

November 2017

Dear Parents,

All students from Grade 6 to Grade 12 will take exams each term. **The Term 1 exams will begin on 5 December for all secondary students.** The exams will take place during school time and when an exam is not taking place students are expected to attend supervised study clinics. **Any student wishing to leave the school after their exam and not take advantage of the supervised study time must produce a signed Early Release Pass.**

Any student missing an exam will need to provide an attested medical certificate as per MOE/ADEC requirements for MOE make up examinations. Students who do not produce an attested medical certificate will lose 20% of their Term grade (the weighting of the term assessment).

Subjects with examinations will be posting details and review material on Edmodo and students are expected to revise at home in preparation of exams.

The exam schedule and daily schedule are included with this letter.

In order to ensure that students are well prepared for college and university, SZPAG will be enforcing strict exam protocols for all our assessment weeks. Please find overleaf the Examinations Policies and Procedures for our students. If you have any questions concerning this information, please do not hesitate to contact us directly.

Kind regards,

Ms. Gayle Marshall
Head of Secondary

High School Exam Schedule (9:30 – 10:50 daily)

Day/Grade	Grade 9	Grade 10	Grade 11	Grade 12
Tuesday 5 December	Exam: Science	Exam: Arabic	Exam: English	Exam Business, ICT, Chemistry
Wednesday 6 December	Exam: Elective	Exam: English	Exam: Science	Exam: Arabic
Thursday 7 December	Exam: English	Exam: ESS	Exam: Arabic	Exam: Psychology Physiology Anatomy Physics, French
Sunday 10 December	Adjusted Class Schedule	Exam: Math	Exam: Elective	Exam: English
Monday 11 December	Exam: Arabic	Exam: Elective	Exam: ICT	Exam: Math
Tuesday 12 December	Exam: Math	Exam: ICT	Exam: ESS	Exam: Islamic
Wednesday 13 December	Exam: ESS	Exam: Science	Exam: Math	Exam: Biology, Art, Drama
Thursday 14 December	Make Up Exam	Make Up Exam	Make Up Exam	Make Up Exam

Exam revision sessions are with subject teachers. Students should bring all needed materials to assist with exam preparation.

High School Revision Schedule (8:00 – 8:45 daily)

Day/Grade	Grade 9	Grade 10	Grade 11	Grade 12
Tuesday 5 December	Science	Arabic	English	Business ICT Chemistry
Wednesday 6 December	Elective	English	Science	Arabic
Thursday 7 December	English	ESS	Arabic	Physiology Anatomy Physics French Psychology
Sunday 10 December	ICT	Math	Elective	English
Monday 11 December	Arabic	Elective	ICT	Math
Tuesday 12 December	Math	ICT	ESS	Islamic
Wednesday 13 December	ESS	Science	Math	Biology Art Drama

THE SHEIKH ZAYED PRIVATE ACADEMY
ASSESSMENT POLICIES AND PROCEDURES FOR STUDENTS

Please note the following points regarding the term examinations

- ☆ Arrival: Times will be announced each term
- ☆ Dismissal: Times will be announced each term
- ☆ Location: List of assigned classrooms for exams will be posted.
- ☆ Students are responsible for reading and understanding each of the points below and asking for clarification if something is unclear.

LATE

- ☆ If late, the student's time of arrival will be marked on the exam paper and the student will only be given what is left of the allotted time to finish the exam.
- ☆ No entry in to the examination rooms will be allowed 15 minutes from start time. Students arriving after this time will complete the assessments under supervision in another location.
- ☆ No extra time will be given if a student is late.

ABSENCES

- ☆ Students who are absent on the day of the exam will be given a mark of zero (0) unless an **attested medical certificate is presented as per MOE/ADEC requirements** for MOE make up examinations.
- ☆ Exam dates and times cannot under any circumstances be altered.

REMINDERS

Students must:

- ☆ Wear FULL school uniform.
- ☆ Bring pens, pencils, pencil sharpener, eraser, and any other required equipment such as calculators with them on the day of the exam.
- ☆ Use the washroom BEFORE entering the exam room.
- ☆ Read all instructions on the exam cover page before beginning to write.
- ☆ Remain in the examination room for the full duration of the assessment time. They may not leave early even if they have completed the assessment.
- ☆ No mobile devices are permitted in the examination room.

COMMUNICATION WITHIN THE EXAM ROOM

- ☆ Students who communicate with other students, use unauthorized materials, or exhibit unacceptable behavior will have their exams removed and will be escorted out of the examination room to sit with a member of staff for the remainder of the assessment time.
- ☆ Students withdrawn may receive NO GRADE for the exam and NO make-up exam will be offered to these students.
- ☆ If Students require assistance, they should raise their hand and sit quietly, facing frontwards until the supervising teacher is able to assist them.

High School Daily Exam Schedule

Time	Activity	Explanation
8:00 – 8:45	Revision	High School students will meet with subject teachers to clear up any questions they may have before the test begins. (Locations posted in Rotunda each day)
8:45 – 9:05	Break	
9:05	Report back to Classroom	High School students report back to classroom to be escorted to the Exam Hall.
9:15	Escorted to exam room	High school students will be escorted to the room to begin their exam. (Students will sit according to seating chart)
9:30	Exam Start	High school exams will begin promptly at 9:30. Students are allotted 80 minutes to complete the exam.
10:50	Exam Finish	High school exams end and student papers are collected.
11:00	Exam Release	Students are permitted to leave the exam room.
11:00-11:15	Dismissal	Students who do not wish to participate in revision with their subject area teachers are allowed to leave school.
11:15	Supervised Study	Students will be allowed study time to prepare for the next day's exam. (Locations posted in Rotunda)

Students can be collected between 11:00 –

11:15. Any students not collected at that time will be sent back to classes.