



# **GUIDANCE FOR STUDENTS & PARENTS**

## **IGCSE/GCSE/GCE EXAMINATIONS**

**Centre Name: Doha British School**

**Centre Number: 96710**

**Examinations Office: 40198008**

**[mayada.ebrahim@dohabritishschool.com](mailto:mayada.ebrahim@dohabritishschool.com)**

**Examinations Officer: Mayada Ebrahim**

**Head of Centre: Terry McGuire**

**Head of Secondary: Stuart Shelton**

## Introduction

The examination season can be a stressful time for both students and parents. It is our aim to make the experience as smooth and successful as possible for everyone involved. The purpose of this document is to familiarise students and parents with the expectations and procedures, as well as answer any possible questions that may arise.

The Joint Council for Qualifications (JCQ) sets strict criteria for the examinations to which the school and the students must adhere to. Students and parents are to make sure that particular attention is made with regards to all of the information provided within this document.

It is the responsibility of the Exams Officer (Mrs Mayada Ebrahim) to administer all public exam arrangements and oversee candidates during the examinations. Secondary teachers will also act as invigilators throughout the examinations. All invigilators are under the guidance of Mrs Ebrahim and must follow the strict criteria set out by the awarding bodies.

## Coursework and controlled assessments

The main period for the examinations is from May until the end of June. Prior to this, some subjects may have had an element of coursework within the syllabus which needs to be completed, marked and assessed by subjects teachers. This may be written, practical or oral. The school has strict deadlines to adhere to for the submission of coursework. If students do not complete a piece of coursework in time for the subject deadline then marks will be reduced for that section and will consequently result in a lower overall grade in that specific course.

## Candidate number

Students will be allocated a four digit candidate number by the school. This will be written on the top right-hand side of the specific student's statements of entry. Students must make sure that this number is memorised as it will be required to complete all of the exam papers. An individual I.D. card, photograph and candidate number will be placed on each desk in the examination room.

## School uniform

Full school uniform must be worn by all students attending the school for examinations. Students who are not following the school uniform expectations will not be permitted to sit the exam. Wrist watches must be taken off and placed on the front of the desk. Smart watches must not be brought into the examination room. No jewellery should be worn as per the school uniform policy. If a student wishes their shirt to be signed then they must use a spare one.

## Materials and equipment

During the examinations, students will need to bring a clear pencil case or wallet containing the following items:

- ✓ 2 black pens
- ✓ 2 pencils
- ✓ A ruler
- ✓ A protractor
- ✓ A compass
- ✓ An eraser
- ✓ A calculator (*calculators are only allowed for certain examinations - all calculator covers and instructions must not be taken into the examination room*)
- ✓ Water in a clear plastic bottle is allowed (*the label must be removed*)
- X Blue pens **cannot** be used

All items of equipment must be visible to the invigilator at all times. Students must not bring any closed cases or other containers into the examination hall, e.g. a metal container to store mathematical equipment.

## Prohibited items

Examination regulations are very strict regarding items that may be taken into the examination room. Possession of these items is considered a serious breach and can lead to disqualification from one or even all of the examinations:

- X Mobile phones
- X Electronic devices, smart devices or other wearable technology
- X Digital watch with remote access and/or storage facilities
- X Chewing gum
- X Food
- X Packaging labels, paper, resources, notes (any form) or similar.

Mobile phones must be **SWITCHED OFF** (not put on silent) and, as with other prohibited items, stored with the invigilator upon entrance to the examination room. If a mobile phone or any other type of electronic device is found in a student's possession during an examination (even if it is switched off) it will be taken from them and a report has to be made to the examining board. **No exceptions can be made.**

## Malpractice

Malpractice is the term used for any breaches of the regulations. The Exams Officer is required to inform the awarding bodies of any suspected irregularities during examinations. The exam board will then decide if any action is needed. If found guilty then a student will lose marks; may be disqualified completely from the examination or all of their examinations; and, in extreme cases, forbidden to sit any form of examination for a period of time.

## Behaviour and expectations

Students must not communicate in any way with others once on route to the examination area (corridor and stairs) and also whilst inside the examination room. Doing so may result in exclusion from sitting the examination and/or the information being recorded for the exam board to act upon. When leaving the examination room, students must remain in silence until outside the building. Be aware that students must remain silent whilst exiting through the building using the stairs and/or corridors.

Students must not draw graffiti or write offensive comments on examination papers - in this case the examining board may refuse to accept the paper. Students must not write on the examination desks. This is regarded as vandalism and will result in an invoice being issued for any damage or rectification. Writing on any part of the body is also not permitted and will be regarded as malpractice - both before or during an examination.

The Exams Officer or Head of Centre are legally obliged to remove any candidates who are being disruptive to prevent other candidates from being disadvantaged or compromised.

## Absence

If a student cannot attend an exam then notification will need to be given to the Exams Officer as soon as possible. In exceptional circumstances the school can apply for 'special consideration'. Misreading a timetable is not an acceptable explanation for absence. Parents and candidates are reminded that no refund will be issued should a candidate fail to attend an examination.

If a student becomes ill during the examination then a medical certificate must be provided with an accompanying letter from a registered Doctor to enable the Exams Officer to apply for special consideration. The Exams Officer must be made aware of the illness on the day of the exam and any supporting documentation must be submitted to her as soon as possible. Special consideration cannot be guaranteed and no feedback is provided by the awarding bodies.

## Late arrivals

If a student will be late then the school must be contacted immediately and a request made to inform the Exams Officer. If a student is late by 30 minutes or more then the awarding bodies will need to be informed and the paper may not be accepted. **Under no circumstances will a candidate be allowed to sit the exam if it has finished.**

## Before the examinations

The majority of morning examinations start at 10:30am and afternoon examinations start at 3pm. Students must arrive 30 minutes before each exam (i.e. 10am and 2:30pm). The start times may vary for some examinations so students must check their exam schedule for the correct times allocated to each paper. It is the student's responsibility to inform Mrs Ebrahim if there are any exam clashes for any of their examinations - AS, IGCSE or GCSE.

Students must always sign in at reception when attending school and sign out when leaving the premises.

When arriving 30 minutes before an exam, students are to go directly to the Sixth Form common room (upstairs next to W40). They should be directed towards the Sixth Form entrance alongside the main gate car park and avoid transition through the school corridors. Students are not permitted in the Sixth Form common room at any other time and must attend normal timetabled lessons if attending school prior to this. Students must wait in a calm and orderly manner when in the Sixth form common room area and await staff instructions.

If students arrive more than 30 minutes before an exam then they must sign in and attend their regular subject lesson until they are permitted to enter the Sixth Form common room. They can enter via the field entrance or main Sixth form entrance.

Students must wait in the Sixth Form common room and await staff instruction to enter the hall in seating order. As per examination rules and expectations, students must wait to be called and walk to the hall in silence.

Students should email their teacher in advance if they have specific subject queries, or are hoping to attend their timetabled subject lesson, during the examination period. Students are not permitted to use classrooms or the library without a supervising member of staff.

## During the examinations

If attending school before or between examinations then students must attend their timetable lessons to be supervised and in this time they can revise independently. Students who chose to attend from the start of the school day must register with their Tutor if they are in school from 7:10-7:30 (8:00-8:15 Ramadan) and follow all of their normal timetabled lessons and breaks until they can enter the Sixth Form common room (30 minutes before the exam). Students who arrive after Tutor time must sign in at reception and make their way to their normal timetabled lessons.

Teachers should be available for their normal Y11 timetabled lessons for supervision. Where this is not the case another member of staff within the department will supervise any students that have attended that lesson. Students are not to use the library unless supervised by their timetabled teacher.

Students must not use the canteen outside of their timetabled lessons. During Ramadan the canteen will not be providing food or drink.

## Fire Alarm

If the fire alarm sounds then candidates must remain seated and wait from instructions from the invigilators. Students are to close their examination paper and leave everything on their examination desk. **Papers must be kept on the desk and not taken from the room.** The invigilators will evacuate the candidates, and all present must leave in silence. Students must not attempt to communicate with anyone else during the evacuation - this includes staff. When candidates return to the examination room they will be given the remaining time in full to complete the paper, but must not commence writing until instructed to do so by an invigilator.

## After a morning exam

Students can leave the school premises by signing out. However, once signed out a student will not be permitted to re-enter unless there is an afternoon exam. In this case, please refer to the 'If a pupil has both a morning and afternoon examination' section below. Students who choose to remain in school must attend their timetabled lessons as normal.

## After an afternoon examination

Students must leave the school premises immediately after the afternoon exam and wait outside the front gates. Students are not permitted to wait inside the school facilities and must ensure that they have arranged adequate collection.

## If a student has both a morning and afternoon examination

Students are permitted to leave school immediately after their morning exam. However, if they choose to do this then they will not be permitted to re-enter the school premises until 2:30pm. Exceptions to this may be organised revision sessions or pre-arranged meetings with members of staff. All students must arrive 30 minutes prior to the start of their afternoon exam.

If the morning exam finishes after break 2 (12:30pm) then students are permitted to use the main canteen or attend supervised revision sessions until 30 minutes before the start of their next exam (2:30pm). During Ramadan the canteen will not be providing food or drink.

Students must leave the school premises immediately after the afternoon exam and wait outside the front gates of the school. Students are not permitted to wait inside the school facilities and must ensure that they have arranged adequate collection.

## Ramadan lesson times

Sunday 28th May 2017 until Thursday 23rd June 2017

Lesson	Timing
Registration	8:00-8:15
1	8:15-9:05
2	9:05-9:55
Break	9:55-10:10
3	10:10-11:00
4	11:00-11:50
Lunch	11:50-12:10
5	12:10-13:00

## Book and resources return

The Year 11 Clearance Form - May/June 2017 is attached in the back of these instructions. This must be completed and submitted to Mrs Mayada once a student has finished all their examinations. Failure to do so will result in a delay in receiving results. This can be completed in parts at any point during the examination period and it is strongly advisable not to leave all the form administration until the last week of term.

All books must be returned to the student's individual teachers in person and signed accordingly. Lost books and resources must be paid for if missing or damaged. Finance will provide a receipt via the Procurement and Resources department.

Once all of the books and resources have been returned to the school, cleared from Finance, Resources, the library then students will be given their unique login information to access their results. Students will not be able to access their results or certificate without this unique code authorised by the school.

## Results

The results for GCE, IGCSE and GCSE will be available at school on the following dates:

- Pearson GCE/AS: 17<sup>th</sup> August 2017
- Pearson IGCSE and GCSE: 24<sup>th</sup> August 2017

All certificates will be issued by 31st October 2017. The school does not keep a copy of each student's login information as it is confidential. If a student has lost their login information please contact the Examination Officer Mrs Mayada so as a new one can be generated.

Hopefully students and parents have found this document both informative and helpful. All students and parents must ensure that it is read carefully and fully understood. If there is anything that needs further clarified or there are any other specific examination questions then parents or students are encouraged to contact either Mr Anthony Zokas or Mrs Mayada as soon as possible. Mrs Mayada (Exams Officer) can be contacted by phone 40198008 or

email [mayada.ebrahim@dohabritishschool.com](mailto:mayada.ebrahim@dohabritishschool.com).

**Remember that we are here to help and good luck with all the examinations!**