



CENTRE NAME: DUBAI GEM PRIVATE SCHOOL

**BOARD EXAMINATION
GUIDANCE FOR PARENTS & STUDENTS**

**CAMBRIDGE CENTRE NUMBER
AE005**

**EDEXCEL CENTRE NUMBER
91545**

INTRODUCTION

It is the aim of Dubai Gem Private School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you. Please read it carefully so that you are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations. You should therefore, pay particular attention to the Notice to Candidates that is printed on the Statement of Entry.

Some of the questions you may have are answered in this booklet.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

Vice Principal & Examinations Officer : Dr Poonam Mahindra

Key Stage Leader: Mrs Nandini Sreekumar

The school telephone number is: 04-3376661 Ext: 230 / 231 / 236 / Security (Gate No.2) Ext: 250

Remember – we are here to help.

BEFORE THE EXAMINATIONS

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number which is shown in Statement of Entry and name place card. This is the number that will be entered on examination papers.

TIMETABLES

- Each candidate will receive a Statement of Entry showing their own specific examinations with details of date, time, and duration of exam. The candidate needs to check this carefully, including personal details. If you think something is wrong please go to the Exams Office immediately.
- A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. If you think there is a clash on your timetable that has not been resolved, please go to the Exams Office immediately.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

- Please make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- All candidates must read the “Notice to Candidates” carefully and note that to break any of the examination rules or regulations could lead to **disqualification from all subjects**. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 45 minutes prior to the start time of their examination.
- Candidates who arrive after the start of the examination may be allowed to enter. But this is entirely at the discretion of the centre. If special consideration applies then you must speak to the Examinations Officer (see Absence from Examinations).
- **Full School Uniform (including Friday)** must be worn by all students attending school for examinations.
- Candidates are responsible for providing their own equipment for examinations. They must not attempt to borrow equipment from another candidate during the examination.
- All candidates should bring **blue or black** pens, pencils, a rubber and a ruler to every exam in a clear pencil case or bag. For **Edexcel** Exams, candidates must use **black** ink or ball point pens. Candidates must not use correcting pens, fluid or tape, highlighters or gel pens in your answers. Pencils should be used for graphs and diagrams only unless otherwise directed.
- Students should make sure their calculators conform to the examination regulations. If in doubt, check with the subject teacher. Remove any covers or instructions and make sure batteries are new. Specialist maths equipment (for example compass, set square, protractor) should be brought to each relevant exam.
- Please make sure that any watch alarms are turned off. Do not attempt to communicate with or distract other candidates.
- Exam Board regulations state that no unauthorised materials or equipment may be taken into exam rooms (eg notes calculator cases/instruction leaflets, bags, coats, smart watches, mobile phones, iPods, MP3 players etc). Students will have a designated area to store belongings whilst they are taking their exams. However, the school cannot accept responsibility for any loss of personal belongings and therefore students are advised not to bring anything of value especially mobile phones, ipods, MP3 players etc to school during the exam period.
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in the candidate’s possession during an examination (even if it is turned off) it will be taken from them and a report made to the appropriate exam board. No exceptions can be made. **POSSESSION OF UNAUTHORISED ITEMS IS AN INFRINGEMENT OF THE REGULATIONS AND COULD RESULT IN DISQUALIFICATION**
- No food is allowed in the examination rooms. Candidates may bring water but it must be in a clear bottle without a label.
- Candidates are not to write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

- Candidates are not to draw graffiti or write offensive comments on the examination papers – if this happens the examination board may refuse to accept the paper.
- Candidates must listen carefully to the instructions and notices read out by the invigilators – there may be amendments to the exam paper that they need to know about.
- Candidates must check that they have the correct question paper – check the subject, paper and tier of entry.
- Candidates must read all of the instructions carefully and number their answers clearly.
- Candidates will not be allowed to leave an examination room early. If the student has finished the paper they must use any time remaining to check over their answers and that they have completed their details correctly.
- At the end of the examination all work must be handed in – candidates must remember to cross out any rough work. If they have used more than one answer book or loose sheets of paper they must ask for a tag to fasten them together in the correct order.
- Invigilators will collect the exam papers before the candidates leave the room. Absolute silence must be maintained during this time. Candidates must remember they are still under examination conditions until they have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Candidates must remain seated in silence until told to leave the examination room. Candidates must be reminded to leave the room in silence and show consideration for those candidates who may still be working.
- If the **fire alarm** sounds during an examination the invigilators will tell all candidates what to do. If they have to evacuate the room they will be asked to leave **in silence** and will be escorted to a designated assembly point. Candidates must leave everything on their desks and must not attempt to communicate with anyone else during the evacuation. When they return to the exam room candidates must not start writing until the invigilator tells them to. All candidates will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Senior Management Team.

ABSENCE FROM EXAMINATIONS

- If candidates experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible opportunity so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including controlled assessment) must be completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

RAMADAN AND FASTING DURING EXAMINATIONS

The holy month of Ramadan is expected to commence around mid May 2018 until Eid al Fitr. This means that Ramadan coincides with a large part of the IGCSE, AS and A2 Level Summer examinations.

Our advice for Muslim students sitting examinations is to ensure they are well prepared, ready and understand the likely effects of fasting. They can manage these challenges well, by:

- Eating well with a balanced meal when breaking the fast and drinking plenty of re-hydrating fluids
- Managing their sleep effectively;
- Getting plenty of rest between examinations;
- Avoiding over-exertion during the day, especially as the weather is particularly warm;
- Planning ahead, in terms of organising their equipment, time and revision processes

If a student becomes or feels unwell during an examination they should alert an invigilator immediately so that the requisite aid can be given.

If there are any queries or concerns, please do not hesitate to contact the examinations office.

Some useful information on this topic can be found here: <http://www.ascl.org.uk/help-and-advice/information-papers/information-paper-ramadan-and-exams-2016.html>

FREQUENTLY ASKED QUESTIONS

Q. What do we do if there's a clash on my son/daughters timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. The correct times should be on your son/daughters individual candidate timetable. It may be necessary for them to bring a packed lunch if they have exams in the morning and afternoon as they will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What does my son/daughter do if they think they have the wrong paper?

- Invigilators will ask them to check before the exam starts. If they think something is wrong, they need to put their hand up and tell the invigilator immediately.

Q. What do we do if my son/daughter has an accident or is ill before the exam?

- Inform school at the earliest opportunity so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.
- You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident, injury or bereavement. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What does my son/daughter do if they feel ill during the exam?

- They must put their hand up and an invigilator will assist them. They should inform an invigilator if they feel ill before or during an exam and they feel this may have affected their performance.

Q. If my son/daughter is late; can they still sit the examination?

- Students must make sure that they are aware of the dates and start times of all their examinations. The school will not wait to start examination for any students who are late. If a candidate is late for an exam and arrives after the key time, the late arrival will be reported to the examination board and it will be at their discretion whether the examination paper is accepted for marking. Please note that misreading the timetable is not accepted as a satisfactory explanation of absence or late arrival. It is the students' responsibility to ensure they are aware of the dates and timings of their examinations and to arrive on time for their examinations. Please ensure that they allow enough time to get to school so that if they are delayed (e.g. through transport problems) they will still arrive on time.

Q. If my son/daughter misses the examination can they take it on another day?

- No. Timetables are regulated by the exam boards and they must attend on the given date and time.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the designated area.
- The school do not accept responsibility for an items left in the designated area so they are advised not bring any valuables into school with them when they attend for an examination.
- No food is allowed in the exam room. Candidates may bring water in a clear bottle without a label.
- Mobile telephones, smart watches must not be brought into the exam room even if they are turned off.

Q. How do we know how long the exam is?

- The length of the examination is shown in minutes on the candidate's individual timetable under the heading 'duration'. Invigilators will tell the students when to start and finish the exam. The invigilators will write the finish time of the exam on a flip chart or board at the front of the exam room.
- The school may arrange for some candidates with special educational needs to have extra time to complete the examination. This will be detailed on their individual exam timetable.
- There will be a clock in all examination rooms.

Q. Can my son/daughter leave the exam early?

- It is a requirement of the exam boards that all candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. Can my son/daughter go to the toilet during the exam?

- If it is absolutely necessary. They will be escorted by an invigilator and will not be allowed any extra time.

Q. Why do we need to check the details on the Candidate Timetable/Statement of Entry?

- The details on your Candidate Timetable/Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause your son/daughter problems if they are asked to show their certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry they are entered for are correct and that no subjects are missing.

Q. What should we do if my son/daughter loses their exam timetable?

- Timetables will be displayed on the school website and on the notice board.
- Candidates should request duplicate copies of individual timetables from the exams officer.

EXAM TIPS FROM EXAMINERS

1. If you find that reading over revision notes just before an exam relaxes you, feel free to do so, but be aware that in most cases it could make you more nervous; any new information is not normally absorbed at this stage.
2. On the day of the exam, when you are told to turn the paper over, don't start writing until you have read the exam paper from cover to cover.
3. Mark the topics you wish to answer and concentrate on them. You should have an idea of how much time you are going to spend on each question, with the ones carrying the most marks being allocated the most time.
4. Remember that the exams are not set to trip you up, but are designed to allow you to show your knowledge of the syllabus. Be positive and have confidence in your ability.
5. Take time to consider the question. Look at where the marks are to be gained and allocate time appropriately (and stick to it). Many candidates spend too much time earning and re-earning small numbers of marks, thereby losing time for the heavier-tariff tasks. Remember, answering three questions fairly well is better than answering one very well and leaving two badly done. Underlining key words in the question may help to focus your mind and jog your memory.
6. Structure your answers by making an answer plan; writing this down will help.
7. Don't forget to refer back to the question to help ensure that you answer the question asked. The examiner can't give you marks for your knowledge and understanding of a topic if you don't answer the specific question properly. Make sure you don't answer the question you wish you'd been asked rather than the question in front of you! Try to read your answer through before moving on to the next question.
8. Concentrate on your punctuation, spelling and grammar. Remember that, while you will not be marked down for bad handwriting, if the examiner cannot read what you have written, then they can't give you the marks you deserve.
9. Try to relax, and keep an eye on the clock without checking it every five minutes. You need to leave time to complete each question and to read through your answers before the end of the exam.
10. Once you have finished the exam, don't worry about it and try to avoid comparing your answers with other students. Now the examiners' hard work begins!

"I find that the harder I work, the more luck I seem to have."

- Thomas Jefferson

All The Best !

EXAM TIPS: ADVICE FOR PARENTS

1. A dedicated quiet space with good natural light or lighting is best for studying, with no distractions. If you have other children who are not studying for exams, make sure that they know the importance of revision time.
2. Ensure that your son or daughter has one evening a week away from their studies. It's also important that they take regular breaks during the study periods.
3. Be around as a 'feeding station' – feed your child lots of healthy food and proper meals - not too many sugary snacks and junk food.
4. Offer to help with testing or ask if there is something that you can do for them.
5. Reassure them you are concerned about their welfare more than the results.
6. Know your son or daughter's revision timetable. Encourage them to tell you about what they are studying. If you know that they are not at their best first thing in the morning, encourage them to rest then and work when they are more lively. They should choose their weakest/sleepiest time of day to be sociable and go out, or watch TV at those times.
7. Know exactly the date, time and location for each exam and incorporate this into the revision plan. Make sure that they have the correct equipment they need for the exam (calculators, rulers etc). Know what they are not allowed to take in to the exam (mobile phones, pagers etc).
8. If your son or daughter has a medical condition, for example diabetes, make sure that the school knows about it. There are special considerations for some conditions.
9. If there is a family crisis, ensure that your son or daughter's teacher knows about it, since the additional stress can affect your child's exam performance.
10. Make sure that your child is using the internet to study and not as a resource to give the appearance of study!
11. Tell them that they can only try their best and even if they don't do as well as you'd hoped, you still love them just as much.