

2019-
2020

Assessment Tasks



Dates	Task	Responsibility	Additional Notes
August 13 th 2019	Cambridge IGCSE and AS Release of Results (from June 2019)	Exams Officer and SIMS Coordinators	
August 15 th 2019	AS – Release of Results to Centres (from June 2019)	Exams Officer and SIMS Coordinators	
August 22 nd 2019	IGCSE – Release of Results to Centres (from June 2019)	Exams Officer and SIMS Coordinators	
August 18 th – 22 nd 2019	Staff Induction Training - Assessment Policy, Programmes of Study, Progress Measures and Baseline.	Exams Officer and SIMS Coordinators	<i>Arranged and to be confirmed internally by each school.</i>
August 25 th -29 th 2019	Ta'allum Re-sit Exams	SIMS Coordinators and Exams Officer	
By August 28 th 2019	Programmes of Study Training and Monitoring exercise	Heads of School, Deputies with Consultants	<i>Full year PoS ready for teacher's access in Primary and Secondary English and Arabic subjects.</i>
By September 1 st 2019	Re-sit Reports ready for distribution	SIMS Co-ordinators.	<i>Post resit Implications for Promotion and Retention finalized</i>
September 8 th -12 th 2019	Parent Meetings and Induction regarding Assessment Policy and SIMS Parent App	SIMS Coordinators and Exams Officer	<i>Dates to be confirmed internally by each school.</i>
September 15 th – 26 th 2019	CEM Base Progress Reception	Heads of EYFS, EYFS teachers and SIMS Coordinators	
September 16 th 2019	AS and IGCSE Analysis	Principals, Heads and SIMS Coordinators	<i>All schools. At Head Office</i>
September 19 th 2019	JCQ - Final date for Late Subject Awards	Exams Officer	
September 21 st 2019	Final Deadline for November entries IGCSE and AS	Exams Officer	
October 3 rd 2019	Mid Semester PoS data entry deadline for Primary and Secondary	Teachers, Coordinators and Heads	<i>Including practical components</i>
October 4 th 2019	Final Date for External November Series IGCSE Exam Entry	Exams Officer	
October 3 rd 2019	EYFS Baseline data entry deadline and CEM data reports provided to Head Office	Head of EYFS & SIMS Coordinators	
Sept 29 th – October 3 rd 2019	Mid Semester 1 Assessment - Practicals for Primary, Secondary and Arabic subjects.	Teachers, Coordinators and Heads	
October 6th-10th 2019	Mid Semester 1 Assessments-Written for Primary, Secondary	Teachers, Coordinators and Heads, VLE Co-ordinators, IT teams and Principals	<i>In the 7th week after the start of the academic year</i>

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	and Arabic subjects (with OWLTS assessments)		<i>ie after 6 weeks of teaching Assessments at school level on OWLTS with standardized but using Random generator.</i>
October 10 th 2019	Final date for estimated entries AS and IGCSE for June 2020	Exams Officer and SIMS Coordinators	
Mid Semester Break October 13th to 17th			
October 20 th 2019	Edexcel January 2019 Exam Entry Deadline	Exams Officer and SIMS Coordinators	
October 22 nd 2019	Mid Semester data entry deadline for EYFS, Primary and Secondary (including Written Assessment mark, HW & participation)	Teachers, Coordinators and Heads	
October 23 rd 2019	Mid Semester data verification	Teachers, Coordinators and Heads, SIMS Coordinators and Exams Officer	<i>Principal to approve results</i>
October 24 th 2019	Ta'allum Data Verification	Consultants	<i>Sampling</i>
October 24 th 2019	Process for the confirmation of Baselines and Review of Targets.	Heads of School with SIMS Coordinators	
October 27 th 2019	Mid Semester Report Cards to be published to parents on SIMS App	SIMS Coordinators and Exams Officer	
October 28 th 2019	Mid Semester Power BI data analysis meetings with Director of Education	Principals, Heads, Middle Leaders, SIMS Coordinators and Exams Officer	<i>To be held in individual academies</i>
November 4 th -13 th 2019	November Series IGCSE and AS examinations (JCQ Common Timetable)	Exams Officer and SIMS Coordinators	
November 5 th 2019	Final date for Centre Assessed Marks IGCSE Nov 2019	Exams Officer and SIMS Coordinators	
November 7 th 2019	Date by which Summer exam IGCSE and AS Certificates will be issued.	Exams Officer	
November 15 th 2019	Publication of the Agreed End of Sem. 1 Exam Timetable to parents along with agreed Learning Objectives and Practice Questions	Consultant/ Heads of Schools	
November 17 th 2019	Lead Teachers, Heads of Primary/EYFS review, revise and enhance the subject specific/academic/relevant comment banks for the report.	Lead Teachers	<i>Comments should be related to Semester 1.</i>

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December 2 nd 2019	Final and Re-sit End of Semester 1 exams to be submitted to Principals and Director of Education	Chair of Exams	
December 3 rd and 4 th 2019	Secure printing of End of Semester 1 exams	Heads of School to determine and supervise arrangements	
December 1 st – 5 th 2019	End of Semester 1 Practical Exams for Primary, Secondary and Arabic	Teachers, Coordinators and Heads	<i>8th/9th Dec can be used for Primary Practicals</i>
December 3 rd 2019	End of Semester PoS data entry deadline for Primary and Secondary (including Homework and participation)	Teachers, Coordinators and Heads	<i>Including practical components</i>
December 10th -19th 2019 (Qatar National Day 18 th Dec)	End of Semester 1 Written Exams (including Mock exams for IGCSE and AS)	Chairs of Exam Committee, Coordinators, Heads and Principals	<i>In the 8th week after the October break ie after 7 weeks of teaching</i>
December 10 th – 19 th 2019 (Qatar National Day 18 th Dec)	Common Marking	Head of Marking Centres.	
End of Semester Break Dec. 22nd - Jan 2nd 2020			
January 5 th -6 th 2020	Internal School Data Verification Comments to be confirmed by Heads and Deputies	Heads of Schools, Deputies, SIMS Coordinators and Exams Officer	
January 5 th – 9 th 2020	Catch-up Exams for absentees	Exams Officer, Heads of School	
January 7 th – 21 st 2020	Edexcel January 2020 January Series Exam Dates	Exams Officer and SIMS Coordinators	
January 10 th 2020	Cambridge External Oct/ Nov Results Day	Exams Officer and SIMS Coordinators	
January 12 th - 13 th 2020	End of Semester exam data entry deadline for EYFS, Primary and Secondary.	Teachers, Coordinators and Heads	
January 14 th 2020	Ta'allum Data Verification	Consultants	<i>Sampling</i>
January 15 th 2020	Finalising and approval of results	Director of Education	
January 15 th -16 th 2020	Staff Completion of reports	Heads of School, Coordinators, teachers	
January 16 th 2020	Release of Results to Candidates (November IGCSE and AS)	Exams Officer and SIMS Coordinators	
January 16 th 2020	SIMS Co-ordinators check reports	SIMS Coordinators	

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January 19 th 2020	Publication of Report Cards to Parents	Principals and Heads of School, Exams officer and SIMS coordinators	
January 23 rd 2020	End of Semester Power BI data analysis meetings with Director of Education	Principals, Heads, Middle Leaders, SIMS Coordinators and Exams Officer	<i>To be held at Head Office</i>
January 24 th 2020	Edexcel (IAL) from Oct/Nov 2018 Results Day	Exams Officer and SIMS Coordinators	
Mid Semester Break February 16th to 20th			
February 21 st 2020	Final date for Entries IGCSE and AS – Summer 2020	Exams Officer and SIMS Coordinators	
February 28 th 2020	Issuance of Certificates from November 2019 Entry IGCSE and AS	Exams Officer and SIMS Coordinators	
March 6 th 2020	Edexcel January 2019 Results Day	Exams Officer and SIMS Coordinators	
March 14 th 2020	Due date for Cambridge November Series Certificates (AS and IGCSE)		
March 8th - 12th 2020	Mid Semester 2 Assessments - Practicals	Teachers, Coordinators and Heads	
March 12 th 2020	Mid Semester PoS data entry deadline for Primary and Secondary (Homework and participation)	Teachers, Coordinators and Heads	
March 15th – 19th 2020	Mid Semester 2 Assessment – Written (with some OWLTS assessments) (including 2nd Mock exams of IGCSE and AS – organized at school level)	Teachers, Coordinators and Heads, VLE Coordinators, IT Teams and Principals	<i>In the 10th week after the start of Semester 2 ie after 9 weeks of teaching</i>
March 21 st 2020	Edexcel Summer Exam Entry Deadline	Exams Officer and SIMS Coordinators	
March 26 th 2020	Mid Semester 2 Assessment data entry deadline for EYFS, Primary and Secondary	Teachers, Coordinators and Heads	
March 29 th and 30 th 2020	Mid Semester 2 data verification	Teachers, Coordinators and Heads	
March 31 st 2020	Mid Semester 2 data verification	Consultants	
April 1st 2020	Mid Semester Report Cards to be published to parents on SIMS App	Teachers, Coordinators and Heads	
Mid Semester Break April 5th - 9th			
April 13 th 2020	Mid Semester Power BI data analysis meetings with Director of Education	Principals, Heads, Middle Leaders, SIMS Coordinators and Exams Officer	<i>To be held in individual academies</i>

Dates	Task	Responsibility	Additional Notes
April 20 th 2020	Publication of the Agreed End of Sem. 1 Exam Timetable to parents along with agreed Learning Objectives and Practice Questions	Heads of Schools	<i>Consultants to check on timeline completion of action</i>
April 30 th 2020	Lead Teachers, Heads of EYFS, Primary review, revise and enhance the subject specific /academic/relevant comment banks for the report.	Lead Teachers	<i>Comments should be related to Semester 1.</i>
May 4 th - 10 th June 2020	Cambridge June 2019 Public Exam Dates	Exams Officer and SIMS Coordinators	
May 11 th – 23 rd June 2020	Edexcel Public Summer Exam Dates	Exams Officer and SIMS Coordinators	
May 11 th -21 st 2020	GL Assessments for Y2 (provisional), Y4, Y6, Y9 in En, Ma and Sci	Heads of School, Exams Officer, SIMS Coordinators, teachers, IT team	
May 11 th – 21 st May 2020	CEM Base Progress Reception	Heads of EYFS, Exams Officer, SIMS Coordinators, EYFS teachers	
May 21 st 2020	End of Year PoS data entry deadline - EYFS and CEM Base progress reports provided to Head Office	Heads of EYFS, SIMS Coordinators	
May 21 st 2020	Final and Re-sit exams to be submitted to Principals and Director of Education	Chair of Exams	
Eid Al Fitr Vacation - May 24th – 28th			
June 2 nd - 4 th 2020	Secure printing of End of Year exams	Heads of School to determine arrangements.	
June 4 th 2020	End of Semester PoS data entry deadline for Primary and Secondary (including Homework and participation)	Staff and Heads of School	
June 1 st – 8 th 2020	End of Semester 2 Exams – Practicals for Primary, Secondary and Arabic	Heads of Schools	
June 9 th – 18 th 2020	End of Semester 2 Exams – Written for Primary, Secondary and Arabic	Chairs of Exam Committee, Coordinators, Heads and Principals	<i>In the 11th week after the Mid Semester Assessments ie after 10 weeks of teaching</i>
June 9 th – 21 st 2020	Common Marking	Heads of Marking Centres	
Students – End of Year – June 18th 2020			

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June 21 st 2020	End of Semester 2 Exam data entry deadline for Primary and Secondary	Teachers, Coordinators and Heads	
June 22 nd - 23 rd 2020	Internal School Data Verification Comments to be confirmed by Heads and Deputies	Heads of Schools, Deputies, SIMS Coordinators and Exams Officer	
June 23 rd 2020	Ta'allum Data Verification	Consultants	<i>Sampling</i>
June 24 th 2020	Finalising and approval of results	Director of Education	
June 24 th and 25 th 2020	Staff completion of report	Heads of School	
June 28 th 2020	SIMS Coordinators check report	SIMS Coordinators	
June 29th 2020	Publication of Report Cards to Parents	Principals and Heads of School, Exams Officer, SIMS	
June 30 th and 1 st July 2020	Any parental follow up meetings and discussions as required with Senior and Middle Leaders	Senior and Middle leaders	<i>July 2nd End Date for teachers.</i>
Summer Vacation for Teachers – 3rd July until August 22nd			
August 10 th 2020	Cambridge – IGCSE and AS June Results Day	Exams Officer and SIMS Coordinators	
August 13 th 2020	Edexcel AS Results Day	Exams Officer and SIMS Coordinators	
August 20 th 2020	Edexcel IGCSE Results Day	Exams Officer and SIMS Coordinators	