End of Year Examinations- Student Roles & Responsibilities

End of Year exams will begin for Year 10 on **Tuesday 16th June** and will run through to **Tuesday 23rd June.**
Year 7-9 exams will take place **Thursday 18th June to Tuesday 23rd June.**

You should have a copy of your examination timetable. You can also find this on the school website here: Exam Timetable

All examinations will take place using the Education Perfect platform. Exceptions are Arabic Reading (Kam Kalema) and the Y10 Art exam. Your Art & Arabic teachers will explain to you how you can access your exams for these subjects.

All examinations are 1 hr long apart from Year 7-9 History, which are 45 minutes.

Expectations:

✓ You must be on time to your exam. If you have an exam at 9am, you must register at 8.45am on your year group classroom. If you have an exam at 11.30am, you must register on your year group classroom at 11.15am.

✓ If you are late to your exam, your teacher may choose not to allow you to take the test. You will miss the test and we may need to rearrange for you to take this on Wednesday 24th June. Any completely missed tests will be recorded with a score of 0 if there is no valid reason for your absence. Your teacher can lock you out of the test if you join too late.

✓ If you join an exam late, you will not have the full time for the exam. The teacher will end the test at the correct time.

✓ Your teacher will have provided you with revision materials. You should use these to prepare for your exams. Put together a revision timetable and make sure you spend adequate time revising for each subject. There is a break built in, in between each exam, which you could also spend partly on revision.

✓ Giving your mind the brain power it needs is important if you want to do well on your test. That means eating a good meal the night before while you're doing your final revision of the material and having a good breakfast on the morning of your exams.

✓ One of the most important things the night before a test is to get a full night's sleep so your brain can remember what you've studied. Make sure you go to bed at a set time so you can wake up on test day feeling refreshed and well-rested. Set your alarm and ask someone else in your house to ensure you are awake.

Setting up controlled conditions for your tests:

Distance online testing will only be effective if you put measures into place to recreate a controlled testing environment within the home. This means that:

✓ You must in a room by yourself, that is free from any distractions

✓ You must not communicate with, ask for help from, or give help to any other students taking the exam.

✓ You must complete the exams on your own and not receive additional support from any other person and you must not use the internet, aside from the Education Perfect platform.

✓ If you have a question at any time you should communicate with your class teacher through your classroom stream or your HOY, through the year group stream.

✓ You are not allowed to have any unauthorised items in the exam room, no mobile phones or second devices.

✓ Your participation in this test will be closely monitored using the software built into EP by your teacher. If you do not follow the rules above, your results may be cancelled.

Accessing the exams on Education Perfect:

- ✓ It would be preferable for you to use a laptop or PC to sit your examinations on as some tests will require long written answers which can be difficult to manage on a tablet.
- ✓ If you are using a school iPad, the EP app has been uploaded onto this. If you are using your own iPad, you need to download EP from the app store.
- ✓ Under no circumstances should you be using a mobile phone to take your tests. If you do not have a suitable device or you are currently sharing a device, please contact your Form Tutor or HOY and we will arrange to loan you a suitable device.
- ✓ Go to www.educationperfect.com. You must access the website through Google Chrome and not Safari. The platform will not allow you to begin the test if you are not in Google Chrome.
- ✓ Your username is: LSG followed by your student ID. E.g. 'LSG1901'
- ✓ Your password is your first name in lower case E.g. 'shamma' .

Please watch this 2 minute video, which will explain how to access your tests on the platform: EP Video

How you will be monitored when taking your exams:

- ✓ Your teacher will be invigilating and monitoring your exam participation via a live monitoring feed.
- ✓ You are required to be in full-screen mode when completing your assessment. If you attempt to navigate to another page, click away from the window, or exit full-screen mode you will receive a large red warning and your teacher will be notified.
- ✓ Teachers will be keeping an incident log every time you attempt to leave the screen or lose focus.
- ✓ Your teacher may decide to cancel your test results if you are not in full screen mode as this may show that you are trying to access answers from another tab.

FAQ:

What if I have Wi-Fi issues?
Ask your parents to contact the school admin team to explain the problem. They can contact the school on parents@lsg.sch.ae or call on 043361065. Please take a picture of your screen. If you have wifi issues during your test, your teacher will be able to see this as the EP platform monitors connectivity

What if I forget my password?
Check you can log in to the site at least 5 minutes before the start of the exam. If you can't remember your password, let your teacher or HOY know by posting on the classroom or Year Group as soon as you can. Your teacher can reset your password.

Do my marks count?
Yes. The exam results contribute towards your end of year grades. Your end of year achievement report will be uploaded to the parent portal on the final day of term.

I am entitled to extra time for my exams, how will this work?
If you are entitled to extra time for examinations, your teacher will ensure that your test is set to include the additional time. If you have a 1hr exam, you will have 1hr 15 minutes. If you have a 45 minute exam, you will have 1hr.