

Date: November 10<sup>th</sup> , 2025

التاريخ: 10 نوفمبر 2025

Circular No:31/ AY 2025-26  
Subject: Examination and Quiz Policy

Dear Parents and Guardians,

Please find attached the **Examination and Quiz Policy** for the school. This policy, which is built on the ADEK policy for assessments, must be followed by all students.

Kindly note the following important points:

- Any form of **cheating** will result in a grade of **zero**.
- Absences** must be approved by the **Principal**.
- Please note:** No additional assessments will be provided for students who are absent **without a valid medical reason** and a **medical certificate issued by a registered practitioner**, which must be **submitted on the day of absence**.

Thank you for your cooperation and support during this important period of the term.

Yours sincerely,

Dr. Antoinette Brown  
Principal Director



السادة أولياء الأمور الكرام،

يرجى الاطلاع على سياسة الامتحانات والاختبارات الخاصة بالمدرسة المرفقة.

تستند هذه السياسة إلى سياسة دائرة التعليم والمعرفة الخاصة بالتقويمات، ويجب على جميع الطلبة الالتزام بها.

يرجى ملاحظة النقاط المهمة التالية:

- أي شكل من أشكال الغش سيؤدي إلى حصول الطالب على درجة صفر.
  - يجب أن تتم الموافقة على الغياب من قبل مديرة المدرسة.
  - يُرجى العلم بأنه لن تُقدّم أي اختبارات بديلة للطلبة الغائبين دون عذر طبي موثّق بتقرير طبي صادر عن جهة طبية معتمدة، ويجب تسليم التقرير في يوم الغياب نفسه.
- شكراً لتعاونكم ودعمكم خلال هذه الفترة المهمة من الفصل الدراسي.  
مع خالص التحية والتقدير،

وتفضلوا بقبول فائق الاحترام،



الدكتورة أنطوانيت براون  
مديرة المدرسة

## Examination Policy 2025 – 2026

**The policy must be discussed with all students before the examination.**

### Policy

#### 1. Purpose

This policy aims to provide clear guidelines to students, parents, and staff regarding the school's internal examination rules.

#### 2. Scope

**This policy applies to all students and staff of Ajyal Al Falah.**

**3.1.** The school expects all students to comply with the following concerning the examinations:

**3.1.1.** It is the responsibility of all students to read the examination timetable and to attend their examination at the correct time.

**3.1.2.** Late students to examinations will only be given extra time if they use school transportation, which applies only to the internal examinations.

**3.1.3.** All students must wear full school uniforms during the examinations.

**3.1.4.** Electronic devices with text and/or other communication facilities features, smartwatches, and iPads are not allowed in the examination rooms. Only the appropriate calculators can be used during the exam once checked by the mathematics and science HODs.

\*High school students must have mathematics, chemistry, and physics calculators.

**3.1.5.** Calculators should be free of stored data or prepared programs. All calculators used in examinations must be submitted to the Math or Science Department before the examination to ensure they are cleared of all stored information. Please comply with this to avoid a zero mark or disqualification from the examination.

***3.1.6. Students' Mobile phones are not allowed at the school.***

**3.1.7.** Pencils, pens, and erasers will be provided for all examinations. No pencil cases must be brought to the examination rooms. School bags, textbooks, notes, and papers are not permitted in the examination room.

**3.1.8. Attendance registers** will be kept in the exam room.

**3.1.9.** Once examination papers have been distributed, students cannot talk. There should be no talking or attempts at communication whatsoever. Anyone breaking this rule will be excluded from the examination. Parents will be informed immediately. Teachers will provide students with additional blank paper to take notes or draft answers.

**3.1.10.** Borrowing or sharing of equipment is not allowed during the exam. Students should raise their hands and speak to a teacher only if they require assistance.

**3.1.11** Any attempt at **cheating will result in a zero mark**, and the principal will inform the student's parents immediately. Cheating is a serious violation of the school's discipline policy and constitutes level 2 misconduct under ADEK's Behavior Policy, which will have serious consequences. **(No re-testing for cheating will be allowed).**

**3.1.12.** Teachers will support the invigilation process and must collect students' exam papers once testing has ended. The Vice Principal must sign in all completed assessments for middle and high school at the end of each testing period in the Examination Office.

**3.1.13.** Once an examination is completed, all students must remain seated and silent until the allotted time ends. Any talking or attempted communication during the examination period will result in a score of zero.

**3.1.14.** Invigilators must physically collect all assessments and count all submitted work. Students are not allowed to leave their seats to hand in papers.

**3.1.15.** Students are not allowed to leave the test site until all assessments have been collected.

**3.1.16.** During the examination period, all students must remain quiet if they are near any of the exam rooms. **(A sign will be displayed when an exam is taking place.)**

**3.1.17.** Teachers are not allowed to discuss examination papers with the students.

**3.1.18.** Examination results can only be discussed after the papers have been moderated and grades finalized.

**3.1.19.** No student **should be allowed to visit the bathroom during the examination** unless it is a real emergency and his/her answer sheets have been submitted. Students should visit the bathrooms before the examinations take place.

**3.1.20.** Each teacher is responsible for ensuring that the **exam question papers are submitted to SLT for moderation on time, with an attached mark scheme, DOK levels, standards, and rubrics.** Exams should also be **corrected with a blue pen** within the time frame provided by SLT and HODs. Teachers must keep a **secure record of all examination results** and must ensure that there is evidence of all students' work and assessments. Records of all examinations will be kept in the Examination Storage Room.

**3.1.21** Any student absent during an exam will not be provided with an additional exam paper on their return to the school. In case of severe medical reasons, a further assessment will be organized only when a medical certificate from a licensed practitioner is submitted to the PA and approved by Dr. Antoinett Brown, the school principal. The medical certificate must be shared before or on the day of absence. Students **who are more than 10 minutes** late for their examinations will not be permitted to take the exam.

**3.1.22. When there are two test sessions a day, students will be allowed a short break after the first testing session.** They will have lunch during the break and must return on time for the second testing session. During Ramadan, students will only take a short break before the commencement of the next session.

**3.1.23.** In the event of **evacuation, the invigilator must secure all exam materials.** Students will then be allowed to continue the exam after returning to the assigned testing rooms.

**All the above procedures must be followed to ensure the examination will occur smoothly.**

**References:**

ADEK Assessment policy 2025

Ajyal Assessment and Examination Policy 2025

Assessment Integrity: ADEK Assessment Policy 2025 (p. 14)

