



ST. MARY'S *Catholic High School, Dubai*

REGULATIONS FOR OCTOBER ASSESSMENTS (Years 2-10)

ALL STUDENTS MUST BE ON THE PREMISES AT 7:05 AM SHARP

ABSENTEES:

YEARS 2-10 If your child is sick, please email the class teacher and inform him/ her if your child is going to or has missed an assessment/s. Some re-assessments might be scheduled over the weekend or on a regular school day, depending on the number of assessments missed. If it is the weekend, you will be informed of the day and time to bring your child in for the same. However, children must be prepared to take a missed assessment as soon as they return to school given that they should have already been prepared in advance.

Any absence will require a medical certificate to reschedule the assessment, even if the absence is only for ONE DAY. In the absence of a medical certificate, an assessment will not be rescheduled, and no marks will be credited for that missed assessment.

- a) **Assessments will not be credited for leave that is not justified.** This will impact children's academic progress, and we urge parents not to schedule holidays during working days.
- b) Students must carry their stationery in a transparent plastic case or pouch. No borrowing will be permitted so please ensure that you have the required pens, pencils, erasers and geometry items as needed.
- c) **NO SMARTWATCHES ALLOWED AT ALL.**

- d) Students must not have in their possession any electronic devices to include but not limited to mobile phones, smart watches, tablets, laptops, Bluetooth devices, iPods, mp3/4 players etc. If any of these items are found with a student during a test , they will be given a zero.
- e) Students must not have any unauthorised material during an assessment– notes, chits of paper with written notes, any written notes concealed in the desk or on the person. If any of these are found with a student during an assessment they will be given a zero (irrespective of the intent or the lack of it)
- f) Students must not resort to any form of malpractice during an assessment ; they must not speak to any other students during an assessment. Any form of malpractice will lead to being given a zero for that particular assessment.
- g) Students writing with pen **MUST ONLY USE A BLACK BALL POINT PEN - YEAR 5 UPWARDS.**
- h) NO ink erasers, correcting fluid or ink killers are permitted for examinations.
- i) Students must be on time for exams; no extra time will be given to late comers.
- j) Assessments will mostly be conducted first thing in the morning. No extra time will be given to latecomers. Please ensure that your child is on time.

