



SCHOOLS' EXAMINATION POLICIES

تعليمات الاختبارات المدرسية

Dear Students,

Please take note of the examination policy outlined below:

1. **Attendance:** You are expected to attend all exams unless you have a valid reason or a family emergency.
2. **Punctuality:** Exams will start promptly at 7:30 am, so make sure to enter the examination rooms on time.
3. **Late Entry:** Remember that you won't be allowed to enter the exam room if you are more than 20 minutes late.
4. **Silence:** During the exam, it is important to maintain silence and not communicate with your classmates.
5. **Materials:** Bring all the necessary materials for the exam and avoid borrowing from others.
6. **Cover Sheet:** Ensure that you fill in your full name and seat number on the cover sheet of the exam.
7. **Writing Tools:** Only use blue ink pens for answering; pencils or correction pens are not permitted.
8. **Calculator Usage:** Be aware of the specific exams that allow calculator usage.
9. **Prohibited Items:** Remember not to have any books, papers, equipment, or devices that could give you an unfair advantage.
10. **Exam Time Limit:** Stop writing when the designated exam time has ended.
11. **Remaining at Desk:** Stay at your desk until your exam paper is collected.
12. **Leaving the School:** After the exam, please leave the school premises and avoid waiting outside.
13. **Compliance:** It is crucial to respect and follow all the rules and regulations during exams.
14. **Academic Preparation:** Students are encouraged to study diligently for their exams and seek guidance and support as needed.
15. **If you finish the exam early,** check your answers thoroughly.
16. **Remove your wrist watch** and hand it in to the invigilator.
17. **Make-up Exams:** If a student is unable to attend an exam due to a valid reason, such as a medical condition or a family emergency, they may be granted the opportunity to take a make-up exam. It is crucial for the student to provide supporting documentation, such as a sick leave or official flight tickets, to verify the reason for their absence.
18. **Consequences:** Violation of examination policies may result in penalties, such as academic penalties or disciplinary actions.



Your cooperation and adherence to these policies are greatly appreciated.