

February 28th, 2019

Dear Parent/Guardian and Exam Candidate,

Please read this very important information about your upcoming examinations:

- Invoice for the May/June 2019 exam entries.
 - Please pay your exam fees to the Accounts Department in the administration building by March 14th, 2019.
- Final statements of entry for Cambridge International and Edexcel.
 - Please note that the entry deadline for Cambridge International has now passed and any subject withdrawals will not be refunded at this stage. Additional entries and amendments can be made up until **April 16th** but will incur a late fee.
 - The deadline for Edexcel entries is **March 20th** and amendments and withdrawals can be made up until **April 18th** with late fees.
- Your personal exam dates and session times. (VERY IMPORTANT).

Both Cambridge International and Pearson Edexcel have different but very strict legislation on the start times of exams. Please be advised of the following, as specific start times do not appear on your statements of entry.

 - Cambridge (IGCSE and GCE AS & AL) **AM = 8:30 AM** and **PM = 12:30 PM**
 - Pearson Edexcel (GCSE and GCE AS & AL) **AM = 12:30 PM** and **PM = 16:15 PM**
 - Pearson Edexcel (IAL) **AM = 8:30 AM** and **PM = 12:30 PM**
 - Cambridge IT and ICT Practical exams all start at **3 PM**

Punctuality is vitally important. The start times given above are Exam Start Times not arrival times, therefore you should arrive at school and be prepared outside the exam hall at least 15 minutes before your exam is due to start. All late arrivals to exams will be reported to the exam boards.

A full school exam timetable will soon be available on the website and on the Exam Notice Boards. Please note that some of your exams may fall during Ramadan, during Eid Al Fitr and on Fridays. Please talk to our Arabic and Islamic department if you would like more information about fasting and exam support during The Holy Month.

I wish you every success in your upcoming exams.

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Examinations Officer

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