



EXTERNAL EXAMINATIONS POLICY

This document provides an overview of all the important steps that must be taken by each individual student in order to ensure conformity to the Cambridge International rules.

1 - Punctuality:

All students must be lining up outside the exam room 30 minutes before the exam start time. In cases where the candidate is late, the candidate will not be allowed to have any extra time to compensate for the late arrival. In cases where the candidate is delayed beyond the Key Time of the exam, he/she will not be allowed to enter the examination room. We therefore advise all candidates to check very carefully the date of the exams, as well as the start time, be it AM or PM. The AM start time is always at 8.45 when Not Observing Daylight Saving time, and may vary between 8.45 and 10.00 when Observing Daylight Saving Time. The start time of the PM exams may be at 13.45 when Observing Daylight Saving time and 13.00 when Not Observing Daylight Saving time. Please be attentive to the start time on the timetable provided by the school.

2 - Full Centre Supervision:

When there is an eventual clash between two or more exams, this may mean that our school will have to shift one of the examinations slightly before or after the Key Time. If this is the case, candidates who are sitting the examination that has been delayed must be kept under Full Centre Supervision, until the start of the exam, in order to ensure the security of the exam process. This will entail that candidates will be supervised by a member of staff until the beginning of the exam, and will not have access to any technological device (computers, smart watches and cell phones) throughout this period. Candidates will be allowed access to textbooks and paper notes.

3 - What to take into the exam room:

Students are not allowed to take bags and pencil cases into the exam room. We therefore advise students to bring their materials for the exams (pens, pencils, calculators, rulers, etc..) in a plastic zip bags, rather than holding these materials loosely in their hands/ desks. This will avoid materials being dropped at the entrance before entering the exam room, as well as the noise disruption caused by their drop inside the exam room.

Water bottles may be brought into the exam room as long as the label around the bottle has been taken out, and that there is nothing written on the bottle. Water will also be provided inside the exam room so there is no need for students to bring in their own bottled water. Students are not allowed to bring tissues into the exam room, the school will also provide these inside the exam room. Snacks may be brought in as long as this is not wrapped and does

not make any noise when chewing. Wrist watches cannot be worn during the exam and there will be visible clocks available on the walls of the exam room.

4 – Leaving the exam room:

If students wish to go to the toilet during the exam this will be possible and they will be accompanied by a member of staff to ensure the security of the exam process. No extra time will be provided by the school to compensate the time absent from the exam.

Students will also only be allowed to leave the examination room once the exam finish time is over. Even if students finish the exam before the finish time, they will not be allowed to leave the room in order to avoid disruption for other candidates.

5 – Malpractice

Malpractice is any action that breaks our regulations and potentially threatens the integrity of our exams and certification.

The following are examples of candidate malpractice. The list is not exhaustive and we may consider other instances at our discretion:

- bringing unauthorised materials into the exam room
- disruptive behaviour in the exam room
- copying from another candidate
- plagiarism: failing to acknowledge sources and/or
- submitting another person's work as if it were their own
- seeking, obtaining, receiving, exchanging or passing on confidential exam material by any means
- failing to follow an invigilator's instructions
- failing to follow the conditions of supervision designed to maintain the security of the exams
- impersonation: pretending to be someone else, or arranging for another person to take their place in an exam
- behaving in such a way as to undermine the integrity of the exam.

Once suspected malpractice has taken place this will be immediately documented to Cambridge examinations centre and students who committed malpractice will be banned from taking any Cambridge qualification in the future.

6 - Access to Results:

The school office will send each individual candidate an access code to consult results. Please ensure you keep the access code carefully and use it to access results in August. If this access code is lost please contact the school office on the day results are released.

7 – Cambridge IGCSE and A Level Art & Design work:

Cambridge charges a fee per component for the return of Cambridge Art & Design work. If you wish that your son/ daughter's Art work is returned following the completion of the exam series, this must be requested to Cambridge by 15th June. Please contact the school office if this is your wish.

8 - Enquiries about Results:

Cambridge carries out extensive quality checks before issuing results. However, students can submit enquiries about results if you would like Cambridge to check your results. The school holds no responsibility over this enquiry and will submit the enquiry only after obtaining parental consent for this to take place.

Cambridge offers a range of enquiries about results services depending on the type of check you would like us to carry out.

There is an administrative fee for each enquiry, which can be found on the school's fees list. Cambridge will not charge the fee if the enquiry leads to a change to the syllabus grade.

Enquiries can be made up to one month after the date in which results were released.

Service name	Details of service	Availability of service
Clerical re-check: Service 1	A re-check of all procedures leading to the issue of a result. This service checks that all parts of the script were marked; that the marks were totalled correctly; and that the marks were recorded correctly.	Available for externally assessed components.
Clerical re-check with copy of script: Service 1S	The same as 'Service 1' but you also receive a copy of the script.	Available for externally assessed components. Not available for Art & Design syllabuses.
Review of marking: Service 2	A review of the original marking to check that the agreed mark scheme was applied correctly. Also includes the re-checks detailed in Service 1.	Available for externally assessed components. Not available for multiple-choice question papers.
Review of marking with copy of script: Service 2S	The same as 'Service 2' but you also receive a copy of the script.	Available for externally assessed components. Not available for multiple-choice question papers or Art & Design syllabuses.
Review of moderation of coursework with report: Service 5	A review of moderation of the centre's coursework for a component, and a report on the assessment of the candidates' coursework. If you have submitted a different enquiry for any of the candidates in the group we will complete that enquiry first before producing the report.	Available for internally assessed components. Not available for individual candidates. Can only be used for the whole cohort.