



OUR REF :

TRN : 104153998000003

Date: Friday, 10th October 2025

To: **Parents of Students in Years 1-13:**

FIRST TERM EXAMINATIONS–JANUARY 2026

EXAMINATION TIMETABLES , EXAMINATION PORTIONS AND EXAMINATION RULES AND REGULATIONS and SOME TIPS FOR COPING WITH EXAM STRESS

Dear Parents,

Greetings from St. Mary's. Following requests from several parents, we are sharing all key information with regards to the First Term Examinations well in advance so that as parents you have ample time to help your children. This will also help children to prepare purposeful study plans without getting overwhelmed by any last-minute preparation.

This information is being shared with parents three months in advance of the First Term Examinations so that study time and revision can be set and structured at a proper pace and students are able to practice and review smaller chunks of information at a time.

EXAMINATION TIMETABLES: We have attached the examination timetables to this circular. Please go through them carefully. These will also be posted under the examination tab on the school website.

EXAMINATION PORTIONS: All examination portions will be posted under the examination tab on the school website. These will also be posted in your child's GC and sent to the class group email.

EXAMINATION RULES AND REGULATIONS (YEARS 1-10 & 12):

If your child is sick, please email the class teacher and inform him/ her if your child is going to or has missed an exam/s. Some re-exams might be scheduled over the weekend or on a regular school day, depending on the number of exams 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. Portions and timetables are being shared three months in advance of exams.

- a) **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 exam will not be rescheduled, and no marks will be credited for that missed exam. Examinations 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. LEAVE CAN ONLY BE JUSTIFIED FOR A MEDICAL EMERGENCY (OF THE CHILD IN QUESTION) WITH A MEDICAL CERTIFICATE CLEARLY SPECIFYING THE DAY/ DAYS OF LEAVE OR A BEREAVEMENT EMERGENCY (reasonable days as per government regulations)

- 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, iPod, 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 exam – 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 a test, 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 exam; they must not speak to any other students during an exam. Any form of malpractice will lead to being given a zero for that particular exam.
- g) Students writing with pen **MUST ONLY USE A BLACK BALL POINT PEN.**
- 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) Students will not be sent home after exams unless there is a medical certificate requiring early dismissal on an examination day.

EXAMINATIONS THAT TAKE PLACE AS PART OF A REGULAR LESSON SCHEDULE

- 1) Computing Practical First Term Examination for Years 1-6 will take place in the regular computing lessons in the computer lab from **24th to 28th November 2025.**
- 2) English Language Spelling Test for Years 1-6 will take place in the regular English Language lessons from **24th to 28th November 2025.**
- 3) Reading for Pleasure for years 1-10 will take place on Tuesday, 6th January 2026.

FIRST TERM EXAMINATION RULES AND REGULATIONS **YEARS 11, 12 and 13 – JANUARY 2026**

- 1. **ALL CANDIDATES MUST REPORT AT 7:00 AM SHARP. Examinations will begin at 7:10 am. No extra time for later comers.**
- 2. **NO WRISTWATCHES ALLOWED AT ALL !!!** (This includes both smart watches and regular digital / analogue wrist watches as well). NO ELECTRONIC DEVICES OF ANY SORT. (Except a calculator) Any Bluetooth device found with a student during an exam will be considered as malpractice and will lead to disqualification.
- 3. Calculators **MUST NOT HAVE COVERS.**
- 4. Only **BLACK BALL POINT PENS** must be used.
- 5. Students must ensure that they have ample supply of their own stationery to include Black ballpoint pens, pencils (only for drawing), erasers, geometry equipment to include 30 cm rulers, protractors, compass, calculators (without covers), and tracing paper (for Maths) .
- 6. Cancellations of rough work or wrong answers must be made by cutting across them neatly with a **single line.**

7. The following are **STRICTLY PROHIBITED** : Correcting pens, correcting fluid or tape, erasable pens or blotting paper, highlighters or gel pens.
8. Students must not borrow or communicate in any way with, ask for help from or give help to another candidate while in the examination hall.
9. Students should raise their hands to attract an invigilator's attention.
10. If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.
11. Only clear transparent plastic pouches or packets for stationery.
12. Water bottles must be transparent without any labels on it. Please remove the brand label if you are using commercial water bottles.
13. **FLASKS ARE NOT ALLOWED.**
14. Please note that any form of malpractice during the exams will lead to disqualification.
15. Students must be in proper school uniform. If you wish to wear a pullover / jacket inside the examination hall, please note that only the SCHOOL HOODIE or THE SCHOOL BRANDED VARSITY JACKET will be allowed. **However, during an exam, hoodies must not cover the ears or head.**
16. Students must not write any inappropriate , obscene or offensive material on paper.
17. If you leave the examination room unaccompanied by an invigilator before the exam has finished , you will not be allowed to return.
18. **ANY MALPRACTICE OF ANY KIND WILL LEAD TO DISQUALIFICATION.**

Please find attached some simple strategies to help students to cope with any associated Examination stress. Please remind children that they can always talk to their class teachers or the counsellor if they need help with preparing study plans or to help with time management.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)

