



14th May 2019

Dear Parents of Grade 10 (MYP5) Students,

As you are aware, the MYP5 Final Examinations for grade 10 students begin on Monday 13th May 2019 and continue until Friday 24th May 2019. Please review the following list and discuss it at home with your son or daughter:

- Students should be outside the examination hall 15 minutes before the start of the examination and ensure they bring valid identification (Passport/student ID card).
- Students are not allowed to stay after their final exam for any reason however, if there is a break between two examinations on the same day, she/he is NOT permitted to leave the campus after the first exam and return for the second exam. If she/he leaves after the first exam, they will NOT be permitted to return and take the second exam on the same day. (please make arrangements to pick up your son/daughter's sibling, if applicable)
- In order for your son or daughter to leave campus, as stated above, you must give your **signed permission (attached to this letter)**. If permission is given, your signed form covers the entire examination period.
- Students are only allowed to stay in the designated areas in between the exams (if they have two exams on the same day)
- If any student breaks any of the rules during the exam, they will not be allowed to sit the remaining exam for the rest of the Exams period
- Monday 6th May to Friday 10th May: **Study Leave Week** - no classes. Students should be revising at home. They may see teachers at a previously arranged appointment during the teacher's non-class time in full uniform
- Monday 13th May and continue until Friday 24th May 2019. Students will come to the Academy on days of scheduled exams and may leave after the exam(s) has (ve) finished. The Exam Timetable is attached to the letter.

There are several other points that you, as parents, should have knowledge of as your son/daughter prepares for the exams:

- ❖ It is very important that a regular revision routine is established at home. This should include eating nutritious meals and getting the proper number of hours of sleep.
- ❖ Students are required to wear the school uniform when sitting exams. Violations of the KFA Dress Code may result in a student being excluded from an exam.
- ❖ The Examination Board has strict regulations regarding late arrivals for an exam. Penalties may include reduced time given for the exam and/or exclusion from sitting the exam.

Examination results will be sent via email on 1st August 2019. If you would like to request a re-mark of an examination, you must submit your enquiry upon results from the 28th August to 14th September 2019.

We would like to take this time to wish all of the students the best of luck with their MYP5 Exams.

Warmest regards,

Mrs. Bayan Mahmood
Head of Upper School



**MYP5 Final EXAMINATION
PERMISSION SLIP**

As the parent/guardian of _____
(Student's Full Name)

I Do_____ give him/her permission to leave the campus after the last exam of the day during the examination period of Monday 13th May 2019 and continue until Friday 24th May 2019.

(Mother's/Guardian Signature)

(Date)

(Father's/Guardian Signature)

(Date)