOU WILL SEE DURING EXAM SEASON



AQA City & Guilds CCEA OCR Pearson WJEC

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.



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



You can bring something to drink – however it should be in plain bottle with no labels or markings.



Even if they're switched off – they're still **BANNED!** Don't risk losing all your marks or being disqualified from **ALL** exams by the board – this includes iPods, smart watches and FitBits etc

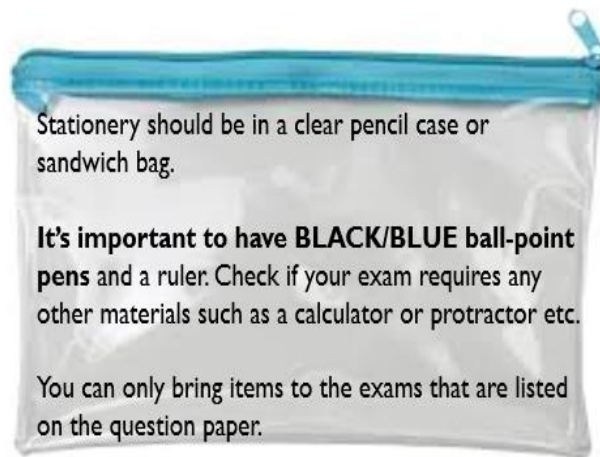
Highlighter pens can only be used to highlight sections of the question book but do not use it to highlight any of your answers.



What can I bring into the exam room?



DO NOT bring any kind of correction fluid/ tape/ pens. If you make a mistake, put a neat line through it.



Stationery should be in a clear pencil case or sandwich bag.

It's important to have BLACK/BLUE ball-point pens and a ruler. Check if your exam requires any other materials such as a calculator or protractor etc.

You can only bring items to the exams that are listed on the question paper.

Answers should **ALWAYS** be written in **BLACK** or **BLUE** (CIE) ball-point pen – this includes workings for Mathematics exams etc. Pencil should only be used if completing a drawing or a graph.

