GEMS FOUNDERS SCHOOL, DUBAI

IGCSE, AS and A Level Exams External Exams Booklet

AY 2026-2027

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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, as well as International Level 2 and Level 3 BTEC courses outside the United Kingdom. The school is registered as an examination Centre with 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 Computer Science, A-level Physical Education, A-level Psychology, A-level Sociology 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.

BTEC

BTEC is the acronym for Business & Technology Education Council. We offer two levels of BTEC, both of which are two-year programmes at both Level 2 (GCSE level) and level 3 (A level). BTEC vocational qualifications are internationally recognised qualifications. They are different from traditional GCSEs because they are linked to a particular area of work. However, a BTEC level 2 Award qualification is equivalent challenge and difficulty to a GCSE. A BTEC level 3 Subsidiary Diploma is also equivalent in challenge and difficulty to an A level. Grades that can be achieved are Distinction* (D*), Distinction (D), Merit (M) and Pass (P). Grade D* is the highest and P the lowest level of attainment.

However, there are no external exams for BTEC, therefore, they won't be part of this booklet.

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.

Exams Season

We have three examination seasons. The main season is May/June (summer) season when all qualifications are available. October/November (autumn) season is reserved for IGCSE and AS re-sits. Finally, January (winter) season is reserved for AS/A-level re-sits and first time sits. AQA does not offer any exams in November and January seasons.

Additional Information

Senior Examinations Officer: Mr. Paul Wymiel Delos Santos

Examinations Officer: Ms. Mariam Abdallah

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Useful Websites

- 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:

- **AQA – 96065**
- **Pearson/Edexcel - 94161**

BEFORE THE EXAMINATIONS

Examination Entries

All students' parents will receive the invoice detailing every subject and qualification student is to be entered for. It is vital that each student, and their parents check the invoice 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 on 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)
Pearson Edexcel	**October 2026 (AS re-sit)**	28-Aug-2026	29-Aug-2026	24-Sept-2026
Pearson Edexcel	**November 2026 (IGCSE re-sit)**	12-Sep-2026	13-Sep-2026	09-Oct-2026
Pearson Edexcel	**January 2027**	16-Oct-2026	17-Oct-2026	13-Nov-2026
AQA	**May/June 2027**	21-Feb-2027	22-Feb-2027	21-Apr-2027
Pearson/Edexcel	**May/June 2027**	21-Mar-2027	22-Mar-2027	22-Apr-2027

Parents will receive the invoice no to the primary registered email ID. It is important for students and parents to check the invoice carefully to ensure the following:

- Personal information (date of birth, gender, spelling of names) is accurate as this information will appear on certificates. Please ensure the student's name is **as per passport.** If the information on certificates is not correct this may cause issues when applying to universities or job applications. Please inform the examination officer of any errors.

- Check that all the subjects and units listed are correct and accounted for. If there are any errors or omissions inform the examination officer immediately so corrections can be made, and a new invoice can be issued. If the invoice student has received is correct payment, payment can be completed either via GEMS Connect or with the accounts department at the school's counter.

Please make sure you do that before the deadline stated on the entry form. If payment hasn't been made by the deadline, a student's entries **will be withdrawn.**

IMPORTANT: No examination fees can be collected before school term fees are paid, 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 (the final entry deadline). 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 numbers 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 the 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 the 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 or Re-take 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. The examination officer generates the Centre's timetable and publish it through school's communication channels at least one month before the examination season begins. Summer 2027 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. Statements of entry will be shared with students via their GEMS Connect under the progress result by the end of March. Statement of entry reflects the details from the invoice. Again, all the details must be checked in order to ensure they were all correct (spelling of the name, DOB, examinations details, etc.). The 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 late fees, up until the start of the very late entry period.

If there are any discrepancies or you require any further clarification, contact Examinations Officers, Ms Mariam or Mr Paul, 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 SENCo departments well in advance.

More info to be found from:

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

Examination Timings

AQA and Pearson/Edexcel (GCSE & GCE – Non-international Qualifications)

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 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/international-start-times.html

Pearson/Edexcel (IGCSE and IAL - International Qualifications)

Published starting time for all morning examinations is 9 AM (GST- Gulf Standard Time). The public starting time for all afternoon examinations is 12 PM (GST- Gulf Standard Time). 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 exams less than 1-hour long candidates must be supervised until the published finishing time of the examination.

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 20 minutes) in between. **Candidates are not allowed to leave the room without being escorted by an invigilator, have access to any electronic devices with or without internet access nor to have contact with any person who is not being supervised by them. In this case students cannot use their revision notes.**

If the total time of the examinations exceeds 3 hours, we may conduct an examination at a later or earlier session within the same day. In such a case, candidates must be under full centre supervision between the sessions if examination clashes occur. They are allowed to use revision notes and books, as well as to communicate with each other, however they **are not allowed to leave the**

room without being escorted by an 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 them. Candidates must remain under full centre supervision until their next exam starts and/or all their examinations have finished for that day.
Students must remain under full centre supervision until all of their examinations have finished for that day.

Exams Equipment

It is the candidates' responsibility to make sure that they have all the 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 the examinations they are sitting, they can ask their subject teachers or Examinations officer.
Mobile phones, smartwatches or any other electronic devices as well as wristwatches are NOT ALLOWED in the examination room as per examination boards' regulations. These are considered as unauthorized 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. 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, the Examination officer will make sure that candidates know which one is allocated for their examination well in advance.

Late arrivals

We cannot delay the 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 examinations more than one hour long will be allowed to enter the examination room and complete their examination. They will be allowed 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 the 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 officer 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 the candidate feels fit to continue with their examination, they will be escorted back to the examination room and full-time will be allowed. If a candidate is not able to continue with the 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 a 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, smart glassed 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 us 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 ballpoint pens, ruler, rubber and eraser.
- Calculator without cover (unless specified that calculators are not allowed for that particular examination). Candidates must ensure calculators conform to the examination regulations. In case candidates are using a graphic calculator, they must make sure that exam mode is on before entering the exam room.
- 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 protractors, compass, 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 they appear 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 collects 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. The 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 an orderly manner. They will evacuate through the nearest exit and be escorted to the designated assembly point on the playground in between Phases 1 and 3. 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 for 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

Each exam season will have different result day this will be released to students on the following dates:

Exam Board	Exam Season	Qualification Level	Result Day
Pearson Edexcel	October 2026	AS Level	21-January-2027
Pearson Edexcel	November 2026	IGCSE	22-January-2027
Pearson Edexcel	January 2027	AS and A2 Level	04-March-2027
AQA	May/June 2027	IGCSE	19-August-2027
Pearson Edexcel	May/June 2027	IGCSE	19-August-2027
AQA	May/June 2027	AS and A2 Level	12-August-2027
Pearson Edexcel	May/June 2027	AS and A2 Level	12-August-2027

Statement of provisional results

When results are released, students will get a Statement of Provisional Results from each exam board they sat an exam through. The reason it's "provisional" is that students may request one of available post-results services, which can lead to a change of grade. Statements will be shared with students and parents via GEMS Connect. They will be available from the Academics - Assessment Reports – 2026-2027 Academic Year folder on the results release day, as mentioned above. Once statements are received, check them carefully making sure all personal details are correct, and all subjects student has sat appear on the statement. In case you have any concerns, please contact the exams office as soon as possible. Alternatively, students can visit the school and have the hard copy of their Statements of provisional results collected on the spot, as well as discuss their grades with the relevant member of staff.

If you cannot visit the school, arrangements will be made. The details of these arrangements will be shared with you closer to the release dates.

If students are happy with the 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 of result is not an official certificate.

IGCSE Grading Information

IGCSE/GCSE examination results are reported on a grade scale of 9 (the highest grade) to 1 (the lowest).

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	It 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 #	It 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. Candidates' results in unitised subjects are reported as uniform marks – these are fixed for all units/components with equal weighting. Uniform marks are calculated from raw marks.

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://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. Upon discussing their results with the subject teachers, and if advised to proceed with the Service 1 or 2/2P, the candidate must complete the post results application form (consent form), pay the appropriate fee at school's cash counter 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. The school reserves the right not to accept a post results services request submitted by the candidate.

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. The deadline for completion is within 10 calendar days of the exam board receiving the request.

- **Service 2 - Review of marking:** This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly. The exam board will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. Along with the review candidates can request a copy of examination script to be returned after the review service is completed. This service includes the clerical re-checks detailed in Service 1 and a review of marking as described above. The deadline for completion is within 20 calendar days of the exam board receiving the request.

- **Service 2P - Priority Review of marking:** This is an urgent application for a review of marking. It is available to A-level candidates only. Exam boards strongly advise candidates to inform their university or college choices that a review of results has been requested. By informing them, they may be able to keep the candidate's place open until the review has been completed. The deadline for completion is within 15 calendar days of the awarding body receiving the request.

NOTE: Students **must** provide their written consent for clerical re-checks and reviews of marking after the publication of results. The form will be provided by the exams officer upon request.

- **Moderation Review (Service 3)**

  This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The exam board will have trained its reviewers to conduct reviews of moderation accurately and consistently. Please note that if our school's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an exam board, this service will not be available. This service is available only for all cohorts, not for individual students. The deadline for completion is up to 35 calendar days after the reviewer has received the original sample of work from the centre. This is due to the complexities of the process such as co-ordination between the centre and the moderator. For the A-level candidates the reviews of moderation may not necessarily be completed to meet individual universities' deadlines.

The outcome of post-results services

The outcome of each service will be confirmed by the respective exam board. The exam board will provide a reason for the decision of the service. If the mark has changed, the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure, i.e.

There are three possible outcomes arising from a review of marking or clerical re-check:

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.**

There are three possible outcomes arising from a review of moderation:

1. No change to the original moderation decision.
2. A correction to the original moderation decision.
3. Reinstatement of centre marks.

For the first two outcomes exam boards will provide a reason.

Where a grade changes and a certificate has previously been issued, a replacement will be provided showing the revised grade once the original certificate has been returned to the exam board.

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 only applicable for the review of marking service.

Access to Scripts (ATS)

Prior written permission must be obtained from any candidate where the centre intends to request his/her script(s). This permission must only be sought after the candidates have received their results for the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before use. The form for access to scripts will be provided by the exams office upon request.

- **Copies of scripts to support reviews of marking**

  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. This service can only be used in conjunction with Review of Marking. It cannot be used in conjunction with Priority Review of Marking service.

- **Copies of scripts to support teaching and learning**

  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 this request can only be processed after the review of marking deadline. It can therefore take 6 - 8 weeks for scripts to be returned to the school.

  Access to scripts is free of charge, unless candidate wants to request post review of marking photocopy script. In such instance, the fee will be applicable.

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 Head of Centre 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 Head of Centre 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 a Post-Results Service

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. Only the Head of Centre can submit an appeal to the relevant exam board. Appeals must be made in writing and clearly state the grounds for appeal. 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 Head of Centre'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 upon 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

Each exams season, original certificates are expected to arrive at school by the following month

Exams Season	Certificate Release
October	End of April or Early May
November	End of April or Early May
January	Early or Mid of May
May/June	Early or end of November

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. Please note that students have to make this request themselves via respective examinations board website. The examination boards will only replace certificates if a certificate has been:

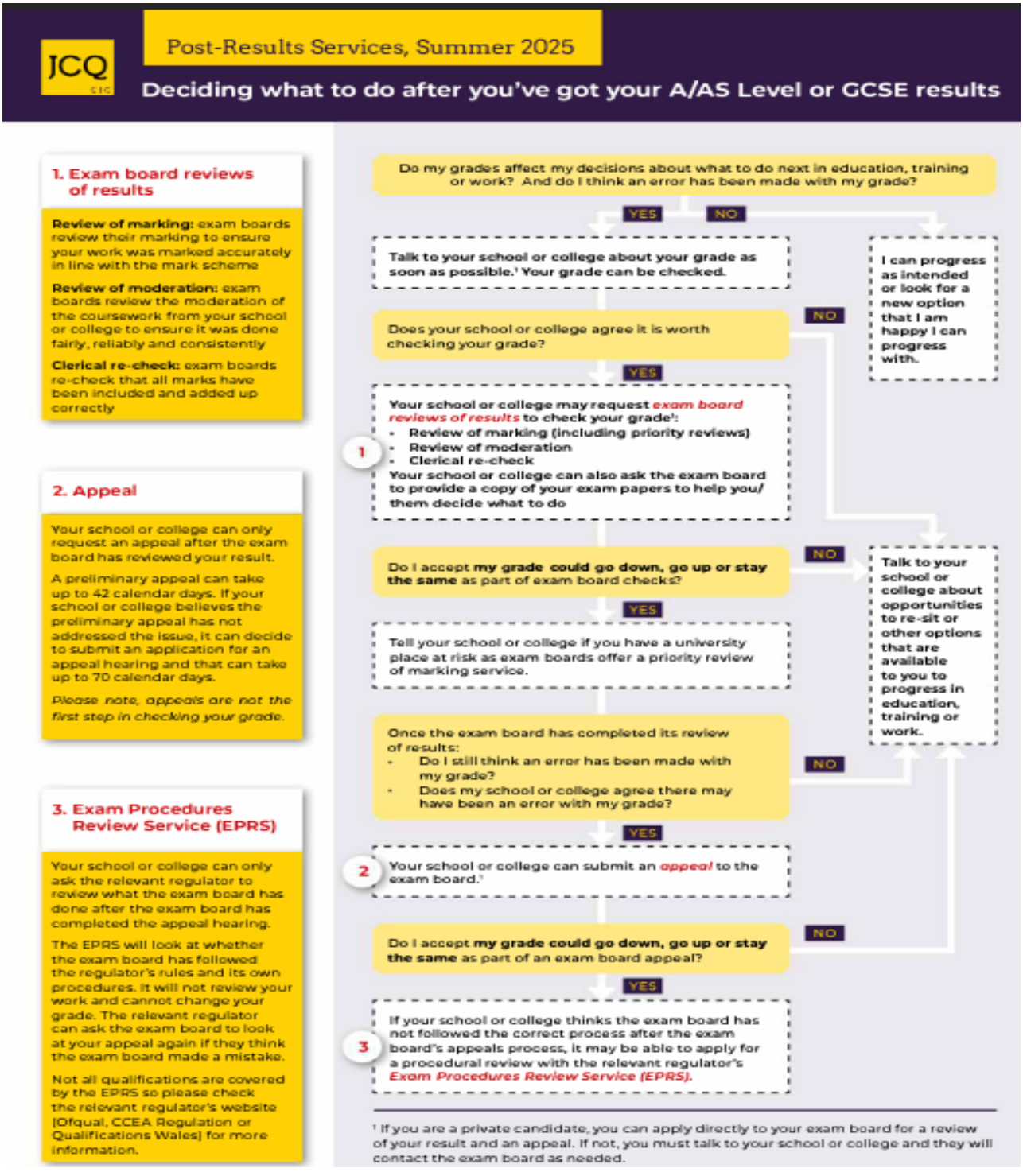
- Damaged (damaged certificate must be returned to the examination board)
- Stolen (documents supporting this claim are required)
- Destroyed e.g. through fire or flood (documents supporting this claim are required)

POST RESULTS SERVICES FEE STRUCTURE AND DEADLINES

Services	Pearson Edexcel Fees	Deadline Pearson Edexcel				AQA	Deadline AQA
		Oct 2026	Nov 2026	Jan 2027	May/June 2027		May/June 2027
Clerical Re-Check (per unit/paper) Service 1	IGCSE 85 AED	N/A	XX-Feb-2027	N/A	XX-Sept-2027	IGCSE 70 AED	XX-Sept-2027
	AS/A Level 85 AED	XX-Feb-2027	N/A	XX-Apr-2027	XX-Sept-2027	AS/A Level 70 AED	XX-Sept-2027
Review of marking PRIORITY (per unit/paper) Service 2P	IGCSE 360 AED	N/A	XX-Feb-2027	N/A	XX-Sept-2027	N/A	XX-Sept-2027
	AS/A Level 405 AED	XX-Feb-2027	N/A	XX-Apr-2027	XX-Sept-2027	AS/A Level 380 AED	XX-Sept-2027
Review of marking (per unit/paper) Service 2	IGCSE 295 AED	N/A	XX-Feb-2027	N/A	XX-Sept-2027	IGCSE 280 AED	XX-Sept-2027
	AS/A Level 340 AED	XX-Feb-2027	N/A	XX-Apr-2027	XX-Sept-2027	AS/A Level 325 AED	XX-Sept-2027
Access to scripts (To support reviews of marking or clerical re-check)	Free	XX-Feb-2027	XX-Feb-2027	XX-Apr-2027	XX-Sept-2027	Free	XX-Sept-2027
Access to scripts Original copy to support teaching and learning	Free	XX-Feb-2027	XX-Feb-2027	XX-Apr-2027	XX-Sept-2027	Free	XX-Sept-2027
Appeals against decisions – Stage 1	922 AED	30 days after the post result outcome	30 days after the post result outcome	30 days after the post result outcome	30 days after the post result outcome	786 AED	30 days after the post result outcome
Appeal hearing – Stage 2	1,230 AED	30 days after the post result outcome	30 days after the post result outcome	30 days after the post result outcome	30 days after the post result outcome	1,347 AED	30 days after the post result outcome

*The price is subject to change based on the exchange rate applicable on the day the results are released.
* XX indicates that the date is yet to be confirmed, as the exam board has not yet provided the post-results deadline for these exams. Tentative months have been used based on the corresponding deadlines from the previous academic year.

Post-result Services Graph



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 son 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, wristwatch, smart watch or any other electronic devise in your possession. All devices must be **TURNED OFF** and left in the bag, as well as wristwatches. **If you are found with one, even switched off, this could result in DISQUALIFICATION from your exam and your overall qualification.**

It is **YOUR** responsability to bring **ALL** the necessary equipment to every exam you sit. **All exam equipment should be stored in clear plastic bags/pencil 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 gums) 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 permited 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 as possible.

Disqualification Poster

JCQ CIC

AQA City & Guilds CCEA OCR Pearson WJEC

NO MOBILE PHONES
NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION

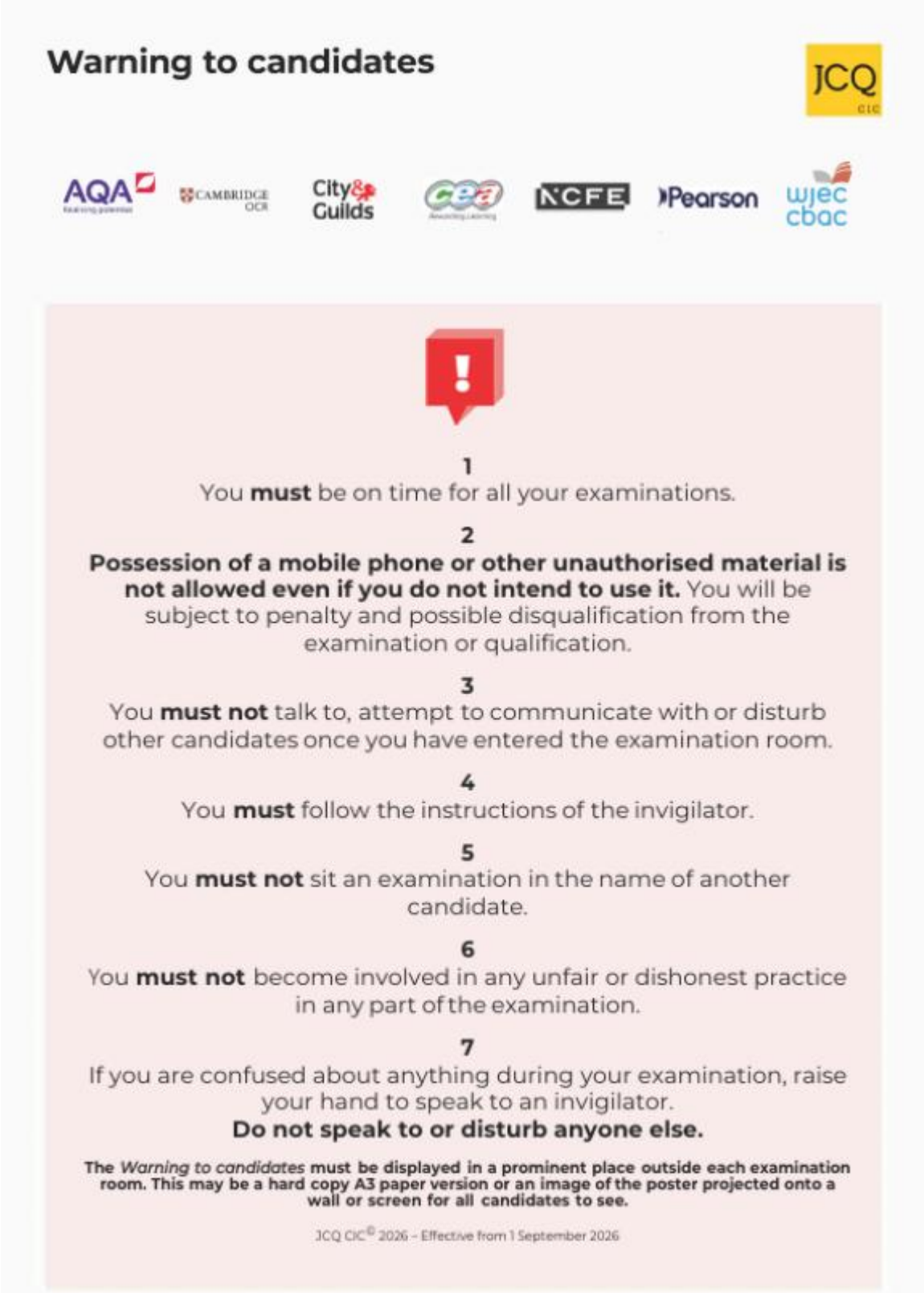
Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

Warning to Candidates Poster



Warning to candidates

1
You **must** be on time for all your examinations.

2
Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4
You **must** follow the instructions of the invigilator.

5
You **must not** sit an examination in the name of another candidate.

6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7
If you are confused about anything during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

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.

JCQ CIC© 2026 – Effective from 1 September 2026

Year 11 Course Information

No	Subject (Code)	Level	Exam Board	Link to Specification	Structure	Grading System
1	Computer Science (8525)	GCSE	AQA	Specification Link	Linear	9-1
2	Psychology (8182)	GCSE	AQA	Specification Link	Linear	9-1
3	Food Preparation and Nutrition (8585)	GCSE	AQA	Specification Link	Linear	9-1
4	Drama (8261)	GCSE	AQA	Specification Link	Linear	9-1
5	English Language (4EA1/ 1BR)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
6	English Literature (4ET1/ 1BR)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
7	English as a Second Language (4XES2)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
8	Mathematics (4MA1/H - 4MA1/F)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
9	Further Pure Mathematics (4PM1)	IGCSE	PearSson/Edexcel	Specification Link	Linear	9-1
10	Biology (4BI1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
11	Chemistry (4CH1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
12	Physics (4PH1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
13	Geography (4GE1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
14	History (4HI1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
15	Economics (4EC1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
16	Business (4BS1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
17	Accounting (4AC1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
18	French (4FR1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
19	Spanish (4SP1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
20	Arabic First Language (4AA1)	IGCSE	Pearson/Edexcel	Specification Link	Linear	9-1
21	Arabic Second Language (1AA0)	GCSE	Pearson/Edexcel	Specification Link	Linear	9-1
22	Music (1MU0)	GCSE	Pearson/Edexcel	Specification Link	Linear	9-1
23	Physical Education (1PE0)	GCSE	Pearson/Edexcel	Specification Link	Linear	9-1
24	Design and Technology (1DT0/1F)	GCSE	Pearson/Edexcel	Specification Link	Linear	9-1
25	Art and Design - Fine Art (1FA0)	GCSE	Pearson/Edexcel	Specification Link	Linear	9-1
26	Art and Design - Graphic Communication (1GC0)	GCSE	Pearson/Edexcel	Specification Link	Linear	9-1
27	Hospitality (HBRV7)	BTEC/Level 2	Pearson/Edexcel	Specification Link	Linear	U P M D D*
28	IT (HBRV9)	BTEC/Level 2	Pearson/Edexcel	Specification Link	Linear	U P M D D*
29	Engineering (HBRW1)	BTEC/Level 2	Pearson/Edexcel	Specification Link	Linear	U P M D D*
30	Business (HBRV8)	BTEC/Level 2	Pearson/Edexcel	Specification Link	Linear	U P M D D*

Year 12 Course Information

No	Subject (Code)	Level	Exam Board	Link to Specification	Structure	Grading System
1	Computer Science (XCP01)	A Level	Pearson/Edexcel	Specification Link	Linear	To be entered for a full A-level in Y13
2	Psychology (XPS01)	A Level	Pearson/Edexcel	Specification Link	Linear	To be entered for a full A-level in Y13
3	English Literature (XET01)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
4	English Language (XEN01)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
5	Mathematics (WMA01)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
6	Biology (XBI11)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
7	Chemistry (XCH11)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
8	Physics (9630)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
9	Art and Design Fine Art (9FA0)	A Level	Pearson/Edexcel	Specification Link	Linear	To be entered for a full A-level in Y13
10	Geography (XGE01)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
11	History (XHI01)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
12	Economics (XEC11)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
13	Business (XBS11)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
14	Accounting (XAC11)	AS Level	Pearson/Edexcel	Specification Link	Modular	A-E
15	IT (HBNN1/HDYH9)	BTEC/Level 3/Subsidiary Diploma/Certificate	Pearson/Edexcel	Specification Link	**Modular**	To receive grades at the end of the course
16	Engineering (HBNN2/HDYH8)	BTEC/Level 3/Subsidiary Diploma/Certificate	Pearson/Edexcel	Specification Link	**Modular**	To receive grades at the end of the course
17	Business (HBNM9/HDYJ1)	BTEC/Level 3/Subsidiary Diploma/Certificate/Award (fast track)	Pearson/Edexcel	Specification Link	**Modular**	To receive grades at the end of the course
18	Hospitality (HBNM8/HDYJ2)	BTEC/Level 3/Subsidiary Diploma/Certificate/Award (fast track)	Pearson/Edexcel	Specification Link	**Modular**	To receive grades at the end of the course

Year 13 Course Information

No	Subject (Code)	Level	Exam Board	Link to Specification	Structure	Grading System
1	Computer Science (YCP01)	A Level	Pearson/Edexcel	Specification Link	Linear	To be entered for a full A-level in Y13
2	Psychology (YPS01)	A Level	Pearson/Edexcel	Specification Link	Linear	To be entered for a full A-level in Y13 A*-E
3	English Literature (YET01)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
4	English Language (YEN01)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
5	Mathematics (YMA01)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
6	Biology (YBI11)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
7	Chemistry (YCH11)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
8	Physics (YPH11)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
9	Art and Design Fine Art (9FA0)	A Level	Pearson/Edexcel	Specification Link	Linear	To be entered for a full A-level in Y13
10	Geography (YGE01)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
11	History (YHI01)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
12	Economics (YEC11)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
13	Business (YBS11)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
14	Accounting (YAC11)	A Level	Pearson/Edexcel	Specification Link	Modular	A*-E
15	IT (HBNN1/HDYH9)	BTEC/Level 3/Subsidiary Diploma/Certificate	Pearson/Edexcel	Specification Link	**Modular**	To receive grades at the end of the course
16	Engineering (HBNN2/HDYH8)	BTEC/Level 3/Subsidiary Diploma/Certificate	Pearson/Edexcel	Specification Link	**Modular**	To receive grades at the end of the course
17	Business (HBNM9/HDYJ1)	BTEC/Level 3/Subsidiary Diploma/Certificate/Award (fast track)	Pearson/Edexcel	Specification Link	**Modular**	To receive grades at the end of the course
18	Applied Science (HHGX2/HHGX3)	BTEC/Level 3/Subsidiary Diploma/Certific	Pearson/Edexcel	Specification Link	**Modular**	To receive grades at the end of the course

		ate/Award (fast track)				
19	Hospitality (HBNM8/HDYJ2)	BTEC/Level 3/Subsidiary Diploma/Certificate/Award (fast track)	Pearson/Edexcel	Specification Link	**Modular**	To receive grades at the end of the course