



**KENT COLLEGE**  
**DUBAI**

**EXAMINATIONS GUIDEBOOK FOR**

**PUPILS AND PARENTS**

**2021-2022**

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## INTRODUCTION & INFORMATION FOR CANDIDATES

This guidebook is for parents and pupils who will be taking GCSEs (Yr9 – Yr11) or A-Levels (GCE) (Yr12- Yr13) examinations at Kent College Dubai. 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 Manager Contact Information

Exam Manager: Mr Alexis Chéneau-Château

Email: [exams@kentcollege.ae](mailto:exams@kentcollege.ae)

### Centre Numbers

Pearson (Edexcel): 90626

AQA: 74588

### Useful websites:

AQA : [www.aqa.org.uk](http://www.aqa.org.uk)

EDEXCEL : <http://qualifications.pearson.com/en/home.html>

At Kent College Dubai we offer (i)GCSE, (i)AS & AL, BTEC and IB qualifications.

### (i)GCSE Qualifications

GCSE stands for General Certificate of Secondary Education and pupils are prepared for GCSE examinations over a two-year period (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). Pupils will be entered for examinations in May/June of the academic year.

In addition to written examinations some subjects will have an element of coursework or a controlled assessment which is prepared in class but completed under examination conditions. Some tasks are marked by our teachers then externally moderated by the examination board. Others are done under a controlled environment and then sent to the exam board for marking. All controlled assessments are completed before written examinations take place in May/June.

The grading system for GCSEs caters to all ability ranges and are graded using the new 9 – 1 system.

Some subjects offer the international version of a qualification - it carries the same weighting as their GCSE equivalents but may have slightly more internationally-minded content (for example, World History compared to a more British focus within GCSE).

## **GCE (AS and A Level)**

GCE stands for General Certificate of Education and is commonly known as A Levels.

In addition to written examinations some GCE subjects will have an element of 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. Others are done under a controlled environment and then sent to the exam board for marking. All material will be completed before written examinations take place in May/June.

Some subjects have a stand-alone AS qualification and a stand-alone A Level qualification. Pupils will be entered to sit the new stand-alone full A Level qualification at the end of Year 13, covering all material studied in both Year 12 & Year 13.

IAL or International Advanced Level are subjects offered by Edexcel which allow pupils to sit exams in November, January and June each year. These can be undertaken during Year 12 and Year 13. Both AS and A Level qualifications are available in the subjects offered on these courses.

## **INFORMATION FOR CANDIDATES - WRITTEN EXAMINATIONS**

[Link to the JCQ official documentation](#)

## **INFORMATION FOR CANDIDATES - NON-EXAMINATION ASSESSMENTS**

[Link to the JCQ official documentation](#)

## **INFORMATION FOR CANDIDATES - COURSEWORK ASSESSMENTS**

[Link to the JCQ official documentation](#)

# GUIDANCE OF THE EXAMINATIONS PROCESS

## BEFORE THE EXAMINATIONS

### EXAMINATION ENTRIES

All pupils will be able to access via the Student Portal their individual exam timetable that will reflect every exam that they have been entered for. It is vital that each pupil 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 they are sitting has been recorded on their timetable and that the correct level (where applicable) is indicated (i.e. Higher or Foundation for some GCSE subjects)

Exam entries are made well in advance of the actual exam dates. For the May/June exam series these are done by the end of February of each year.

There are many reasons why examinations request this some of which are:

- Exam boards need to know how many pupils are sitting each subject.
- The exam boards need to send out exam papers worldwide. Entries are required very early to allow them to prepare shipments to ensure papers are received well in advance of exam days.
- Subjects that have an element of coursework or controlled assessments; 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 your timetable is incorrect you need to inform the Exam Manager immediately to avoid issues on the day of your exams.

Candidates who decide to withdraw from an examination must inform their subject teacher and the Exams Manager 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

It is important that pupils become familiar with their candidate number as this will remain the same for their entire GCSE and A-Level examinations.

Pupils will write this number onto every examination paper, coursework or controlled assessment that they submit to the exam board. Candidate numbers and Photo Identification cards are placed on each desk for each pupil in each examination room. Candidates need to ensure that they are seated at the correct desk and must check the ID is correct on 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. This number will begin with the schools' centre number 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 subject you are taking. These fees vary per subject and generally incur a slight increase every year from the examination boards.

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

Invoices must be paid to the Accounts Office well in advance of the start of the exam series. 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, CREDIT CARD OR BANK TRANSFER.**

## LATE ENTRY FEES

Late fees will be incurred if any pupil wishes to be entered for an exam after the specified cut-off 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. It is important therefore that any changes are notified to the school as soon as possible.

Pupils 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 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 such as the date and start times for each of your exams. **Please check EVERYTHING this carefully.**

**If you think something is wrong on your timetable, please come see Mr Chéneau-Château 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 exams are timetabled at the same time. We will make special timetable arrangements for these candidates. You must check your timetable and see the Exams Manager if you think there is a clash on your timetable that has not been resolved.

Pupils will be quarantined between the sessions if exam clashes occur. Pupils 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 food and drinks, but will remain under centre supervision until they finish all of their examinations on that day.

## CHANGE OR DROPPING SUBJECTS

Pupils wishing to change or drop subjects after exam entries have been done will need to notify the Deputy Head of Senior School immediately as well as the Exams Manager.

## EQUIPMENT

It is the pupils' 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.

Mobile phones need to be switched off handed in to the Invigilator and are **not allowed** to be on your person at all. All watches will be removed from pupils prior to entering the exam room.

# **GUIDANCE OF THE EXAMINATIONS PROCESS**

## **DURING THE EXAMINATIONS**

### **EXAMINATION REGULATIONS**

All candidates must read “Information for Candidates- written examinations”, “Information for Candidates- non-examination assessments” and “Information for Candidates- Coursework assessments” 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 20 minutes prior to the start time of their examination.** Please wait quietly until you are invited to enter the examination room by the invigilators.

Candidates who arrive late for an examination will still be admitted.

If “special consideration” applies, then you need to speak to the Examinations Manager (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 ziplock 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.



- **NO Watches** to be worn in the exam room.
- 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 labelling on bottles must be removed.
- **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 schools in Dubai, this means that, during the summer exams series, candidates cannot be released from morning exams until 1.00 p.m. and 5.30p.m. for afternoon exams.

## **GUIDANCE OF THE EXAMINATIONS PROCESS**

### **AT THE END OF THE EXAMINATIONS**

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 and on any additional sheets that you have used to be submitted with 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.

- 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 the Exam Manager at the earliest possible point so we can help or advise you

## **SPECIAL CONSIDERATION**

Only in 'exceptional circumstances' where candidates have been absent for an examination, became ill during an exam or experienced severe 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 Exams Manager 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 Manager as well as the Deputy Head and Head of Senior School 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 pupil 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 pupils who are late. Pupils 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 pupils' responsibility to ensure they are aware of their exam dates and timings.**

## **GUIDANCE OF THE EXAMINATIONS PROCESS AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

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

EXAMINATION SERIES	QUALIFICATIONS	RESULTS DATE
October 2021	iAL & A-LEVEL	Thursday 16th December 2021
January 2022	iGCSE & iAL	Thursday 3rd March 2022
Summer 2022	A-LEVEL	Thursday 18th August 2022
Summer 2022	GCSE	Thursday 25th August 2022

### **RESULTS WILL NOT BE EMAILED TO PARENTS**

**Exam Results can be obtained online via  
ISAMS from 11.30 a.m. UAE time.**

**Alternatively, you may wish to come to Kent College Dubai  
to collect your result slips  
from 11.30am onwards**

### **POST-RESULTS SERVICES**

This section will be updated once the examination boards have finalised their processes for the upcoming exam series.

### **CERTIFICATE COLLECTION**

Exam Series	Certificates sent to Schools
Autumn	End of April
January	Beginning of June
Summer	Early November

If you are no longer in the UAE and are unable to collect your certificate in person you must email: [exams@kentcollege.ae](mailto:exams@kentcollege.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.

Kent College Dubai 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 the Exams Manager at the earliest possible point so they 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. Yes, it is still possible for you to sit the examination. You must contact the Exams Manager 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 the Exams Manager who will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun.

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 they may refuse 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 pupil 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. Wrist watches will also be removed from all candidates prior to entering 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, MP3/4 players, smartwatch or wrist watch which has a data storage device) is regarded as cheating and is subject to severe penalty from the awarding bodies.

**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 go to the toilet during the exam?**

R. Yes, if it is absolutely necessary. You will be escorted by an invigilator/Exam Manager 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. 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 Learning Support. 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-view.

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

The relevant Review form must be completed and returned 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 that make up the subject. GCSEs are linear subjects which means that all exams need to be taken in the same exam cycle, e.g. June of each year.

For pupils who sat the exam in the previous June there will be opportunity to re-sit your IGCSE English Language, IGCSE Maths in January of each year. All other re-sits are only available in the May/June exam series.