



ST. MARY'S CATHOLIC HIGH SCHOOL

P.O. Box: 52232, DUBAI - U.A.E.

Tel. : +(971) 4 3370252

E-mail : maryscol@emirates.net.ae

Fax : +(971) 4 3368119

website : www.stmarysdubai.com

مدرسة القديسة مريم الكاثوليكية الثانوية

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

maryscol@emirates.net.ae : بريد إلكتروني

هاتف : +٩٧١ ٤ ٣٣٧٠٢٥٢

www.stmarysdubai.com : موقع ويب

فاكس : +٩٧١ ٤ ٣٣٦٨١١٩

OUR REF :

TRN : 10415399800000

Date: 05 May 2026

To: **Parents of Students in Years 1-10**

ONLINE FINAL EXAMINATIONS

Dear Parents,

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

In preparation for the upcoming Final Examinations that will be conducted online for children, 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 the examination day.

Technical Requirements

1. Devices

- Students must use a working laptop or desktop computer for all online examinations.
- An additional tablet or mobile phone will be required to give us a clear view of the student's workspace as well as a full view of the student while they are answering the exam.

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. Both devices must be fully functioning and in working condition throughout the duration of the examination.

4. Working Microphone

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

5. Fully Charged Devices

- Ensure that ALL DEVICES are 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 RULED A4 REFILL PAD PAPER during the examination. Only one side to be written on. NOT BACT-TO-BACK.
- ✓ Upon completion, students MUST SCAN the entire Examination script clearly using a mobile phone or scanning application. Please download CAMSCANNER.
- ✓ The Examination script should be saved as a single PDF file. Portrait orientation only.
- ✓ 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 and parents (of younger students) to practice scanning and uploading a document to Google Classroom ahead of the examination to avoid any last-minute technical difficulties.
- ✓ We will also be using Google Forms for many subjects for Primary students.

💡 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 should you 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)

