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GEMS
Founders School
DUBAI

GEMS FOUNDERS SCHOOL, DUBAI

Exams Booklet

October/November 2024 and January 2025

Series

AN ESSENTIAL GUIDE FOR ALL STUDENTS

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INTRODUCTION

Dear Students,

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 below for more information. If the subject you are looking for is not listed in the table, that means this subject is not available in October, November 2024 nor January 2025 exam seasons and that you can retake it in Summer 2025 exam season only. You will receive a registration form for each season from the exam's office as soon as the academic year starts.

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

Oxford AQA			
Subject	Specification Code	October/November 2024	January 2025
IGCSE English Language	9270	Available	Not Available
IGCSE English Literature	9275	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

Pearson/Edexcel			
Subject	Specification Code	October/November 2024	January 2025
IGCSE Geography	4GE1	Available	Not Available
IGCSE History	4HI1	Available	Not Available
IGCSE Economics	4EC1	Available	Not Available
IGCSE Business	4BS1	Available	Not Available
IGCSE Accounting	4AC1	Available	Not Available
IGCSE Further Pure Mathematics	4PM1	Available	Not Available
IGCSE French	4FR1	Available	Not Available
IGCSE Arabic First Language	4AA1	Available	Not Available
AS/A-Level English Literature	XET01/YET01	Not Available	Available
AS/A-Level English Language	XEN01/YEN01	Not Available	Available
AS/A-Level Mathematics	XMA01	Available (October)	Available
AS/A-Level Biology	XBI11/YBI11	Available (October)	Available
AS/A-Level Chemistry	XCH11/YCH11	Available (October)	Available
AS/A-Level Physics	XPH11/YPH11	Available (October)	Available
AS/A-Level Geography	XGE01/YGE01	Not Available	Available
AS/A-Level History	XHI01/YHI01	Not Available	Available
AS/A-Level Economics	XEC11/YEC11	Available (October)	Available
AS/A-Level Business	XBS11/YBI11	Available (October)	Available
AS/A-Level Accounting	XAC11/YAC11	Available (October)	Available

OCTOBER/NOVEMBER 2023 & JANUARY 2024 SERIES – TIMELINES

Exams Season/Qualification	Exam Board	Entry Deadline	Late Entry Deadline	Very Late Entry Deadline/Amendment Fee
October 2024 Season (AS/A-level)	Pearson/Edexcel	29/Aug/24	30/Aug/24 – 22/Sept/24	23/Sept/24 - onwards
November 2024 Season (IGCSE)	Oxford AQA	08/Sep/24	19/Sep/24-09/Oct/24	10/Oct/24 - onwards
November 2024 Season (IGCSE)	Pearson/Edexcel	08/Sep/24	14/Sep/24 – 13/Oct/24	14/Oct/24 - onwards
January 2025 Season (AS/A-level)	Pearson/Edexcel	13/Oct/24	19/Oct/24 – 15/Nov/24	16/Nov/24 - 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. Make sure you know location for each exam. If you are late, report to Reception as soon as you arrive. If you are more than, 1 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, regular wristwatch, smart watch or any other electronic device in your possession. All devices 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.**



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



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



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



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



Please do not take glasses case into the exam room.



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



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



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

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.

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 Phoenix Classroom/Student Vault or in person before the exam season begins. 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. 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 over 200 AED per certificate in case amendment is needed after the certificates have been printed out. This cost will be entirely on you.

Timetable

October/November 2024 and January 2025 exams timetables will be shared with you by mid-September and they will be available from Phoenix Classroom, your year group, section 'Activities and Resources', folder 'Examination Information', subfolders 'November 2024 or January 2025 Exam Season', 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 CHECKING 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 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 the published start time for exams more than 1 hour long, or if you have arrived after published finish time.

For exams less than 1 hour long, you will be considered very late if you arrive 30 minutes after the 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 unauthorized materials or equipment into the examination room such as: notes, calculator cases, mobile phones, iPods, MP3 players, pagers, smartwatches or a wristwatch 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 candidates and Disqualification posters that will be displayed outside of the exam rooms. Posters are available at the end of this booklet and from Phoenix Classroom, your year group, section 'Activities and Resources', folder 'Examination Information', subfolders 'November 2024 or January 2025 Exam Season' as well.

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. This applies to the regular wrist watches too.

NO EXCEPTIONS WILL BE MADE.

REQUIRED EXAM EQUIPMENT

It is the 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. In the table below, you can see what other equipment may be required for each exam.

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)
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 (Americanah)
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)

Subject	Specification Code	Required Equipment
IGCSE Accounting	4AC1	n/a
IGCSE Arabic (First Language)	4AA1	n/a
IGCSE Business	4BS1	n/a
IGCSE Economics	4EC1	n/a
IGCSE French	4FR1	n/a
IGCSE Further Mathematics	4PM1	A calculator
IGCSE Geography	XEC11	n/a
IGCSE History	XHI01	n/a
AS/A-level Business	XBS11/YBS11	n/a

AS/A-level Economics	XEC11/YEC11	n/a
S/A-level History	XHI01/YHI01	n/a
AS/A-level Geography	XGE01	A calculator
AS/A-level French	XFR01	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 20 minutes) in between. In such case, you will not be allowed to revise, but they can have a snack and talk to each other.

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. You will be allowed to read your revision notes, have lunch or speak with other students who are being supervised with you.

Please note that you are not allowed to 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. That means if you have to go to the toilet or leave the room for any other reason, you must be escorted by an invigilator or any other member of staff. 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 playground between Phases 1 and 3**. 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 the 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 the 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, so we can try to apply for the partial refund.

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 2024 SERIES



Pearson/Edexcel – AS/A-level results are released on Thursday, 16th of January 2025

NOVEMBER 2024 SERIES



Oxford AQA - IGCSE results are released on Thursday, 9th of January 2025
Pearson/Edexcel – IGCSE results are released – Thursday, 23rd of January 2025

JANUARY 2025 SERIES



Pearson - AS/A Level results are released – Thursday, 06th of March 2025

All statements of provisional results will be released via GEMS Connect on the results release days (time to be confirmed closer to the date) and they will be available from the Academics - Assessment Reports – 2024-2025 Academic Year folder.

Statement of Provisional Results

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 it's "provisional" is that students may request one of the available post-results services, which can lead to a change of grade. 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 2024 series certificates will be issued by exam boards by end of February 2025 and January 2025 series certificates will be issued by exam boards by end of May 2025. As soon as GFS receives certificates, collection arrangements will be communicated to you.

POST-RESULT 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.

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 the 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.

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

POST RESULTS SERVICES FEE STRUCTURE AND DEADLINES

Services	Fees		Deadlines	
	Oxford AQA	Pearson/Edexcel	November 2024	January 2025
Clerical Re-Check	TBC	TBC	TBC	TBC
Review of marking	TBC	TBC	TBC	TBC
Access to scripts - To support clerical re-check and/or review of marking	Free	Free	TBC	TBC
Access to scripts - Original copy to support teaching and learning	Free	Free	TBC	TBC
Amendments to Original Certificates/Statement of Results	TBC	TBC	N/A	

This section will be updated as soon as the post-results services fee structure has been confirmed by exam boards.

POSTERS YOU WILL SEE DURING THE EXAM SEASON

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.

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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

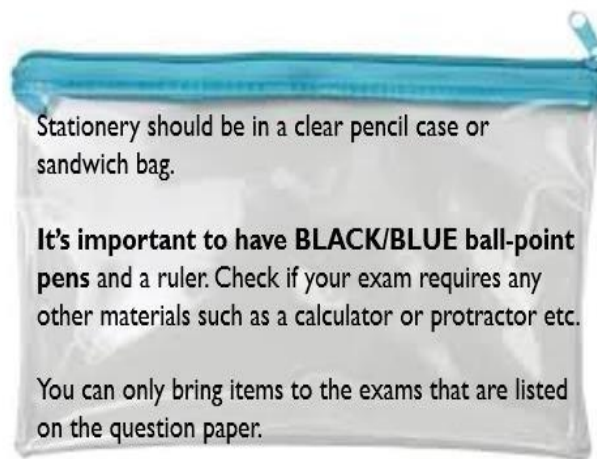
Highlighter pens can only be used to highlight sections of the question book but do not use it to highlight any of your answers.



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.

