

LIS/ACD/2020/033

Date: 08/10/2020

Dear Parents,

Greetings from Loyola International Schools!

We would like to share a few guidelines about the upcoming Half Yearly Examinations.

Before the Exam:

- Please be informed that all our Half Yearly Examinations will be conducted **Online on the Zoom platform**.
- All these examination sessions will be recorded.
- Students are required to be seated in a place with no / minimal disturbance at their homes to ensure the smooth and proper conduct of the examination.
- Students are advised to keep ample amount of water, rough paper for any working with pens/pencils besides them so they do not need to get up during the examination.
- Students are required to join the Zoom meeting room as listed in the Examination Module of the CMS application at least **30 min prior** to the examination start time.
- Please note that students should use **a laptop/desktop** to take the examination. Usage of Mobile phones/tablets is not allowed.
- Students are expected to be concentrating on the exam throughout the duration with no external disturbance.

During the Exam:

- All students should rename their names by prefixing their class section to their names.
- Students should switch their Microphones and Cameras ON during the period of the exam.
- In case of any network disruption/technical challenges during the Examination, please inform the class teacher immediately through CMS or you can call on +974-50308793/+974-44994858.
- Parents, siblings, and other adults should not disturb/assist the student during the Examination.
- Students should not log out/discontinue from the Zoom sessions or take breaks during the examination.
- Students are required to raise their hand if they have any doubts during the examination so the teacher can clarify and provide the needed assistance
- Students should make sure they check/recheck all their answers before they Submit their response in the Google form because once submitted, students will not be able to access the forms again.
- Students should click on the Submit option of the Google Form once they have completed answering all the questions to the best of their ability.
- Once the Student has submitted his/her response, they should report this with the Teacher/Invigilator.

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After the Exam:

- Once the student has completed the examination, he/she may request to leave the meeting room from the teacher/invigilator
- Applicable only for Grades 6 – 8 Second Language Exams:
 - Students are required to scan/upload and submit the answer sheets in the Homework Module of the CMS according to the given option.

Note: All non-examination days are considered to be home based preparatory holidays.

In case a student is not able to attend the online examination due to unavoidable circumstances, Parents must inform/email the Class Teacher/school authorities immediately.

For any further questions or concerns, please feel to reach out to us.

We wish our students all the very best!

Have a nice day ahead!

Best regards,



Listen. Learn. Lead.

Principal

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Qatar