



**ST. MARY'S CATHOLIC HIGH SCHOOL**

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**مدرسة القديسة مريم الكاثوليكية الثانوية**

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

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OUR REF : .....

TRN : 100483609200003

DATE : Tuesday, 4<sup>th</sup> May 2021

**To: The Parents of students in Years 4-10 – RULES, REGULATIONS AND PROCEDURES FOR GL EXAMINATIONS**

Dear Parents,

**Greetings from Saint Mary's.** We would like you to go through this circular very carefully so that you are well aware of the rules, regulations and procedures associated with examinations. Please carefully go through the Final Examination Timetable for the GL Exam dates.

**GL EXAMINATIONS IN ENGLISH , MATHS & SCIENCE FOR YEARS 4-10 ( MAY-JUNE 2021 ) :**

**We have been reminding you regularly via our circulars about the GL payments but we still have some parents who have not yet paid the GL exam fee. We would like to remind parents who have not yet paid the GL examination fees that we will not be able to send the unique code to your child. Please note that GL exams count towards the Final examination mark calculation and we would ask that you complete this payment immediately. Please go through these TEST PROCEDURES with your children:**

**GL INSTRUCTIONS FOR STUDENTS :**

- 1) Open the GL website in your browser : ( [www.testingforschools.com/code](http://www.testingforschools.com/code) )
- 2) Your class teacher will send to your individual email your specific code for each subject in advance. Keep this code very carefully and do not share it with anyone else. Your teacher will also send you a Zoom link so that you will be present in a live session with your class and teacher. It might be useful to connect on Zoom via a mobile phone so that your laptop is used only for the test. You may use your parent's phone to connect as well.
- 3) Enter the subject ( **English, Math, Science** ) **access code** sent in your email. (Only the code for the particular subject )
- 4) **CHECK YOUR NAME** in the right hand side of the test window. If your name does not appear inform your class teacher.

- 5) **Wait** for the test to begin.
- 6) **Open the test** and answer the questions. **Complete all the parts of the test.**
- 7) After you have answered all the questions, please **recheck** your answers ( **click back button** ) and then click on **SUBMIT**
- 8) Click on your name on the **right hand side and logout.**

If your child runs into any Wifi connectivity issues , please contact the class teacher immediately. We will do our best to have the exam re-taken on the same day. In the event of any absence for a GL exam, please note that a medical certificate needs to be sent to the class teacher and you will be notified of the re-scheduled date for the examination that has been missed.

**Year 5 students who have their GL English Examination tomorrow will not have lessons after that and Year 6 students will not have lessons in the morning.**

***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. They must not resort to any kind of malpractice during the examinations.***

**ATTENDANCE FOR THESE EXAMINATIONS IS CRITICAL AND WE URGE YOU TO SPEAK TO YOUR CHILDREN ABOUT NOT TAKING THESE LIGHTLY.**

Yours sincerely,



Mr. Paul Asir Joseph  
( Principal )

