



Sharjah American  
International School

## Sharjah American International School

2020-2021

### Exam Instructions for DL Students



#### Exam Day:

- Online exams will take place during the same time of FTF exams.
- Exam duration is 60 minutes.
- A.M. Shift Exams start at **9:00 a.m.**
- P.M. Shift Exams start at **12:15 p.m.**
- Uniforms are **obligatory**.

#### Exam Requirements:

- **A primary device, preferably a laptop:** You will use this device to access the exams from your Google Classroom. The camera of this device must be turned on to show your face and the seating area behind you.
- **A secondary device, preferably a smart phone:** You will use this device's camera to show the content of your primary device screen that should be displaying your exam and the area behind that device.
- **A reliable internet connection:** Make sure your internet is strong and reliable.

#### Exam Virtual Rooms:

- Join the meet link that has been shared with you 5 minutes before the exam time.
- You must take the exam in the same room during the entire time of the exam.
- Turn your microphone on and respond to any requests given to you by the proctor.
- The use of headphones or air-pods is not allowed.
- You must be seated at least 50 cm behind the screen of your primary device.
- The room must be as quiet as possible. Sounds such as music or television are not permitted.
- The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind the student's seating area.
- You cannot leave the room during exam time.
- The following items must not be on your desk or used during exam time, unless posted rules for the exam specifically permit these materials: Books, Notebooks, Textbooks...

#### Connectivity Protocol:

- In case of internet disconnection, you should immediately attempt joining back. Disrupted connection that lasts for more than two minutes will be considered as a cheating attempt.
- In the event where the connection is disrupted more than 6 minutes (total duration of three times of disconnection incidences), the results of the exam will be considered invalid.
- Failing to respond to proctor's requests to turn on the microphone or adjust the camera angle will be considered as a violation of exam rules and will result in a penalty of -10%.

#### Responses and File-Upload:

- Use a **permanent blue or black pen** to write your exams on a white A4 paper.
- Write your name on each response paper.
- Write the number of the question before each response.

- Write with a very clear handwriting. Any response that is vague due to unclear handwriting will not be marked.
- The entire work should be handwritten and not typed. Typed work will not be marked and the corresponding mark will be a zero.
- Attempt all questions. Write “**I don’t know**” if you do not know the answer.
- Exams were reviewed thoroughly, but in the event where you have major concerns inform the exam proctor and work on the remaining questions to avoid wasting time.
- You are entitled to use your secondary device during the last 5 minutes of the exam to upload your responses.
- Take very clear pictures of your work.
- Upload your responses on time. Late responses will receive a penalty of –10% for each 10 minutes of late submission. Responses submitted 30 minutes after the exam time will be marked as zero.

### **Exams Ethics and Violation Consequences:**

- Having anyone inside the room or talking to anyone during the exam time will be considered as a cheating attempt.
- A verbal warning will be after the first cheating attempt.
- Penalty of –20% will be applied after the second cheating attempt.
- A zero will be given after the third cheating attempt.
- If an exam is marked zero, it will not be repeated, and you must bear the consequences of your actions.

### **Make-up Exams:**

- Any absent student must provide the head of school with an attested medical report dated the same as the missed exam date.
- Make-up Exam Schedule will be shared with absent students once their absence is verified.
- If the student misses the make-up exam, there will be no retake and will receive a zero on his/her.

**The school preserves its right to cross verify the students results against previous assessment records and learning attitudes, especially when student’s recent results reflect high discrepancies or anomalies. High anomalies are calculated by considering a confidence interval for each student through taking the average of all his/her previous written work added to the standard deviation. Flagged results will be referred to teachers to identify whether learning attitudes could have contributed to such result or not.**