



Sharjah American  
International School

# Sharjah American International School

2020-2021

## Exam Instructions for FTF Students



### Exam Day:

- Exam duration is 60 minutes.
- A.M. Shift Exams start at **9:00 a.m.** You will be leaving school at **10:30 a.m.**
- P.M. Shift Exams start at **12:15 p.m.** You will be leaving school at **1:45 p.m.**
- Make sure to arrive at least 15 minutes before the exam time. Late students will not be given any extra time.
- Uniforms are **obligatory**.

### Exam Rooms:

- Masks should not be removed under any condition.
- Any form of electronic devices, books or study material must be placed **inside** the students' bags during exam time.
- Food or drinks (excluding bottled water) are not allowed inside the exam rooms.
- Students are not allowed to leave the exam rooms during exam time.
- It is not allowed to borrow stationary or calculators. Bring your own.

### Exam Papers:

- Exam papers were photocopied at least 48 hours prior the exam date to ensure being properly sanitized.
- Once you receive your exam paper, make sure it is the **correct** grade level/ subject/ elective you are expected to complete as per the exam schedule.
- Write your **name** in the designated place.
- Use a **permanent blue** or **black pen** to write your exams. Pencils and pens that can be erased cannot be used to write the exam.
- Write with a very clear handwriting. Any response that is vague due to unclear handwriting will not be marked.
- 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.

### Exams Ethics and Violation Consequences:

- Talking to other students, turning left, right, to the back, and making noises during exam is not allowed and will be considered as a cheating attempt.
- A verbal warning will be given 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.
- In the event where cheating is documented through a cheat sheet or electronic device a zero will be immediately given without prior warnings.
- 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.