Apple International School, Dubai

BOARD EXAMINATION POLICY – 2026-27

Policy	Board Examination
Person Responsible	Examination Officer
Review date	July 2026
Reviewed by	Assessment Head
Approved by	Principal (Head of Centre)
Date of next review	June 2027
Related Policies	Attendance Policies Code of Conduct Retake Entries Post Result Services Results and Certificates

Rationale

The Board Examination Policy establishes clear procedures and expectations to ensure that all students are adequately prepared and eligible to sit for their respective board examinations. It provides transparency for parents, students, and staff while maintaining compliance with CAIE and Pearson Edexcel regulations.

Aim

To uphold academic integrity and standardize examination practices in line with the guidelines of the affiliated international examination boards, ensuring fair assessment and recognition of student achievement.

Purpose

- To define the eligibility criteria for entry and registration for CAIE and Pearson Edexcel board examinations.
- To set expectations for attendance, conduct, and academic progress.
- To ensure that all stakeholders—students, parents, and teachers—understand their roles and responsibilities during the board examination cycle.
- To maintain the credibility and integrity of the school's assessment process.

This policy applies to the candidates of Years 11 to 13 for the academic year 2025-26.

Affiliation

The school is formally affiliated with:

- **Cambridge Assessment International Education (CAIE)** for **IGCSE, AS, and A Level** qualifications.
- **Pearson Edexcel International** for **International GCSE and Advanced Level** qualifications.

As general guidance, The Apple International School recommends that candidates are only entered for examinations for which they have been taught at school. Furthermore, it is highly recommended that candidates sit their examinations at the end of the programme of study, which is when they have the best chance of achieving the highest grade. All candidates must sit for all the subjects they are registered for at The Apple International School. The programme of study for IGCSEs is normally two years long, starting in Year 10 as per the subject options. For AS Levels, it is one year long, starting in Year 12, and for A Levels it is two years long, starting in Year 12.

Examination Series – Year 11 (IGCSE), Year 12 (Advanced Subsidiary) and Year 13 (Advanced Level)

Candidates can appear for the board examination twice a year. The table below explains the details of the respective board with the series.

Exam series	Board of Examinations	Program of Study
Summer (May/June)	Cambridge (CAIE)	IGCSE, AS and A Levels
	Pearson Edexcel (JCQ)	IGCSE, AS and A Levels
Improvement Exam (Oct/Nov)	Cambridge (CAIE)	IGCSE, AS and A Levels
	Pearson Edexcel (JCQ)	IGCSE, AS and A Levels

***The Apple International School does not accept private candidates for registration from anyone outside the school.**

Guided Learning Hours (Attendance Requirements)

As per the KHDA guidelines, the attendance regulations are as follows: 98% excellent, 96% good, 92% satisfactory, and less than 92% unsatisfactory. The school cannot authorise absences. Absences of more than 48 hours without the support of a sick note will be worked as unauthorized absence. Candidates who do not follow the minimum attendance requirement will not be eligible to register for the board examination for the current academic year. Every learner must complete the guided learning hours (refer to the syllabus document) of the respective subjects studied in the school.

Regular attendance and active participation are essential for meeting the Guided Learning Hours (GLH) prescribed by each examination board. Students must meet at least 92% attendance in each subject to be eligible for school approval and final registration.

Level	Subject Category	Board	Guided Learning Hours (Approx.)
IGCSE / International GCSE	Core Subjects (English, Mathematics, Sciences)	CAIE / Pearson Edexcel	130–150 hours per subject
IGCSE / International GCSE	ICT, Computer Science, Foreign languages, Commerce, Humanities & Social Sciences	CAIE / Pearson Edexcel	120–140 hours per subject
AS Level	Core and Elective Subjects	CAIE / Pearson Edexcel	180–200 hours per subject
A Level	Core and Elective Subjects	CAIE / Pearson Edexcel	360–400 hours per subject

Level	Subject Category	Board	Guided Learning Hours (Approx.)
Additional / Elective Subjects	(e.g., ICT, Global Perspectives, Art & Design, Physical Education)	CAIE / Pearson Edexcel	100–150 hours per subject

Students falling below attendance requirements may be ineligible for entry unless approved by the school leadership under exceptional circumstances.

The school will endorse all certificates for the subjects offered at The Apple International School, taken by its own students in its own examination centre (The Apple International School).

Examination Code of Conduct

Before the Examination

- Students must verify their Statement of Entry and report discrepancies immediately.
- Only subjects listed in the approved subject selection form are eligible for registration.
- Private candidates will be registered only for additional subjects listed in their approved subject form.
- Students must attend all preparatory sessions, mock exams, and briefing meetings.
- Candidates must arrive one hour before the scheduled exam time. Late arrivals may be disqualified.

During the Examination

- Candidates must present a valid photo ID (school ID and original passport/Emirates ID) for verification.
- Personal belongings (bags, electronic devices, watches, notes) are strictly prohibited inside the examination room.
- Candidates must maintain complete silence once inside the exam venue.
- Any form of malpractice or communication with other candidates will result in immediate disqualification and reporting to the respective board.
- Instructions from invigilators must be followed at all times.

After the Examination

- Students must remain seated until all papers are collected, and permission is granted to leave.
- Discussion of questions or answers within the exam venue is not allowed.

- All answer booklets, rough work, and question papers must be submitted as instructed.
- The school reserves the right to take disciplinary action in case of post-exam misconduct, including tampering with materials or unauthorized sharing of exam content.

Limitations and Access: Predicted Grades and Confidentiality

- **Predicted Grades** submitted by the school to **CAIE** and **Pearson Edexcel** are **strictly confidential** and will **not be disclosed** to any third party, including students and parents, unless specifically required for university admission processes. The predicted grades given by the school to parents are for university admission purposes only and may differ from the grades submitted to board of examination.
- These grades represent the school's **professional assessment** of a student's likely performance in the final board examination and are determined through internal evidence such as mock exams, class performance, coursework, and teacher evaluations.
- The **predicted grades shared with the examination boards** may differ from those **issued to students** for university application purposes.
    - The **grades submitted to the board** are part of an official process and are not subject to change or negotiation.
    - The **grades issued for university admissions** are provided at the discretion of the school's academic committee, considering the specific **entry requirements of universities** and the student's academic trajectory.
- Requests for access to predicted grades submitted to the boards will not be entertained, as per the **confidentiality guidelines of CAIE and Pearson Edexcel**.
- Any misuse or unauthorized disclosure of predicted grades, whether intentional or inadvertent, will be treated as a breach of confidentiality and addressed under the school's **Data Protection and Academic Integrity Policy**.

Private Candidate Registration Policy

- Only students enrolled in the school and listed in the school's official subject registration form are eligible for board registration.
- Private candidate status will only apply to additional subjects beyond the school's regular curriculum, as approved by the Academic Head.
- External private candidates (not enrolled in the school) will not be accepted.

Results and Certificates

- Provisional Results are released online on the official CAIE or Pearson Edexcel portals as per the examination schedule (usually August for May/June sessions and January for Oct/Nov sessions).
- Official Statement of Results will be issued to the school and distributed to students after verification.
- Final Certificates from CAIE and Pearson Edexcel are generally available 8–12 weeks after result publication.
- Certificates must be collected in person by the student or by an authorized guardian with a signed authorization letter and valid ID.
- Lost or damaged certificates can only be replaced through the respective board's official reissue process, at the candidate's expense.

Review and Appeals

- Students who wish to request a Result Enquiry or Re-mark must submit a written request within 7 working days of result release, along with the applicable board fees.
- The school will facilitate the process in accordance with CAIE and Pearson Edexcel policies.

Criteria for Promotion:

As per the KHDA and MOE guidelines, the minimum requirements are as follows:

Year 11: The original board certificate showing a minimum of 5 GCSE/IGCSE subjects with a minimum of "E" as passing grade, attested by the school. Minimum of "E" grade is required in all MOE mandatory subjects.

Year 12 and Year 13: The original board certificate showing a minimum of either (1 A.L.) subject or (2 A.S.) subjects with a minimum of "E" grade as passing grade attested by the school (Excluding Arabic).

Promotion with Undertaking:

Year 11: Any candidate achieving 4 subjects with a minimum of "E" grade and at any emergency circumstances, a candidate was not able to do the fifth subject for the actual exam series (May/June 2025), a candidate can sit for the Oct/Nov 2025 exam series to clear the subject and will be promoted to Year 12 with a Parent and student Declaration stating the following:

"After the results, if he/she has failed to meet the ministry requirement, I will ensure to take full responsibility for the same and withdraw my ward from the respective year level".

Year 12: Any candidate achieving either ONE subject with a minimum of "D" grade with a second subject of "E" grade will be promoted to Year 13 with an undertaking/Parent declaration.

All Year 12 students who have achieved an E/U grade in AS-level external examinations must take one of the options below:

- Retake the Examination in Oct/Nov if you wish to continue the subject in A Level
  OR
- Drop that specific subject.

Improvement Examination – Re-sit (Oct/Nov 2025)

All candidates can reappear in Oct/Nov 2025 for any subject (based on the subject availability offered by the respective board) that are opted for May/June 2025 exam series for their improvement. The Apple International School will not take any responsibility for their grade improvements as the new academic year will start and continue to prepare students on their syllabus for the next exam series.

Candidates are expected to attend the school for the upcoming academic year without any exceptions. No candidates will be offered private tuition from the school. Parents are required to follow the deadlines for registration.

Post Result Service:

The respective boards carry out extensive quality checks before they issue results. However, you can submit enquiries about results if you would like us to check the results for candidates.

The board offers a range of enquiries about results depending on the type of check you would like us to make. The most common enquiry about results involves either a review of the marking or a re-moderation.

*Fee is applicable for every type of service that you opt for.

Enquiries about EDEXCEL results	
Service Name	**Details of service**
Clerical re-check: Service 1	This service checks that all parts of the script were marked, and that the marks were totalled and recorded correctly
Review of marking: Service 2	This is post-results review of the original marking to ensure that the mark scheme has been applied correctly.
Review of marking: Priority Service 2	This service is same as Service 2 review of marking but is processed faster.

Enquiries about Cambridge International Results	
Service Name	**Details of service**
Clerical re-check: Service 1	This service checks that all parts of the script were marked, and that the marks were totalled and recorded correctly
Clerical re-check with a copy of script: Service 1S	The same as Service 1 but you also receive a copy of the script.
Review of marking: Service 2	A review of the original marking to check the agreed mark scheme was applied correctly. This service also includes the re-checks in Service 1.
Review of marking with copy of script: Service 2S	The same as Service 2 but you also receive a copy of the script.

*Fee is applicable for every type of service that you opt for.

The Post Result Service request will be reviewed by the Examination Department of The Apple International School and then will be approved by the Principal (Head of Centre) for the payment process. Any request without prior approval will not be considered.

Board Exam Registration requirements:

Candidates must:

- Obtain a minimum of "E" grade in IGCSE (Year 11) and "D" grade in AS and A Level (Year 12 and 13 during the Mock Examination.
- Have a minimum of 92% attendance for the current academic year.

Subject Eligibility:

The respective board states the following:

Candidates are not permitted to take:

First Language English (0500) and **English as a Second Language (0510)** in the same session.

Computer Science (0478) and **Information and Communication Technology (0417)** in the same session.

Science subjects with combined science in the same session.

When a student fails to achieve at least a grade C in FLE at the end of Year 10 they will be taught ESL in Year 11 and take the examination in that subject at the end of Year 11.

Students will not be admitted to Year 12 if they break any agreement contained in this policy without the written consent of the Principal or Head of School.

The school will not be able to give the examination board or universities a forecast or predicted grade in the case of private entry (a school candidate studying a particular subject on their own).

The school can issue only the Bonafide Certificate and not the No Objection Certificate (NOC) for the candidate studying for the whole academic year.

Financial Requirements for Examination Registration

- All school term fee payments must be fully settled before a student's board examination registration can be processed.
    - This includes tuition fees, resource fees, and any other outstanding balances due to the school.
    - Failure to clear dues by the stipulated deadline will result in delayed or withheld registration for the CAIE or Pearson Edexcel examinations.
- The Board Examination Fee is separate payment and is determined by the respective examination boards (CAIE and Pearson Edexcel).
    - These fees are subject to change based on official directives.
    - The school will inform parents in advance of any changes to examination fees once confirmed by the boards.

- All payments related to board exams must be made by the published deadlines to ensure timely registration and avoid late fees imposed by the examination boards.
- Once registration has been processed, exam fees are non-refundable, except in cases of official withdrawal supported by medical or compassionate grounds and approved by the examination board.

Guidance

Equivalency of a General Education certificate within the UAE (Grade 12) Request:

To demonstrate your successful completion of Grade 12/Year 13, please provide:

- **Advanced Level or Advanced Subsidiary Level certificate**
    - Complete one approved Advanced Level subject or two approved Advanced Subsidiary Level subjects – with a minimum grade of E or better
- **GCSE/IGCSE certificate**
    - Complete five approved GCSE or IGCSE subjects with a minimum grade of E or better
    - Arabic and Islamic Studies are not included in the approved subjects

Collection of Certificates, Transcripts and Student Work

- Students/parents must collect the board examination certificates and transcripts from the school registrar after the official release of results, upon submission of a signed copy of the student's Emirates ID and a duly signed consent/acknowledgement form, wherever applicable.
- All projects, portfolios, artefacts and artwork submitted or retained as part of board examination requirements must be collected from the school within 30 calendar days of the official result release date.
- Collection of projects, portfolios, artefacts and artwork within the stipulated period is mandatory. The school will not be responsible for retaining uncollected student work beyond this period.

Policy Review

This policy will be reviewed annually by the Academic Board to ensure alignment with current CAIE and Pearson Edexcel regulations and any changes in school procedures.