

AL AIN JUNIORS SCHOOL - CENTRE NO: AE187

I. GENERAL INFORMATION/PRE-REGISTRATION

1. There are two series of exams every year; May/June and October/November.
 - **May/June series** is the main exam series for all in-school taught subjects
 - **October/November series** is essentially for the following:
 - a. For improving the grades in subjects taken from the May/June series in the same year.
 - b. For self-study subjects which may also be taken in the May/June series in addition to the regular subjects.
2. **Self-study subjects:**
 - a) **are subjects which are not taught in school but are included in the ADEK approved subject list (Please see a separate document detailing this list). This means that only re-take of subjects taught in school are allowed in addition to self-study subjects, during the October series.**
 - b) Availability of self-study subjects depends on Cambridge for each year and series. Please enquire with the exam officer in advance for the availability of such subjects.
 - c) For a candidate to be eligible to register for regular in-school taught subjects offered at A Level, he or she must have taken the same subject during the May/June series of its AS Level with a minimum of D grade. However, the option of taking any AS level subject in May/June of A Level and the A2 part of the same subject during the October series of the same year would always be available but subject to the approval of the HOD.
3. **Each qualification fee** is subject to both Cambridge fee list as well as internal administrative fees. Approved fee list would always be made available along with the entry form for each series
4. **May/June series exams registration** would usually be open from last week of November of the previous year of the exam series and closes by end of January of the exam year. For instance, for May/June 2023 exam series, registration will usually be open from first week of December 2022 and closes January 31, 2023.

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5. **October/November series exams registration** would usually be open in the third week of June (for GCE O Level and self-study subjects only) and closes first week July).
6. **For re-take entries**, registration opens and runs through the first two weeks of September. Details of all of these are attached to the entry forms for each series (Re-take entries are subjects taken during the May/June of the same year).
7. Entry forms will be distributed in classes and will be available in the school's front office as soon as registration opens for a particular series.
8. An orientation programme for parents as well as prospective candidates is usually conducted in the week preceding the commencement of the registration of a new series. Parents/Candidates would normally be notified by SMS or circular.
9. Instructions for the required documents for registration are usually included in a circular disseminated to parents before the registration begins, and are equally discussed during the orientation.
10. Mandatory documents to be submitted along with entry forms are:
 - a. copy of valid international passport
 - b. Copy of valid Emirates ID
 - c. Copy of previous CIE certificate or statement of result (if any)
 - d. Recent photo in passport-size taken in school uniform)
11. Filled and duly signed (by both parents and candidates) entry forms must be submitted at the front office along with payment for the entry which the Exam Officer ratifies.
12. Graduated students who wish to re-enroll for October series in the same year they graduated may seek approval through the students' affairs to do so. Normally, registration fee applies aside the entry fee. This is subject to change in ADEK's policies.

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II. MAKING PAYMENT FOR ENTRIES

1. Depending on the circumstances, all applicants are required to take the approval of :

- their subject teachers,
- the exam officer
- and the Principal

after filling their CIE entry forms, before they can proceed to make their payment.

2. Payment for entries is strictly at the front office except otherwise advised. This is to avoid confusion that sometimes attends tracing online payments.
3. Parents must clear all fee dues, inclusive of the current month in which the entries fee is being paid to be eligible.
4. Request for withdrawal of entry after it has been processed must be communicated in writing to the exam officer as well as the front office before the registration deadline. This must be adequately followed up by the applicant to ensure the withdrawal is processed and a copy of the updated entry statement issued to the candidate.
5. Normally, exam fees once paid and processed are not refundable. However, such fees may be converted to other school fees through a formal request which must be communicated in writing to the Student Affairs department. Processing this may take a while.
6. For a refund, where applicable, kindly note this may take a 2-3 months depending on Cambridge's processing period and internal administrative process.
7. Kindly note that refund of withdrawn entries is subject to administrative charges
8. Subject Withdrawals are not possible beyond a range of period. Please contact the Exam Officer to clarifications.

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III. POST REGISTRATION OF ENTRIES

1. All applicants must demand for a temporary statement of entry for their application not later than 7 days after making payment which they must thoroughly check and acknowledge by putting a tick across each detail on the entry statement issued, if possible, sign and dated, to confirm all details are correct, to the exam officer.
2. Parents and candidates **MUST** thoroughly check to ensure that the information submitted has been correctly entered and processed. In case of any discrepancy, the parent or the candidate affected must communicate this by email followed up by a phone call to the exam officer immediately the error is discovered, and not later than 24 hours of receipt of the temporary entry statement.
3. Cambridge allows for a number of opportunities to make an amendment on candidates' details with mistakes, before the final certificates are issued. The onus is therefore on candidates and their parents to report any possible error **before** certificates are issued.
4. Candidate are strongly advised to check their entry details during the following windows:
 - a. Immediately the temporary entry statement is issued.
 - b. When the final entry statements are issued before the commencement of exams.
 - c. When individual login details are issued shortly after exams are over.
 - d. When results are published online for candidates to check.
 - e. Immediately after statements of results are published.

N.B: The consequences of error in candidates' details reported after the final certificates are issued will be borne by the candidates regardless of where such error emanates from.

5. Candidates are strongly advised to regularly attend school throughout the days, weeks and months leading to the exams as vital information such as final timetables, final statements of entries, etc. are shared during this period. Candidates who missed any of these due to unapproved absence would bear the consequences that may arise.

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IV. DURING THE EXAMS

1. Candidates are supposed to appear for all exams in proper and regular school uniforms including
2. Lab coats (for those having laboratory practical). This excludes Physical Education uniforms.
3. All candidates must follow the timetable instructions and resume for exams at the scheduled time stipulated for each paper. Time of exam would normally vary depending on so many factors. This is why all candidates must receive a copy of the final centre timetable schedule.
4. Clashes of exams for any candidate not detailed on the timetable must be reported to the exam officer immediately noted,
5. In case of inevitable absence caused by unexpected circumstances beyond a candidate's control, this must first be reported by a phone call to the exam officer or the front office as early as possible on the day of the affected exam. An official report with verifiable proof must be sent by email to the principal detailing the cause of the absence. Depending on the approval by the principal, a request for special consideration may be made to Cambridge on behalf of the affected candidate.
6. Parents are responsible for conveying their children to and from school throughout exam periods.

V. POST EXAM

1. Immediately exams are over, all candidates must approach **the front office** for their individual login details for result checking online. On no account must any candidate or parent call to request this from the exam officer. The front office is the only approved office to issue this.
2. Parents must have cleared any due fees inclusive of the month in which login details are to be obtained. Only those who have met this condition will be able to obtain their logins.
3. Results of May/June exam series are usually published in the second week of August while those of October/November series are published in the second and third week of January of the year following the exam year.
4. Electronic statements of results are usually available around the same week the results are published. Candidates may request for them through the front office only! Parents must have cleared any due fees inclusive of the month in which the statement of result is to be obtained.
5. Certificates for the May/June series are usually dispatched sometime around last week of October of the exam year while that of the October/November series are dispatched between last week of

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February and first week of Match of the year following the exam year. Parents must have cleared any due fees inclusive of the month in which the certificate is to be obtained.

6. Exam Results Appeals services are usually accepted not later than one week from the day results are published. Parents and candidates who wish to avail themselves of these services must contact the exam officer within this widow. There are fees charged for these services. (See the fee list attached to the entry form for the preferred result check service of your choice).
7. Further enquiries relating to all the above can be directed in writing to the exam officer.

SPECIAL ADVICE TO IGCSE STUDENT TRANSITIONING TO AS LEVEL

1. Let your choice of preferred subjects be informed by your future career plans.
2. Choose subjects in order of their importance to your future career plan. For instance, if you plan to study Engineering, your choice 1 and 2 subjects should be **Physics and Math**. You may choose your choice 3 as per your plan B.
3. Speak to experienced academic advisors to guide you on your career and subject choice.
4. The AS Level marks are carried forwarded to A Levels. Students should sit for A Level exams within 13 months of time period to make use of their AS Level marks. After 13 months if a student wish to take A levels must register for both AS and A Level.

ACKNOWLEDGEMENT RECEIPT

Sub: INTERNAL POLICY & GUIDELINES FOR CANDIDATES CAIE Examinations, AY 2022-23

I, parent of in Grade
hereby wish to acknowledge receipt of the above correspondence confirms that I have read and understood the
above mentioned policy.

Phone number:

Email:

Signature: