



29th April 2019

MIGS/ADM/T3/SS/PS/2019-0098

Dear parents, guardians and students,

RE: IGCSE EXAMINATION ACADEMIC YEAR 2018/2019

I am writing to inform you of the details of the upcoming IGCSE examinations for Year 11.

This year the IGCSE written examination session starts on **Thursday 2 May and ends on Friday 14 June**. There are two examination sessions each day. The morning registration begins at 8:00 am and the afternoon registration begins at 12:30 pm each day. When there are two examinations in one session there will be a short supervised break before the students start the next examination.

We would like to emphasize that there will be an examination on **20 May, 22 May and 7 June, which are public holidays**. The examination dates will not change and candidates are required to report to school for that examination on these dates. Those who miss the examination will be marked absent and **will not be given** the chance to write the paper according to CIE regulations. We encourage all parents/guardians to support your wards during this examination period.

You should already have received the individual examination timetable (Statement of Entry) and a notice to candidates about the examination regulations. Please do get in touch in advance regarding the examination session if you have any queries about these matters. The IGCSE examination timetable is attached to this letter for your further information.

On the day of an examination, students are expected to be in school at least **1 (one) hour** before the start of the examination and they are to wait outside the Maths 1 classroom ten minutes (10min) before the scheduled start of the examination. The morning examination starts at 8:45am while the afternoon examination starts at 12:45pm. These starting times are designated by **CIE as the "Key Time"** at which students across the region taking the same examination must be under supervised conditions.

If a student arrives late to the examination hall, he or she will be considered to have potentially had an unfair advantage by being in contact with a student at another school who has taken the same examination.

In this case the student will be allowed to sit the examination but we will have to submit a full report detailing the circumstances to CIE, and they will determine whether a grade can be awarded or not.

If you are running late for whatever reason, please do the following

- Notify us immediately by calling (School Telephone # 03-42521452, 03-42524257) and (Mr. Shahul h/p # 012-635-0597).

Students are required to be in school uniform when they come to school to write the examinations. For the examinations all materials pens, pencils and so on must be carried in a transparent bag. **Mobile phones are not allowed into the examination hall.** Storage of the phone is entirely at the student's risk in these situations. The invigilators are responsible for the administration of the examinations and will not be held responsible for any loss of gadgets.

If for any reason, a student cannot take an examination, such as **sudden illness, or bereavement** or some other problems the IGCSE Coordinator must be informed about it as soon as possible, preferably **by telephone and later to be followed up by a letter to the school.** The IGCSE Coordinator will take the appropriate steps to inform CIE about the reasons why the student could not or did not sit the examination on the day.

Students will be briefed on the arrangement for signing in and out of the school premises next week (Thursday, 2 May 2019) at their first full cohort examination. They are expected to sign in and out at the Guard House. **Please take time to check the information provided by your child on the form, which will be given to all candidates.** The form must be filled in by your child and submitted to the Examinations officer. This form will be filed and kept with the school Security throughout the examination period.

By signing the form, you will be acknowledging that you are aware of the following matters:

- i) All the dates and times for entry into and exit out of school are correct.
- ii) The security would be unable to release the student after the examination without the form in the security office.
- iii) The candidate will remain in the Principal's office until the parent comes to pick them up.

Please ensure that your child/ward gets enough rest, has nutritious meals, has a quiet place for study and uses this time wisely. They may be a little anxious and worried, so do reassure them that it is important to stay calm and be relaxed before the examination.

It remains for me to wish the students the very best for the upcoming examination.

Kind regards,



SHAHUL HAMEED
Examination officer



KUNASUNTHARY
Acting Head Senior school



CAMBRIDGE
International Examinations



**MUTIARA INTERNATIONAL GRAMMAR SCHOOL
IGCSE EXAMINATION TIMETABLE, JUNE 2019**

Date	Morning AM			Afternoon PM		
	subject	Registration Time	Estimated End Time	subject	Registration Time	Estimated End Time
Thursday 02-05-2019	Mathematics (Core & Extended) (0580/13&23) -1H & 1H 30MIN	8:00 AM	11:00AM	Biology (0610/62) – 1H (Alternative to Practical)	12.00PM	2:00PM
				Chemistry (0620/42) – 1H 15MIN (Extended)	12.00PM	2:30PM
Friday 03-05-2019		8:00 AM	11:00AM	English as a Second Language (0510/22) – 2H Reading & Writing	12.00PM	3:15PM
				English as a First Language (Reading Passage Extended) 0500/22 -- 2H		
Tuesday 07-05-2019	Geography (0460/13) – 1H 45MIN					
Wednesday 08-05-2019	History (0470/13) – 2H	8:00 AM	11:00AM	Foreign Language French 0520/12 -45 MIN		
	Foreign Language Malay (Writing) (0546/23) – 1H			Foreign Language French 0520/42 – 1H 15MIN		

Thursday 09-05-2019	Mathematics (Core & Extended) (0580/33&43) - 2H & 2H 30MIN	8:00 AM	11:30AM	0520/42 – 1H 15MIN	12.00PM	2:00PM
				Physics (0625/62) (Alternative to Practical) – 1H		
Friday 10-05-2019				English as a Second Language (0510/42)(Listening) – 50MIN	12.00PM	3:00PM
				English as a First Language (0500/32) - 2H		
Monday 13-05-2019	Information and Communication Technology (0417/13) - 2H	8:00 AM	11:00AM			
				Biology (0610/42) – 1H 15MIN	12.00PM	3:00PM
Tuesday 14-05-2019				Theory(Extended)		
Wednesday 15-05-2019	Foreign Language Malay (Writing) (0546/43) – 1H	8:00 AM	10:00AM			
				Chemistry (0620/62) – 1H (Alternative to Practical)	12:00PM	2:00PM
Thursday 16-05-2019		8:00 AM	11:00AM	Accounting (0452/12) – 1H 45 MIN	12.00PM	2:45PM
	History (0470/23) – 2H			Foreign Language French		






					0520/22 -1 H 15 MIN		
Monday 20-05-2019	Sociology(04 95/13) - 2H Physical Education (0413/13) - 1H 30MIN	8:00 AM	11:00AM				
Tuesday 21-05-2019	Geography (0460/23) - 1H 30MIN	8:00 AM	10:30AM				
Wednesday 22-05-2019				Physics (0625/42) - 1H 15MIN (Extended)	12.00PM	2:15PM	
				Accounting (0452/22) - 1H 45 MIN Foreign Language Mandarin Chinese (0547/12)- Listening - 35 Min Foreign Language Mandarin Chinese (0547/42)- Writing - 1H 15 Min	12.00PM	2:45PM	
Thursday 23-05-2019							
Friday 24-05-2019	Sociology(04 95/23) - 1H 45MIN	8:00 AM	10:45AM	Business studies (0450/12) - 1H 45MIN	12.00PM	2:30PM	
Monday 27-05-2019				Foreign Language Mandarin Chinese (0547/22)- Reading - 1H 15 Min	12.00PM	2:15PM	
Tuesday 28-05-2019				Business Studies - 22(0450/22) 1H30MIN	12.00PM	3:00PM	

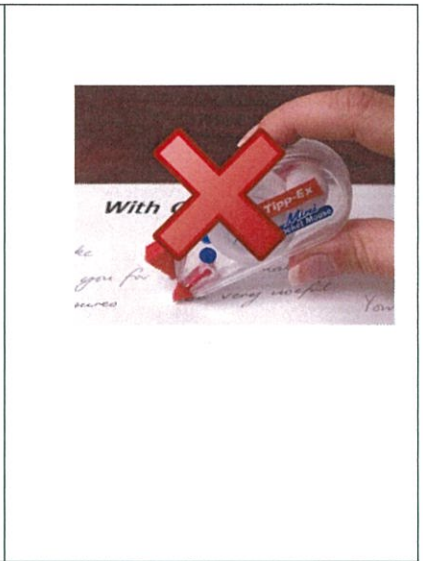
Friday 31-05-2019		Additional Mathematics (0606/12) – 2H		
		Additional Mathematics (0606/22) – 2H	12.00PM	3:00PM
Monday 03-06-2019			4:00PM	6:30PM
		Geography(Alternative to Coursework) (0460/43) – 1H 30MIN		
Friday 07-06-2019		Chemistry (0620/22)(Extended) – 45m		
Wednesday 12-06-2019		Physics (0625/22) (Multiple Choice) – 45MIN	12.00PM	1:45PM
		Biology (0610/22) – 45m	12.00PM	1:45PM
Friday 14-06-2019		Multiple Choice(Extended)		

Exam Equipment

What stationery is needed/allowed in each exam?

ALL EXAMS

ESSENTIAL	OPTIONAL	NOT ALLOWED
<ul style="list-style-type: none">• Pen (black or dark blue only) (bring more than one)  <ul style="list-style-type: none">• Transparent case/bag for your stationery (Non-transparent pencil cases are not allowed; if you bring one, you will have to take your stationery out of it and leave it outside the exam room.)	<ul style="list-style-type: none">• Highlighter(s) – but you may use them only on the <i>question</i> paper or <i>question</i> sections of the written paper; NOT on answer sheets, answer booklets or answer sections  <ul style="list-style-type: none">• Pencil sharpener. Ideally the container (if it has one) should be transparent. (If not, we will check inside it before you go into the exam room.)	<ul style="list-style-type: none">• Erasable pens  <ul style="list-style-type: none">• Correction fluid/pen/tape  



ADDITIONAL MATERIALS

NEEDED FOR SCIENCE MULTIPLE CHOICE EXAM (paper 1)

AND ALL EXAMS INVOLVING DRAWING DIAGRAMS OR GRAPHS

(but permitted, and recommended, in all exams)

ESSENTIAL

- Pencil – **must be** HB or B pencil (I recommend B for multiple choice exam but HB for other exams)



(Multiple choice answer papers are read automatically by scanners, and if you use a different pencil type, or a pen, the scanner will probably not be able to read your answers.)

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Exam day - Form 2

Supplementary Multiple-Choice Answer Sheet

Candidate number:

Candidate name:

Centre number:

Exam series:

Supervisor:

Syllabus code:

Syllabus title:

Component code:

If the numbers in boxes or lines add/deduct these from

1	A	B	C	D	E
2	A	B	C	D	E
3	A	B	C	D	E
4	A	B	C	D	E
5	A	B	C	D	E
6	A	B	C	D	E
7	A	B	C	D	E
8	A	B	C	D	E
9	A	B	C	D	E
10	A	B	C	D	E
11	A	B	C	D	E
12	A	B	C	D	E
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44	A	B	C	D	E
45	A	B	C	D	E
46	A	B	C	D	E
47	A	B	C	D	E
48	A	B	C	D	E
49	A	B	C	D	E
50	A	B	C	D	E

Instructions

Write ONE letter only for each question. Make sure you put your answer in line with the correct question number.

Example

For question 1, if you think B is the right answer, fill in your answer sheet like this:

1	A	B	C	D	E
---	---	---	---	---	---

Example

For question 1,
if you think B is the right answer,
fill in your answer sheet like this:

1	A	B	C	D	E
---	---	---	---	---	---

- Eraser (a good one! Check it works well on your pencil. One with a pointed end is useful because it's easier to be accurate with it.)



ADDITIONAL MATERIALS

NEEDED FOR **MATHS, SCIENCE AND GEOGRAPHY** EXAMS ONLY (but permitted in all other exams,

and recommended for **Business Studies** exams)

ESSENTIAL

- Ruler (30 cm)



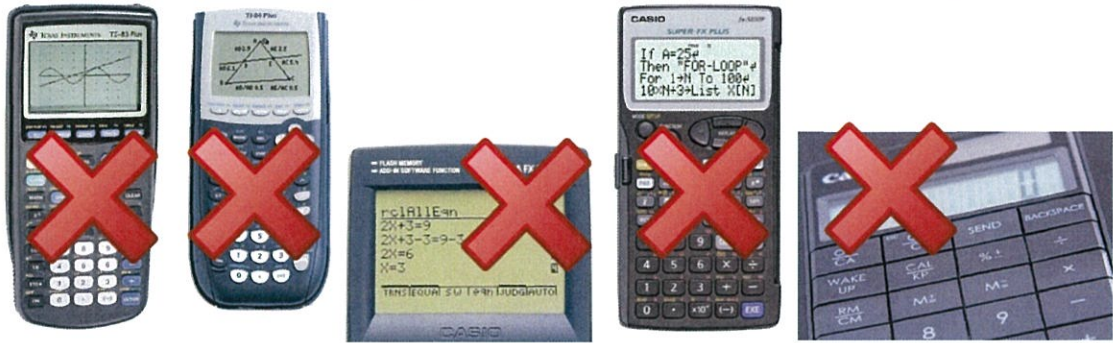
(Transparent is best for drawing straight graph lines, because you can see all the points underneath the ruler.)

- Calculator – ‘scientific’ type

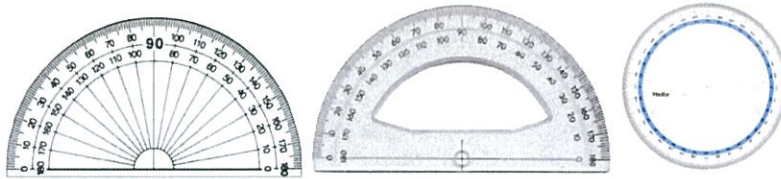


Your calculator **must not** have the capability to:

- draw/display graphs
- do algebra *in symbols* (if it just gives a number answer, that's OK)
- store text or be programd
- communicate remotely, e.g. with a phone or computer



- Protractor



OPTIONAL

- Spare calculator battery/ies (in transparent packaging, e.g. a clear plastic bag or small case)

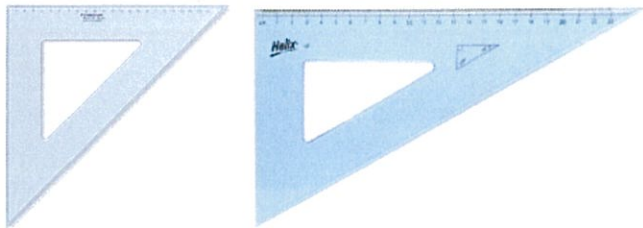


ADDITIONAL MATERIALS

NEEDED FOR **MATHS** AND **SCIENCE** EXAMS ONLY (but permitted in all other exams)

ESSENTIAL

- Set square (can help you draw parallel and perpendicular lines – although it is possible to draw these using your other equipment instead)



- Compass (= 'a pair of compasses')



Summary of What Stationery You Should Bring

Don't worry if the above seems long and complicated. If you bring the following items to every exam, you will always have everything you need, and you will never be breaking the rules:

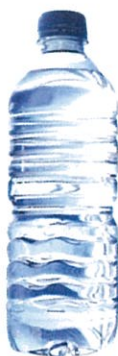
- Transparent case/bag
- Pens (black or dark blue)
- Pencils (ideally both B and HB)
- Eraser
- 30 cm ruler (ideally transparent)
- Protractor
- Set square
- Compass
- Scientific calculator

And you can bring these as well if you want:

- Highlighter(s)
- Spare calculator battery/ies

What other items are allowed in the exam?

- Watch (must not have memory or programmable functions, or remote communication capability)
- Cough sweets or medicine – must be in a clear plastic container with no other wrappings
- Small bottle (330 ml or 500 ml) of still water (**not** fizzy), without label



What items will the school provide?

For some exams you may need additional materials, which the school will provide:

- Tracing paper (for maths exams)
- Writing paper (needed in some exams: First Language German, History, English Literature)
- Plain paper (for Geography paper 2)
- Rough paper (but you have to hand this in with your answers, if you use it; I recommend that instead you write all your ideas/working on your answer paper)
- A book of the literature you have been studying (**without any notes, underlining or highlighting inside**), for your English Literature exams. Photocopies are not allowed.



What items are not allowed in the exam room?

Anything not mentioned above. Here are some examples:

- Mobile phones

- Cameras

- Music players

- Any other electronic devices

- Bags

- Non-transparent pencil cases

- Calculator cases

- Instruction leaflets (e.g. for calculators)

- Food (except for cough sweets or medicine – but these must be in a clear plastic bag, with no other wrappings)

- Any packaging with images or text on it (e.g. bottle with label)



- Anything else with writing on it (check your pockets)



- Things written on your hands/arms

- Toys / lucky mascots



Dates, Times and Places for Exams and Study

When must I arrive at school on exam days?

On days when you have a **morning exam**, you must **register at 0800** in the senior ICT room. You may then study/relax/ before your exam starts in **Pastoral Room**.

Likewise, on days when you have an **afternoon exam**, you must **register at 1200** in the senior ICT room. You may then study/relax before your exam starts in **Pastoral Room**.

Can I come to school at other times?

At times when you have no exams, you can still be at school during normal school hours (0730-1430), for private study or for group revision. If you are at school outside the above registration times (e.g. you have no exam in the morning, but you arrive at school at 1000 to study), you will need to **sign in and out in a book in the Guard house**. For this, we will need your parents to sign a **consent form** which you will receive from the school. If your parents/guardians do not wish to sign this form, then we will expect you to be at school every day during the normal school times (0730-1430) even when you don't have exams. You will spend this time doing private study or group revision.

Can I still have school meals during the exam period?

Yes.

Lunch. As usual, you can go to lunch at 11:00 on any day during the exam period, whether or not you have exams that day. (Note: after having lunch you will still need to go to registration at 12:00 if you have an exam that afternoon.)

Where will the exams take place?

The exams will be held in the Maths rooms on the first floor of Block A. The room will be arranged specially for exams, and no one else will use it during the exam period.

Where can I go to study in school?

As mentioned earlier, IGCSE candidates can use Pastoral Room.

During the exam

Can I go to the toilet during the exam?

Yes.

During the exams, we will be using the nearby toilets only (one for the girls and one for the boys). If you need to go out to the toilet, put your hand up and wait for an invigilator to come over to you. An invigilator will go with you and check the toilet before you go in (this is a rule we have to follow: they will be checking that there are no notes, phones, etc. in the toilet) and then wait for you outside. They will accompany you back to the exam room.

What if I have a problem during the exam?

If you have a problem during the exam (for example, your seat is broken; the sun is shining in your eyes; the room is too noisy/dark) you must speak to an invigilator straight away. If the problem is significant, they will deal with it for you.

If you feel that you were negatively affected by a problem in the exam, you must talk to the invigilator or the Exams Officer **on the day of that exam**. We will not consider any complaints made later. You may like to refer to our EXAM CANDIDATES COMPLAINTS AND APPEALS PROCEDURE to see what steps you can take.

Can I leave the exam early if I have finished?

No (unless you are ill).

We have a policy that students remain in the exam hall until the end of the exam time. This discourages you from rushing through the exam. We encourage you to use your time to check your work if you finish early.

Can I take the question paper away with me at the end of the exam?

No. This would be breaking Cambridge's rules, and in certain circumstances you could be accused of malpractice (see below).

What happens if I'm late for an exam?

If you arrive late but before 0930 (for morning exams) or before 1330 (for afternoon exams), you are allowed to enter the exam room and start your exam. We are allowed to give you the full length of time for that exam. However, we fill in a form and send it to Cambridge, giving details of when you started the exam, and why you were late.

If you arrive after 1000 (for morning exams) or after 1400 (for afternoon exams) you are still allowed to enter the exam room and start your exam (if the exam is still running). As stated above, we will fill in a form and send it to Cambridge giving details of when you started the exam and why you were late.

BUT be warned that Cambridge *probably* won't give you any marks at all for that exam. This is because you could have had the opportunity to be in touch with students in other schools and countries who could have already finished the exam, and you could have found out what was on the exam paper. We have to fill in a form and send it to Cambridge, saying what time you entered the exam room and why you were late, and giving information about who you were with before the exam, and whether you had access to a phone or the internet. Cambridge will decide whether to accept your paper. If they don't, you will get no marks for that paper.

What happens if I miss an exam?

If you arrive after an exam has finished, you cannot sit that exam. You will be marked as absent for the exam. This *may* cause you to get 'NO RESULT' for that whole subject, instead of a grade.

However, if you missed the exam because of illness or injury, we can request that Cambridge gives you '*special consideration*' (see below for more information about this). This means they will make a calculation to adjust your final grade (so that you don't get zero on that paper. Instead you get some sort of estimate of what you could have achieved, based on your results in the other papers in that subject.)

This can only happen if you complete **at least 50%** of the assessment in the same subject, by component weighting, **and** if you have **medical evidence** that you were unfit to sit the exam paper. The final decision will be made by Cambridge, not by the school.

We cannot give advice about whether you are fit to take an exam. We will ask you to make your own judgment, and to decide for yourself whether to see a doctor.

Special consideration

What if my exam performance is affected by illness/injury/other difficult circumstances?

'*Special consideration*' can be given if you did sit the exam but your performance was affected by negative circumstances, for example illness, bereavement or temporary injury.

You cannot be given special consideration if you were simply too stressed to take the exam.

Again, we have to send a request, with appropriate evidence, to Cambridge, and they will decide whether to give you special consideration. Even if they do, they will only make a minor adjustment to your mark. They will not give you any advantage over the other candidates.

If you think you should be given special consideration for a particular exam or exams, you must see the Exams Officer about this as soon as possible after the exam, preferably the same day. The Exams Officer will ask you for the details, and will fill in a form and send it to Cambridge. This form must be sent within seven days of the last exam in the subject whose exam was affected (and if it is too late it may not be considered). Cambridge will consider the case, and let us know whether or not special consideration will be given. If it is not given, they will tell us why.

What reasons are / are not accepted for ‘special consideration’?

If you miss an exam, or if you sat the exam but feel that your performance has been negatively affected, then Cambridge *may* accept your case if it involves illness, temporary injury, or bereavement. In these cases we will need to send evidence to Cambridge.

However, reasons which are not accepted by Cambridge (this is not the complete list) include:

- Long-term illness, disability, or other difficulties affecting your IGCSE studies or your revision time
- Moving house
- Taking holidays during the revision period or exam period
- The consequences of taking alcohol or any other non-prescribed drugs
- The consequences of disobeying the school’s rules
- Minor disturbances during the exam, e.g. rule-breaking by another candidate
- Normal background noise during the exam (e.g. nearby traffic, students walking down corridor)
- Temperature of the exam room
- Misreading the exam paper instructions and answering the wrong questions
- Missing *all* exams in a subject

Can I appeal against a ‘special consideration’ decision by Cambridge?

If Cambridge turns down your request for special consideration, it is possible to make an appeal. This must be done in writing within 28 days. You cannot do this on your own – your appeal has to be approved by the school. Extra evidence should be sent together with the appeal. Cambridge will not communicate directly with you or your parents/carers about the appeal, but only with the school.

What is malpractice?

‘Malpractice’, in the context of exams, includes any of the following:

- Gaining access to exam papers before the exam
- Disruptive behavior in the exam room (including the use of offensive language)
- Bringing unauthorized material into the exam room (you will be reminded to leave these items outside the exam room – if you then bring them in, this is malpractice) – for example, notes, mobile phones, music players
- Bringing into the English Literature exam a book with notes written inside
- Copying from another student in the exam room
- Not following an invigilator’s instructions
- Including offensive or obscene material in your exam answers
- Any attempt to cheat, or help anyone else to cheat (e.g. by hiding notes in the toilets, getting information via a hidden mobile phone, passing information to someone else, taking an exam paper out of the exam room)

What happens if I am suspected of malpractice?

If this happens, the school has to write a report and send it to Cambridge. Cambridge may then conduct an investigation; you cannot receive your results until this investigation is finished. Cambridge will not communicate directly with you or your parents/carers, but with the school.

Cambridge will decide what action, if any, they should take. Each case will be considered individually. If they decide that malpractice occurred, Cambridge may decide to:

- give a warning;
- deduct marks or give no marks for an exam paper;
- disqualify the candidate from the subject in which the malpractice took place (or in serious cases, disqualify the candidate from all of their IGCSE subjects);

- ban the candidate from entering Cambridge examinations for up to five years;
- inform other examining bodies of the details of the case and the action taken;
- inform the police in serious cases involving theft, impersonation or the falsification of documents;
- other penalties as decided by Cambridge.

These penalties can happen even if the rule break was not deliberate.

Can I appeal against a malpractice decision by Cambridge?

The school can make an appeal, in writing, within 28 days of Cambridge's decision. We will only do this if new evidence is available. Cambridge will not accept an appeal based on any of the following reasons: you did not intend to cheat; you have a good academic record; you regret your actions. If an appeal is made, Cambridge will communicate directly with the school, and not with you or your parents/carers.

Results and certificates

When will I get my results (grades)?

Your results will be available online from around mid-August 2019. We can give you access to a secure website where you can see your results from anywhere in the world.

What if I have a complaint about my results?

If, having seen your grades, you now feel that you were negatively affected in your exams (by illness, for example), it is now too late to ask for special consideration. Any requests for special consideration had to be sent off long before your results arrived (see above). If you feel strongly that there has been a mistake in the marking or grading of your exam, and that the grade you have received seems to be far off what you were expecting, you need to refer to our EXAM CANDIDATES COMPLAINTS AND APPEALS PROCEDURE and follow the steps it describes. It is possible to ask Cambridge for a 're-mark', but be aware that this costs money, and also that your grade is as likely to go down as up (and will most likely stay the same).

When will I get my statements and certificates?

Your statements of results will be delivered to school in around late August 2019. It is a summary of all subjects you entered, with the grades you received. Your certificate should arrive at the school by the end of October 2019. If you are leaving the school before then, you will need to make sure the school has a forwarding address so we can send your certificate to you. If you would like us to send these by courier, you may be asked to arrange the payment for this.

Your certificate will look something like this:

