MAMOURA

BRITISH ACADEMY

EXAMINATION POLICY

Policy Issued	August 2020
Policy Updated	November 2026
Next Review	August 2027
Lead Professional	Head of Secondary
SGG Ratification	NA

Rationale
Mamoura British Academy is committed to ensuring that the examinations administration process is run effectively and efficiently and in compliance with the published JCQ regulations, ADEK policies and awarding body requirements.

This policy will ensure that:

- exams and assessments are conducted according to JCQ and awarding body regulations, maintaining the integrity and security of the examination/assessment system at all times
- candidates and parents understand the exams process, what is expected of candidates and the fees charged
- examination fees are charged to parents fairly, transparently and consistently

This policy is reviewed annually to ensure that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy is reviewed annually to ensure compliance with current regulations

Policy References

This policy is written in conjunction with:

- ADEK Assessment Policy 2026–2027
- ADEK School Inclusion Policy 2026–2027
- ADEK School Student Behaviour Policy 2026–2027
- JCQ General Regulations for Approved Centres, 1 September 2026 to 31 August 2027
- JCQ Instructions for Conducting Examinations, 1 September 2026 to 31 August 2027
- JCQ Access Arrangements and Reasonable Adjustments, 1 September 2026 to 31 August 2027
- JCQ Suspected Malpractice: Policies and Procedures, 1 September 2026 to 31 August 2027
- JCQ AI Use in Assessments: Protecting the Integrity of Qualifications
- JCQ Information for Candidates documents
- Pearson Edexcel and BTEC fee schedules and Information Manual 2026/2027
- MBA Plagiarism Policy 2024–2026
- Mamoura Candidate Exam Handbook 2026–2027

Key Staff

Role	Name
Head of Centre	Douglas Pettitt
Head of Secondary	Emma MacDonald
Examinations Officer	Little Flower Thomas
SENCo	Rachael Heathcote
BTEC Lead Internal Verifier	Ashleigh Dabell

All examination enquiries should be made to the Examinations Officer through the school office. Parents and candidates should not contact Pearson or JCQ directly: the awarding body deals only with the school as the examination centre.

Purpose of the Policy

This policy sets out how Mamoura British Academy manages external examinations and assessments, and what candidates and parents can expect at each stage: entries and fees, preparing for exams, exam conduct, and results. Detailed internal procedures for staff, invigilators and the secure handling of examination materials are maintained separately by the Examinations Officer in line with JCQ requirements.

Qualifications Offered

MBA is an approved Pearson centre (centre number 90566) and offers:

- Pearson Edexcel International GCSE (linear and modular), with examination series in November and June
- Pearson Edexcel International AS and A Level (IAS/IAL), with unit examinations in October, January and June
- Pearson BTEC International Level 2 and Level 3 qualifications, which are mainly internally assessed and externally quality assured by Pearson

Private candidates are not permitted at Aldar Academies. The only candidates who may resit examinations at MBA are former candidates of the centre.

ADEK Mandated Guidance Aligned to the Administration of Examinations

Internal and External Assessments

MBA is required to implement both internal and external assessments designed to improve teaching and learning outcomes. This includes the administration of ADEK-mandated standardised assessments.

Accommodations and Modifications

MBA will provide necessary accommodations and modifications for students with additional learning needs to ensure fair assessment practices, in accordance with the ADEK School Inclusion Policy.

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Examination Procedures
MBA trains invigilators to monitor exams effectively and identify any potential misconduct. Specific penalties for examination misconduct are outlined in the ADEK School Student Behaviour Policy, and violations must be reported to ADEK.

Data Security and Sharing
The integrity and security of assessment-related data are upheld according to federal laws concerning data protection. MBA will not share student data with third parties without consent, other than with awarding bodies as required to enter and certificate candidates.

Communication of Results
MBA will communicate assessment results to students and parents, ensuring transparency and facilitating understanding of the assessments' implications on further learning.

Study and Examination Leave
MBA will grant study leave for exam preparation for students in Years 11 and 13, up to a maximum of four weeks, and examination leave, if approved by ADEK.

Entries

- Heads of Department confirm the subjects, tiers and units for each candidate, and the Examinations Officer submits entries to Pearson by the published deadlines.
- Each candidate receives a statement of entry to check. Candidates and parents must inform the Examinations Officer of any errors by the date given; after that date entries are assumed to be correct.
- Resit entries are confirmed by Heads of Department in September/October and November/December, using the same process as the main summer entries.
- BTEC learners on programmes that follow the academic year are registered with Pearson by 1 November of their first year of study.
- The Examinations Officer publishes internal deadlines in advance of Pearson's deadlines (see Appendix 2) so that entries can be made without late fees.

Examination Fees

How fees are calculated
MBA charges parents the entry or registration fee published by Pearson for each qualification, unit or module, plus a **15% centre administration charge**. Pearson publishes its fees in pounds sterling (GBP); parents are invoiced in UAE dirhams (AED) at the exchange rate applied by the school's Finance department on the date the invoice is raised. The fees for 2026–2027 are set out in Appendix 1.

Why a 15% centre administration charge is applied
Pearson's fee covers the examination itself: setting question papers, marking, awarding and issuing results and certificates. It does not cover the costs the school incurs as an examination centre in making entries and running each series. The 15% charge contributes towards these costs, which include:

- collecting, checking and submitting entries and BTEC registrations, and making amendments before Pearson's deadlines
- raising individual invoices for each family and making payment to Pearson
- bank charges and currency conversion, as Pearson invoices the school in pounds sterling and the exchange rate may change between the date parents are invoiced and the date the school pays Pearson
- running each examination series, including the secure storage of question papers and the courier dispatch of completed scripts from the UAE to the UK for marking
- administering post-results services, such as reviews of marking and access to scripts

A percentage charge is used rather than a flat administration fee so that the charge is proportionate: families whose children sit fewer entries pay a smaller charge.

Charges not passed to parents
Parents are not charged for:

- internal mock examinations
- access arrangements and modified papers

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- applications for special consideration
- late fees caused by a school or department error
- re-entries required because an examination was disrupted for reasons outside the candidate's control, where agreed with the awarding body
- replacement certificates where loss or damage was caused by the school

Late entries and amendments

- Pearson doubles the entry fee from its late fee date and trebles it from its high late fee date. Tier or option changes made after Pearson's amendment deadline may also attract a fee.
- Where a late fee arises because a candidate or parent has requested an entry or change after the school's published deadline, the late fee (plus the 15% administration charge) is charged to parents.
- Where a late fee arises because of a school or department error, it is met by the school.
- For BTEC, Pearson increases the registration fee (by 1.25 to 2 times) where a learner is registered more than 60 days after enrolment. Late registration caused by the school is met by the school.

Resits

Resit entries are charged at the same rate as first entries (Pearson fee + 15%). For International AS and A Level, each unit resat is charged at the unit fee.

Withdrawals and refunds

- Pearson refunds entry fees for entries withdrawn before its high late fee date. After that date, a refund is only issued where supporting medical evidence shows the candidate could not complete the unit(s).
- For BTEC, a credit is only issued by Pearson if a learner is withdrawn within 90 days of registration and has not completed any units.
- Where Pearson refunds or credits a fee, MBA passes that refund on to parents.
- Entry fees are not reimbursed for unauthorised absence from examinations.

Access Arrangements and Special Consideration

- The SENCo leads on access arrangements (for example extra time, rest breaks, a reader, a scribe, a word processor or separate invigilation). Arrangements must meet JCQ criteria, reflect the candidate's normal way of working and, where required, be approved by the awarding body before the published deadline.
- Candidates are involved in decisions about the arrangements put in place for them, and are informed in advance of any different procedures that apply to them, including in an emergency evacuation.
- Arrangements approved for live examinations are also applied in mock examinations.
- Where a candidate is affected by illness, injury or another event outside their control at the time of an assessment, the Examinations Officer will apply to the awarding body for special consideration. Candidates must provide appropriate evidence, such as medical evidence. Decisions are made by the awarding body.

Coursework, Non-Examination Assessment and BTEC

- Teachers follow the JCQ Instructions for Conducting Coursework and Non-Examination Assessments and the awarding body specification.
- Candidates are informed of their centre-assessed marks before they are submitted to the awarding body, and may request a review of the school's marking through the school's internal appeals procedure.
- BTEC assignments are internally assessed by teachers and internally verified by the Lead Internal Verifier, then sampled by Pearson's Standards Verifier. A learner may normally be authorised one resubmission per assignment, within 15 working days of receiving feedback, where Pearson rules allow.
- Learners may appeal a BTEC assessment decision under the MBA BTEC Appeals Policy and Procedures.
- All candidates sign a declaration confirming that the work they submit is their own.

Artificial Intelligence

Candidates must submit work for assessment that is their own, in their own words and reflecting their own independent thinking. AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment that is not their own. Examples include:

- copying or paraphrasing sections or whole responses of AI-generated content

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- using AI to complete parts of an assessment so that the work does not reflect the candidate's own work, analysis, evaluation or calculations
- failing to acknowledge, or poorly acknowledging, the use of AI tools as a source of information
- submitting work with intentionally incomplete or misleading references or bibliographies

AI misuse constitutes malpractice and will be reported to the awarding body, which may apply sanctions including the loss of marks or of the qualification.

Conduct of Examinations

Before each series, the Examinations Officer issues candidates with an individual exam timetable, the JCQ Information for Candidates documents and the Mamoura Candidate Exam Handbook, which explain the following rules in full.

Arrival and absence

- Candidates who expect to be late must contact the Examinations Officer as soon as possible. Candidates arriving late but within the JCQ time limit may sit the full exam; very late arrivals may still sit the exam but are reported to the awarding body, which may not accept the work.
- Candidates who are absent must inform the Examinations Officer. Where absence is due to illness, medical evidence is required for any application for special consideration.

In the exam room

- Mobile phones, smartwatches, fitness trackers, earphones/earbuds (including AirPods), smart glasses and any other device capable of storing or transmitting information are not permitted in the exam room. Possession of such an item during an exam, even if switched off, is treated as potential malpractice and reported to the awarding body.
- All watches, including analogue watches, must be handed to an invigilator before the exam starts.
- Equipment must be carried in a clear pencil case. Correcting pens, fluid or tape, erasable pens, highlighters and gel pens may not be used in answers, and candidates may not share equipment.
- Water is permitted in a clear bottle with labels removed. Food is only permitted for an agreed medical reason.
- Candidates must remain in the exam room for at least the first hour and may not leave during the final 15 minutes.
- Candidates must follow all instructions given by invigilators and must not communicate with other candidates.

Emergencies and disruption

- If an exam room must be evacuated, candidates leave in silence under supervision and must not discuss the exam. Candidates are given the full remaining working time once the exam resumes, and the incident is reported to the awarding body.
- If an examination cannot take place at MBA, it will be held at an alternative approved venue where possible (Bateen World Academy for Edexcel examinations). Candidates and parents will be informed of any change to the timetable or venue.

Malpractice

Any alleged, suspected or actual malpractice by candidates or staff, before, during or after an examination or assessment, is investigated and reported to the awarding body in line with the JCQ Suspected Malpractice: Policies and Procedures. Sanctions are decided by the awarding body. Internal disciplinary procedures may also apply under the ADEK School Student Behaviour Policy. Anyone with a concern about the integrity of the examinations process may raise it with the Head of Centre or the Examinations Officer.

Mock Examinations

Mock examinations for Years 11 and 13 (and other year groups as determined by the Senior Leadership Team) are run under conditions that mirror external examinations as closely as possible, so that candidates are familiar with the procedures before their live exams. There is no charge for internal mock examinations.

Results and Post-results Services

- Results are released to candidates on the dates and times set by the awarding body. Candidates are informed in advance of how results will be issued, and senior staff are available after results are published to discuss them.
- Provisional results are never withheld from candidates.
- Post-results services include clerical re-checks, reviews of marking, priority reviews of marking (where a place in higher education depends on the outcome), reviews of moderation and access to scripts. Fees are set out in Appendix 1.

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- Requests require the candidate's written consent and are made through the Examinations Officer by the school's published internal deadline. Fees are payable when the request is made.
- Following a review of marking, marks and grades may be raised, confirmed or lowered.
- Where a grade changes, the awarding body waives the fee and MBA refunds the parent in full. Copies of marked scripts to support teaching and learning are free of charge.
- Where a candidate disagrees with a school decision not to support a review or appeal, they may use the school's internal appeals procedure. Appeals to the awarding body follow its two-stage process: a preliminary appeal reviewed by an independent member of the awarding body, and an appeal hearing before a panel including at least one independent person.

Certificates

- Certificates are issued by the awarding body after results are confirmed. International GCSE certificates are normally presented at an awards ceremony; A Level certificates are collected from school. All certificates must be signed for.
- Candidates may authorise another person, in writing or by email, to collect certificates on their behalf; that person must provide ID. Certificates can be couriered overseas at the parent's cost.
- Uncollected certificates are retained for one year and then confidentially destroyed, after final attempts to contact the family.
- Replacement certificates or a Certifying Statement of Results requested by a candidate are charged at the awarding body's fee plus the 15% administration charge.

Policy Review

This policy is reviewed annually, or sooner if JCQ, awarding body or ADEK requirements change.

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Appendix 1: Examination Fee Schedule 2026–2027

All amounts are in pounds sterling (GBP) and are invoiced to parents in AED at the exchange rate applied by Finance on the date of invoice. **Fee payable = Pearson published fee + 15% centre administration charge.** Late and high late fees are Pearson's doubled and trebled entry fees, each with the 15% charge applied.

Fees are based on Pearson's published international fee schedules for the centre's fee category. Where Pearson revises its fees for 2026–2027 series, the schedule is updated using the same method.

A. Pearson Edexcel International GCSE

Entry	Pearson fee	15% admin	Fee payable	Late entry (×2)	High late (×3)
Linear – per subject entry					
International GCSE – all subjects except Chinese, French, German, Spanish and Science (Double Award)	£89.00	£13.35	£102.35	£204.70	£307.05
International GCSE – Chinese, French, German, Spanish	£120.00	£18.00	£138.00	£276.00	£414.00
International GCSE – Science (Double Award)	£178.00	£26.70	£204.70	£409.40	£614.10
Modular – per module entry					
Modular International GCSE (Accounting, Commerce, Economics, English Language A, English Literature, Geography, History, Religious Studies, Maths A, Biology, Chemistry, Physics) – per module	£44.50	£6.68	£51.18	£102.35	£153.53
Modular International GCSE English as a Second Language – per module	£22.25	£3.34	£25.59	£51.18	£76.76
Modular International GCSE Science (Double Award) – per module	£29.67	£4.45	£34.12	£68.24	£102.36

B. Pearson Edexcel International AS and A Level (IAS/IAL)

IAS/IAL fees are charged per unit entered. The full-qualification totals assume every unit is taken once with no resits.

Subject group – per unit	Pearson fee	15% admin	Fee payable	Late entry (×2)	High late (×3)
Accounting, Arabic, Greek (1 unit IAS / 2 units IAL)	£113.50	£17.03	£130.53	£261.05	£391.58
Business, Economics, English Language, English Literature, French, Geography, German, History, Information Technology, Psychology, Spanish (2 units IAS / 4 units IAL)	£61.50	£9.23	£70.73	£141.45	£212.18
Biology, Chemistry, Mathematics, Physics (3 units IAS / 6 units IAL)	£45.00	£6.75	£51.75	£103.50	£155.25

Full qualification (incl. 15%)	IAS units	IAS total	IAL units	IAL total
Accounting, Arabic, Greek	1	£130.53	2	£261.05
Business, Economics, English Language, English Literature, French, Geography, German, History, Information Technology, Psychology, Spanish	2	£141.45	4	£282.90
Biology, Chemistry, Mathematics, Physics	3	£155.25	6	£310.50
Law (linear, IAL only)	–	–	1 entry	£195.50

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C. Pearson BTEC International Level 2 and Level 3 – registration fees

Charged once, at registration, for the whole programme.

Qualification	Pearson fee	15% admin	Fee payable
BTEC International Level 2			
BTEC International Level 2 Award (120 GLH)	£275.00	£41.25	£316.25
BTEC International Level 2 Certificate (240 GLH)	£280.00	£42.00	£322.00
BTEC International Level 2 Extended Certificate (360 GLH)	£305.00	£45.75	£350.75
BTEC International Level 2 Diploma (480 GLH)	£372.00	£55.80	£427.80
BTEC International Level 3			
BTEC International Level 3 Certificate (180 GLH)	£178.00	£26.70	£204.70
BTEC International Level 3 Subsidiary Diploma (360 GLH)	£190.00	£28.50	£218.50
BTEC International Level 3 Foundation Diploma (510–540 GLH)	£251.00	£37.65	£288.65
BTEC International Level 3 Diploma (720 GLH)	£341.00	£51.15	£392.15
BTEC International Level 3 Extended Diploma (1080 GLH)	£424.00	£63.60	£487.60

D. Post-results services (per component/unit)

Service	Pearson fee – International GCSE	Fee payable – International GCSE	Pearson fee – IAS/IAL	Fee payable – IAS/IAL
Clerical re-check (Service 1) – per component/unit	£14.00	£16.10	£14.00	£16.10
Review of marking (Service 2) – per component/unit	£50.00	£57.50	£57.00	£65.55
Priority review of marking (Service P2) – per component/unit	£60.00	£69.00	£68.00	£78.20
Access to scripts – copy of marked script (ATSC/ATSO)	Free	Free	Free	Free
Access to scripts – copy after a review of marking (ATSPE)	£15.00	£17.25	£15.00	£17.25

Review of moderation	Pearson fee	Fee payable
Up to 15 candidates in original sample	£274.00	£315.10
16 or more candidates in original sample	£328.00	£377.20

E. Other charges

Item	Pearson fee	Fee payable
Late request for a subject award (cash-in) before certificates are issued	£7.70	£8.86
Replacement certificate / Certifying Statement of Results	Pearson published fee	Pearson fee + 15%

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Appendix 2: Pearson Key Dates 2026–2027

Series	Entries open	Entry deadline	Late fees from	Amendment fees from	High late fees from
International GCSE – November 2026	10/08/2026	12/09/2026	13/09/2026	10/10/2026	10/10/2026
IAL – October 2026	20/07/2026	28/08/2026	29/08/2026	25/09/2026	25/09/2026
IAL – January 2027	04/09/2026	16/10/2026	17/10/2026	14/11/2026	14/11/2026
International GCSE and IAL – June 2027	20/11/2026	21/03/2027	22/03/2027	22/04/2027	22/04/2027

BTEC	Date
Registration deadline for programmes following the academic year	1 November 2026

The school's internal deadlines are set ahead of these dates and are published to candidates and parents before each series.

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