DUBAI BRITISH SCHOOL

EXAMINATIONS GUIDEBOOK FOR

STUDENTS AND PARENTS

2015-16

CONTENTS

	Page No.
Introduction & Information for candidates	2-4
Information for Candidates – Written Examinations	5
Information for Candidates – Coursework Assessments	6-7
Information for Candidates – Controlled Assessments	8-9
Guidance of the Examinations Process	
Before the Examinations	
Examination Entries	10
Candidate Name, Candidate Numbers, UCI Numbers	10
Invoicing, Late Entry Fees	11
Timetables	11
Exam Clashes	12
Changing or dropping subjects	12
Calculators	12
Equipment	13
EDMODO	13
During the Examinations	
Examination Regulations	14
Attendance at Examinations	14
Inside the Exam Room	15
Exam Timings	15
At The end of your Examinations	16
Disruptions during an Exam	16
Invigilators	16
Absence from examinations or Illness	17
Late arrival to an exam	17
After the Examinations	
Book Return	18
Notification of Results	18
Post Results & Certificate Collection	19-20
Frequently Asked Questions	21-24

INTRODUCTION

This guidebook is for students and parents of students who will be taking GCSE (Yr9 – Yr11) or GCE (Yr12 – Y13) examinations at Dubai British School. It is our aim to make the examination experience as stress-free and successful as possible. Hopefully, this booklet will prove to be informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

Examinations Officer Contact Information

Exam Officer: Mrs Kim Ward
Email: examinations@dubaibritishschool.ae
Tel: 04- 3619361 Ext. 629
Mobile number: (for emergencies during exam time only) 055 5717 551

Centre Numbers

Pearson (Edexcel) 91515
Pearson (BTEC) 91336
AQA 74066
WJEC 74066

Useful websites:

AQA : www.aqa.org.uk
EDEXCEL : http://qualifications.pearson.com/en/home.html
WJEC : www.wjec.co.uk

At DBS we offer I/GCSE, GCE (A-Levels) and BTEC examinations.

GCSE Qualifications

GCSE stands for General Certificate of Secondary Education and students generally prepare for GCSE examinations over Years 10 and 11
GCSE examinations are linear with examinations taking place at the end of the qualification (i.e. all exams completed at the end of Year 11).
Students will be entered for examinations in May/June of the academic year.
In addition to written examinations some GCSE subjects will have an element of coursework or a Controlled Assessment which is prepared in class but completed under examination conditions. Tasks are marked by our teachers then externally moderated by the examination board. All controlled assessments are completed before written examinations take place in May/June.
This year the grading system for GCSEs will follow 2 different grading outcomes:-
Most subjects will still be using the grading system of A* - G (A* being the highest) catering to all ability ranges.
Reformed subjects from September 2015 as stipulated by the UK Government reforms will be moving to a 9 – 1 grading system (9 being the highest) catering to all ability ranges.
For details on which subjects have been reformed please refer to our Option Booklet published on our school website:
http://www.dubaibritishschool.ae/images/content/pdf/DBS_GCSE_Options_Booklet_2015-16.pdf

For more information on UK GCSE reforms please visit:-
https://www.gov.uk/government/publications/get-the-facts-gcse-and-a-level-reform/get-the-facts-gcse-reform#what-new-gcses-will-look-like

GCE (AS and A-Level)

GCE stands for General Certificate of Education and is commonly known as A-levels.
GCE or A-levels are made up of AS (Advanced Subsidiary) and A2 (A-Level) subjects.
Students will study AS examinations in Year 12 and A2 examinations in Year 13.

In addition to written examinations some GCE subjects will have an element coursework or a controlled assessment unit which is prepared in class but completed under examination conditions. Tasks are marked by our teachers then externally moderated by the examination board. All material will be completed before written examinations take place in May/June.

In September 2015 many subjects will have been reformed to now have a stand-alone AS qualification (completed at the end of Year 12) and a stand-alone A-Level qualification (completed at the end of Year13). Please visit our school website and see our Sixth Form Option booklet for more information:-
http://www.dubaibritishschool.ae/images/content/pdf/DBS_Sixth_Form_Options_Booklet_2015-16.pdf

Subjects that have not been reformed will continue to offer AS exams at the end of Year 12 and A2 exams at the end of Year13. Any student wishing to re-sit an AS unit in Year 13 will only be able to do so in subjects that have not been reformed.
Examinations are taken in the summer (May/June) series.

For more information on A-Level reforms please visit:-
https://www.gov.uk/government/publications/get-the-facts-gcse-and-a-level-reform/get-the-facts-as-and-a-level-reform

BTEC

There are no written external examinations for BTEC subjects.
All units and work placements will take place during the duration of the course and will be marked and moderated by our staff.
Visiting inspectors will come to DBS twice a year to inspect students completed units before any marks can be awarded.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK.**

My contact information is listed at the start of this booklet should you wish to email me for further information.

The awarding bodies (examination boards) which set the examinations have strict criteria which must be followed for the conduct of examinations and DBS is required to follow them precisely. You should, therefore, pay particular attention to the Information for Candidates that is printed on the following pages.

Information for candidates
For written examinations – effective from 1 September 2015

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	**Regulations – Make sure you understand the rules**
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You **must not** take into the exam room: • **notes;** • **potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device.** **Any pencil cases taken into the exam room must be see-through.** **Remember:** possession of 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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You **must not** write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
B	**Information – Make sure you attend your exams and bring what you need**
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You **must** write in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	**Calculators, Dictionaries and Computer Spell-checkers**
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	**Instructions during the exam**
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	**Advice and assistance**
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	**At the end of the exam**
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

JCQ CIC

This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

This document tells you about some things that you must, and must not do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

"the work which you submit for assessment must be your own";

"you must not copy from someone else or allow another candidate to copy from you".

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:
(http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml), downloaded 5 February 2016.

You must also include a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you drew from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously**.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

JCQ CIC

This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates - controlled assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

"the work which you submit for assessment must be your own";

"you must not copy from someone else or allow another candidate to copy from you".

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:
(http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml), downloaded 5 February 2016.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

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- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

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Guidance on the Examinations Process

BEFORE THE EXAMINATIONS

EXAMINATION ENTRIES

All students will be given an individual exam timetable that will reflect every exam entry that they have been entered for. It is vital that each student checks the details carefully to ensure:-

- Their personal information is correct. (i.e. correct spelling of name, correct date of birth, gender)
- This information will be used by the exam boards to produce your certificates.
- Check that every exam you are wishing to sit is appearing on your timetable and that the correct level is indicated (i.e. Higher or Foundation for some GCSE subjects)

Exam entries are made well in advance of the actual exam dates. There are many reasons why examinations request this some of which are:-

- Exam boards need to know how many students are sitting each subject.
- The exam boards need to send out exam papers worldwide and once entries are made this allows them to prepare shipments to ensure papers are received well in advance of exam days.
- Subjects that have an element of coursework, once entries are made the exam boards are then able to send out the correct paperwork for schools to complete well before the actual written exams take place.

If any information on the timetable is incorrect your need to inform the Exam Officer immediately to avoid issues on the day of your exams

Candidates who decide to withdraw from an examination must inform their subject teacher at the earliest possible point.

Parents and candidates are reminded that NO REFUND will be issued should a candidate withdraw at a late stage or fail to attend an examination.

CANDIDATE NAME

Candidates are entered under the name format of Surname, Forename e.g., SMITH:MICHAEL

CANDIDATE NUMBERS

Each candidate has a four-digit candidate number. e.g 1234

This is the number each student will enter on their examination papers. Candidate numbers and Photo Identification cards are placed on each desk for each student in each examination room. Candidates need to ensure that they are seated at the correct desk and must check the ID is correct of their table.

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 exam timetable as well as on the Photo ID cards in each exam. This number will usually begin with the Centre Number (91515 for pupils registered at DBS) unless you have transferred from another school that has already issued your UCI. Your UCI is used for administration purposes and will remain the same for the duration of your secondary schooling. It also identifies you with each exam board for every exam you are entered for.

INVOICING

Entry fees are charged for each unit/paper for your chosen subject entry. These fees vary per subject and generally incur a slight increase every year from the examination boards.

Charges for **BTEC** are charged as a registration fee at the start of the course and cover all course material and Examiner Visits over the full 2 years of study.

Invoices listing all examinations entered for each candidate are issued once examination entries have been made.

Invoices must be paid to the Accounts Office (deadlines and payment information are outlined on the invoice). Failure to settle your exam fees may result in you not receiving examination results.

If you withdraw from an examination it may not always be possible to be issued a refund as there are strict cut-off dates from the examination boards for refunds/withdrawing from exams.

ALL EXAM FEES NEED TO BE PAID IN CASH, CHEQUE OR BANK TRANSFER. WE DO NOT ACCEPT CREDIT CARD PAYMENTS FOR EXAM FEES

RE-SITTING EXAMS

If you wish to enter for a re-sit for any exam that you have already taken the relevant re-sit form must be completed and signed by your subject teacher and parents before the entry will be made.

GCSE subjects are linear so you will need to re-sit the entire qualification and not only a single unit.

Please make sure that you adhere to the deadlines in order not to have to pay penalties for late entries.

LATE ENTRY FEES

Late fees will be incurred if any student wishes to be entered for an exam after the specified cutoff date given by the examination boards. Entry fees can be doubled or tripled by the examination board for late fee and high late fees depending on how late the entry is received by the exam board. The high late fee date is typically about two months before the examinations. 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 entry deadline, i.e. from Higher to Foundation or vice versa; will also incur costs as a High Late Fee as the examination boards will deem this as a Late Entry. You will be invoiced by DBS separately for any alterations as and when they occur.

TIMETABLES

Once your examination entries are confirmed, you will receive an individual printed timetable showing all examinations with details of date, times and duration of exam. **Please check this carefully**.

A notice board showing the full exam timetable is also available outside the Exam office on the First Floor. On the day of the exam, all information regarding timings, rooms will be displayed in the foyer on a white board.

If you think something is wrong on your timetable please come see Mrs. Ward in the Exams Office immediately.

EXAM CLASHES

Exam 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. You must check your timetable and see Mrs. Ward if you think there is a clash on your timetable that has not been resolved.

Students must be quarantined between the sessions if exam clashes occur. Students are not permitted any access to electronic devices or to have contact with any persons who have completed the examination during the quarantine period. They are permitted to have access to study books to revise as well as lunch or a snack but will remain under centre supervision until they finish all of their examinations on that day.

CHANGE OR DROPPING SUBJECTS

Students wishing to change subjects/exam module entries should discuss this with their subject teacher or Key Stage Leader. Key Stage Leaders must be notified of subject changes and will have the relevant documentation that needs to be completed before advising the Examinations Officer.

The same applies to students who wish to drop a subject and not continue that course of study.

CALCULATORS

The calculator that we recommend all students to purchase that will be allowed into any exam:-
CASIO Calculator that has NATURAL-V-.P.A.M. above the screen.

For A-Level students who wish to purchase a graphical calculator please see advice from the Mathematics faculty prior to purchasing.

It is advisable that all students purchase a calculator even if they are not studying a maths related subject. There are many subjects that require calculations in their exams.

All calculators are checked prior to entering the exam room to ensure that all saved formulas are removed. This is carried out by the Maths Dept and Exams Officer.

As there are so many makes/models of calculators available it is impossible for the exam boards to issue a definitive list of the models that are permissible, but here is a list of the calculators that **ARE PROHIBITED.**

Casio

Cfx9950g, Algebra FX2.0, Algebra FX2.0PLUS, ClassPad 300, ClassPad 300 Plus, ClassPad 330

Hewlett Packard

HP 40G, HP 40GS, HP 48G, HP 48G II, HP 49G, HP 49G PLUS, HP 50G

Texas Instruments

TI-89, TI-89(Titanium), TI 92, TI-92 PLUS, Voyage 200, TI-*n*spire CAS

EQUIPMENT

It is the student's responsibility to make sure that they have all the correct equipment for their examinations. All equipment must be in a clear see-through bag or zip lock bag. Check the regulations in the Notice to Candidates and the information at the start of this booklet for further information.

Mobile phones need to be switched off handed in to the Invigilator and are not allowed to be on your person at all.

EDMODO

All students **MUST** ensure that they have joined the examination group on Edmodo in order to receive relevant information about their exams as well as access to exam forms such as re-sitting of exams, requesting remarks or copy of scripts.

- Login to Edmodo at : http://dbs.edmodo.com
- Click on box : "I'm a student"
- Join examination group using code : **siyrca**
- Parents are able to join your child's account by using Parent code

PLEASE ASK YOUR CHILD TO GIVE YOU THIS CODE FROM THEIR EDMODO ACCOUNT

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

A copy of the "Information for Candidates", "Coursework and Controlled Assessment Notices" which are issued jointly by all the awarding bodies, are printed on pages 5-9 of this booklet. All candidates must read this 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 relevant awarding body.

ATTENDANCE AT EXAMINATIONS – Day of your exam

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. **Candidates must be in school a minimum of 15 minutes prior to the start time of their examination**. Please wait quietly until you are invited to enter the examination room by the examination invigilators.

Candidates who arrive late for an examination may still be admitted but may not receive any additional time (this is at the discretion of the Examinations Officer).

If special consideration applies then you must speak to the Examinations Officer (see **ABSENCE FROM EXAMINATIONS**).

Please take note of the following:-

- Full School Uniform must be worn by all candidates attending school for examinations.
- Do not attempt to communicate with or distract other candidates once you have entered the exam room.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- **Black ball point ink pens ONLY.**
- **Use of correction pens, highlighters or pale-coloured gel pens are not permitted on any of your answer booklets.**
- For Mathematics and Science exams, candidates should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. All covers or instructions must be removed and make sure batteries are new.
- Make sure that any watch alarms are turned off.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- Mobile telephones **MUST BE SWITCHED OFF (*NOT PUT ON SILENT)* AND HANDED IN TO AN INVIGILATOR UPON ENTRANCE TO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate awarding body. No exceptions can be made.
- Water in a clear bottle may be brought into the examination room. All labeling on bottles must be removed. All other food or drinks are not allowed into the exam room.
- **Do not draw graffiti or write offensive comments on examination papers – if you do, the awarding body may refuse to accept your paper**.

INSIDE THE EXAM ROOM

Listen carefully to instructions and notices read out by the invigilators. There may be amendments to the exam paper that you need to know about.

Check that you have the correct question paper – check the subject, paper and tier of entry, i.e. Higher or Foundation Level.

Read all instructions carefully and number your answers clearly.

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). You will not be allowed to leave an examination room before the earliest end times shown below.

EXAM TIMINGS

All GCSE and A-level examination timings are based on UK start times i.e. 9.00 a.m. for morning exams and 1.30 p.m. for afternoon exams (deviation of 30 minutes allowed either side of timings). Schools are unable to release candidates from examinations until one hour after the UK starting times.

For us in Dubai, this means that, during the summer exams series, candidates cannot be released from morning exams until 1.00 p.m. (2.00 p.m. during the winter exams session) and 5.30 p.m. for afternoon exams (6.30 p.m. during the winter exams series). Hence, a 2-hour morning exam in summer would start at 11.00 a.m. and finish at 1.00 p.m.; a 1-hour morning exam would start at 12.00 p.m. and end at 1.00 p.m., etc.

SUMMER TIMINGS – GCSE & A-Levels

Morning Exams Earliest possible End time	**Afternoon Exams** Earliest possible End time
1:00pm	**5:30pm**

WINTER TIMINGS – GCSE & A-Levels

Morning Exams Earliest possible End time	**Afternoon Exams** Earliest possible End time
2:00pm	**6:30pm**

NOTE:
IAL (International Advance Level) examination timings differ to A-Level exams. Morning exams will start between 9am and 9:30am and Afternoon exams are scheduled between 12:00 and 1:00pm.

AT THE END OF YOUR EXAMINATION

Once the time is up your invigilator will announce this and you must stop writing immediately.

Ensure that you have put your candidate information on the front page of your answer booklet.
All work must be handed in.

Remember to cross out any rough work.

If you have used more than one answer book or loose sheets of paper please ensure that you have written your name and candidate number on every additional sheet and that these are placed inside the front page of your original answer booklet. These will be secured using treasury tags by the exam officer once collected.

Absolute silence must be maintained whilst the invigilator collects your exam papers and answer booklets. Remember you are still under examination conditions until you have left the room.

Question papers and answer booklets or rough work must **NOT** be taken from the exam room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

DISRUPTIONS DURING AN EXAM

If the fire alarm sounds during an examination your invigilators will tell you what to do. **DON'T PANIC**.

If you have to evacuate the room you will be asked to leave in silence and in an orderly manner as advised by your invigilator. You will be escorted to the designated assembly point (in the car park).

- You do not join your tutor group.
- Leave everything on your desk.
- You must not attempt to communicate with anyone else during the evacuation.
- When you return to the exam room do not start writing until the invigilator tells you to do so.
- You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

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 examination. 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.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Candidates who are disruptive or behave in an unacceptable manner will be asked to leave the examination room by invigilators.

ABSENCE FROM EXAMINATIONS OR ILLNESS

If you experience difficulties during the examination period (e.g. illness, injury, or personal issues) please inform Mrs. Ward at the earliest possible point so she can help or advise you. If you need to contact Mrs. Ward on the day of the examination, please call the ***mobile number*** listed on the front cover of this booklet. **DO NOT CALL RECEPTION** as no one may be there to answer your call as many examinations run after school hours.

Special Consideration

Only in 'exceptional circumstances' where candidates have been absent for an examination, became ill during an exam or experienced sever distress during the time of assessment can an application for special consideration be considered. It is essential that medical or other appropriate evidence is obtained by the candidate/parent and given to the Mrs. Ward without delay in all cases where an application is to be made for special consideration.

What is Special Consideration?

Special Consideration is a post-examination adjustment to the marks or grades of a candidate to reflect temporary illness, temporary injury or other dispositions at the time of the exam/assessment, which has had or is likely to have had a material impact on a candidate's ability to take an exam/assessment.

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 or injury, bereavement, domestic crisis. 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.

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 50% of the examination (including coursework) must have been completed.

LATE ARRIVAL TO AN EXAM

We cannot and do not wait to start exams for any students who are late. Students must ensure that they have carefully read their timetables issued to them.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence or late arrival.

It is the students' responsibility to ensure they are aware of their exam dates and timings.

AFTER THE EXAMINATIONS

BOOK RETURN

All text books must be returned to the school during the summer examinations series. Candidates can return all text books on their final exam date or after each subject exam. Books can be put into the drop box outside the main library or they can be given to the invigilator after the end of each exam.

NOTIFICATION OF RESULTS

Results will be available for collection as per the table below:

EXAMINATIONS SERIES	QUALIFICATION	RESULTS DATE
November 2015	**GCSE - Maths Re-sits**	**Thursday 8 January 2016**
January 2016	**IGCSE & IAL Level**	**Thursday 3 March 2016**
Summer 2016	**A-Levels**	**Thursday 18 August 2016**
Summer 2016	**GCSE**	**Thursday 25 August 2016**

RESULTS WILL NOT BE EMAILED TO PARENTS

Exam Results can be obtained online via ISAMS from 9.00 a.m. UAE time.

Alternatively you may wish to come to DBS to collect your result slips from 9.00am onwards

POST RESULTS

Senior Staff will be in school on Results Day in August to give advice on all issues relating to results.

Enquiries About Results (EARs): Clerical Checks and Review of Marking Services are available following the issuance of results. Please pay attention to posted deadlines as there are no exceptions.

NOTE : Candidate Grades/UMS scores can go up or down when requesting these services

SERVICE	Details	DEADLINE	Timeframe
EAR1	Constitutes check of all clerical procedures which lead to the issue of a result. This service includes the following checks: - All parts of the script have been marked - The totaling of marks - The recording of marks - The application of any adjustments - The application of grade thresholds if requested, a copy of the reviewed script(s) for those Components included in ATS.	20 Sept.	20 days from request
EAR2	This Service will include: the clerical checks (EAR 1 Service) the review of marking of units/components by a senior examiner if requested, a copy of the reviewed scripts(s) for those components included in ATS. A fee is levied for this additional service.	20 Sept	30 days from request
EAR2P	**This service is only available for A-Level** The post-result review of marking service offers the same as outlined above but the exam boards aim to complete the enquiry within 18 days of acknowledging the request.	22 Aug	18 days from request
ATS	This service includes a **copy of the script**, sent either electronically as a pdf. or as a printed hard copy. The service is not for students with university places at risk and who require an urgent re-mark (**EAR2P)**. Copied scripts are only available for A-Level. Once scripts have been dispatched or emailed, we are unable to cancel or refund the application. Scripts marked online will not have comments on them, but if you request a script after a re-mark **(EAR2)** you may see annotations made by the Senior Examiner) **This service is not available for GCSE level**	4 Oct.	Anytime from request date to November
ATSO	This service includes the original script. Once an original script has been returned to you its security is compromised and it can no longer be subject to an enquiry or investigation. Original scripts will not be made available before the deadline for receipt of EAR1 or 2 enquiries. You can request copies of reviewed scripts at the same time as requesting an EAR 1 or 2.	4 Oct	Anytime from request date to November

In order to proceed with any post result request, the application form must be fully completed and signed. The completed form and payment should be taken to Accounts who will then stamp your form. The stamped form must then be given directly to the Exam Officer for processing.

The application form is available on the School Communicator – Resources section – Examinations and is also available on EDMODO to all students

Please ensure that you pay attention to the appropriate deadlines for the service you are requesting.

CERTIFICATE COLLECTION

For candidates who have completed a qualification, certificates from the appropriate awarding body will be issued and are **available in early November.**

GCSE students will receive their certificates during the awards evening held during Term 1.

If you are no longer in the UAE and are unable to collect your certificate in person you must email: examinations@dubaibritishschool.ae indicating how you wish to receive your certificates (e.g., courier, etc.).

Your certificate is a valuable document and you should keep it safe. Employers and admissions officers at colleges and universities may ask to see your certificates to prove which awards you have achieved.

DBS is only obliged to keep certificates for a period of one year after issue. The awarding bodies advise that all uncollected certificates should be destroyed. If you do not collect your certificates within this time (or if you lose your certificates), they can only be replaced by direct application to the appropriate awarding body and at significant cost to you.

The replacement will be in the form of a Certifying Statement of Results (not a certificate). A Certifying Statement of Results is an official copy of the examination results held by the awarding body. The awarding body cannot issue a replacement certificate. You are therefore urged to collect your certificates as soon as possible and to keep them safely.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

R. 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. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

R. Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

Q. What do I do if I have an accident or fall ill before the exam?

R. Inform Mrs. Ward at the earliest possible point so she can help or advise you. In the case of an accident which prevents you from writing it may be possible to provide you with a scribe/laptop 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 information on Special Consideration in the booklet).

Q. What do I do if I feel ill during the exam?

R. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and inform the examinations officer if you feel this may have affected your overall performance.

Q. If I'm late can I still sit the examination?

R. Provided you are not more than 1 hour late and arrive before the examination is finished, it is still possible for you to sit the examination. You must contact Mrs. Ward on her mobile as soon as possible if you know you will be late for an exam.

You should get to the school as quickly as possible and report to Mrs. Ward who will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun. It may not always be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than one hour after the published starting time, the school must inform the awarding body and it is unlikely that the awarding body will accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

R. No. Timetables are regulated by the awarding bodies and you must attend on the given date and time.

Q. Do I have to wear school uniform?

R. Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

R. Candidates are encouraged to assemble an Exam Pack prior to the start of the examination period and designate it for exam use only. This Exam Pack should be a clear pencil case or clear plastic bag (e.g., Ziploc bag) which will contain everything you will need for all of your exams. Suggested contents of the Exam Pack are as follows:

- **two black ink or ballpoint pens (minimum)**
- **two 2B pencils**
- **eraser**
- **pencil sharpener**
- **approved calculator**
- **30 cm ruler (marked with cm and mm)**
- **Full Math set**
- **highlighters (*for use on question papers only*)**
- **coloured pencils**

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

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

R. Only material that are listed on the question papers (e.g., an anthology book, data booklet) are permitted in the examination room and candidates 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 outside of the examination room. Do not bring any valuables into school with you when you attend for an examination.

Mobile telephones must be switched off and turned in upon entry into the exam room.

Q. Why can't I bring my mobile telephone into the exam room?

R. Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3 players) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The **minimum** penalties are as follows:

Device found on you and turned ON - disqualification for the entire subject award.

Device found on you and turned OFF - disqualification from the specific paper you are sitting at the time.

Phone rings during the exam wherever it is in the room - the awarding body must be informed and you will be disqualified from all papers for the subject (including any already taken).

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

R. The length of the examination is shown on your timetable. Invigilators will tell you when to start and finish the exam. The start and finish times for your exams will also be clearly written on the board at the front of the exam room. There will always be a clock in all examination rooms.

Q. Can I leave the exam early?

R. Candidates may not leave the exam room early if they have finished the examination unless permission is granted by the invigilator. Candidates may not leave within the last 15 minutes of an exam as this is disruptive to other candidates.

Q. Can I go to the toilet during the exam?

R. Yes if it is absolutely necessary. You will be escorted by an invigilator/Exam Officer and will not be allowed any extra time.

Q. What do I do if the fire alarm goes?

R. Your invigilator will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. If I have more than one exam on a day can I get lunch at school?

R. Candidates who have examinations with no clashes in both morning and afternoon sessions may obtain lunch from the Canteen in the usual way or bring a packed lunch.

Candidates with clashes in their timetables, and who need to be supervised between exams will not be permitted to go to the Canteen. These candidates are encouraged to bring a packed lunch. The Canteen will not be open for examinations scheduled on a Friday.

Q. Why do I need to check the details on my Timetable?

R. The details on your timetable will show you exactly what units per subject you are entered for and will also show you what tier you have been entered for.(i.e. Foundation or Higher for GCSE subjects)
You should check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

R. Some candidates receive an allowance of up to 25% extra time as assessed by the Head of Extended Learning. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilator will include the additional time when they display the finishing time of the exam on the board.

Q. What do I do if I don't get the grades I need for college/university?

R. Senior staff will be available to advise you on Results Day in August. If you feel strongly that it is necessary to make an enquiry about your result you should obtain the necessary form for requesting a re-mark.

You should be aware that your marks can go down, or up or even stay the same. Re-mark requests must be submitted to the Examinations Officer by the date specified.

The relevant Remark form must be completed and return together with your payment before requests are sent to the examination boards**.**

Q. Can I re-take a GCSE examination?

R. If you wish to re-sit a GCSE you will have to re-sit the entire qualification, i.e. all the units the make up the subject. GCSE are now linear subjects and this now means that all exams need to be taken in the same exam cycle, eg. June of each year.

For GCSE Maths student who sat the exam in the previous June will be able to re-sit this exam in November and for IGCSE English Language this will be in January of each year.. All other re-sits are only available in the May/June exam series.

Q. Can I re-take a AS-Level examination?

R. You will only be able to re-take an AS-level unit if your subject has **NOT** been reformed and does not now have a stand-alone AS Level qualification.

Please consult the DBS Sixth Form option booklet for information on which subjects have been reformed to now have stand-alone AS qualification and A-Level stand-alone qualifications.