



OUR REF :

TRN : 100483609200003

DATE : Thursday, 6th May 2021

To: **The Parents of students in Years 1 - 10 and 12 – RULES, REGULATIONS AND PROCEDURES FOR FINAL 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 attached to this circular.

FINAL TERM EXAMINATIONS 16TH TO 31ST MAY 2021 (including some extended dates in JUNE 2021 for GL exams): We had uploaded the Final Examination Time Table to the school website at the start of the Spring Break and have attached the same to this circular. Please read on about further information related to examinations.

Years 1-3:

For subjects on the Examination Timetable and PSHE which is on the 6th of May, we will use Google Forms and the duration of each exam has been indicated in the Examination Timetable. For Music Art and Sports, a simple task will be sent this weekend and the **FINAL SUBMISSION DATE IS THE 2ND OF JUNE 2021.** Tasks can be submitted even before this date. Kindly make sure that it is the children only who are working on these tasks keeping in mind the school's Academic Integrity Policy. **Please ensure that your child has a digital device (laptop/ desktop/ tablet) that is in good working condition for the exams. The class teachers will be organizing a virtual information session for parents to go through the procedures for the examinations.**

Year 4 :

For subjects on the Examination Timetable and PSHE which is on the 6th of May, we will use Google Forms and the duration of each exam has been indicated in the Examination Timetable. For Music Art and Sports, a simple task will be sent this weekend and the **FINAL SUBMISSION DATE IS THE 2ND OF JUNE 2021.** Tasks can be submitted even before this date. Kindly make sure that it is the children only who are working on these tasks keeping in mind the school's Academic Integrity Policy. **Please ensure that your child has a digital device (laptop/ desktop/ tablet) that is in good working condition for the exams.**

Years 5 & 6:

For subjects on the Examination Timetable we will use Google Forms and the duration of each exam has been indicated in the Examination Timetable. The Art exam has been scheduled for the 6th of May 2021. **Please ensure that your child has a digital device (laptop/ desktop/ tablet) that is in good working condition for the exams.**

Years 7 through 13:

For secondary school we will not be using Google Forms but students will receive their examination question paper and they will be required to write the answers just as they would on ruled paper sheets and scan it as a PDF document and send it to a specially created GOOGLE CLASSROOM for Examinations. There will be a separate time allocated after the exam for students to scan and post their answer scripts. Full details of the process can be found below.

It is imperative that children have a good supply of good quality A4 size ruled paper and a digital device that works well so as not to hamper their work. Please ensure that you have a good and stable Wifi connection for the examinations. A desktop or laptop is preferable to a tablet.

PROCESS TO BE FOLLOWED FOR THE FINAL EXAMINATIONS:

For the smooth conduct of the exam we request you to ensure that the following points are taken care of

- 1) Check the device that your child is using well in advance and ensure that it does not have any hardware or software issues.
- 2) The CAMERA and MICROPHONE MUST be in good working condition.
- 3) Kindly ensure that an uninterrupted WI-Fi network is provided for your child.
- 4) It is MANDATORY to switch on the device camera for the duration of the exam. **Answer Scripts will not be evaluated if the camera is not switched on.**
- 5) Students must only use the **RAISE THE HAND OPTION** if they have a doubt.
- 6) Class teachers will schedule the Zoom call for 8:00 am and take attendance. For years 4, 5 and 6 the link for exams will be sent to their school email ID. Class teachers will monitor them while they take the exam. For years 7 to 10 and 12 a special Google Classroom for Exams had been created in the first term and the papers will be posted there. The start time of ALL MORNING SESSIONS will be 8:20 am and teachers will inform students daily about the end time as paper durations will differ across subjects.
- 7) Year 4, 5 and 6 students may submit the Google form once they have completed but must remain present in silence until ALL exams have been submitted and the teachers have checked that they have been successfully received.

- 8) Students from years 7 through 10 and 12 will be given 15 minutes at the end of each exam to scan the answer sheets. Answer sheets MUST be scanned using a good quality mobile scanner/ regular scanner in pdf format & be turned in to the special Google Classroom for exams. In case of any technical difficulty they must contact the class teacher immediately for further instructions.
- 9) Answer script files should be named as Student name_Subject_Class/Section (Danielle_Physics_11A)
- 10) Answer scripts that have not been turned in within the 15 minute window provided for this purpose will not be evaluated.
- 11) Students who experience a Wifi disruption will be asked to come to school to take the exam & therefore it is imperative that parents do their best to ensure a stable Wifi connection.
- 12) Only A4 sized ruled sheets must be used for answering examinations.
- 13) Where the number of lines have been specified for answers, then only those number of lines must be used to answer . This is to help students prepare for Board Examination requirements.
- 14) Students will not have lessons after the morning examination as per the regular Final Examination Schedule that we have every year.

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. WE WILL NOT BE IN A POSITION TO CREDIT OR

MARK ASSESSMENTS THAT HAVE NOT BEEN DONE OR THAT ARE TURNED IN LATE.

If a child is sick please send an email with the attached medical certificate as evidence to Lise-Ann. lpinto-smchs@smgeducation.org. Kindly mention your child's full name and section and the exam/s missed in your email to her.

As part of the Academic Honesty and Integrity students **MUST NOT EVER UNSUBMIT** any assessment submitted in Google Classroom for editing purposes. Teachers get a notification when a student **UNSUBMITS** a document and **NO MARKS** will be given in this case.

Please explain to your children very carefully that should there be any doubt that unfair means of any kind were used while answering any of the assessments then the school reserves the right to require the student to re-take the entire series of assessments on the premises. The school will also analyse past attainment and progress of every student in ascertaining that academic integrity has been rigorously maintained by the student in answering these examinations.

We have always held the students of St. Mary's in high esteem as far as their integrity and respect for the Marian Values is concerned and we would like to remind them that these values must be the cornerstone while they take their Final Examinations.

We would like to wish the children all the very best for their examinations and we hope that they will do their very best and above all be sincere and honest when answering their examinations.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





SAINT MARY'S CATHOLIC HIGH SCHOOL, FINAL EXAMINATIONS –YEARS 1-3-MAY 2021

DATE	DAY	TIME	YEAR ONE	YEAR TWO	YEAR THREE
16 TH May	Sunday	5:00-7:00 pm	English Writing	English Writing	English Writing
17 th May	Monday	5:30-6:30 pm	Computing	Computing	Computing
18 th May	Tuesday	5:00-7:00 pm	Arabic	Arabic	Arabic
19 th May	Wednesday	5:00-7:00 pm	English Reading	English Reading	English Reading
20 th May	Thursday	5:30-6:30 pm	History	History	History
23 rd May	Sunday	5:30-7:00 pm	No Exam	UAE Social Studies	UAE Social Studies
24 th May	Monday	5:30-7:00 pm	Math	No Exam	French
25 th May	Tuesday	5:30-7:00 pm	No Exam	Math	Math
26 th May	Wednesday	5:30-6:30 pm	Rel. Studies/ Ctz.	Rel. Studies/ Ctz	Rel. Studies/ Ctz
27 th May	Thursday	5:30-7:00 pm	Science	Science	Science
30 th May	Sunday	5:30-6:30 pm	Geography	Moral Education	Moral Education
31 st May	Monday	5:30-6:30pm	No Exam	Geography	Geography



SAINT MARY'S CATHOLIC HIGH SCHOOL, FINAL EXAMINATIONS –YEAR 4-MAY 2021

DATE	DAY	TIME	YEAR FOUR
Children must join the Zoom link by 7:45 am for attendance			
16 th May	Sunday	8:00-10:00 am	English Language
17 th May	Monday	8:00-9:00 am	Computing
18 th May	Tuesday	8:00-10:00 am	Arabic
19 th May	Wednesday	8:00-10:00 am	English Literature
20 th May	Thursday	8:00-9:00 am	History
23 rd May	Sunday	8:00-9:30 am	UAE Social Studies
24 th May	Monday	8:00-9:00 am	French
25 th May	Tuesday	8:00-10:00 am	English Language GL
26 th May	Wednesday	8:00-9:00 am	Religious Studies/ CTZ.
27 th May	Thursday	8:00-9:00 am	Geography
30 th May	Sunday	8:00-9:00 am	Moral Education
31 st May	Monday	8:00-10:00 am	Mathematics GL
1 st June	Tuesday	8:00-10:00 am	Science GL



SAINT MARY'S CATHOLIC HIGH SCHOOL, FINAL EXAMINATIONS –YEARS 5&6-MAY 2021

DATE	DAY	TIME	YEAR FIVE	YEAR SIX
Children must join the Zoom link by 7:45 am for attendance				
5 th May	Wednesday		English Language GL 8:00-10:00 am	English Language GL 11:00am-1:00pm
16 th May	Sunday	8:00-10:00 am	English Language	English Language
17 th May	Monday	8:00-9:00 am	Geography	Geography
18 th May	Tuesday	8:00-10:00 am	Arabic	Arabic
19 th May	Wednesday	8:00-10:00 am	English Literature	English Literature
20 th May	Thursday	8:00-9:00 am	History	Moral Education
23 rd May	Sunday	8:00-9:30 am	UAE Social Studies	UAE Social Studies
24 th May	Monday	8:00-9:00 am	French	French
25 th May	Tuesday	8:00-9:00 am	Rel. Studies/ CTZ	Rel. Studies/ CTZ
26 th May	Wednesday	8:00 – 9:00 am	Computing	Computing
27 th May	Thursday		Mathematics GL 8:00 – 10:00 am	Mathematics GL 11:00 am – 1:00 pm
30 th May	Sunday	8:00 – 9:00am	Moral Education	History
31 st May	Monday		Science GL 11:00am – 1:00 pm	Science GL 11:00am – 1:00 pm



SAINT MARY'S CATHOLIC HIGH SCHOOL, FINAL EXAMINATIONS –YEARS 7&8-MAY 2021

DATE	DAY	YEAR SEVEN	YEAR EIGHT
16 th May	Sunday	English Language	English Language
17 th May	Monday	Arabic	Arabic
18 th May	Tuesday	English Literature	English Literature
19 th May	Wednesday	History	UAE Social Studies
20 th May	Thursday	English Language GL 8:00-10:00 am	English Language GL 11:00am-1:00pm
23 rd May	Sunday	French	Rel. Studies/ CTZ
24 th May	Monday	Mathematics GL 8:00-10:00 am	Mathematics GL 11:00am-1:00pm
25 th May	Tuesday	Rel. Studies/ CTZ	Computing
26 th May	Wednesday	Moral Education	Moral Education
27 th May	Thursday	UAE Social Studies	History
30 th May	Sunday	Science GL 8:00-10:00 am	Science GL 11:00 am-1:00pm
31 st May	Monday	Computing	French



SAINT MARY'S CATHOLIC HIGH SCHOOL, FINAL EXAMINATIONS –YEARS 9&10-MAY 2021

DATE	DAY	YEAR NINE	YEAR TEN
16 th May	Sunday	NO EXAM	English Language
17 th May	Monday	Physics/ Business	Chemistry/ Economics
18 th May	Tuesday	English Language	Psychology
19 th May	Wednesday	English Literature 1 / History/ Art English Lit 2-second session	Religious Studies
20 th May	Thursday	ICT/ Computer Science	English Literature 1 / History/ Art
23 rd May	Sunday	Biology /Accounting UAE Social Studies – 12:00-1:30	Physics/ Business UAE Social Studies – 12:00 – 1:30
24 th May	Monday	Religious Studies	ICT
25 th May	Tuesday	Math	Math
26 th May	Wednesday	Chemistry/ Economics	Biology /Accounting
27 th May	Thursday	Psychology	Arabic
30 th May	Sunday	Moral Education	Moral Education
31 st May	Monday	Arabic	English Lit 2
1 st June	Tuesday	English Language GL 11:00am to 1:00 pm	English Language GL 11:00am to 1:00 pm
2 nd June	Wednesday	Science GL -8:00-10:00am	Science GL -8:00-10:00am
3 rd June	Thursday	Math GL -8:00-10:00am	Math GL -8:00-10:00am



SAINT MARY'S CATHOLIC HIGH SCHOOL, FINAL EXAMINATIONS –YEAR 12 –MAY 2021

DATE	DAY	SESSION ONE	SESSION TWO
16 th May	Sunday	Physics 1- 2hrs	-----
17 th May	Monday	Mathematics (Pure)- 2hrs	-----
18 th May	Tuesday	Biology 1-2hrs	-----
19 th May	Wednesday	Psychology 1-2hrs	-----
20 th May	Thursday	NO EXAM	-----
23 rd May	Sunday	Economics-2hrs	-----
24 th May	Monday	Arabic (NA)- 2hrs	-----
25 th May	Tuesday	Business Studies 1-2hr	-----
26 th May	Wednesday	NO EXAM	-----
27 th May	Thursday	Mathematics (Statistics)- 2hrs	-----
30 th May	Sunday	Islamic Studies -2hrs	-----
31 st May	Monday	Chemistry 1-2hrs	-----