



Review Date: September 2018

Review Officer: Exams Officer

## External Exam Candidate Policy

### Rationale

To offer opportunities to young people in Qatar who cannot find, or gain access to exam entry into Cambridge International and Pearson Edexcel examinations. To build and enhance the reputation of QIS in the wider community by providing an examination service to students from outside of the immediate QIS community.

### Aims

- To offer an external examination service to non QIS students in Doha to ensure the planning and management of external candidates is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all.
- To enhance and further improve the reputation of QIS and as an excellent school
- To create and develop an additional funding stream for the school
- It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

### Procedures

- External Candidates/Representative will need to apply and register at QIS as an external candidate with the Exams Office.
- External Candidates/Representative will have to complete the relevant form and get it signed off by the Head of Secondary and the Exam Officer.
- External Candidates/Representative upon applying to QIS will have to provide a copy of the candidates Qatar ID/Residency, copy of their passport, a letter of consent (on letter headed paper) from their school allowing them to sit exams at QIS, a copy of their statement of results and one current passport photo.
- If an external candidate has sat exams previously at another Centre, they will have to provide the relevant PID and Centre numbers upon application.
- The external candidate will be responsible for providing all accurate information upon application. QIS will not accept any responsibility for wrongly given information.
- Parents must sign the exam application form giving consent for their child to enter as an external candidate.
- Once the relevant form is completed and signed by all the relevant people, an invoice will be generated by the Exam Office to be taken to the cashier.
- When payment is made and the receipt is received at the exams office, the entry will be processed and a copy of the Statement of Entry will be issued.
- Only subjects on offer at Qatar International School will be available.
- No subjects with coursework, even those offered at QIS, will be available to external/private candidates as per exam board guidelines.
- External candidates will be provided with the exam board rules and guidelines with their Statement of Entry.

- External candidates are responsible for arriving to the exam venue on the date and time specified on the timetable. There are some occasions when external candidates will have to be placed under supervision with QIS students when exam clashes occur in the timetable and they are not allowed to leave the premises until the specified time.
- It is the responsibility of the external candidate to manage their exam entries in and outside of QIS as QIS will not amend their exam timetable to cater for any exam clashes.
- QIS will email timetables and information to external candidates of the dates and times which results can be obtained and direct them to the website of QIS to access the Exam Guide Handbook.

#### Evaluation