



ST. MARY'S *Catholic High School, Dubai*

**MOCK EXAMINATION
RULES AND REGULATIONS
YEARS 11 AND 13 - MARCH 2025**

(To be read in conjunction with the school's document on ACADEMIC INTEGRITY)

- 1) ALL **CANDIDATES MUST REPORT ONLINE IN FULL AND COMPLETE SCHOOL UNIFORM (NO SPORTS UNIFORMS) AT 7:00 AM SHARP. No extra time for later comers.**
- 2) Please ensure that you have joined the special Google Classroom for Mock Examinations.
- 3) Laptops must be in full and proper working condition, webcams must be fully working, and Internet connection **MUST** be stable.
- 4) The webcam **MUST** be **SWITCHED ON** throughout the duration of the exam and during the answer script submission phase as well. Examination invigilators will let students know when it is ok to switch off.
- 5) All examinations must be answered only on **RULED A4 SIZE PAPER**. Students **MUST** write only on **ONE** side of the sheet and when over, take a second sheet and so on. Please note that blank sheets or any size other than A4 will not be accepted. Please ensure that you have enough stock of A4 sized refill pads well in advance of your examinations. Please do not say midway through an exam that you have run out as this will not be accepted.
- 6) A Cam scanner **MUST** be used to scan the sheets which should be numbered 1 of 2, 2 of 2 etc. and scanned and uploaded as **ONE SINGLE PDF** document.

- 7) **NO WRIST WATCHES ALLOWED AT ALL!!!** (This includes both smart watches and regular digital / analogue wrist watches as well). **NO ELECTRONIC DEVICES OF ANY SORT** except the laptop you are using to answer your exam. (Except a calculator) Any Bluetooth device found with a student during an exam will be considered as malpractice and will lead to disqualification.
- 8) Calculators **MUST NOT HAVE COVERS.**
- 9) Only **BLACK BALL POINT PENS** must be used. Please ensure that you have **AMPLE** supply.
- 10) Students must ensure that they have ample supply of their own stationery to include Black ballpoint pens, pencils (only for drawing), erasers, geometry equipment to include 30 cm rulers, protractors, compass, calculators (without covers), and tracing paper (for Maths).
- 11) Cancellations of rough work or wrong answers must be made by cutting across them neatly with a **single line.**
- 12) The following are **STRICTLY PROHIBITED**: Correcting pens, correcting fluid or tape, erasable pens or blotting paper, highlighters or gel pens.
- 13) Students must not communicate in any way with, ask for help from any other person in their homes, neither **MUST** they use or consult any other device/ books/ notes/ academic material nor use **ANY FORM OF AI** while answering examinations.
- 14) Students should raise their hands to attract an invigilator's attention.
- 15) Water bottles must be transparent without any labels on it. Please remove the brand label if you are using commercial water bottles.
- 16) Please note that any form of malpractice during the exams will lead to disqualification and a **ZERO** in that exam.

PLEASE NOTE THAT WE WILL BE COMPARING EACH STUDENTS MOCK EXAM OUTCOMES WITH HIS/HER ATTAINMENT TRENDS OVER THE LAST THREE YEARS. Any significant deviations will be treated with the utmost seriousness.

- 17) Students must be in proper school uniform. If you wish to wear a pullover / jacket, please note that only the SCHOOL HOODIE or THE SCHOOL BRANDED VARSITY JACKET is allowed. However, during an exam, hoodies must not cover the ears or head.
- 18) Students must not write any inappropriate, obscene or offensive material on the paper.
- 19) **ANY MALPRACTICE OF ANY KIND WILL LEAD TO DISQUALIFICATION.**
- 20) **NO MESSAGES ABOUT OR CONCERNING MOCK EXAMINATIONS either with regard to ANSWER DISCUSSIONS/ CONTENT** are to be posted in any student private WhatsApp groups as this information could later be used by others against a particular student or group of students.
- 21) Any absence, even for one day will require a **MEDICAL CERTIFICATE** to reschedule the examination. The school will require flexibility with regard to rescheduling missed examinations given the current situation.





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OUR REF :

TRN : 10415399800000

Date: 17th March 2026.

To: Parents of Students in Years 11 and 13

ACADEMIC INTEGRITY IN ONLINE EXAMS

Dear Parents,

Greetings to you from St. Mary's Catholic High School!

As your child prepares to sit their upcoming online mock examinations, we write to you on a matter that lies at the very heart of what we stand for as a school community - **Academic Integrity**.

At St Mary's Catholic High School, we are guided by our Marian values of honesty, respect, and personal responsibility. These are not merely academic expectations - they are the foundations of the character we seek to build in every student. Examinations, whether conducted in school or online, are an opportunity for your child to demonstrate their own knowledge, effort, and ability. We ask that those values be upheld fully, even when no one is watching.

What Academic Integrity Means

Academic integrity means that every piece of work submitted, and every answer given in an examination, is entirely the student's own. In the context of online mock examinations, this means:

- Working independently and without assistance from any other person during the examination.
- Not consulting unauthorised resources, websites, notes, or textbooks unless explicitly permitted by the subject teacher.
- Not communicating with peers, siblings, or any third party - verbally, by message, or through any platform - during the examination.
- Not using artificial intelligence tools, online solvers, or translation tools to produce or enhance answers.

- Ensuring the camera remains on throughout and that the student is seated alone in a quiet space for the duration of the session.

Why It Matters More Than Ever

For students in Years 11 and 13, these mock examinations carry real weight. They are a vital rehearsal for the Pearson Edexcel IGCSE/ GCSE and GCE/ IAL examinations ahead, and they give teachers the information they need to provide meaningful, targeted support in the weeks that follow. A result that does not reflect your child's own understanding ultimately does them a disservice - it masks the areas where they need guidance and denies them the opportunity to grow.

Beyond the academic impact, malpractice in any form has serious consequences. Should any breach of academic integrity be identified, the school will investigate and respond in accordance with our Examination Malpractice Policy, which may include formal reporting, grade cancellation, and, for Year 11 and Year 13 students, potential implications with examination boards.

Our School Values in Action

“The strength of your character is not measured by what you do when others are watching, but by the choices you make when no one is.”

Honesty • Integrity • Responsibility • Respect

How You Can Support Your Child

Your role as a parent or guardian is invaluable. We ask that you support your child in the following ways during the examination period:

- Have an open conversation with your child about the importance of honest work and the values that St Mary's stands for.
- Ensure that during examination time, your child is seated in a quiet, private space with no other people present.
- Please refrain from offering assistance or hovering nearby during the session, even with good intentions.
- Encourage your child to approach the examination with confidence in the preparation they have done, and to reach out to their teachers if they have concerns before the examination rather than during it.

A Note on AI & Online Tools

We are aware that artificial intelligence tools and online answer resources are widely accessible. Please be clear with your child that the use of any such tools during an examination constitutes malpractice. Schools and examination boards are increasingly able to identify AI-generated or sourced content, and the consequences are significant. Authentic effort is always the right path.

We are immensely proud of our students and the community we have built together at St Mary's. We trust that our Year 11 and Year 13 students will approach these examinations with the honesty and integrity that defines them - and that you, as their parents and guardians, will stand alongside us in reinforcing that message at home.

Should you have any questions or wish to discuss any aspect of your child's examination arrangements, please do not hesitate to contact your child's class teacher or our IT support team.

Thank you for your continued partnership and support.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)

