

Date: April 16th, 2026

التاريخ: 16 ابريل 2026

Circular No:65/ AY 2025-26
Subject: Third Term Examinations, Assessment Guidelines and Expectations

Dear Parents and Guardians,

We trust that you are now settled into the Third Term assessment procedures and are familiar with the policy shared with you through **Circular No. 64/ AY 2025-26**, concerning the third term Assessment and Examination Planning, and Student Promotion.

As communicated by teachers and Heads of Departments, online assessments and quizzes for Grades 1–12 are currently in progress. To ensure a smooth and well-organized quiz and examination process, we are sharing the examination rules and guidelines once again, which all students **must adhere to without exception, both online and in face-to-face settings.**

We kindly request your continued cooperation in reinforcing these expectations with your children to maintain a focused and orderly examination environment.

For online assessments, the school is using an **upgraded Google feature to monitor exam integrity**, which enables the identification of any instances of academic misconduct and allows examiners to review student activity and determine whether students may continue the assessment or be removed from it.

All students are required to keep their cameras on throughout the online assessment session. Students who do not comply should be aware that their assessment scores may not be graded.

During face-to-face assessments, smart glasses and other wearable technologies, such as smartwatches and programmable calculators, are strictly prohibited in the examination room, as they may provide access to stored information or enable the capture of exam content.

السادة أولياء الأمور الكرام،

نأمل أن تكونوا قد اطلعت على إجراءات تقييمات الفصل الدراسي الثالث، وأنكم على دراية بالسياسة التي تم مشاركتها معكم من خلال التعميم رقم (64/ للعام الأكاديمي 2025-2026) بشأن تخطيط التقييمات والاختبارات للفصل الثالث وترقية الطلبة.

كما تم توضيحه من قبل المعلمين ورؤساء الأقسام، فإن الاختبارات القصيرة والتقييمات الإلكترونية لطلبة الصفوف من الأول إلى الثاني عشر جارية حالياً. وحرصاً على سير عملية الاختبارات بشكل منظم وسلس، نود إعادة تذكيركم بقواعد وتعليمات الاختبارات التي يجب على جميع الطلبة الالتزام بها دون استثناء، سواء في التعليم عن بُعد أو أثناء التعليم الحضوري.

نرجو منكم استمرار تعاونكم في توجيه أبنائكم للالتزام بهذه التعليمات، بما يضمن بيئة اختبار منظمة ومركزة.

فيما يخص التقييمات الإلكترونية، تعتمد المدرسة على **ميزة مطوّرة في منصة جوجل** لمتابعة نزاهة الاختبارات، حيث تتيح هذه الخاصية رصد أي حالات إخلال بالنزاهة الأكاديمية، وتمكّن المراقبين من مراجعة نشاط الطالب واتخاذ القرار المناسب بشأن استمراره في الاختبار أو استبعاده.

كما يُطلب من جميع الطلبة إبقاء الكاميرات مفتوحة طوال فترة التقييم الإلكتروني، علماً بأن عدم الالتزام بذلك قد يؤدي إلى عدم اعتماد درجة التقييم.

أما في الاختبارات الحضورية، فيُمنع منعاً باتاً استخدام النظارات الذكية أو أي أجهزة قابلة للارتداء مثل الساعات الذكية أو الآلات الحاسبة القابلة للبرمجة داخل قاعة الاختبار، لما قد تتيحه من الوصول إلى معلومات مخزنة أو تصوير محتوى الاختبار.

Mobile phones and other prohibited electronic devices are not permitted on school premises or during online and face-to-face examinations.

For **Grade 12 students, who will write the US College Board AP examinations in May 2026**, such devices will be collected by the test administrators before testing and securely stored outside the examination room.

During all external examinations, internal quizzes, assessments, and periodic examinations, if a student is found in possession of or using any subject notes and or prohibited devices during the assessment or breaks, they will be dismissed from the exam. Any device and or notes will be confiscated and securely stored in the principal's office. The student's answer sheet or Google document will be invalidated, their score will be cancelled, and they will **not be eligible for a retest**. Parents will be informed immediately by the school social worker and will be required to meet with the principal.

Urgent attention: Any violation of school examination rules and College Board test security policies may also result in reporting the incident to ADEK and the College Board, with the following consequences: no retest, restriction from future College Board assessments, and a failing grade on the final report card and ADEK eSIS reporting.

We encourage students and parents to reach out to teachers for any support or clarification regarding subject content, as well as to request additional support sessions when needed, to ensure continued progress and success.

We are confident that Ajyal Al Falah students will act with integrity, prepare diligently, and perform to the best of their abilities to be promoted to the next grade.

Thank you for your continued support and partnership.

Yours sincerely,
Dr. Antoinette Brown
Principal Director



يُمنع منعاً باتاً إحصار الهواتف المتحركة أو أي أجهزة إلكترونية أخرى غير مصرح بها إلى حرم المدرسة أو استخدامها أثناء الاختبارات، سواء كانت إلكترونية أو حضورية.

بالنسبة لطلبة الصف الثاني عشر، الذين سيتقدمون للاختبارات الدولية في مايو 2026، سيتم جمع هذه الأجهزة من قبل المراقبين قبل بدء الاختبار، وحفظها بشكل آمن خارج قاعة الامتحان.

خلال جميع الاختبارات الخارجية والاختبارات القصيرة والتقييمات والاختبارات الدورية، في حال تم ضبط أي طالب بحوزته ملاحظات دراسية أو أجهزة ممنوعة، أو باستخدامها أثناء الاختبار أو خلال فترات الاستراحة، سيتم استبعاده مباشرة من الاختبار. كما سيتم مصادرة الأجهزة أو الملاحظات وحفظها في مكتب مديرة المدرسة، وسيتم إلغاء ورقة إجابته أو مستند جوجل الخاص به، وإلغاء درجته، ولن يُسمح له بإعادة الاختبار. وسيتم إبلاغ ولي الأمر فوراً من قبل الأخصائي الاجتماعي، مع تحديد موعد للقاء مع إدارة المدرسة.

تنبيه هام: إن أي مخالفة لقواعد الاختبارات المدرسية أو سياسات أمن الاختبارات الخاصة بمجلس الكلية قد تؤدي أيضاً إلى رفع تقرير بالواقعة إلى دائرة التعليم والمعرفة - أبوظبي ومجلس الكلية، مما قد يترتب عليه عدم السماح بإعادة الاختبار، والحرمان من التقدم لاختبارات مجلس الكلية مستقبلاً، إضافة إلى الحصول على درجة رسوب في كشف الدرجات النهائي وفي نظام السجل الإلكتروني للطلبة التابع لدائرة التعليم والمعرفة.

نشجع الطلبة وأولياء الأمور على التواصل مع المعلمين للحصول على أي دعم أو توضيح يتعلق بالمحتوى الدراسي، وكذلك طلب حصص دعم إضافية عند الحاجة، بما يضمن استمرار التقدم والنجاح.

نحن على ثقة بأن طلبة أجيال الفلاح سيتحلون بالزاهة، وسيستعدون بجد، ويؤدون الاختبارات بأفضل ما لديهم لتحقيق الترقية إلى الصفوف الأعلى.

شاكرين دعمكم وتعاونكم المستمر.

وتفضلوا بقبول فائق الاحترام والتقدير،

الدكتورة أنطوانيت براون
مديرة المدرسة



Examination Policy 2025 – 2026

The policy must be discussed with all students before the examination and provided to parents.

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 International School-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 and other types of electronic devices are not allowed at the school.

3.1.7. All materials needed during testing will be provided to students. Pencils, pens, erasers, and calculators (high school students only) for those without a calculator. **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. Students are required to be in attendance for each day of testing.
- 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 for taking notes or drafting 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, with 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. Students are advised to bring a novel to read if they finish testing before the time ends.
- 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 exam room. **(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.** During the last week before school closure, teachers must review all quizzes and exams with students to help them understand their results and know exactly what they did well and where they need improvement.
- 3.1.20.** 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.

3.1.21. Each teacher is responsible for ensuring that exam question papers are submitted to SLT for moderation on time, with the mark scheme, DOK levels, standards, and rubrics attached. 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.

3.1.22. 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 or hospitalization, a further assessment will be organized only when a medical certificate from a licensed practitioner is submitted to the PA and approved by Dr. Antoinette 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.

3.1.23. When there are two test sessions a day, students will be allowed a short break after the first testing session. During Ramadan, students will take a five-minute break for examinations (high school students) that have Part I and Part II, before the next session.

3.1.24. 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.