MAMOURA

BRITISH ACADEMY

EXAMINATION POLICY

Policy Issued	August 2020
Policy Updated	November 2026
Next Review	August 2027
Lead Professional	Middle and Senior School Principal
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:

- all aspects of the centre's process are documented, supporting the exams centre's contingency plan, and other relevant exams-related policies, procedures and plans are signposted
- staff are well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the examination/assessment system at all times
- exam candidates and their parents understand the exams process, the fees charged and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and 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 A Guide to the Special Consideration Process
- JCQ Post-Results Services
- Pearson Information Manual 2026/2027 (Key Dates; International GCSE; International Advanced Level; BTEC)
- Pearson Edexcel Fees Brochure – International and Pearson Vocational Qualifications Fees (current editions)
- Pearson BTEC Centre Guide to Internal Assessment and Centre Guide to Quality Assurance
- MBA Contingency Arrangement, Access Arrangements, Student Absence and Late Arrivals, Malpractice, Whistleblowing, Use of Artificial Intelligence, Special Consideration, Complaints and Appeals, and Evacuation procedures for examinations
- MBA Plagiarism Policy 2024–2026
- Mamoura Candidate Exam Handbook 2026–2027

Key Staff

Emma MacDonald – Head of Secondary
Douglas Pettitt – Head of Centre
Little Flower Thomas – Examinations Officer
Ashleigh Dabell – BTEC Lead Internal Verifier

Staff involved in the examination process and administration:

Role	Name(s)
Head of Centre	Douglas Pettitt
Head of Secondary	Emma MacDonald
Examinations Officer	Little Flower Thomas
SLT member(s) (Additional key holders)	Simon Gill & Ian Wignall
Additional key holder (Secure room – Security)	Godfrey
SENCo (or equivalent role)	Rachael Heathcote
BTEC Lead Internal Verifier	Ashleigh Dabell

Purpose of the Policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This policy will ensure that:

- all aspects of the centre's exam process are documented and other relevant exams-related policies, procedures and plans are signposted
- staff are well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- exam candidates understand the exams process and what is expected of them
- examination fees are charged to parents fairly, transparently and consistently
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that "…the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute." (JCQ General Regulations)

Classification: General Internal Purpose

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. This aligns with individual needs in accordance with the ADEK School Inclusion Policy.

Examination Procedures
For all formal examinations MBA will train invigilators to ensure they can effectively monitor exams 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 must be upheld according to federal laws concerning data protection. MBA will not share student data with third parties without consent.

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.

Roles and Responsibilities Overview

Head of Centre
The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant. The Head of Centre may not appoint themselves as the Examinations Officer.

Head of Centre responsibilities
Heads of Centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current General Regulations for Approved Centres (GR) booklet. In particular, Heads of Centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.

Heads of Centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.

Heads of Centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.

It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the Instructions for Conducting Examinations document. Failure to do so may constitute malpractice as defined in the JCQ document Suspected Malpractice: Policies and Procedures, 1 September 2026 to 31 August 2027.

The Head of Centre must ensure:

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. entries, BTEC registrations, internally assessed marks
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority

Classification: General Internal Purpose

- they understand the contents of, refer to and direct relevant centre staff to annually updated JCQ documents including:
  - General Regulations for Approved Centres (GR)
  - Instructions for Conducting Examinations (ICE)
  - Access Arrangements and Reasonable Adjustments (AARA)
  - Suspected Malpractice – Policies and Procedures (SMPP)
  - Instructions for Conducting Coursework (ICC)
  - Instructions for Conducting Non-Examination Assessments (NEA)
  - A Guide to the Special Consideration Process (SC)
- the centre has appropriate accommodation to support the size of the cohorts being taught
- the National Centre Number Register Annual Update is responded to by the end of October, confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations, and approves the Head of Centre formal declaration
- the Examinations Officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- a named BTEC Quality Nominee is in place for all BTEC programmes delivered by the centre
- centre staff are supported and appropriately trained to undertake key tasks within the exams process
- centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- "that, wherever possible, a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination. In exceptional circumstances, a teaching assistant or a Learning Support Assistant, who has supported one or more candidates in the room, may act as an invigilator. However, they must not be the sole invigilator. Where a candidate with a particular need is accommodated in another room and their allocated teaching assistant or Learning Support Assistant must act as the invigilator, another invigilator will be required." (ICE)
- security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions, including:
  - the location of the centre's secure storage unit is in an area solely assigned to examinations
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the Head of Centre to act immediately in the event of an emergency or staff absence)
- required internal appeals procedures are in place
- the centre has documented processes in place relating to access arrangements and reasonable adjustments
- staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff
- members of centre staff do not forward e-mails and letters from awarding body or JCQ personnel to third parties without prior consent, or upload such correspondence onto social media sites
- members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly: "The examinations officer or quality assurance co-ordinator is the person appointed by a Head of Centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments." (JCQ General Regulations)

Examinations Officer

The Examinations Officer is the person appointed by the Head of Centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments. The Examinations Officer:

- understands the contents of annually updated JCQ publications including the General Regulations for Approved Centres, Instructions for Conducting Examinations, Suspected Malpractice – Policies and Procedures, Post-Results Services and A Guide to the Special Consideration Process
- completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR) by the end of October every year to confirm the centre's

Classification: General Internal Purpose

contact details or inform of any changes (and follows the process in GR 5.3 if any changes occur after the annual update has taken place)
- is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates, deadlines and fees
- ensures key tasks are undertaken and key dates and deadlines met
- maintains the fee schedule in Appendix 3, updating it whenever Pearson issues revised fees
- recruits, trains and deploys a team of internal/external invigilators, appoints lead invigilators as applicable to the centre, and keeps a record of the content of training provided to invigilators for the required period
- works with the SENCo to ensure invigilators supervising access arrangement candidates, and those acting as a facilitator, fully understand their respective role and what is and is not permissible in the exam room
- supports the Head of Centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff, and in maintaining internal records that confirm the measures taken to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- briefs other relevant centre staff who may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials

Senior Leaders (SLT)
- are familiar with the contents of, refer to and direct relevant centre staff to annually updated JCQ documents
- ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo (or equivalent role)
- ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- ensure teaching staff attend relevant awarding body training and update events

Special Educational Needs Co-ordinator (SENCo) or equivalent role
- understands the contents of, refers to and directs relevant centre staff to the annually updated JCQ document Access Arrangements and Reasonable Adjustments
- provides necessary accommodations and modifications for students with additional learning needs to ensure fair assessment practices, in accordance with the ADEK School Inclusion Policy
- leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- if not the qualified access arrangements assessor, works with the person appointed on all matters relating to assessing candidates and ensures the correct procedures are followed
- presents, when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline, holding on file appropriate documentary evidence to substantiate each arrangement, which is open to inspection
- ensures a file is presented which contains, for each online application, the downloaded approval for the respective arrangement(s), supporting evidence of need and a signed candidate personal data consent form; this information must be readily available for inspection at the venue where the candidate is taking the examination(s)
- ensures requests for modified papers are submitted by the published deadline
- ensures there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes

Security Staff / Reception Staff
- log in any materials from the examination board on the JCQ Materials Receipt Log
- immediately notify the EO of the arrival of examination materials on site
- ensure that if the EO is not available, one of the other key holders is notified and collects the material

Head of Department (HoD)
- ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- ensures teaching staff attend relevant awarding body training and update events

Classification: General Internal Purpose

Teaching Staff

- undertake key tasks, as detailed in this policy, within the exam process and meet internal deadlines set by the EO and SENCo
- keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- attend relevant awarding body training and update events

Invigilators

- attend training, update, briefing and review sessions as required
- provide information as requested on their availability to invigilate
- sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

Site Staff

- support the EO in relevant matters relating to exam rooms and resources

The Exam Cycle

The exams management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle. The relevant tasks are grouped into the following stages:

- Section 1 – Planning
- Section 2 – Entries and Examination Fees
- Section 3 – Pre-exams
- Section 4 – Exam time
- Section 5 – Results and post-results
- Section 6 – BTEC qualifications

This policy identifies the roles and responsibilities of centre staff within this cycle.

Section 1 – Planning

Exam Contingency Plan

Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, any exam or timetabled assessment must take place if it is possible to hold it. This may mean relocating to alternative premises. Alternative arrangements must be made with the awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

Alternative arrangements

- Use one of the alternative Aldar-approved centres. Mamoura British Academy has a reciprocal agreement with Bateen World Academy to use each other's premises as an alternative site for Edexcel examinations (where possible).
- For any Cambridge examinations, Mamoura British Academy will conduct examinations at the British Council premises (where possible).

Steps to take

- Contact the relevant awarding organisation promptly and follow its instructions.
- Take advice, or follow instructions, from relevant local or national agencies in deciding whether the centre is able to open.
- Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of question papers or assessment materials to the alternative venue.
- Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
- In the event of an evacuation during an examination, refer to the instructions in Appendix 1 and Appendix 2.
- Communicate with students, parents and carers any changes to the exam or assessment timetable or to the venue.

Classification: General Internal Purpose

- Communicate with any external assessors, invigilators or relevant third parties regarding any changes to the exam or assessment timetable.

After the exam

- Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply to the relevant awarding organisation for special consideration.
- Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
- Ensure that scripts are stored under secure conditions.
- Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts unless told to do so by the awarding organisation.

If any students miss an exam or are disadvantaged by the disruption

- If some of the students have been adversely affected by the disruption, the EO should ask the awarding organisation about applying for special consideration.
- Decisions about special consideration, when it is or is not appropriate, are for each awarding organisation to make. Their decisions might be different for different qualifications and subjects, depending on their specific policies.
- Where an exam is disrupted for reasons outside the candidate's control, no additional fee is charged to parents for any resulting re-entry made with the agreement of the awarding body.

Secure Materials

Head of Centre ensures the centre has a secure storage facility in a room solely assigned to examinations.

The secure room

The secure room must only be used for the purpose of administering secure examination materials. Access to the secure room must be restricted to two to six key holders, one of whom must be the Examinations Officer. The key holders must be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures.

The secure storage facility

Access to the secure storage facility must be restricted to two to six key holders, one of whom must be the Examinations Officer. The key holders must either be part of the exams team or the senior leadership team. A key holder from the exams team must be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures. When the secure storage facility is being accessed for the storage and preparation of secure assessment materials, the door to the secure room must be closed.

Information Sharing

Head of Centre

- directs relevant centre staff to annually updated JCQ publications including the JCQ General Regulations, Instructions for Conducting Examinations, Access Arrangements, Suspected Malpractice Policies and Procedures, Non-Examination Assessment guidance and the instructions for conducting coursework

Examinations Officer

- signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- signposts relevant centre staff to JCQ information that should be provided to candidates
- as the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

Information Gathering

Examinations Officer

- undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- collates all information gathered into one central point of reference
- researches awarding body guidance to identify administrative processes, key tasks, key dates, deadlines and fees for all relevant qualifications

Classification: General Internal Purpose

- produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met, and informs key centre staff of internal deadlines (see Appendix 4 for Pearson key dates 2026–2027)

Head of Department
- responds (or ensures teaching staff respond) to requests from the EO on information gathering
- meets the internal deadline for the return of information
- informs the EO of any changes to information in a timely manner, minimising the risk of late or other penalty fees being incurred by an awarding body
- notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

Access Arrangements

Head of Centre
- ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo (or equivalent)
- assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangement requirements
- gathers evidence to support the need for access arrangements for a candidate
- liaises with teaching staff to gather evidence of the normal way of working of an affected candidate
- determines candidate eligibility for arrangements or adjustments that are centre-delegated
- gathers signed data protection notices from candidates where required
- applies for approval using Access Arrangements Online (AAO), where required, or through the awarding body where qualifications sit outside the scope of AAO
- keeps relevant paperwork and evidence on file for JCQ inspection purposes
- liaises with the EO regarding exam-time arrangements for access arrangement candidates
- ensures staff appointed to facilitate access arrangements are appropriately trained and understand the rules of the particular arrangement(s), and keeps a record of the training provided to facilitators for the required period
- provides and annually reviews a centre policy on the use of word processors in exams and assessments
- ensures criteria for candidates granted separate invigilation within the centre are clear, meet JCQ regulations and best meet the needs of individual candidates and remaining candidates in main exam rooms

Senior Leaders, Heads of Department and Teaching Staff
- support the SENCo in identifying and implementing appropriate access arrangements
- senior leaders provide an annually reviewed and updated word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations

There is no charge to parents for access arrangements or modified papers.

Non-Examination Assessments / Internal Assessment

Head of Centre
- ensures that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities
- ensures awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications (only required if two or more member centres will be entering candidates for work that is centre-assessed)
- ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (where the awarding body provides such material)
- before submitting marks to the awarding body, ensures candidates are informed of their centre-assessed marks and allows a candidate to request a review of the centre's marking
- ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date
- ensures submission of centre-assessed marks and moderation samples, if required by the awarding body, by the published date

Classification: General Internal Purpose

- ensures a written internal appeals procedure relating to internal assessment decisions is in place and that details of this procedure are communicated, made widely available and accessible to all candidates
- ensures a written policy regarding the management of non-examination assessments, including controlled assessments and coursework, is in place
- ensures that candidates' work is backed up, considering the contingency of candidates' work being backed up on two separate devices, including one off-site back-up, to protect candidates' work in the event of IT system corruption and cyber-attacks
- ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

Senior Leaders

- ensure teaching staff have the necessary and appropriate knowledge, understanding, skills and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
- ensure appropriate internal moderation, standardisation and verification processes are in place
- ensure teaching staff delivering relevant qualifications follow the JCQ Instructions for Conducting Coursework, the JCQ Instructions for Conducting Non-Examination Assessments and the specification provided by the awarding body
- ensure teaching staff inform candidates of their centre-assessed marks, as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Head of Department

- ensures teaching staff delivering specifications which include components of non-examination assessment follow the JCQ Instructions for Conducting Non-Examination Assessments and the specification provided by the awarding body
- for other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- ensures teaching staff inform candidates of their centre-assessed marks before marks are submitted to the awarding body

Teaching Staff

- ensure appropriate instructions for conducting internal assessment are followed
- ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place
- ensure candidates are informed of their centre-assessed marks before marks are submitted to the awarding body

Examinations Officer

- identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- signposts teaching staff to relevant annually updated JCQ information for candidates documents

Artificial Intelligence

Teachers

- Misuse of AI tools in relation to qualification assessments at any time constitutes malpractice.
- Teachers and students should be aware that AI tools are evolving quickly but there are still limitations to their use, such as producing inaccurate or inappropriate content.
- Teachers must only accept work for assessment which they consider to be the student's own, and must not authenticate work where they have doubts about its authenticity.

Candidates

- Students must submit work for assessment which is their own. This means ensuring that the final product is in their own words, is not copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work.
- Students must be able to demonstrate that the final submission is the product of their own independent work and independent thinking.
- Where AI tools have been used as a source of information, students must acknowledge this clearly in line with the JCQ guidance and the MBA Plagiarism Policy.

Cyber Security

The Head of Centre must ensure there are procedures in place to maintain the security of user accounts by:

Classification: General Internal Purpose

- providing training for authorised staff on the importance of creating strong, unique passwords and keeping all account details secret
- monitoring accounts and regularly reviewing account access, including removing access when no longer required
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document Guidance for Centres on Cyber Security
- ensuring authorised staff have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body
- providing training for staff on awareness of all types of social engineering/phishing attempts
- enabling additional security settings wherever possible
- updating any passwords that may have been exposed
- setting up secure account recovery options
- reviewing and managing connected applications

AI Misuse

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 when it is not their own. Examples of AI misuse include, but are not limited to:

- copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- failing to acknowledge use of AI tools when they have been used as a source of information
- incomplete or poor acknowledgement of AI tools
- submitting work with intentionally incomplete or misleading references or bibliographies

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures guidance.

Invigilation Planning

MBA is obligated to train invigilators to ensure they can effectively monitor exams 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.

Head of Centre

- ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- ensures, if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and is not permissible
- determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher

Examinations Officer

- recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams (Appendix 1)
- ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- collects evaluation of training to inform future events

Classification: General Internal Purpose

Section 2 – Entries and Examination Fees

Estimated Entries

Examinations Officer

- requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- uses the MIS to create any required estimated entries and confirms names/numbers with the relevant HoD

Head of Department

- provides information requested by the EO to the internal deadline
- informs the EO immediately of any subsequent changes to information

Final Entries

Head of Centre ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries.

Examinations Officer

- requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- informs senior leaders of subsequent deadlines for making changes to final entry information without charge
- confirms with HoDs the final entry information that has been submitted to awarding bodies
- ensures as far as possible that entry processes minimise the risk of entries or registrations being missed, reducing the potential for late or other penalty fees being charged by awarding bodies
- sends entry lists to HoDs to check (names/codes/numbers etc.). Once these have been confirmed, statements of entry are issued to all candidates for a final check. A deadline date is given and it is assumed that entries are correct unless the EO has been informed of changes

Head of Department / Individual Candidates

- provide information requested by the EO to the internal deadline
- inform the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, including changes to candidate personal details, amendments to existing entries and withdrawals of existing entries
- check final entry submission information provided by the EO and confirm that it is correct

Entry Process

The EO creates spreadsheets of entry information in iSAMS for the Finance department to allocate bills directly to parents. Fees are calculated using the schedule in Appendix 3, converted into local currency (AED) and individual invoices are created.

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**.
- The 15% centre administration charge contributes towards the cost of processing entries and registrations, invoicing, currency conversion and administering each examination series.
- Pearson fees are published in pounds sterling (GBP). Parents are invoiced in UAE dirhams (AED) at the exchange rate applied by the Finance department on the date the invoice is raised.
- The fee schedule for 2026–2027 is set out in **Appendix 3**. Where Pearson issues revised fees, the EO updates the schedule using the same method (Pearson fee + 15%) and the revised schedule applies to all entries invoiced after that date.

Qualifications covered

- Pearson Edexcel International GCSE (linear and modular)
- Pearson Edexcel International AS and A Level (IAS/IAL), charged per unit entered
- Pearson BTEC International Level 2 and Level 3 qualifications, charged as a once-only registration fee
- Pearson post-results services (reviews of results and access to scripts)

Classification: General Internal Purpose

Late entries and amendments

- Pearson doubles the entry fee from the late fee date and trebles it from the high late fee date (see Appendix 4 for 2026–2027 deadlines). Tier or option changes after the amendment deadline are treated as amendments and may attract a fee.
- Where a late fee is incurred because a department or the centre has missed an internal deadline, the late fee is charged to the departmental budget and not to parents.
- Where a late fee is incurred because a candidate or parent has requested an entry or change after the published internal deadline, the late fee (plus the 15% administration charge) is charged to parents.

Resits

- Resit entries are charged at the same rate as first entries (Pearson fee + 15%). For IAL, each unit resat is charged at the unit fee.
- Resit entries are confirmed by HoDs in September/October and November/December, using the same entry process as for the main summer entries.

Withdrawals and refunds

- Pearson refunds entry fees for entries withdrawn before the 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).
- Where Pearson refunds an entry fee, MBA passes that refund on to parents.
- Entry fees are not reimbursed for unauthorised absence from exams.

Post-results services

- Requests for reviews of results are charged at the Pearson fee plus the 15% administration charge, and must be paid with the signed candidate consent form before the request is submitted.
- Where Pearson waives the fee because a grade changes as a result of a review, MBA refunds the fee paid by the parent.
- Copies of marked scripts to support teaching and learning are free of charge.

Fees not charged to parents

- access arrangements and modified papers
- re-entries required because of disruption outside the candidate's control and agreed with the awarding body
- late fees caused by centre or departmental error
- replacement certificates where loss or damage was caused by the centre

Late Entries
Examinations Officer has clear entry procedures in place to minimise the risk of late entries and applies late fees in line with the Examination Fees section above.

Heads of Department and Senior Leaders minimise the risk of late entries by following the procedures identified by the EO in relation to making final entries on time and by meeting internal deadlines.

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

Transfer of Credit
Transfer of credit is considered on an individual basis and always in liaison with the examination boards.

Candidate Statements of Entry
Examinations Officer provides candidates with statements of entry for checking. **Teaching staff** ensure candidates check statements of entry and return any relevant confirmation required to the EO. **Candidates** confirm entry information is correct or notify the EO of any discrepancies.

Section 3 – Pre-exams
Head of Centre ensures the centre's obligations as detailed in the regulations are met.

Classification: General Internal Purpose

Access Arrangements

SENCo

- ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they have an identified need (unless a temporary emergency arrangement is required at the time of an exam)
- ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for them
- ensures exam information (JCQ information for candidates, individual exam timetable etc.) is adapted where this may be required for a candidate to access it
- allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments, ensuring that the facilitator appointed meets JCQ requirements and fully understands the rules of the particular access arrangement
- ensures the person appointed to facilitate an access arrangement is not normally the candidate's own subject teacher, Learning Support Assistant or teaching assistant (where they are used, a separate invigilator must always be present)

Briefing Candidates

Examinations Officer

- issues individual exam timetable information to candidates
- prior to exams, issues the relevant JCQ information for candidates documents
- where relevant, issues relevant awarding body information to candidates
- issues centre exam information (see the Candidate Exam Handbook) to candidates including information on:
    - exam clashes
    - arriving late for an exam
    - absence or illness during exams
    - what equipment is/is not provided by the centre
    - food and drink in exam rooms
    - watches, smartwatches and other electronic devices in exam rooms
    - examination fees, including late fees and resit fees (Appendix 3)
    - when and how results will be issued and the staff that will be available
    - the post-results services and how the centre deals with requests from candidates
    - when and how certificates will be issued
    - access to scripts, reviews of results and appeals procedures
- ensures all candidates and parents are given full information on post-results procedures. This is given in hard copy and by email and posted on the school website. The EO is also available on GCE, IAL and International GCSE results days to offer advice regarding post-results procedures

Mock Examinations

- Mock examinations for Years 11 and 13 (and other year groups as determined by SLT) are run under conditions that mirror external examinations as closely as possible, so that candidates are familiar with JCQ procedures before their live exams.
- Access arrangements approved for live examinations are applied in mock examinations, as mocks form part of the evidence of the candidate's normal way of working.
- Mock examinations are not held in a room designated as an external exam room while that room is in use for live examinations, and past or mock papers are never stored in the secure storage facility.
- There is no charge to parents for internal mock examinations.

Dispatch of Exam Scripts

Examination scripts are sent from the UAE to the UK via courier, and a log is kept of all dispatches.

Estimated Grades

Head of Department or Senior Leader ensures teaching staff provide estimated grade information to the EO by the internal deadline (where this may still be required by the awarding body). **Examinations Officer** submits estimated grade information to awarding bodies to meet the external deadline and keeps a record of what has been sent.

Internal Assessment and Endorsements

Head of Centre ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking.

Classification: General Internal Purpose

SENCo liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements.

Teaching Staff

- support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- assess and authenticate candidates' work
- assess endorsed components
- ensure candidates are informed of centre-assessed marks prior to marks being submitted to awarding bodies

Head of Department

- ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- ensures teaching staff assess endorsed components according to awarding body requirements
- ensures teaching staff provide marks for internally assessed components and grades for endorsements to the EO by the internal deadline
- ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO by the internal deadline

Examinations Officer

- submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- keeps a record to track what has been sent
- logs moderated samples returned to the centre
- ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Candidates authenticate their work as required by the awarding body.

Invigilation

Examinations Officer

- provides an invigilation handbook and/or trains/updates invigilators annually
- deploys invigilators effectively to exam rooms throughout an exam series, including the provision of a roving invigilator to regularly enter and observe rooms where a candidate and invigilator (acting as a practical assistant, reader or scribe) are accommodated on a 1:1 basis
- allocates invigilators to exam rooms (or to supervise candidates due to a timetable variation) according to the required ratios
- liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

Invigilators provide information as requested on their availability to invigilate throughout an exam series.

JCQ Inspection Visit

- The EO or a Senior Leader will accompany the Inspector throughout the visit.
- The SENCo or a Senior Leader will meet with the Inspector when requested to provide documentary evidence regarding access arrangement candidates, address any questions the Inspector may raise, and ensure that information is readily available for inspection at the venue where the candidate is taking the exam(s).

Seating and Identifying Candidates in Exam Rooms

Examinations Officer

- ensures a procedure is in place to verify candidate identity, either by photograph or by a member of SLT; all candidates are known to centre staff and private candidates are not permitted
- ensures invigilators are aware of the procedure
- provides seating plans for exam rooms according to JCQ and awarding body requirements

Invigilators follow the procedure for verifying candidate identity provided by the EO and seat candidates as instructed on the seating plan.

Security of Exam Materials

Examinations Officer

- has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- ensures access to the secure room is restricted and staff approved by the Head of Centre are accompanied by a key holder at all times

Classification: General Internal Purpose

- has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- ensures the secure storage facility contains only current and live confidential material (past examination question papers, internal tests and mock examinations are not kept in the secure storage facility)
- ensures the integrity and security of any electronic question paper materials is maintained during the downloading, printing and collating process, with printing carried out in a secure environment and only authorised members of centre staff having access to electronic question paper materials
- ensures at least two and no more than six members of centre staff are authorised to handle secure electronic materials, one of whom must be the EO; other staff may assist with printing and collation under supervision
- receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Key holders adhere to the recording system to track confidential materials. **Reception staff** follow the process to log confidential materials delivered to the centre up to the point they are issued to authorised staff. **Security staff** follow the process to record confidential materials delivered to the centre and issue them to authorised staff.

Timetabling and Rooming

Examinations Officer

- produces a master centre exam timetable for each exam series
- identifies and resolves candidate exam clashes (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- identifies exam rooms and specialist equipment requirements
- allocates invigilators to exam rooms according to required ratios
- liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- liaises with the SENCo regarding rooming of access arrangement candidates

SENCo liaises with the EO and other relevant staff to ensure appropriate arrangements, adjustments and adaptations are in place for disabled candidates. **Site staff** liaise with the EO to ensure exam rooms are set up according to requirements.

Alternative Site Arrangements

- The EO ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement have been met.
- The EO informs the JCQ Centre Inspection Service within the timescale by submitting a JCQ Alternative Site form online using CAP (or through the awarding body where a qualification sits outside the scope of CAP).

Transferred Candidate Arrangements

- The EO liaises with the host or entering centre, as required, and processes requests for transferred candidate arrangements using CAP by the awarding body deadline (or through the awarding body where a qualification sits outside the scope of CAP).
- Where relevant (for an internal candidate), the EO informs the candidate of the arrangements that have been made. Any charge levied by Pearson for a transfer requested by the candidate is passed on to parents in line with Appendix 3.

Section 4 – Exam Time

Access Arrangements

Examinations Officer provides cover sheets for access arrangement candidates' scripts where required, has a process in place to deal with emergency access arrangements at the time of exams, and liaises with the SENCo to apply for approval through AAO (or through the awarding body where qualifications sit outside the scope of AAO).

Candidate Absence

Candidates who are absent must contact the EO to inform them. If the absence is sickness-related, the candidate must have medical evidence to support the absence for special consideration, and the EO then contacts the awarding body. If a candidate does not attend an exam, attempts will be made to contact them/their parents. If this is unsuccessful, the candidate will be marked absent on the attendance register.

Classification: General Internal Purpose

- Invigilators are informed of the process for dealing with absent candidates through training, and ensure that confirmed absent candidates are clearly marked on the attendance register and seating plan.
- Candidates will not be reimbursed entry fees for unauthorised absence from exams.

Candidate Late Arrival

Candidates who know they are likely to arrive late must contact the EO as soon as they know they will be unable to make the scheduled start time. If they are within the regulation 'late' time, the candidate is allowed to sit the exam for the full scheduled time allowance. If the candidate is persistently late with no valid reason, they may not be given the full allocated time for the exam. If the candidate is 'very late' according to JCQ regulations, they are still allowed to sit the exam but the EO will complete the necessary paperwork and send it to the examining board.

- The EO ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place, and warns candidates that their work may not be accepted by the awarding body.
- Invigilators are informed of the process for dealing with late/very late candidates through training and record relevant information on the Exam Room Incident Log.

Conducting Exams

Head of Centre ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies. **Examinations Officer** ensures exams are conducted according to JCQ and awarding body instructions and uses an exam day checklist to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed.

Exam Papers and Materials

Examinations Officer

- organises exam question papers and associated confidential resources in date order in the secure storage facility
- attaches erratum notices received to relevant exam question paper packets
- collates attendance registers and examiner details in date order
- regularly checks mail or inbox for updates from awarding bodies
- to avoid potential breaches of security, ensures that before question paper packets are opened another member of staff or an invigilator checks the time, date and paper details, and that this second check is recorded
- where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes 24 hours after the published finishing time of the exam, or after any clash candidates have completed the exam

Exam Rooms

Food and drink in exam rooms

- Candidates are permitted to bring water into the exam room, provided it is in a clear container with labels removed, acceptable under JCQ regulations.
- Food is only allowed in exceptional circumstances, i.e. if the candidate is diabetic or has a medical requirement to eat regularly.

Mobile phones, watches and electronic devices

- 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 must be reported to the awarding body.
- All watches, including analogue watches, must be removed and handed to an invigilator before the exam starts.

Head of Centre

- ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room while it is in use for external exams
- ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- ensures only authorised centre staff are present in exam rooms

Classification: General Internal Purpose

- ensures information relating to food, drink and electronic devices in exam rooms is clearly communicated to candidates
- ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates

Examinations Officer

- ensures exam rooms are set up and conducted as required in the regulations
- provides invigilators with appropriate resources to effectively conduct exams
- briefs invigilators on exams to be conducted on a session-by-session basis (including the arrangements in place for any transferred candidates)
- ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that it is only to be used for this specific purpose and must be kept on silent)
- ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, and recording any incidents or issues on the exam room incident log
- ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- provides authorised exam materials which candidates are not expected to provide themselves
- ensures invigilators and candidates are aware of the emergency evacuation procedure, and that invigilators are aware of arrangements for any candidate with a disability who may need assistance if an exam room is evacuated

Senior Leaders ensure a documented emergency evacuation procedure for exam rooms is in place, that arrangements are in place for candidates with a disability who may need assistance if an exam room is evacuated, and that a procedure is in place in case of an emergency invacuation (lockdown).

Site Staff ensure exam rooms are available and set up as requested by the EO, that grounds or maintenance work does not disturb exam candidates, and that fire alarm testing does not take place during exam sessions.

Invigilators conduct exams in every exam room as instructed in training/update events and briefing sessions, and ensure the briefings for 'Starting an Examination', 'Emergency Evacuation Procedures' and 'Ending an Examination' are read (Appendix 2).

Candidates are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators, and to remain in the exam room for the full duration of the exam.

Malpractice or Suspected Malpractice

Head of Centre

- ensures any cases of alleged, suspected or actual malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates or invigilators) are investigated and reported to the awarding body immediately, by completing the appropriate documentation
- follows the process for reporting suspected malpractice in the JCQ Suspected Malpractice: Policies and Procedures document

Senior Leaders ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms, and that internal disciplinary procedures relating to candidate behaviour are instigated when appropriate, in line with the ADEK School Student Behaviour Policy.

Examinations Officer provides an exam room incident log in all exam rooms for recording any incidents or irregularities, actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place.

Invigilators record any incidents or irregularities on the exam room incident log (for example late/very late arrival, suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation).

Whistleblowing

- Anyone concerned about the integrity of any aspect of the public exams process should raise these concerns with the relevant authority in the exam board / JCQ / regulator.
- Concerns about the conduct of exams at the school should be raised with the Head of Centre and the Examinations Officer.

Classification: General Internal Purpose

- If a concern relates to the Head of Centre, the Chair of the School Governance Group should be contacted. Concerns should be addressed in a reasonable and timely fashion; if they are not, the concern should be escalated in accordance with the school Whistleblowing Policy.
- Anyone who works for the centre or is involved in exams or assessments and witnesses activity that may be malpractice must act upon it. Centres are required by the JCQ Suspected Malpractice: Policies and Procedures document to report malpractice to the appropriate awarding body.

Conflict of Interest
Our centre supports staff who work for awarding organisations (exam boards), but there are some considerations in these circumstances. Categories of examination duty:

- a) Teachers involved in the preparation of exam papers (question setting, reviewing, vetting), i.e. teachers who see question papers before an exam is sat
- b) Teachers who mark public exams but only see question papers and scripts after the exam has been sat (e.g. assistant examiners)
- c) Staff involved in checking examination material prior to the exam (e.g. Examinations Officers, lab technicians for practicals)
- d) Teachers involved in the marking and moderation of internally assessed coursework
- Teachers involved in category a) and b) work are required to register this work with the Deputy Principal (Teaching and Learning) and the Examinations Officer.
- Teachers who carry out category a) work must obtain the express approval of the Principal, who will meet with them to discuss procedures.
- All staff involved in category a), b), c) and d) public exam work must follow all centre, exam board, JCQ and regulator regulations in full.
- The integrity of the exam process is critical and no actions should be taken that either undermine, or appear to undermine, the fairness and integrity of public exam assessment. The centre and its staff must maintain the highest professional standards at all times.
- Staff must declare any conflict of interest (including a relative or close associate being entered as a candidate at the centre) to the EO before the entry deadline for each series.

Special Consideration
- Senior Leaders support eligible applications for special consideration by signing appropriate evidence.
- The Examinations Officer processes appropriate requests for special consideration, gathers evidence which may need to be provided by other staff or candidates, and submits requests to awarding bodies by the external deadline.
- Candidates provide appropriate evidence to support special consideration requests, where required.
- There is no charge to parents for special consideration applications.

Unauthorised Materials
- Invigilators are informed of the arrangements through training.
- Any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts, normally at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- Before the examination starts, the invigilator must ensure that candidates have removed their watches and placed them in the designated tray.

Internal Exams
The **Examinations Officer** briefs invigilators on conducting internal exams and returns candidate scripts to teaching staff for marking. **Invigilators** conduct internal exams as briefed by the EO.

Section 5 – Results and Post-results
Head of Centre ensures the centre's obligations as detailed in the regulations are met.

Internal Assessment
Head of Department ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies, and that work is returned to candidates or disposed of according to the requirements.

Classification: General Internal Purpose

Managing Results Day(s)

- Senior Leaders identify centre staff who will be involved in results day(s) and their roles, and ensure senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of reviews. Candidates are informed of the periods during which centre staff will be available.
- The Examinations Officer works with senior leaders to ensure procedures for managing results day(s) (a results day programme) are in place.
- Site staff ensure the centre is open and accessible to centre staff and candidates, as required.

Accessing Results

Head of Centre ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates, and understands that it is not permitted to withhold provisional results from candidates under any circumstances (including where fees are outstanding).

Examinations Officer

- informs candidates in advance of when and how results will be released to them
- accesses results from awarding bodies under restricted release of results, where provided
- resolves any missing or incomplete results with awarding bodies
- issues statements of results to candidates on the issue of results date
- provides summaries of results for relevant centre staff on the issue of results date

Post-results Services

Post-results services available are clerical re-checks, reviews of marking, priority reviews of marking (for candidates whose progression to higher education depends on the outcome), reviews of moderation, access to scripts and appeals. Fees are set out in Appendix 3.

Complaints and appeals

There is a two-stage appeals process:

- Stage One – the preliminary appeal: the case will be reviewed by a member of the awarding body who has not had any previous involvement with or personal interest in the matter.
- Stage Two – the appeal hearing: the case will be considered by a panel which will include at least one independent person.
- At each stage, the appeal will either be upheld, not upheld or partially upheld.

Head of Centre

- ensures an internal appeals procedure is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- ensures that senior members of centre staff are available immediately after the publication of results
- understands that, following a review of marking, candidates' marks and subject grades may be lowered, confirmed or raised

Examinations Officer

- provides information to candidates and staff on the services provided by awarding bodies and the fees charged (Appendix 3)
- publishes internal deadlines for requesting services to ensure external deadlines can be met
- provides a process to record requests for services and collect candidate informed consent (after the publication of results) and fees where relevant
- submits requests to awarding bodies by the external deadline, tracks requests to conclusion and informs candidates and relevant staff of outcomes
- arranges refunds to parents where Pearson waives a fee because a grade has changed
- updates centre results information, where applicable

Teaching staff meet internal deadlines to request services and gain relevant candidate informed consent.
Candidates meet internal deadlines to request services and provide informed consent and fees, where relevant.

Certificates

- Certificates are provided to centres by awarding bodies after results have been confirmed. All certificates are scanned prior to distribution/collection.
- Once A Level certificates are ready, parents are contacted and asked to collect. Certificates can be couriered overseas at the parent's cost if necessary. All certificates must be signed for, or email confirmation given for courier.

Classification: General Internal Purpose

- International GCSE certificates are normally handed out at an awards ceremony and must also be signed for. Uncollected certificates are handled in the same way as A Level certificates.
- Candidates may arrange for certificates to be collected on their behalf by giving the EO written or email authorisation; authorised persons must provide ID on collection.
- Replacement certificates or a Certifying Statement of Results requested by a candidate after issue are charged at Pearson's published fee plus the 15% administration charge.

Retention of certificates

- Certificates are retained for a period of one year, after which time they are confidentially destroyed. Final attempts to contact parents are made before this.
- A spreadsheet is kept showing which certificates have been destroyed.

Examinations Officer keeps records as required by JCQ and awarding bodies and the centre's records management policy for the required period, and provides an exams archiving policy that identifies information held, retention period and method of disposal.

Section 6 – BTEC Qualifications

MBA delivers Pearson BTEC International Level 2 and Level 3 qualifications alongside Pearson Edexcel qualifications. BTEC qualifications are largely internally assessed and quality-assured by Pearson through Standards Verification. In addition to the responsibilities above, the following apply.

Roles

Role	Responsibilities
BTEC Quality Nominee	Main point of contact with Pearson for BTEC quality assurance; ensures programmes are approved, that Lead Internal Verifiers are registered and accredited, and that Standards Verification sampling is arranged and acted on.
Lead Internal Verifier (per sector)	Completes Pearson standardisation each year; signs off assignment briefs before issue; leads internal verification and standardisation of assessment decisions across assessors.
Assessors (teaching staff)	Issue approved assignment briefs, assess learner work against the unit criteria, give feedback, authorise resubmissions within the rules and record decisions accurately.
Examinations Officer	Registers learners on Edexcel Online, makes any external assessment entries, claims certification and maintains BTEC records with the Quality Nominee.

Registration

- Learners on programmes that follow the academic year are registered with Pearson by **1 November** of the year in which they start the course. Learners must be registered before any assessment decisions are recorded or external assessment entries made.
- The BTEC registration fee is a once-only fee covering the programme. Parents are charged the Pearson registration fee plus the 15% administration charge (Appendix 3).
- Pearson applies late registration fees (×1.25 to ×2.00) according to how long after enrolment the registration is made. Late registration caused by the centre is charged to the department budget.
- Learners who leave the programme must be deleted within the Pearson deadline for a credit to be issued; MBA passes any credit received on to parents.

Internal Assessment and Verification

- An assessment plan is produced for each programme at the start of the year, showing assignment issue and hand-in dates and internal verification activity.
- All assignment briefs are internally verified before issue; a sample of assessment decisions across every assessor and unit is internally verified before results are confirmed to learners.
- Learners sign a declaration of authenticity for every submission. Teachers must not authenticate work they believe is not the learner's own, including work produced with unacknowledged AI tools.
- A learner may be authorised one resubmission per assignment, within 15 working days of receiving feedback, where Pearson rules allow. A retake is only permitted with the Lead Internal Verifier's authorisation.
- Learners may appeal an assessment decision through the centre's internal appeals procedure. Suspected BTEC malpractice is investigated and reported to Pearson in line with the JCQ and Pearson malpractice procedures.

Classification: General Internal Purpose

- Learner work and assessment records are kept securely for the period required by Pearson (normally until certification has been issued plus at least three years for records).

Certification

- Results are claimed by the Pearson deadlines so that learners progressing to higher education receive their results in August. Late claims may incur Pearson charges, which are met by the centre.

Classification: General Internal Purpose

Appendix 1: Invigilation Procedures
All information and documents can be found in the exams folder in the exam room.

At the start of the examination

- Use the checklist to ensure everything is in place for the examination.
- Complete the top of the Incident Log to confirm your presence.
- Have students line up outside the examination room. Personal belongings can be left in the Innovation and Enterprise area as security will be present throughout the exam.
- Students silently enter the room in the order in which they are listed on the register. Students cannot bring pencil cases (unless they are transparent), food or drink into the examination room, except for bottled water (labels must be removed). Instruct students to sit at the desk containing their desk label.
- Once all students are seated, check that the student sitting in each seat matches the photograph in the exams folder to confirm identity.
- Cross-check with the lead SLT member that the paper package(s) is/are the correct one(s) for the examination.
- Open the examination paper packages and distribute the examination papers, reminding students not to open the papers until instructed to do so.
- Once papers have been distributed, read the script in full to begin the examination.
- Once students have begun the examination, complete the attendance register.

During an examination

Visiting the bathroom

- Students are allowed to go to the bathroom for exams of more than 1 hour (unless an emergency), but one invigilator/security guard must accompany the student through the hallway and the student's name and the time of the toilet break must be recorded on the Incident Log.
- The student must not talk to any other students, and no examination materials can leave the room.
- At no point can two invigilators leave the exam room at one time to escort students to the bathroom. A security guard will be on duty to escort students to the bathroom for all exams.

Lateness to the exam – Students arriving late will be admitted to the examination with their lateness noted on the Incident Log, and are allowed the full length of the exam to complete their paper (within JCQ late-arrival rules).

Exam resources

- Extra pencils etc. are in the box provided, but these materials cannot leave the examination room.
- Scrap paper cannot be provided, and all rough work should be completed in the examination booklets. Extra paper for written answers can be provided.
- Students cannot share any materials (pens, calculators etc.) with other students. Gel pens, correcting pens or fluids are not permitted.

Other

- Make a note of any misconduct or suspected misconduct (cheating, talking etc.) on the Incident Log and warn the student(s) involved about their conduct. Students should be allowed to continue writing the examination unless their behaviour would disadvantage other students.
- Refer to the emergency procedures document for required action during an emergency.
- Invigilators cannot answer questions about the content of the examination, read questions (or any parts of questions) to students, or explain any terms used in the examination questions.
- Students must remain in the examination room for at least one hour before they will be permitted to leave, and students may not leave during the final 15 minutes. Students who finish early (after the first hour but before the final 15 minutes) may be permitted to leave once all their materials have been collected.
- No examination materials are permitted to leave the room in the possession of candidates.

Ending an examination

- Read the ending instructions.
- Collect the examination materials from all candidates before allowing them to leave. Check that there is an examination booklet (and answer booklet if used) for each candidate on the attendance register and that they have completed the front sheet correctly.
- Tell students to leave additional examination materials on their desk and remind them that they are still under exam conditions until they leave the room.
- Return examination papers to the Examinations Officer or SLT lead for the day.

Classification: General Internal Purpose

For examinations that involve separate answer sheets – Ask students to put any loose sheets in order by question number and raise their hand if they have used loose sheets that need to be included with their booklet. Separate answer sheets should only be attached with a treasury tag to the back of the paper.

After the students have been dismissed

- Put all the exam scripts in alphabetical order (source booklets do not need to be included).
- Put the scripts in the exam envelope and separate the attendance register.
- Remove the sticker from the white sheet and place it on the front of the exam envelope.
- Place the white copy in the exam envelope. DO NOT seal it.
- Place the green copy back in the attendance register drawer.

Emergency procedure

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register (to ensure all candidates are present) and evacuate the examination room.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence and head to the exit near Gate A and B.
- Call the Middle and Senior School Principal (Emma MacDonald) and confirm you have all candidates with you, or highlight any that have not left the building with you.
- Make sure that candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.

Invigilator procedures

- Sign in on the Incident Log.
- Invigilators must not use their mobile phones or laptops in the exam room except to contact the SLT lead.
- Invigilators should move around the room at regular intervals, not stand together, and not talk near any students.

I have read and understand these rules:

Name:	
Signature:	
Date:	

Classification: General Internal Purpose

Appendix 2: Starting an Exam; Ending an Exam and Emergency Evacuation Procedures

Starting an examination – invigilator announcement

1. You must now follow the regulations of the examination.
2. Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
3. Check your pockets now. Check for things such as notes, books, papers, **AirPods, earphones/earbuds**, iPods, mobile phones, smartwatches and watches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4. If you have a watch, hand it to an invigilator now.
5. (For examinations with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room and that you have the correct edition of the allowed set text(s).)
6. (For examinations where a calculator is allowed, add: make sure that the lid, case, or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory.)
7. Check that you have been given the correct paper for the day, date, time, subject, unit/component and tier.
8. Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use. **Do not write anything else and do not open the question paper until you are instructed that the exam has begun.**

Pause to allow time for candidates to fill in the details

9. Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10. Check that you have all the materials you need for the exam.

Pause to allow time for queries

Tell the candidates about any erratum notices

11. Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.
12. You must write in the designated sections of the answer booklet.
13. You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add: you must do any rough work in the question booklet.)
14. You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.
15. You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention.
16. If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.

Tell the candidates when they may begin and how much time they have

Classification: General Internal Purpose

MAMOURA
BRITISH ACADEMY

Mamoura British Academy – 90566

Emergency Evacuation Procedure for Examinations (2026/2027)

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies. In an emergency such as a fire alarm or a bomb alert, the invigilator **must** take the following action:

- Stop the candidates from writing and collect the attendance register (ensuring all candidates are present).
- Advise candidates to close their answer booklet and leave all question papers and scripts in the examination room.
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Candidates should leave the room in silence.
- Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination.
- Exam candidates and supervising staff should head to the nearest building exit (next to the library for current exam rooms) and position themselves between **Gate A and B** until further instructions are given; communication with senior leaders is required.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full remainder of the working time set for the examination once it resumes.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, to be retained on file if required by the awarding body.
- Any breach of question paper security or malpractice must be reported to the awarding body **immediately**.

Key staff involved in the emergency evacuation procedure

Role	**Name(s)**
Head of Centre	Douglas Pettitt
Senior Leader(s)	Emma MacDonald, Simon Gill, Ian Wignall
SENCo (or equivalent role)	Rachael Heathcote
Examinations Officer	Little Flower Thomas

Purpose
This procedure details how Mamoura British Academy – 90566 deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

When is an emergency evacuation required?
An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, a bomb alert or other serious threat. In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents. As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so.

Roles and responsibilities

Head of Centre

- ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

Classification: General Internal Purpose

- ensures any instructions from relevant local or national agencies are referenced and followed where applicable
- ensures any breach of question paper security or malpractice is reported to the awarding body immediately

SENCo (or equivalent role)

- ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate where different procedures or assistance may be needed
- ensures the candidate is informed before their exams of what will happen in the event of an emergency evacuation

Examinations Officer

- ensures invigilators are trained in emergency evacuation procedures and how an incident and the actions taken must be recorded
- ensures candidates are briefed through the Candidate Exam Handbook and by information given to teaching staff to share with candidates, prior to exams, on what will happen in the event of an emergency in the exam room
- provides invigilators with a copy of the emergency evacuation procedure for every exam room, and a standard invigilator announcement which includes instructions on what will happen if the fire alarm sounds
- provides an exam room incident log in each exam room
- liaises with the SENCo and other relevant staff, and briefs invigilators, prior to each exam where different procedures or assistance may be needed for a disabled candidate
- ensures appropriate follow-up after an emergency evacuation, reporting the incident and actions taken to the awarding body, and ensures a full report is produced and retained on file
- ensures an online application for special consideration is submitted where candidates have been disadvantaged

Invigilators attend training, follow the procedure issued for every exam room, confirm with the EO any different procedures for a disabled candidate, and record details on the exam room incident log. **Other relevant centre staff** support the senior leader, SENCo, EO and invigilators in ensuring the safe emergency evacuation of exam rooms.

Recording details

As soon as practically possible and safe to do so, details must be recorded, including the actual time the interruption started, the actions taken, the actual time the exam(s) resumed and the actual finishing time(s). Further details could include a report on candidate behaviour throughout the interruption/evacuation and a judgement on the impact on candidates.

Classification: General Internal Purpose

Appendix 3: 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. **MBA 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.

Base fees are taken from Pearson's published international fee schedules for the centre's fee category (Pearson Edexcel Fees Brochure – International, Category C; Pearson Vocational Qualifications Fees). Where Pearson issues revised fees for 2026–2027 series, the Examinations Officer updates this schedule using the same method.

A. Pearson Edexcel International GCSE

Entry	Pearson fee	15% admin	MBA 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 below assume every unit is taken once with no resits.

Subject group – per unit	Pearson fee	15% admin	MBA 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 (MBA fee 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

Classification: General Internal Purpose

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

Charged once, at registration (by 1 November of the first year of the course). The fee covers registration, quality assurance and certification.

Qualification	Pearson fee	15% admin	MBA 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

BTEC late registration (Pearson)	Fee charged
Registered 0–60 days after learner enrolment	Standard fee
Registered 61–90 days after enrolment	Registration fee × 1.25
Registered 91–120 days after enrolment	Registration fee × 1.50
Registered more than 120 days after enrolment	Registration fee × 2.00
Learner deletion for credit	Within 90 days of registration, no units completed

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

Service	Pearson fee – International GCSE	MBA fee – International GCSE	Pearson fee – IAS/IAL	MBA fee – 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 (Service 3)	Pearson fee	MBA fee payable
International GCSE / AS and A level – up to 15 candidates in original sample	£274.00	£315.10
International GCSE / AS and A level – 16 or more candidates in original sample	£328.00	£377.20

Pearson does not charge for a clerical re-check or review of marking where the result leads to a grade change; in these cases MBA refunds the parent in full. Pearson's published post-results fees apply to series up to 31 December 2026; any revised fees for the January and June 2027 series will be applied by the EO using the same method.

E. Other charges

Item	Pearson fee	MBA fee payable
Late request for a subject award (cash-in) before certificates are issued	£7.70	£8.86

Classification: General Internal Purpose

Item	Pearson fee	MBA fee payable
Replacement certificate / Certifying Statement of Results (candidate request)	Pearson published fee	Pearson fee + 15%
Transferred candidate arrangement (candidate request)	Pearson published fee	Pearson fee + 15%

Classification: General Internal Purpose

Appendix 4: Pearson Key Dates 2026–2027 (International Centres)

Series	Basedata / 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

Internal deadlines are set by the EO ahead of each Pearson deadline and published in the annual exams plan. Dates are taken from the Pearson Information Manual 2026/2027 and should be checked against Edexcel Online before each series.

Classification: General Internal Purpose