

Date: February 23rd, 2026

التاريخ: 23 فبراير 2026

Circular No:53/ AY 2025-26

Subject: Term 2 Examination rules and protocols

Dear Parents and Guardians,

Ramadan Mubarak to you and your families.

As previously communicated through our circulars, the examinations for Grades 6–12 will begin this coming week.

To ensure a smooth transition into the examination period, I am sharing the examination rules and guidelines, which all students must follow without exception.

We kindly ask for your cooperation in reinforcing these rules with your children to help maintain a focused and organized examination environment.

I would like to sincerely thank all parents for their continued support and partnership.

We trust that all our students will prepare thoroughly and perform to the best of their abilities in the final second term examinations.

Yours sincerely

Dr. Antoinette Brown

Principal Director



السادة أولياء الأمور الكرام، تحية طيبة وبعد،

رمضان مبارك لكم ولعائلاتكم، أعاده الله عليكم بالخير واليمن والبركات.

إشارةً إلى ما تم تعميمه مسبقاً في منشورات المدرسة، نود إعلامكم بأن امتحانات الصفوف من السادس حتى الثاني عشر ستبدأ خلال الأسبوع القادم.

حرصاً على ضمان سير فترة الامتحانات بسلاسة وتنظيم، نرفق لكم قواعد وتعليمات الامتحانات، والتي يُرجى من جميع الطلبة الالتزام بها التزاماً تاماً دون استثناء.

نأمل منكم دعمنا من خلال التأكيد على أبنائكم بضرورة الالتزام بهذه التعليمات، بما يساهم في توفير بيئة امتحانية هادئة ومنظمة.

كما نتقدم بجزيل الشكر والتقدير لجميع أولياء الأمور على تعاونهم المستمر وشراكتهم الفاعلة مع المدرسة. ونثق بأن أبنائنا الطلبة سيستعدون جيداً ويقدمون أفضل ما لديهم في امتحانات نهاية الفصل الدراسي الثاني.

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.