

LIS/ACD/2021/2/020-1

Date: 06/01/2022

Dear Parents,

Greetings from Loyola International School!

We would like to inform you about the Periodic Test-2 Schedule for the below subjects and a few guidelines which are to be followed:

Subjects

- English
 - Mathematics
 - Science
 - Social Studies (3 to 8)
 - Second Language
 - Third language (4 to 8)
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- **The Examinations for the above subjects will be conducted between 09/01/2022 to 20/01/2022 during school hours. The duration of each Examination is 40 minutes, and each subject carries 20 marks.**
 - All Grades will follow the regular **Online schedules**.
 - For grade1 to 3, the first two periods will be conducted as per the regular timetable and examination will be held between **9.10 am to 9:50 am (3rd period)**. After examination, there will be regular classes (4th period onwards).
 - For grade 4 to 8, the first five periods will be conducted as per the regular timetable and examination will be held between **11.40 am to 12.20 pm (6th period)**.
 - The syllabus for the Periodic Test-2 has already been uploaded on CMS for your reference.
 - **Please find the Examination schedule & Sample Answer sheet attached in the email.**
 - Examinations will be conducted on **the Zoom platform**. The Question Papers will be presented through chat box in Zoom session. Please be informed that all these Examination sessions will be recorded.

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- **Zoom IDs for these Examinations will be shared by your Child's Class Teacher.**
- In case a student is not able to attend the Examination due to unavoidable circumstances, Parents must inform/email the Class Teacher/school authorities immediately.

Guidelines for writing the Examinations Online:

Before the Examination:

- Students of all Classes are required to be prompt in logging in to Zoom at-least 10 minutes before the Examination start time.
- Once the student enters the Zoom meeting, **the "Question Paper" will be made available in the chat box at the start of the Examination.**
- Students should have a bottle of water/fruit juice, hand napkins etc., with them to avoid movement during online Examinations.
- Unless absolutely necessary, students should try and avoid using the washroom during the Examinations.

During the Examination:

- Students should switch their Microphones and Cameras **ON** during the period of the Examination.
- If the Microphone or Camera is deliberately switched off by the student, it may be considered as malpractice and disciplinary action will be taken.
- Students are not supposed to refer to their textbooks, notes etc., during the online Examination. Invigilators will monitor the students during the Examination.
- Students should maintain complete silence during the Examination. They should focus on the questions, think and then choose/write the correct answer(s) carefully.
- We trust all our students and expect them to attempt the Examinations honestly. Any unethical practice/suspicious behavior may lead to cancellation of that Examination for the student(s) involved.

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- Parents, siblings, and other adults should not disturb the student during the Examination.
- **In case of any network disruption/technical challenges during the Examination, please inform the class teacher immediately through CMS or you can call on +974-50308793/+974-44994858.**
- Students shouldn't log out/discontinue attempting the questions or take breaks during the Examination.

After the Examination

- After completion, scan and send as a PDF file to the class teacher email-id, within 60 minutes of the examination. Any submissions after this time will not be considered.
- Rename the PDF file with the class, section, name of the student and subject
 - Example: **Gr 7D Ahmed Science**

We wish our students all the best for the upcoming tests.

Best regards,



Listen. Learn. Lead.

Principal

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Qatar