

مدرسة الوحدة العربية
ARAB UNITY SCHOOL



**Cambridge International Examination
November Series
Retake Policy**

AY 2025-2026



Policy No.	AUS School Policy_Academics_40
Date reviewed	June 2025
Next update	June 2026
Reviewed by	Principal, Head of Sixth Form and Examination Officer
Approved by	Mr Nigel McQuoid

VISION STATEMENT

Our vision is that Arab Unity School aims to provide a stimulating, inclusive learning environment that challenges our students to discover their potential and develop into respectful, reliable, resilient and purposeful leaders of the global community.

MISSION STATEMENT

Our mission is to provide an affordable education with a solid foundation of knowledge, technology and life skills enabling our students to be socially conscious and responsible individuals.

CORE VALUES

Character Building

Morally accountable
Diligent
Trustworthy
Self-regulator
Caring

Progressive Thinking

Technologically competent
Collaborative
Adaptable
Enquiring
Creative

Global Commitment

Environmentally conscious
Persevering
Tolerant
Effective Participant

Leadership Skills

Inspiring
Motivating
Decisive
Consistent
Team player
Reflective Learner

1. Policy Statement

Arab Unity School is committed to supporting student achievement and academic improvement. In line with this commitment, the school offers eligible students the opportunity to retake in Cambridge International Examinations during the November 2025 series. This retake provision is designed to help students enhance their academic performance while continuing their studies in Year 12 or Year 13.

2. Purpose of the Policy

This policy outlines the eligibility criteria, procedures, subject limitations, and responsibilities related to the November retake exams. It is intended to ensure transparency, academic integrity, and alignment with both AUS assessment policy and the Sixth Form entry requirements.

3. Eligibility Criteria

This policy applies only to students enrolled at Arab Unity School in the Academic Year 2025–2026. Eligibility is subject to the following conditions:

- Students must be enrolled in Year 12 or Year 13 at Arab Unity School to be eligible.
 - Students who have secured admission for Year 13 to the Sixth Form may be permitted to retake only one AS Level subject to improve their grade. Retaking more than one subject is strongly discouraged, as it may reduce the time available for A2 preparation and adversely affect overall A Level performance.
 - Students who retake AS subject must also attend all Year 13 internal assessments and CT tests without exception. Failure to do so will not be excused under any circumstances.
 - AS Level subject dropped in the June series, with prior approval from the Head of Section (HOS), the dropped subject may be taken in the November series. Such registrations must be completed during the month of June 2025.
 - If a student fails to secure admission to Year 13 based on the June 2025 results release in August 2025 and has already submitted a registration form for a dropped subject as a new entry, the Examinations Coordinator must be informed immediately to initiate a withdrawal and request a refund of the fees.
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4. Subject Availability

Only a limited selection of subjects is available for retake in the November series:

4.1 Approved IGCSE Subjects for Students Enrolled in Year 12

- IGCSE Mathematics
- IGCSE First Language English

No other IGCSE subjects may be retaken in this series. Students wishing to improve IGCSE grades may register for the June 2026 or June 2027 series during Year 12 or Year 13, subject to approval from the Head of Section (HOS).

4.2 AS Level Subjects for Students Enrolled in Year 13

- Only the AS Level subjects attempted in the June 2025 series are eligible for retake in the November session.
 - New subject entries are **not permitted**. (i.e., subjects are not part of the original Year 12 admission)
 - Subjects with **coursework** components are **excluded** from the retake option.
 - Subjects not offered by the school are **not available** for registration.
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5. Entry Approval Process

To proceed with a retake:

- Students and parents must collect the June 2025 results and component breakdown from the Examinations Coordinator or the Head of Section (HOS).
- A meeting will be held with the HOS and relevant academic staff to evaluate the students' performance in the June series. The team will assess whether a retake would meaningfully contribute to improving the student's overall A Level grades before granting approval
- If the retake is approved, the HOS will authorize the entry. Students will then receive the **registration/entry form** that includes:
 - Subject and component codes
 - Entry deadlines
 - Examination fees and terms & conditions

6. Carry Forward Policy

- All retakes must include all AS Level components of the subject.
- The highest AS Level score obtained across the June and November series will be carried forward for use with June 2026 A2 components.

7. Academic Support

The school will not provide academic support or structured revision classes for retake subject/s. Students and their parents are fully responsible for:

- Organizing independent study and preparation
 - Ensuring timely payment and registration
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8. Access Arrangements

- The school cannot guarantee access arrangements in the November series for students who were not officially approved for such provisions in the June series.
 - Any emergency access arrangement requests (e.g., extra time, modified papers) must be supported by valid and up-to-date professional documentation.
 - All requests must be submitted to the Examinations Coordinator well in advance, no later than 30th August.
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9. Examination Fees

- All examination fees for the November series must be settled in full within the prescribed timeline in the registration form.
 - Deadlines for fee submission and entry confirmation will be communicated in advance.
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10. Academic Contract Requirement

All students approved for a retake must sign a Sixth Form Academic Contract, which outlines the following obligations:

- Full attendance in all timetabled subjects during the academic year
- Independent responsibility for retake exam preparation
- Compliance with all school and Cambridge regulations

The Academic Contract will be reviewed and signed during the retake approval process with the Head of Section.

11. Policy Review and Oversight

This policy is subject to periodic review by the Principal, Sixth Form HOS and Examinations Coordinator to ensure continued alignment with internal academic frameworks.

Approved by:



Nigel McQuoid
Principal

Date: 19th June 2025