MAMOURA

BRITISH ACADEMY

CANDIDATE EXAM HANDBOOK

2026-2027

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This must be signed by ALL parents and students

INTRODUCTION

Public examinations can be an extremely stressful time for students and parents alike. It is important that all those involved are as well informed as possible. All of our students are aware that rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

Mamoura British Academy will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their full potential.

This booklet is intended to offer information about our examination procedures, to answer some of the more frequently asked questions and to help guide and support students and parents through the examination process.

Mamoura British Academy is committed to ensuring that all candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

The purpose of this Exam Handbook is to provide information and support for you and your parents. Please read it carefully and share it with your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

It also contains the formal notices that the examinations regulatory body, the Joint Council for Qualifications (JCQ), require all candidates to be made aware of.

The Awarding Bodies set down strict criteria for the conduct of examinations which must be adhered to and Mamoura British Academy is required to follow them precisely.
You should therefore pay particular attention to the 'Information for Candidates' links which are included in this handbook.

After reading this booklet, if you have any further questions, please do not hesitate to contact our Exams Officer – Little Flower (Litty) Thomas
Email: lithomas@mamourabritishacademy.sch.ae

On exam days it is best to contact the school reception on 02 885 7100 and leave a message, with the nature of your query and a member of the Exams team will get back to you as soon as possible.

Once you have finished the document, please fill in the Microsoft form Examination Information and Conduct Agreement - 2026/2027 – Fill out form or scan the QR code (or sign and hand in) to confirm you have read, understood and accept the rules and regulations set out by MBA and awarding bodies.

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BEFORE EXAMS

EXAM BOARDS & EXAM SERIES

Mamoura British Academy uses the following exam boards: Pearson (Edexcel and BTEC) & Cambridge (CIE). There are three main exam series throughout the academic year – November (IGCSE re-sits and Modular exams), January (IAS/IAL and re-sits/early entry) and May/June (Summer – all exams). BTEC International courses are assessed mainly through assignments set and marked in school during the year (see BTEC Assignments below).

EXAM REGULATIONS

Links to the JCQ Warning to Candidates, Information for Candidates and Mobile Phone notices are printed at the back of this Handbook. **Breaking any rules or regulations could lead to disqualification from units or subjects.** In particular, be aware that the rule of no mobile phones in the exam room is clear and could likely result in disqualification and an award of zero marks from the awarding body for that exam/all associated exams if any student chooses to ignore all warnings and reminders before entering the room.

Make sure you read the JCQ Information for candidates (Click Hyperlink to read) **and are aware of what is expected of you during exams.**

EXAM CANDIDATE NUMBER, CENTRE NUMBER & NAME

For Edexcel, you will be issued with a four-digit exam candidate number which must be written on all answer booklets and additional sheets together with candidate name (please enter in correct order) and the School's Centre Number - 90566. This information will be on a card on your desk for each of your exams. You must write your full legal name on your exam papers. Known-as names, abbreviations and preferred names **must not be used**.

For CIE, you will be given a two-digit exam candidate number which must be written on all answer booklets and additional sheets together with candidate name (please enter in correct order) and the School's Centre Number – AE287. You MUST bring your Emirates ID to all CIE (Cambridge) exams as these are invigilated by an external company and they will only accept original EID or passport as identification.

Exam Fees

The table below shows the exam fees for this year's subjects. If your exam is not listed, please contact the Exams Officer. Exam board fees change each year, so please wait for the updated fees list rather than assuming last year's fees will apply.

How fees are calculated: for every entry you pay the fee charged by the exam board, plus a **15% centre administration charge**. Pearson fees are set in pounds sterling (GBP) and are invoiced in AED at the exchange rate on the date of invoice; the AED figures below are indicative.

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Why we add 15%: the exam board's fee pays for setting, marking and issuing results and certificates. It does not cover the school's costs as an exam centre. The 15% charge helps to cover processing and checking entries, invoicing each family and paying the exam boards, bank and currency conversion costs (exchange rates can change between invoicing and payment), the secure storage of question papers, couriering completed scripts to the UK for marking, and administering reviews of marking. A percentage is used rather than a flat fee so that families with fewer entries pay less.

You will not be charged for: mock exams, access arrangements, special consideration applications, or late fees caused by a school error.

Late entries: the exam boards double the fee for entries made after their entry deadline and treble it after the high late fee deadline. If a late entry or change is made at your request after the school's deadline, the late fee (plus the 15% charge) will be added to your account.

Resits and withdrawals: resits are charged at the same rate as first entries (for IAL, per unit). If an entry is withdrawn before the exam board's high late fee date, the exam board refunds the fee and we pass this refund on to you. After that date, refunds are only given with medical evidence.

Board	Course	Year	Subject	Subject code	Cost per module / unit (GBP)	Cost per qualification (GBP)	Cost in AED	Admin (15%)	Total (AED)
PEARSON	GCSE	2026-2027	GCSE Art & Design	1AD0		88.00	440.00	66.00	**506.00**
PEARSON	GCSE	2026-2027	GCSE Design & Technology	1DT0		88.00	440.00	66.00	**506.00**
PEARSON	GCSE	2026-2027	GCSE Arabic	1AA0		140.00	700.00	105.00	**805.00**
CAMBRIDGE	GCSE	2026-2027	GCSE Food and Nutrition	648		N/A	1,220.00	183.00	**1,403.00**
PEARSON	IGCSE	2026-2027	International GCSE ICT	4IT1		89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE Business	4BS1		89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE English Language A	4EA1		89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE English Literature	4ET1		89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE Biology Modular	4WBI	44.50	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE Chemistry Modular	4WCH	44.50	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE Economics Modular	4WEC	44.50	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE English as a Second Language Modular	4WES	22.25	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE English Language A Modular	4WEA	44.50	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE English Literature Modular	4WET	44.50	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE Geography Modular	4WGE	44.50	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE History Modular	4WHI	44.50	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE Maths A Modular	4WMF / 4WMH	44.50	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE Physics Modular	4WPH	44.50	89.00	445.00	66.75	**511.75**
PEARSON	IGCSE	2026-2027	International GCSE Science Double Award Modular	4WSD	29.67	178.00	890.00	133.50	**1,023.50**
CAMBRIDGE	IGCSE	2026-2027	International GCSE Global Perspectives	457		N/A	775.00	116.25	**891.25**
PEARSON	IAL	2026-2027	IAL Maths	WMA1	45.00	270.00	1,350.00	202.50	**1,552.50**
PEARSON	IAL	2026-2027	IAL Biology	WBI1	45.00	270.00	1,350.00	202.50	**1,552.50**
PEARSON	IAL	2026-2027	IAL Chemistry	WCH1	45.00	270.00	1,350.00	202.50	**1,552.50**
PEARSON	IAL	2026-2027	IAL Physics	WPH1	45.00	270.00	1,350.00	202.50	**1,552.50**
PEARSON	IAL	2026-2027	IAL Arabic	WAA0	113.50	227.00	1,135.00	170.25	**1,305.25**
PEARSON	IAL	2026-2027	IAL Business	WBS1	61.50	246.00	1,230.00	184.50	**1,414.50**
PEARSON	IAL	2026-2027	IAL Economics	WEC1	61.50	246.00	1,230.00	184.50	**1,414.50**
PEARSON	IAL	2026-2027	IAL History	WHI1	61.50	246.00	1,230.00	184.50	**1,414.50**
PEARSON	AL	2026-2027	A Level Art	9479		248.00	1,240.00	186.00	**1,426.00**

STATEMENTS OF ENTRY

These indicate which units and subjects you have been entered for in each exam series. Statements of Entry are issued prior to each exam series and should be checked carefully. When you received your Candidate Statement of Entry, please check your details carefully including the spelling of your name and date of birth. If you think something is wrong or you do not understand something, please email the Exam Officer as soon as possible after receiving your statement of entry – **remember that the name that appears on all correspondence will also appear on your certificates**.

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ACCESS ARRANGEMENTS

If you have provision for Access Arrangements the SENCo team will inform you regarding what provision is in place and how to use it. You will also be provided with your individual timetable detailing your access arrangement.

BTEC ASSIGNMENTS

If you are studying a BTEC International qualification, you will be registered with Pearson by 1 November in the first year of your course. Most of your BTEC is assessed through assignments set and marked by your teachers and checked by Pearson.

- You must meet every assignment deadline. Work handed in late may not be accepted.
- You will sign a declaration that every piece of work you submit is your own. Using AI tools or another person's work without acknowledging it is malpractice.
- You may normally be allowed one resubmission of an assignment, within 15 working days of receiving feedback, if your teacher and the Lead Internal Verifier agree.
- If you disagree with an assessment decision, you can appeal using the MBA BTEC Appeals Policy. Speak to your teacher or the BTEC Lead Internal Verifier, Ashleigh Dabell.

EXAM TIMETABLE

Please check this carefully when it is displayed in the school. If you have any queries, inform the Exams Officer immediately or a member of teaching staff. You are responsible for knowing the dates and times of your exams.

Exam Date	Day	Subject	Type	Exam code	Exam Name	Exam Dur.	Start Time	End Time	Room

- **Exam Date** – the date the exam is taking place
- **Day** – the day of the week
- **Subject** – Name of the examined subject
- **Type** – Indicates if the exam is AS/IAS or GCSE/IGCSE
- **Exam Code** – The code for the examined subject
- **Exam Name** – Name of the exam/paper for the subject(modules)
- **Exam Duration** – Total duration of the exam
- **Start Time** – Time the exam will begin
- **End Time** – Time the exam will end
- **Room** – where the exam will be conducted.

CONTINGENCY DAY

Each year, the awarding bodies designate a contingency day in case there is national or significant disruption that prevents exams taking place as timetabled. For the summer 2027 series the awarding bodies have designated **Wednesday 23rd June 2027 as the contingency day** for examinations. Therefore, you **must** be available to sit examinations on this date, even if you do not have an exam timetabled that day, should an awarding body need to invoke its contingency plan.

EXAM CLASHES

If you are timetabled to sit two or more exams at the same time, this is known as a clash. All clashes should be brought to the attention of the Exams Office who can arrange for one of the papers to be taken at a different time on the same day. If you have a clash in exams you will receive a letter from the exam officer with revised start and end time of clash exams. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam paper in a subject is followed immediately by a second paper in the same subject this is not considered a clash.

All your belongings will be collected before the start of your first exam on the day of the clash and will be handed back after you finish your last exam.

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If an exam is delayed from a morning to an afternoon session, you will be supervised over lunchtime. You should bring some reading material and your lunch and a drink, as you will not be allowed to enter communal areas to buy food. Access to the internet will not be allowed and your **mobile phone cannot be used** during this time.

Attempting to communicate with any other candidate will be deemed as malpractice and reported to the exam board who may disqualify all the candidates involved.

DURING EXAMS

COPING WITH EXAM PRESSURE

'Stress is not necessarily a bad thing.'

People react to stress in different ways. Stress can be a great motivator for some students, giving them the 'get up and go' that they need to succeed. Other students are indifferent to stress; they can float along without getting affected by stress in a good or bad way. Stress can also be a bad thing for some students when exam pressures become overwhelming.

The key things to remember are:

- Stress is nothing to fear
- Anxiety is not inevitable
- You can learn how to cope more effectively.

HOW TO CONTROL PHYSICAL REACTIONS TO ANXIETY

Deep Breathing

When you become anxious, your breathing becomes shallow and fast. Breathing slowly and deeply will help you calm down and feel in control.

- Sit comfortably with a straight back
- Place your left hand on your chest, and right hand below it, on your diaphragm
- Inhale deeply through your nose for 5 seconds
- Hold your breath for 2 seconds
- Exhale slowly through your mouth
- Feel the expansions in your diaphragm
- Repeat for 1 or 2 minutes until you feel calm

HOW TO FEEL CONFIDENT ABOUT EXAMS

Many people with high exam anxiety can't stop worrying about failing or the consequences of failing. These types of beliefs focus on what you can't do rather than what you can. Find a positive, realistic belief that can replace the negative belief.
For example, if your negative belief is 'I am terrible at Maths', a positive, realistic alternative could be 'Even if I will never be the best at Maths, I will do better if I have a revision plan and stick to it' The key things to remember are:

- If you suffer from anxiety, replacing negative beliefs can help
- Some people find it helpful to keep a record of their beliefs
- You can become a more confident person with a 'can-do' attitude

HOW TO PLAN YOUR REVISION

1. Create a plan - Break down everything you need to revise into small topics and just revise one topic at a time. By creating a plan, you are taking control.
2. Set targets - Identify when you are going to revise each topic. Give yourself a time limit for when to complete each topic.
3. Check progress - Check your progress and set yourself a new time limit if necessary. Once you've met a target, set yourself a new one.

The key things to remember are:

- Targets should be achievable and manageable

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- Targets must be short-term and include a time-limit
- Review your targets, and when complete, set new ones.

Useful Study Tips

- https://www.gcsepod.com/student-resources/Top Tips for GCSE Success
- https://www.gcsepod.com/Getting ready for A-Levels

DRESS CODE

Full school uniform and correct dress code is required for all exams **(Business attire for Post 16 students)**

FOOD & DRINK

No food or drink is allowed in the exam room except for water. Bottles must be transparent with all labels removed (this includes reusable plastic bottles). Chewing gum is not allowed.

PERSONAL BELONGINGS

Bags and personal belongings will **not be allowed** into the exam room. You should only bring the equipment needed for your exam. All other items must be left in the designated area outside the examination hall.

UNAUTHORISED ITEMS

Only authorised items may be brought into the exam. **Students must not** be in possession of any of the items below. If found, this will be treated as malpractice and reported to the awarding body (see Malpractice). Ideally, all of these items should be left outside the exam room.

- Mobile phones
- Watches of any kind – analogue, digital or smartwatch
- Earphones or earbuds of any kind (e.g. AirPods)
- iPads, iPods, tablets, MP3/4 players or similar devices
- Smart Glasses
- Any other smart, storage or web-enabled devices

If you have accidentally brought any of these items with you, you **must** hand them to the invigilator when the invigilator makes the announcement at the start of the exam, before the exam begins. **It is your responsibility** to make sure any device you hand in is switched off or set to silent. Items handed in will be kept out of reach (not under desks) until the end of the exam.

Students who wear hearing aids or cochlear implant processors will not be asked to remove them, but must unpair any Bluetooth connection and set the device to 'flight mode' before the exam starts. Students who need a mobile phone for medical reasons (e.g. diabetes) must have this agreed in advance as an access arrangement through the SENCo.

SEATING PLANS

Seating plans will be posted outside and inside the exam room before each exam commences and are listed in Candidate number order. You must check the seating plan to ensure you are in the correct seat. It is imperative and **non-negotiable** that you sit in the numbered seat allocated to you for a specific exam or you may be given the wrong paper.

EXAM CONDITIONS

You are under strict exam conditions from the time you enter the exam room until the time all candidates leave. If you are using a laptop / PC to type your exams, you will still be under exam conditions until after you have printed and signed your typed exam paper. The laptop will have internet access and all AI tools (e.g. Copilot or writing assistants) turned off, and spelling and grammar checkers disabled unless the awarding body allows them. Attempting to access any of these is malpractice.

LATE ARRIVAL

If you are running late, you should get to school as quickly as possible and immediately go to

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the examination room. You **must not** enter (or leave) an examination room without permission after an examination has begun.

If you are allowed to sit the exam, you will be given all of the pre-exam information and warnings before you start, and you will be allowed the **full time** for the exam.

You will be considered **very late** if you arrive more than one hour after the published start time for an exam lasting one hour or more, or after the published finishing time for an exam lasting less than one hour. In this case the school must inform the awarding body, giving the reason for your lateness, and the awarding body may decide **not** to accept your work.

BE PREPARED

- **Make a note of your Exam start time**. Make sure you arrive at school 20 minutes prior to the start time of each exam and wait quietly in **The Study Hub**. You will be collected and escorted to the exam room by a member of staff. You will be invited into the examination room by the invigilator.
- It is your responsibility to ensure that you have all the necessary equipment with you. Mamoura British Academy is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the Invigilators. **Equipment cases must be see-through**.
- You are permitted to bring only a **clear bottle** containing water only into the exam, all labels **must be** removed. Bottles that do not meet these standards will be removed by an invigilator.
- Unauthorised items **must be** left outside or handed into invigilators; this is non-negotiable.
- **Pens should be black ink or black ballpoint**. Correcting pens, fluid or tape, erasable pens, highlighters or gel pens are **not allowed** in your answers. Pencil may be used for drawings and rough notes only.
- You must listen carefully to instructions and notices read out by the Invigilator as there may be amendments to the question paper.
- Check you have the correct question paper - subject, unit and tier.
- Read all instructions carefully and number your answers clearly.
- Write your legal name (not known-as, abbreviated or preferred names), exam candidate number and Centre number on all answer booklets and additional sheets.
- Check that your expected access arrangements are in place. If there is a problem, put up your hand and tell the invigilator.
- There will be a 5-minute warning at the end of the exam.

TOILET BREAKS

Students should ensure they have been to the rest room prior to exams starting and will only be granted a toilet break where exams are longer than 1 hour, they will not be given extra time to compensate and they will be accompanied to the rest room and back, **any malpractice will be reported.**

CALCULATORS

You may use a calculator in an exam unless expressly prohibited by the awarding bodies specification. Where the use of a calculator is allowed, **you are responsible** for making sure that your calculators meet the awarding bodies regulations.

Calculators must be:

- of a size suitable for use on the desk
- either battery or solar powered
- **No** lids, cases or covers which have printed instructions or formulae
- working properly, with working batteries
- cleared of anything stored in the memory and **set to exam mode** before the exam

Calculators must not:

- be language translators

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- have symbolic algebra manipulation
- have symbolic differentiation or integration
- be able to communicate with other machines or the internet
- be borrowed from another candidate during the exam
- have retrievable information stored in them – this includes: databanks; dictionaries; mathematical formulas and text.
- be accompanied by operating instructions or prepared programs

The use, or attempted use, of any such calculators without permission will be regarded as malpractice.

MALPRACTICE (CHEATING) & UNAUTHORISED MATERIALS

Malpractice means any act or practice which is in breach of the Regulations. If any candidate is being disruptive, the invigilator will warn them that they may be removed from the examination room. The candidate will also be warned that the Awarding Body will be informed and may decide to penalise them, which could include disqualification.

If you are caught cheating in any way in an examination, you will be reported to the relevant Awarding Body. "Cheating" means doing anything that is against the rules stated on the "Warning to Candidates" leaflet and includes:

Other forms of malpractice such as:

- Being in possession of unauthorised materials e.g. revision notes, reading pens, Mobile phones, iPods, MP3/4 players, wrist watches, smart watches or any other products with text/digital facilities (even if you do not intend to use them).
- Communicating with other candidates (by talking, signing or otherwise)
- Copying from other candidates
- Sitting an exam in the name of another candidate.
- Offences relating to content of Candidates' work
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Using electronic device or talking to other candidates while under center supervision between clash exams.

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

Research and using references

Students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work
AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work 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

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bibliographies.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT (https://chatgpt.com), 15/01/2027. You should retain a copy of the computer-generated content for reference and authentication purposes.

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

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures. The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for several years.

Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work. Any form of malpractice including possession of unauthorized material or the use of AI is a very serious offence, and you will be subject to penalty and possible disqualification from that paper/subject/all subjects under the **JCQ Suspected Malpractice Procedures and Policies** (Click Hyperlink to read).

If you suspect or see malpractice taking place in exams or assessments immediately report what you witness to the examination officer/Invigilator/SLT/Centre.

AT THE END OF AN EXAM

- You must complete the candidate details (name, candidate number, centre number and paper code) on the exam/question paper where required. You must write your full name on your exam papers. Known-as names, abbreviations and preferred names must not be used.
- At the end of an exam, all work must be handed in - remember to cross out any rough work.
- If you have used more than one answer booklet or additional sheets, ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your question papers and completed answer booklets before you leave the room. **Absolute silence must be maintained during this time**. You are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional sheets **MUST NOT** be taken from the exam room.
- You **must remain seated** until told to leave. You must leave the room in silence, one row at a time or as instructed by the invigilator and show consideration to other candidates who may still be working. If students finish and leave the exam room before the end of the exam finishing time (with permission) they **WILL NOT** be allowed back into the exam room.

INVIGILATORS

- You are expected to behave in a respectful and polite manner towards the Invigilators and always follow their instructions.
- Invigilators are in the exam room to supervise the conduct of the exam. They will distribute and collect question papers and answer booklets and deal with any problems that may occur during the exam eg. if you feel unwell.
- Invigilators **CANNOT** give explanations of questions.
- Put your hand up if you need to speak to an Invigilator.
- If you are disruptive or behave in an unacceptable manner, **you will be removed** from the exam room and dealt with accordingly.

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ABSENCE FROM EXAMS

- If you are unable to attend an exam due to illness or some other serious reason, your parent/guardian must contact School Reception **before 8.30am** on the day of the exam.
- Medical evidence must be provided stating your illness, specific dates and that you were unfit to take the exam.
- You are reminded that entry fees will not be refunded should you fail to attend an exam without good reason and prior warning to Mamoura British Academy. If you do not provide medical evidence where relevant, special consideration cannot be applied for, and you will be asked to pay for future attempts at those exams missed.
- **Misreading your timetable is not an acceptable reason for absence.**

SPECIAL CONSIDERATION

If you are ill, injured or affected by a serious event (such as a bereavement) at the time of an exam or assessment, the school can apply to the exam board for special consideration. Tell the Exams Officer as soon as possible – and no later than the day after the exam – and provide evidence such as a medical note. The exam board decides whether an adjustment is made. There is no charge for special consideration.

EMERGENCIES

If the **fire alarm** sounds during an exam, the Invigilators will tell you what to do. Don't panic! If you must evacuate the room, you will be asked to and in the order in which you are sitting. **Leave everything on your desk**. You will leave in silence escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the Invigilator tells you to. You will be allowed the full remaining duration of time for the exam, and a report will be sent to the exam board detailing the incident.

AFTER EXAMS

NOTIFICATION OF RESULTS

- Results for the IGCSE November 2026 series will be available on: **Thursday 21st January 2027** (Pearson Edexcel) and **Thursday 14th January 2027** (Cambridge)
- Results for the IAS/IAL January 2027 series will be available on: **Thursday 4th March 2027**

SUMMER SERIES 2027 AS/A Level/IAL/IAS

- **Pearson (Edexcel)** – Thursday 12th August 2027 (Students can access on Results Plus – 13:00)
- **Cambridge International Education** – August 2027 (date to be confirmed by Cambridge)

SUMMER SERIES 2027 GCSE / INTERNATIONAL GCSE

- **Pearson (Edexcel)** – Thursday 19th August 2027 (Students can access on Results Plus – 13:00)
- **Cambridge International Education** – August 2027 (date to be confirmed by Cambridge)

It is strongly recommended that you **keep** all your Statement of Results slips for future reference. They are particularly useful for completing UCAS applications. If someone else is to collect your results, kindly email the examination officer stating the name of the person coming to collect your results. The collector will require some form of ID.

POST RESULTS

If you want to have any papers reviewed or scripts returned, kindly email the examination officer on results' day.
Please be aware of the deadline dates as these are set by the exam boards, not the school.
Exact deadlines for 2026–27 will be confirmed by the Exams Officer when the awarding

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bodies publish them.

ACCESS TO SCRIPTS DEADLINE

- Pearson (November 2026 series) – Approximately mid to late April 2027 (TBC)
- Pearson (January 2027 series) – Approximately mid to late May 2027 (TBC)
- Pearson (Summer 2027 series) – Approximately mid-December 2027 (TBC)

RE-MARKS DEADLINE

- Pearson (November 2026 series) – Mid-February 2027 (TBC)
- Pearson (January 2027 series) – Late March 2027 (TBC)
- Pearson (Summer 2027 series) – Late September 2027 (TBC)

POST-RESULTS FEES

Fees are charged per paper or unit and include the 15% administration charge (AED figures are indicative).

Service (Pearson)	IGCSE fee (GBP)	IGCSE total incl. admin (AED)	IAS/IAL fee (GBP)	IAS/IAL total incl. admin (AED)
Clerical re-check (per paper/unit)	14.00	80.50	14.00	**80.50**
Review of marking (per paper/unit)	50.00	287.50	57.00	**327.75**
Priority review of marking (per paper/unit)	60.00	345.00	68.00	**391.00**
Copy of marked script	Free	Free	Free	**Free**
Copy of script after a review of marking	15.00	86.25	15.00	**86.25**

RESITS

- November exam series (IGCSE)
- January exam series (IAS/IAL)

While applying for Review of marking the grades can go up, down or remain the same. If your grade changes (up or down), the exam board does not charge for the review and your fee will be refunded. If the grade goes down, the new grade will stand.

Please note – We are unable to process review of marking requests without **first receiving payment** for review of marking before the deadline date.

Once we receive the fee payment for review of marking the exam officer will apply online and inform you as soon as we receive the outcome. If your grade changes, the amount paid for the review will be refunded and credited to your account.

If you require advice on results days, SLT, Exams Officer, Post 16 Team, Careers Guidance Counsellor and Heads of Department will be available.

CERTIFICATES

Certificates will arrive in school by:

- The end of February 2027 for the November series 2026 (IGCSE).
- By the end of April 2027 for the January 2027 series (IAL).
- The end of November 2027 for the June 2027 (summer) series.

Once certificates arrive in School, leavers and current students can collect them by contacting the Exam Officer.

Early release of certificates may be applied for but **only if a university place is at stake**, you must apply for this **immediately following results day of any exam series**.

Please note – Certificates will only be released if there are **no outstanding fees** on your account.
If you wish a relative or friend to collect your certificates kindly email Examination Officer stating the name of the person coming to collect your certificates. The collector will require some form of ID.

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Please note

The school is only legally obliged to keep any unclaimed certificates for a period of one year from the date of receipt so please ensure you claim your certificates.

The school is not responsible for any exam certificates of the academic year 2024-2025 that are not collected by 31st December 2026.

The school is not responsible for any exam certificates of the academic year 2025-2026 that are not collected by 31st December 2027.

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Warning to candidates



1
You **must** be on time for all your examinations.

2
Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4
You **must** follow the instructions of the invigilator.

5
You **must not** sit an examination in the name of another candidate.

6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7
If you are confused about anything during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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JCQ CIC

AQA Realising potential | CAMBRIDGE OCR | City&Guilds | cea Rewarding Learning | NCFE | Pearson | wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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JCQ information for Candidates

- AI Use in Assessments
- JCQ Suspected malpractice Procedures and Policies
- Information for Candidates – Coursework 2026-2027
- Information for Candidates – Non-Examined Assessments 2026-2027
- Information for Candidates – Written Examinations 2026-2027
- Information for Candidates – On Screen Examinations 2026-2027
- Information for Candidates – Social Media
- JCQ Preparing to Sit Exams 2026-2027

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DECLARATION

Parent Declaration:

I, the undersigned, hereby confirm that I have thoroughly reviewed and understood the contents of the MBA Exam Booklet provided for my child. I acknowledge the importance of adhering to the outlined exam procedures and regulations. I understand that any failure to comply with these guidelines may result in an adverse impact on my child's exam results. I will take all necessary steps to ensure that my child follows these procedures diligently.

Signed: _____

Name: _____

Class: _____

Date: _____

Student Declaration:

I, the undersigned, confirm that I have thoroughly read and understood the contents of the MBA Exam Booklet provided. I acknowledge the importance of following all exam procedures and regulations. I understand that failure to comply with these guidelines may negatively impact my exam results. I commit to adhering to all instructions and guidelines during the exam to ensure my success.

Signed: _____

Name: _____

Class: _____

Date: _____

This form must be signed and returned to the Examinations Officer by [DATE TO BE CONFIRMED].

Alternatively, this can be completed digitally here: https://forms.cloud.microsoft/r/w9ku57nyve (or see the QR code near the beginning of the handbook)

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