

**جيمس**  
مدرسة فاوندرز  
دبي



**GEMS**  
Founders School  
DUBAI

**IGCSE & AS/A LEVEL  
EXAMINATIONS  
BOOKLET  
SUMMER 2020  
EXAMS SEASON**

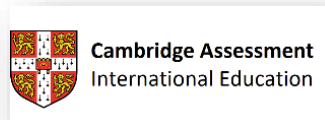
**AN ESSENTIAL GUIDE FOR ALL STUDENTS**





AS/A Level results are released on **Thursday 13<sup>th</sup> August 2020**

IGCSE results are realised on **Thursday 20<sup>th</sup> August 2020**



All qualification results are released on **Tuesday 11<sup>th</sup> August 2020**

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

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

## **INCLUDED IN THIS GUIDE**

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

## **INTRODUCTION**

Dear Student,

Finally the time has come where you get to show everyone how hard you have worked during your time in GFS. The exams you will be taking will influence what you do in the future and although it is our responsibility to ensure these exams run smoothly for you, you also need to be as prepared as possible and follow the expectations already set out in order for you to get the results you deserve.

**The Exams Boards have set a number of rules and regulations for exams that you must be aware of.**

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

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

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

# EXAM CHECKLIST



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



Aim to arrive at school **AT LEAST 30 minutes** prior to your exam start time. 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 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.



Remember to bring your Emirates ID card and Statement of entry with you.



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.



It is **YOUR** responsibility to bring **ALL** the necessary equipment to every exam you sit.



Calculators must be **free of lids/covers**. Must not offer language translators, symbolic algebra manipulation, symbolic differentiation or integration, internet connection, be borrowed from another candidate or have retrievable information stored in them.



All exam equipment should be stored **in clear plastic bags/cases only**.



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



You will not be permitted to leave the exam room until the scheduled finish time of the exam. In some cases you may have completed your exam but others around you, doing a different tier, may still be working and you may be asked to wait until everyone 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.

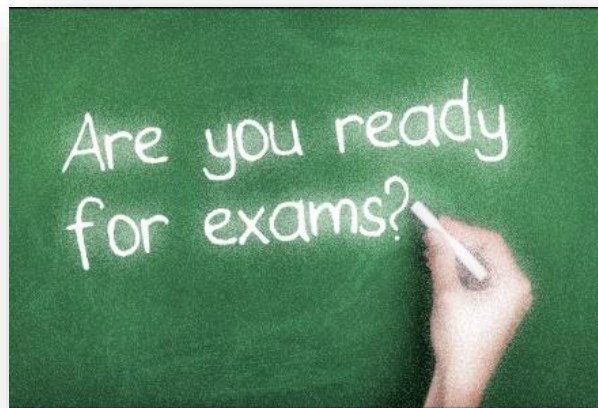


### Toilets

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



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



# THINGS YOU NEED TO KNOW

## CANDIDATE NUMBER

You have been allocated a 4 digits Candidate Number that refers only to you. You can find it on the Statement of entry you will be provided with once your entries have been submitted to the exam boards. For ease of reference, your allocated desk will have a card with your Full Legal Name (as per your passport), Candidate Number and Centre Number on it.

- You **MUST** write your Full Legal Name, Candidate Number and Centre Number on the first page of each question paper.
- Please be aware exam boards are charging approximately AED 200-250 to amend certificates.

## CENTRE NUMBERS

Oxford International AQA/AQA – 96065

Cambridge International – AE345

## TIMETABLE

Individual timetable is available on the Statement of entry you have been provided with. Please check it very carefully. **If there are ANY mistakes (e.g. name, date of birth, exam entry/wrong tier, etc.) you MUST inform the Exams Officer immediately.** Mistakes that are not spotted at this stage could mean that your Certificate might be incorrectly printed later. Check each exam date carefully and check to see if the exam is in the morning or in the afternoon. If there is an exam on the list that you were not expecting to sit (e.g. if you know that you have already been withdrawn from a subject) you must tell the Exams Officer or your subject teacher immediately.

**YOU ALONE ARE RESPONSIBLE FOR CHACKING  
YOUR EXAM TIMETABLE.**

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



## EXAM DAY – CHECK IN PROCEDURE

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

You will then go straight to your seat and wait for further instructions whilst remaining silence at all times.

## ABSENCE FROM EXAM

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

## BANNED ITEMS

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

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

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

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

**NO EXCEPTIONS WILL BE MADE.**

## EXAMINATION CLASHES

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

If the total time of the examinations is 3 hours or less than the examinations will be held consecutively in the same examination session, with a short break (no longer than 15 minutes) in between. If the total time of the examinations exceed 3 hours we may conduct an examination in a later or earlier session within the same day. You must be under full centre supervision between the sessions if examination clashes occur. During full centre supervision you are allowed to read your revision notes, have lunch or speak with other students who are being supervised with you, however, you are not allowed to have any access to electronic devices or to have contact with any person who is not under the full centre supervision. Students must remain under full centre supervision until all of their examinations have finished for that day.

## MALPRACTICE

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

## CONDUCT IN THE EXAM ROOM

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

## AT THE END OF THE EXAM

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

## **SPECIAL CONSIDERATION**

If your performance in the exam has been affected by, for example, illness, bereavement or injury we can apply for Special Consideration which is post exam adjustment. You will need to provide a valid doctor's note if you are ill which must be submitted to the Exams Officer as soon as possible. There are many rules when applying for Special Consideration and only genuine cases will be pursued. Please note that any adjustments deemed necessary are made by the exam boards, 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 us first thing in the morning by giving us a call or emailing us.

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

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

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

If in doubt – **PHONE THE SCHOOL.**

**If you do not attend an exam without a valid reason & doctor's note, you will be charged for the exam.**

## RESULTS

Students will be able to collect results in person on these days between 10:00 AM to 02:00 PM.

Please note, that due to the Data Protection Act we are **not able** to give out your results to anyone other than you, unless we have prior permission from you to do this. If you know you are not going to be able to collect your exam results on the results realise day, you **MUST** make alternatives with the Exams Officer.

Before the end of summer term, you will be requested to complete the Results Collection form you will receive from Exams Officer stating the way you prefer to receive your results.

**Results will not be given out by telephone under any circumstances.**

## ENQUIRIES ABOUT RESULTS

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

You need to speak to your subject teacher to voice your concerns as soon as possible. They will be able to offer you advice on the way forward. If they feel that you have achieved the grade they expected you to, it would not be something that the school would pursue or pay for. If you are unhappy with the decision, you will be able to pursue an enquiry yourself through the exams office.

If you wish to make an enquiry yourself, you will need to complete the CIE/Oxford AQA Post-result Services: Request, Consent and Payment form you can find at the end of this booklet (Appendix 1 & 2) & return in to the exams office by the following dates:

1. **Oxford International AQA and AQA by Monday, 24<sup>th</sup> August 2020 for Priority 2 service (if you are urgently awaiting results for university place) or Thursday 17<sup>th</sup> September 2020 for all other services** along with payment to cover the cost.
2. **Cambridge International by Thursday, 29<sup>th</sup> July 2020**, if a university place is pending you can apply for priority results information or **Sunday, 20<sup>th</sup> September 2020 for all services, including enquiries about 'NO RESULT' or 'PENDING' outcomes** along with payment to cover the cost.

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

# POST RESULT SERVICES

## Oxford International AQA / AQA

### **1. Clerical 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 examine

### **3. Priority Review of Marking: Service 2P**

This service includes all of the above Service 2. However, priority service is a quicker service for a students whose place at a university or other higher education institution depends on the outcome. It is only available for International AS and A-Levels.

### **4. Access to the Original Scripts (to support teaching & learning)**

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.

### **5. Access to Scripts (original marked paper)**

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.



## **6. Appeal Stage 1: Preliminary stage**

You can only make an appeal if you've already requested and received the outcome of a review of marking or moderation review. Appeals should focus on whether an awarding body has:

- 
- used procedures that were consistent with regulatory requirements;
- applied its procedures properly and fairly in arriving at judgements;
- properly applied the mark scheme (AS, A-level, GCSE English Language, English Literature and Math qualifications only).

You need to submit your appeal within 30 calendar days of receiving the relevant decision or outcome from the board (or within 15 calendar days of receiving reasons for the outcome, if these are requested).

## **7. Appeal Stage 2: Appeal hearing**

You can request an appeal hearing if you've received the outcome of a preliminary appeal and you're not happy with it. You need to submit your appeal hearing application within two weeks of receiving the preliminary stage outcome.

## **Cambridge International**

### **1. Clerical re-check: Service 1**

A re-check of all procedures leading to the issue of a result. This service checks following:

- all parts of the script were marked;
- that the marks were totalled correctly;
- that the marks were recorded correctly.

### **2. Clerical re-check with copy of script: Service 1S\***

The same as service 1 but you also receive a copy of the script.

### **3. Review of marking: Service 2**

A review of the original marking to check that the agreed mark scheme was applied correctly. This service also includes the re-checks detailed in service 1.

### **4. Review of marking with copy of script: Service 2S\***

The same as service 2 but you also receive a copy of the script.

### **5. Priority results information**

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

\* If case you request copy of script along with Clerical re-check or Review of marking through the Cambridge International the access to the copy of your script will be available only to the teachers. It is at discretion of the teachers to return the scripts to the relevant student. If teachers want to use your script as an example to other students they must ask for your permission. If they are unable to do that for whatsoever reason, they can still use your script, however they need to remove your name before showing it to other students and make sure that you cannot be identified.

#### **6. Appeal against the outcome of enquiries about results: Stage 1**

You can only make an appeal if you've already requested and received an enquiry about results outcome. Appeals should focus on whether an awarding body has:

- used procedures which were consistent with its commitments made in Code of Practice;
- applied its procedures properly and fairly in arriving at judgements.

You must make your Stage 1 appeal within 28 days of the date when you received outcome letter. If your enquiry about results included a request for a copy of the script, the appeal must be submitted within 28 days of the date when you have received the outcome letter or copy of the script, whichever is later.

#### **7. Appeal against the outcome of enquiries about results: Stage 2**

If appeal is not fully successful at Stage 1, you may choose to proceed to Stage 2. The grounds for appeal are the same as for Stage 1. You must make your Stage 2 appeal within 14 days of the date you have received Stage 1 outcome letter.

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

## Post Results Services Fee Structure

Services	Oxford International AQA	AQA	Cambridge International	Deadlines
Clerical Check	AED 41 GCSE AED 81 AS/A Level Per unit/component	AED 41 GCSE AED 81 AS/A Level Per unit/component	AED 91 IGCSE AED 104 AS/A Level	Oxford AQA/AQA 17/09/2020  CIE 20/09/2020
			With a copy of the script AED 199 IGCSE AED 202 AS/A Level	
Review of marking	AED 183 GCSE AED 212 AS/A Level Per unit/component	AED 188 GCSE AED 218 AS/A Level Per unit/component	AED 212 IGCSE AED 252 AS/A Level	Oxford AQA/AQA 17/09/2020  CIE 20/09/2020
			With the copy of the script AED 319 IGCSE AED 362 AS/A Level	
Priority review of marking	AED 259 AS/A Level Per unit/component	AED 259 AS/A Level Per unit/component	N/A	22/08/2020
Priority copy of reviewed or clerically checked script	AED 70 GCSE & AS/A Level	AED 72 GCSE & AS/A Level	N/A	AS/A Level 18/08/2020  IGCSE 24/08/2020
Access to scripts without a review or clerical check - photocopy	AED 70 GCSE & AS/A Level	AED 72 GCSE & As/A Level	N/A	TBC
Access to scripts without a review or clerical check – original	AED 55 IGCSE & AS/A Level	AED 57 GCSE & AS/A Level	N/A	TBC
Priority results information	N/A	N/A	AED242	29/07/2020
			Extra copy AED67 (additional fee) Despatched by courier AED219 (additional fee)	
Amendments to Original Certificates/Statement of Results	AED 215	AED 215	AED242	N/A
			Despatched by courier AED219 (additional fee)	



For more information about Exams cycle, please visit following websites:

1. Cambridge Assessment International Education / Exam administration section
2. AQA Education / Exams administration section
3. Oxford International AQA Examination / Exam Admin section

## POSTERS YOU WILL SEE DURING EXAM SEASON



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

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

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

**DISQUALIFICATION**

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

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

©2017 – Effective from 1 September 2017



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

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

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

Effective from 1 September 2014

©2014

# Notice to Candidates

## You must:

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

## You must not:

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

If you are in any doubt speak to an invigilator.

If you break any of the rules you could be  
**DISQUALIFIED**

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



Version 3

 Cambridge Assessment  
International Education

# WARNING



**NO unauthorised materials in the exam room. For example:**

**NO mobile phones**

**NO smartwatches**

**NO technology with communication or storage**

**NO unauthorised notes or revision materials**

**If you have unauthorised materials you could be**

# DISQUALIFIED

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

  
\*4518024755\*

Version 3

 **Cambridge Assessment**  
International Education





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.

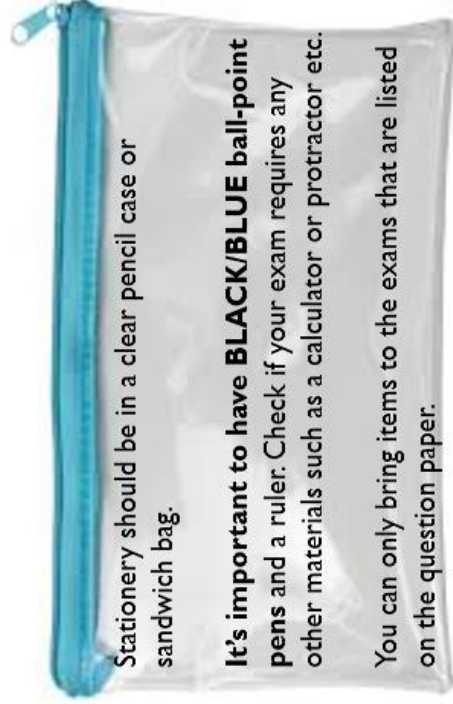
## What can I bring into the exam room?



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



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.



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.





## Oxford AQA/AQA Post-result Services: Request, Consent and Payment Form

To request a Review of Results (**RoR**) service and/or an Access to Scripts (**ATS**) service, complete the required formation in the white boxes and sign and date the form to confirm consent. A summary of the services available are referenced below.

**Deadlines for return: R2P R2Pa A1 (AS Level) by 22 August 2020 (IGCSE) by 29 August 2020  
R1 R1a R2 R2a R3 by 19 September 2020 A2 by 26 September 2020**

Candidate number		Candidate name		Candidate email	
Awarding Body	Qualification level	Subject title		Paper No.	Service Ref.
					AED
					AED

### RoR Candidate consent

I give my consent to the Head of my school to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

By signing here, I confirm my consent above:

..... Date: .....

### ATS - Candidate consent for access to and use of examination scripts

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

By signing here, I confirm my consent above:

..... Date: .....

Ref.	Oxford AQA/AQA Post-results service	Details of the service
R1	RoR Service 1: Clerical re-check	This is a re-check of all clerical procedures leading to the issue of a results. This service will include the following checks: <ul style="list-style-type: none"> <li>• That all parts of the script have been marked;</li> <li>• The totalling of marks;</li> <li>• The recording of marks.</li> </ul>
R1a	RoR Service 1: with an ATS copy of re-checked script	
R2	RoR Service 2: Review of marking	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. This service will include: <ul style="list-style-type: none"> <li>• The clerical re-checks detailed in Service 1;</li> <li>• A review of marking as described above.</li> </ul>
R2a	RoR Service 2: with an ATS copy of reviewed script	
R2P	RoR Priority Service 2: Review of Marking	This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. <b>Reviewers will not re-mark the script.</b> They will only act to correct any errors identified in the original marking.
R2Pa	RoR Priority Service 2 with an ATS copy of reviewed script	
R3	RoR Service 3: Review of moderation (This service is not available to individual candidates)	This is review of original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. <b>It is not re-moderation of candidates' work.</b>
A1	ATS: Copy of script to support review of marking.	This is a priority service that ensures copy scripts are returned to the centre in a sufficient time to allow decisions to be made whether non-priority review of marking should be applied for.
A2	ATS: Copy of the script to support teaching and learning	This is non-priority service enabling centres to request copies of scripts to support teaching & learning.



FOR EXAMS OFFICE USE ONLY

Total fee(s) received	AED	Service(s) applied for	Date	Outcome(s) received	Date	Candidate notified	Date	Outcome(s) complete	Date
--------------------------	-----	---------------------------	------	------------------------	------	-----------------------	------	------------------------	------