



OUR REF :

TRN: 100483609200003

DATE: 31ST May 2020

To: Parents of students in Years 5-10 and 12 – ASSESSMENT GUIDELINES (JUNE 2020)

Dear Parents,

Greetings from St. Mary's. We would like to share with you some simple guidelines for the Assessments that commence from 3rd June 2020 and we would appreciate you sitting down with your children and going over these guidelines with them as well.

Students should login to School Email ID (Make sure to logout from all other email ID's before you start the exam)

1. All Students will receive their Assessment Question papers via email from assessment-smchs@smgeducation.org.
2. Kindly check if you have received the Assessment question paper via email (Inform the class teacher on zoom before the exam starts). Please inform your class teacher if you have not received it.
3. Open the Assessment question paper and check if the form shows your school email ID fill in the Name and Year with group.
4. All the Questions **MUST** be Answered or the form will not get submitted.
5. **Mobile phones must not be used to answer assessments.**
6. Students Video should be ON during the exam.
7. The Assessment Form Response will be closed as per the Exam Time schedule.
8. Join the Zoom 10 mins before the exam timing.

We would also like you to remind your children about the **ACADEMIC HONESTY POLICY**.

Academic honesty is a fundamental part of learning and teaching and a core value of Saint Mary's Catholic High School Dubai. While we understand that children are in your physical space during these assessments we also know and trust that parents are the first teachers of values to their children. We therefore request you to only facilitate or help with the technological aspect of the assessment administration if needed but to refrain from assisting in any way with the content of the assessment. We know that above all else both parents and teachers want the values of honesty and integrity to be deeply embedded in the children as key drivers for their journey through life. Children watch us very closely and look up to us as role models and we want them to know that they can continue to maintain these values even when they are doing an assessment at home. **For older children, we recommend that you have a conversation with them about the school's clear expectations for 'Academic Honesty' and that they must not resort to any unfair means while doing their assessments. ATTENDANCE FOR THESE ASSESSMENTS IS CRITICAL AND WE URGE YOU TO SPEAK TO YOUR CHILDREN ABOUT NOT TAKING THESE LIGHTLY.**

We wish the children the very best for their upcoming Assessments.

Yours sincerely

Mr. Paul Asir Joseph
(Principal)

