

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 : 10415399800000

Date: 17th March 2026.

To: Parents of Students in Years 11 and 13 **ONLINE MOCK EXAMINATIONS**

Dear Parents,

Greetings to you from St. Mary's Catholic High School!

In preparation for the upcoming Mock Examinations that will be conducted online, we kindly request your assistance in ensuring that your child is fully equipped with the necessary technology and resources to participate successfully.

Please review the following requirements carefully and ensure they are in place before examination day.

Technical Requirements

1. **Device**

- Students must use a working laptop or desktop computer for all online examinations.
- Tablets and mobile phones are not permitted unless prior written approval has been granted by the school.

2. **Stable Internet Connection**

- A reliable and consistent internet connection is essential to prevent disruptions during the examination. Please test your connection in advance.

3. **Functioning Webcam**

- The device must have a working camera, which must remain switched on throughout the examination for invigilation purposes.

4. **Working Microphone**

- A functioning microphone is required in case the invigilator needs to communicate with the student during the examination.

5. **Fully Charged Device**

- Ensure the laptop is fully charged before the examination begins. Where possible, please keep the charger connected throughout the session.

6. **Suitable Examination Environment**

- Students should be seated in a quiet, well-lit room, free from distractions, for the full duration of the examination.

7. **Platform Access (Zoom / Microsoft Teams / Google Meet)**

- Students should download all platforms and verify that they can successfully log in to the designated examination platform prior to the examination date.
- Login credentials and audio/video settings should be tested in advance.

Submission of Written Answers

For examinations that require handwritten responses, the following submission process must be followed:

- ✓ Students will complete their written answers on paper during the examination as normal.
- ✓ Upon completion, students MUST SCAN all answer sheets clearly using a mobile phone or scanning application.
- ✓ All scanned pages should be saved as a single PDF file where possible.
- ✓ All pages to be numbered as
 - 1 of
 - 2 of
- ✓ The completed PDF must be uploaded to the assigned task in Google Classroom within the time limit set by the teacher.
- ✓ Please confirm that all pages are clearly legible and that the upload has been completed successfully before the deadline.
- ✓ We strongly encourage students to practice scanning and uploading a document to Google Classroom ahead of the examination to avoid any last-minute technical difficulties.

💡 Our Recommendation

We recommend that students carry out a full test of their device, camera, microphone, and internet connection at least two days before the examination date. Early preparation will help ensure a smooth and stress-free experience on the day.

Your cooperation and support in preparing your child with the required technology plays a vital role in ensuring that the examination process runs smoothly and fairly for all students.

Should you have any questions or require technical assistance, please do not hesitate to contact the school's IT Support Team.

Thank you for your continued support.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)

