

General Exams Guidelines _ CIE Nov 2019 Series

1. Punctuality

It is to your benefit to be punctual. Arrive at school 1h before exams and be at venue 30m before exams.

2. Late arrival Key time: 11am/3pm

(a) arrival before key time

Depending on the reasons for late arrival, you may be allowed an extra amount of time equal to the time you missed. We will keep a record.

(b) arrival after key time

You will be given extra time, but times of start and end of normal time will be indicated on your script. We will report to CIE. CIE may or may not accept part or the whole of your script.

(c) arrival after exam has ended

You have missed an exam and you will be entered as absent. You may receive a NO RESULT.

3. FCS – Full centre supervision

(a) late arrival before key time

We will allow you in, but will keep a record

(b) late arrival after key time

You will not be allowed in, but supervised separately. We will inform CIE. CIE may or may not accept your script

(c) When unsure about FCS, please see the exams officer.

4. Special consideration

(a) components not more than 50% of marks

You must provide an official report from a doctor, the police, lawyer, etc.

(b) components carrying 50% or more

It is not possible to request special consideration in such cases. You will be given a NO RESULT.

(c) It is to your benefit to try your best to attend an exam and then request for Special Consideration.

5. Malpractice

In the event of suspicions of malpractice against you, you must inform the invigilator on the spot. We cannot consider any reports of malpractice after an exam has ended.

6. Extra time

Extra time candidates sit on the same row. If you are not sure whether you have been given ET or not, you must see the Exams Officer.

7. Timetable

Check that all your subject components on your statement of entry have been captured on your timetable with the correct dates and session (AM or PM) and you have been allocated the correct component. When in doubt you must see your teacher or the Head of Department for that subject.

If a subject do not appear on your statement of entry, then you are not writing that subject.

8. Mathematical instruments

You must bring your own instruments. We cannot guarantee we will be able to help you.

9. Results

IGCSE: January 16th from 8am A-Level: January 9th from 8am.

You may collect your login details from the Front Office, once you have completed the Book Return Form.

Statement of results: Late January (IGCSE); **Mid-January (A level)**

Deadline for application for priority results: 15 December 2019

Deadline for making corrections on details on results documents: 16 February 2020

Deadline for enquiries about results: 16 February 2020

Certificates will be despatched by CIE towards **Mid-March 2020.**

10. www.maruapula.org

Visit the school website to view these guidelines and the exam schedule. For further assistance you may email the exam officer at julius@maruapula.org

Wishing you a happy exams series!