

## HALF YEARLY EXAMINATION GUIDELINES

Dear Parents,

Greetings from Loyola International Schools!

We would like to inform you about the Half Yearly Examination Schedules and a few guidelines which need to be followed.

All Half Yearly 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.

The consolidated **Examination Schedule** is also attached along with this circular. **Individual Exam Schedules** along with the respective **Zoom Meeting IDs** will be uploaded in the CMS portal soon.

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 well in advance (at least 1 week before).

### Guidelines

#### **Before the Examination:**

1. Students of Classes 1 to 6 are requested to be prompt in logging in to Zoom 15 minutes before the examination start time.
2. The Examination Invigilator/Teacher will record attendance in the first 15 minutes and give instructions for the smooth conduct of the online Examination.
3. Students should have a bottle of water/fruit juice, hand napkins etc. near them to avoid movement during online Examination.
4. Unless absolutely necessary, students should try and avoid using the washroom during the Examination.
5. 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.**
6. The syllabus for the Half Yearly Examination has been uploaded on CMS for your reference.
7. **Only for Second Language Grade 6:** Blank Answer sheets will be uploaded on CMS by 24th September 2020. Parents need to print and keep ready the blank answer sheets for their children before the Examination.
8. Students should keep pens, pencils, and other stationery on their desk to avoid unnecessary movement during the online Examination.

#### **During the Examination:**

- 1) Students should switch their Microphones and Cameras **ON** during the period of the exam.
- 2) If the Microphone or Camera is deliberately switched off by the student, it may be considered as malpractice and disciplinary action will be taken.

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- 3) All other software applications/programs on the system including emails must be closed before logging into Zoom.
- 4) Students are advised not to refer to their textbooks, notes etc. during the online examination. Invigilators will monitor the students during the examination.
- 5) Students should maintain complete silence during the Examination. They should focus on the questions, think and then choose/type the correct answer(s) carefully.
- 6) 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.
- 7) Parents, siblings, and other adults should not disturb the student during the Examination.
- 8) In case of any network disruption/technical challenges during the Examination, please inform the class teacher immediately through CMS or you can call on +974-55014198/+974-44311390.
- 9) Students should not log out/discontinue attempting the questions or take breaks during the examination.

### After the Examination:

- 1) 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.
- 2) Students should make sure they check/recheck all their answers **before they Submit** their response in the Google form as this cannot be undone.
- 3) Once the Student has submitted his/her response, they should report this with the Teacher/Invigilator.

### Special Instructions for Grade 6 Second Language Examinations:

- 1) Students should answer the Descriptive section of the Question Papers only on the Blank answer sheets that will be uploaded on CMS (**Point no 7 of Before the Examination section**).
- 2) After completing the examination students/parents should scan the answer sheets into ONE PDF FILE and upload ONE PDF file of the answer sheet(s) on the CMS within 30 minutes of finishing the examination. PDF file should be named: 'Student Full Name-Class-Section-Subject'.
- 3) Answer scripts should be numbered on the top righthand side of each script and scanned in proper sequence.
- 4) Answer scripts should be scanned in vertical position. Please ensure that there is enough light on the paper while scanning and the scanned output can be read clearly.

Best regards,



Principal

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