

LIS/ACD/2020/040

Date: 17/11/2020

Dear Parents,

Greetings from Loyola International Schools!

We would like to inform you about the Examination Schedules for the following Graded Subjects and a few guidelines which are required to be followed.

Subjects:

1. Third Language (Grades 4 – 8)
 2. Qatar History
 3. General Knowledge
 4. Moral Science/Islamic Studies
 5. Computer Science
- **The Examinations for the above subjects will be conducted between 06/12/2020 and 10/12/2020 during school hours. The duration of each Examination is 40 minutes and each subject carries 20 marks.**
 - All Grades will follow the regular On-campus and Online schedules. For a given class, students attending on-campus classes will take the Examinations in their classrooms as per their regular timetable. The remaining students of the same class who are unable to attend the Examination on campus will have the option to take it ONLINE. The Zoom-ID will be shared on the CMS portal.
 - **Between 6.12.20 and 10.12.20, for Grades 1 to 4, the first 4 periods will be conducted as per the regular Timetable (until 11:10 am) and then the Examination will be held between 11:30 am and 12:30 pm. For students on campus, dispersal will take place at 1:00 pm.**
 - **Between 6.12.20 and 10.12.20, for Grades 5 to 8, the Examination will be held between 08:00 am and 09:00 am. Thereafter, the regular Timetable will be followed from 9:30 am until 1:00 pm (periods 3, 4, 5 and 6). For students on campus, dispersal will take place at 1:00 pm.**
 - The syllabus for the Graded Examinations will be uploaded on CMS for your reference.
 - For students attending online, the Examinations will be conducted on the Zoom platform. The Question Papers will be presented through Google Forms at the start of the Zoom session. Please be informed that all these Examination sessions will be recorded.

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- In case a student is not able to attend the Examination - either online or on campus- due to unavoidable circumstances, Parents must inform/email the Class Teacher/school authorities well in advance (at least 1 week before).

Guidelines for students writing the Examinations on campus:

- Please report to your classroom by 7:30 am without fail.
- Students will be given the Question Paper and Answer Sheet.
- Please fill in your name and other details carefully.
- Please maintain discipline and complete silence when the Examination is in progress.
- Students will not be allowed to move out of the classroom during the Examination.
- Please check your answers before submitting your answer sheets.
- Answer sheets once submitted will not be returned to the students.

Guidelines for students writing the Examinations online:

Before the Examination:

- Students of Classes 1 to 8 are requested to be prompt in logging in to Zoom, 15 minutes before the Examination start time.
- The Examination Invigilator/Teacher will record attendance in the first 15 minutes and give instructions for the smooth conduct of the online Examination.
- Once the student enters the Zoom meeting, **the link for the “Question Paper” will be made available in the chat box at the start of the Examination.**
- Students should have a bottle of water/fruit juice, hand napkins etc., with them to avoid movement during online Examinations.
- Unless absolutely necessary, students should try and avoid using the washroom during the Examinations.

During the Examination:

- Students should switch their Microphones and Cameras **ON** during the period of the Examination.
- If the Microphone or Camera is deliberately switched off by the student, it may be considered as malpractice and disciplinary action will be taken.
- Students are not supposed to refer to their textbooks, notes etc., during the online Examination. Invigilators will monitor the students during the Examination.

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- Students should maintain complete silence during the Examination. They should focus on the questions, think and then choose/type the correct answer(s) carefully.
- We trust all our students and expect them to attempt the Examinations honestly. Any unethical practice/suspicious behavior may lead to cancellation of that Examination for the student(s) involved.
- Parents, siblings, and other adults should not disturb the student during the Examination.
- 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.
- Students should not log out/discontinue attempting the questions or take breaks during the Examination.

After the Examination:

- 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.
- Students should **make sure they check/recheck** all their answers **before they Submit** their response in the Google form as this cannot be undone.
- Once the Student has submitted his/her response, they should notify the Teacher/Invigilator.

Please find attached the Examination Schedule. The Syllabus will be uploaded on CMS portal soon.

We wish our students the very best and we are confident they will perform very well in the Examination.

Best regards,



Listen. Learn. Lead.

Principal

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