



EXTERNAL EXAMINATION POLICY –2025-26

POLICY FOR	External Examination
PERSON RESPONSIBLE	AP SECONDARY
REVIEW DATE	September 2025
REVIEWED BY	TLA
APPROVED DATE	September 2025
APPROVED BY	ELT
DATE OF NEXT REVIEW	June 2026
RELATED POLICIES	

Executive Principal / CEO



EXTERNAL EXAMINATION POLICY - 2025-26

The purpose of this policy is to set criteria for the registration process of external examination. This policy applies to students registered in Years 10 to 13 for the Academic Year **2025-2026**.

Principles and Definitions

As a general guidance, The Westminster School, Dubai recommends that students be only entered for examinations for which they have been taught at school. Furthermore, it is expected that students sit their examinations at the end of the programme of study, which is when they have the best chance of achieving the highest grade. All students must sit for all the subjects they are registered for at The Westminster School, Dubai. The programme of study for IGCSEs is normally two years long, starting in Year 9 or 10 as per the subject options. For AS Levels it is one year long starting in Year 12 and for A Levels it is two years long starting in Year 12.

Examination Registration in School – Year 11, 12 and 13

Students in Years 11, 12, and 13 will be registered for their respective subjects and syllabus component (Core/Extended/Modules) based on the professional recommendations of their teachers, which will be guided by students' academic performance, readiness, and commitment to their studies. All students must maintain a minimum attendance of 92% in each subject to qualify for examination registration. Students cannot register for an examination at TWS without their teacher's approval but may request an NOC to take an examination of their choice at another examination centre.

Examination Series

The following table gives details of the examinations offered by the different examination boards in the series.

Examination Series	Examination Board	Program of Study
Summer (May/June)	Cambridge	IGCSE, AS, A Levels
	Pearson Edexcel	IGCSE, AS, A Levels
	Oxford AQA	IGCSE, AS, A Levels
Re-takes in Autumn (Oct/Nov)	Cambridge	AS Levels
	Pearson Edexcel	AS Levels
	Oxford AQA	AS Levels

The Westminster school, Dubai does not accept any responsibility for the outcome of private entry candidates. Should a student be accepted as a private candidate the parents will be asked to sign a declaration stating that they will not hold the school responsible for the outcome. The school will endorse all certificates for the subjects offered at The Westminster School, Dubai, taken by its own students in its own examination center (The Westminster School, Dubai).

All Year 12 students must score a D or above to continue with the Subject to A levels (Year 13). Students who have scored an E/U grade in AS level external cannot continue with the subject in A Level

Private Entry

We recognize that in certain circumstances it is beneficial for a student to be entered through the school for additional subjects for which they have been taught privately. This is called 'Private entry'. Private entry is only permitted for students who are fully enrolled in The Westminster School, Dubai. Students registering for private subjects in TWS are not permitted to register for private entries in any other external examination centre. The school will not be held accountable for any clash in timetable resulting due to breach in this policy. Students who are taking private entries are not permitted to appear for retakes.

Criteria for Private Entry:

In order to be fair to all students, and in order to efficiently and effectively manage the timetable, the school has formulated guidelines for private entry:

To be considered for private entry a student must:

- Be a fully enrolled student of The Westminster School, Dubai.
- Take a subject that is taught in the school.
- Have a good reason for not selecting the subject for tuition in school.
- Have a Cognitive Ability Test (CAT4) prediction of grade C or above for IGCSE.
- Have a MEG (Minimum Expected Grade) of grade B or above for AS and A Levels.
- Have an attendance of at least 92% in the current academic year.
- Arabic IGCSE may be taken as private entry

Occasionally there may be a ***compelling educational reason*** for private entry without taking tuition from the school. This may be because it is required for university entrance, but it is not possible for the school to give tuition. Such cases will be dealt with on an individual basis and the school's decision will be final for such requests.

In the case of the examination season being cancelled and predictions being required from the school (as in the case of summer 2020 and 2021), the school will not give predictions / Center / School / Teacher assessed Grades to the examination board for Private Entry students, even if they study other subjects at The Westminster School, Dubai. In such a case the examination entry will be withdrawn. It is a condition of entry for private entry students that they accept this risk and do not later ask the school to make a prediction.

The school will not be able to give the examination board or universities a forecast or predicted grade in the case of private entry students.

The school will not issue NOC (No Objection Certificate) for Year 10 or Year 11 private entries that are taken under different examination centre for the subjects the student has registered at The Westminster school, Dubai while NOC will be provided for additional subjects (Subjects not offered in school).

It is mandatory that all students in Year 12 and 13 take the exams for the subjects they have been offered at The Westminster School, Dubai. The school will not issue a No Objection Certificate (NOC) for these subjects if taken privately through a different examination board or center. However, a NOC will be provided for additional subjects (Subjects not offered in School)

Only private entries for the May/June examination series will be allowed. Students may not enroll for exams in any other examination series.

The school will not be held accountable for any clash in the timetable with respect to any additional subjects taken privately because of Ministry of Education guidelines. It is mandatory that all students must take English and Mathematics at The Westminster School, Dubai.

Year 10 IGCSE Examinations - In May/June (AY 2025-26)

All students in Year 10 must appear for the subject they have chosen under the Second Language or alternative subject - Art and Design, Environmental Management, French, Urdu, English Literature, Enterprise, Global Perspectives, Geography. **If there are any restrictions in the students' home country due to gaps in academic years, they are permitted to take the exam the following year. However, it should be noted that the school will not offer lessons in these subjects during that time. All TWS students must take their exams only in the May/June exam session.**

Note: This will not be applicable for Year 11 (AY 2025-26).

English as a Second Language (ESL)

The Westminster school, Dubai is a British Curriculum School and as such all students are expected to follow an IGCSE course in First Language English (FLE) in Year 10. Some students may be moved into ESL course in Year 11 as per the school's discretion. Examination Board regulations state that students are not permitted to take FLE and ESL in the same session.

Students will not be admitted to Year 12 if they break any agreement contained in this policy without the written consent of the Assistant Principal or Head of School.

THE SCHOOL DOES NOT ENCOURAGE EARLY ENTRY IN ANY SUBJECT. ALL PRIVATE ENTRY STUDENTS WILL TAKE THE EXAMS ONLY DURING THE MAY/JUNE EXAMINATION SERIES

Decisions on Private Entry

Decisions on who may enter examinations privately will be made by the Assistant Principal (Secondary) after consultation with the Subject Leaders and will be based on the above criteria. If the Assistant Principal is unsure about a particular case, she will refer to the Examinations Committee for a decision. Entry will only be made on submission of the signed agreement (signed by both Assistant Principal and Parent) and payment of examination fees.

Under no circumstances will entry be allowed without a signed agreement.

The following are decisions for students of Year 10-13 AY 2025-26:

1. Private entry is permitted only in the summer series (May/June)
2. **For Year 11 students, no withdrawals are permitted. Students must take examinations in all the subjects they have opted for.**
3. **Year 12 students must take AS subjects in June to progress to A levels.**

Year 13 students who withdraw from the May/June 2025 examinations are NOT permitted to register for those subjects in the Oct/Nov 2025 series in TWS. **Students who are not currently fully enrolled at The Westminster School Dubai will not be permitted to register as private candidates.**

Retake Examination :

1. Eligibility:

- Retake entries are limited to subjects initially registered at the school.
- IGCSE retakes are allowed only during the May/June session ONLY, provided the subjects were originally registered through the school.
- AS Level retakes:
 - Pearson Edexcel and CAIE subjects: October/November session.
 - Oxford AQA subjects: January session
- Students will not be allowed to appear for their re- examinations without their subject leaders' approval.

2. Leave Policy:

- No leaves will be approved for examinations.

3. Attendance:

- A minimum attendance of 92% is mandatory for students appearing for retake examinations.
- Failure to meet this requirement will result in disqualification from final registration for A Level studies at the school.

4. Private Registrations:

- Students registering for retake examinations privately through the British Council or any other external body must note that the school will not be responsible for any discrepancies, including administrative issues, results withheld, or coordination.

Ministry of Education equivalency requirement:

Secondary school certificates from Private Schools applying the British System shall be equivalenced to the general secondary certificate, without specifying the courses, in accordance with the following general conditions:

1. The student shall pass five (5) subjects in the IGCSE or GCSE level with grades (A*, A, B, C, D, E) or (3,4,5,6,7,8,9) including subjects below:



- Mathematics
 - English language or English Literature
 - One Science subject (Physics, Chemistry, Biology) or dual Science subject
2. The student shall complete the 12th Grade (Year 13).
 3. The student shall pass two (2) subjects in the GCE Advanced Subsidiary Level or one (1) subject in the GCE Advanced Level with grades (A*, A, B, C, D, E) or successfully obtain (with a score of no less than PP) a BTEC Level 3 Diploma with no less than ninety (90) approved hours (credit points) among the materials specified by the Ministry in the relevant regulatory decisions.
 4. Islamic Education and Arabic Language shall not be included in the subjects of both levels.

[Disclaimer: The school is not accountable if students do not appear for the subjects mentioned in the above pointers at our exam centre]