



# MUTIARA INTERNATIONAL GRAMMAR SCHOOL SDN BHD

(391277-M)

DISCOVERING POTENTIAL • LEARNING TO CARE • RESPECTING DIFFERENCES

MIGS/ADM/T3/PRC/SS/Y11/PS/2023/0322

10<sup>th</sup> April 2023

Dear parents, guardians and students,

## Re: IGCSE examinations May/June 2023

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

This year's IGCSE examination session starts on Wednesday 6<sup>th</sup> of April and ends on Friday 8<sup>th</sup> June. There are two examination sessions each day, namely an AM session and a PM session, as always it is vital that students are in school ahead of time for each session, please refer to the time below:-

| Morning Session AM  |  | Afternoon Session PM                                      |  |
|---|--|---|--|
| Registration at 0800.<br>0815- 0845 final<br>preparations | 0845 move to the<br>examination room for<br>prompt start at 0900 | Registration at 1200.<br>1215- 1245 final<br>preparations | 1245 move to the<br>examination room for<br>prompt start at 1300 |

The registration time is deliberately early to avoid any potential delays caused by traffic etc.

When there are two or more examinations in one session there will be a short supervised break before the students start the next examination.

The examination schedule is set by the examination board and as such please note that there will be an examination on **04th May 2023, which is a school holiday and Public holiday (for Wesak Day)**. This examination date will not change. Candidates are required to report to school for that examination on this date. If you miss this examination, students will be marked absent and unfortunately will not be given the opportunity to sit this paper on an alternative date.

You should already have received an individual examination timetable (Statement of Entry) and a notice to candidates about the examination regulations. Please do get in touch in advance of the examination session if you have any queries about these matters. A general examination timetable is attached to this letter.

As mentioned on the day of an exam students are encouraged to be in school at least an hour before the start of the examination. A revision room will be available before the students proceed to wait outside the Maths 1 classroom ten minutes (10min) before the scheduled start of the examination. Start times are designated by CAIE as the "Key Time" at which students across the region taking the same examinations must be under supervised conditions.

If a student arrives **late** to the examination 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 CAIE (The Cambridge Examination Board), 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 03-42521452.

Students are required to be in school uniform PE KIT 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 in the examination room. Storage of the phone is entirely at the student's risk in these situations. Our staff are responsible for the safe administration of the exams and are not focused on monitoring hand phones. We thank you in advance for your understanding of this.

If there is any reason why a student cannot take an examination, such as sudden illness, or bereavement or some other issue, the IGCSE Coordinator must be informed about it as soon as possible, preferably by calling the school or sending an email to the IGCSE Coordinator. This is so that the IGCSE Coordinator can take the appropriate steps to inform CAIE about the reasons why the student could not or did not sit the examination on the day.


Attendance for students will be noted at the time of the examinations. Students will be briefed on the arrangement for signing in and out of the school premises next week 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 delivered to all candidates on 2<sup>nd</sup> May 2023. 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 all the dates and times for entry into and exit out of school, of your child are correct and that you are aware / have made transport arrangements for them. The security would be unable to release the student after the examination without the form in the security files, failing which, the candidate will be released directly to the parent from the Principal's office.

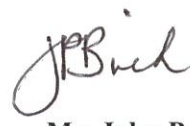
Please ensure that your child/ward gets enough rest, has nutritious meals and has a quiet place for study. Please do help the students to use this time wisely. They may be a little anxious and worried, so please do reassure them that it is important to stay calm and be relaxed before the examinations.

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

Kind regards,



**Mr Shahul Hameed**  
Examinations officer



**Mr John P Birch**  
Principal