

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

Middle School Exam Schedule (8:15 – 9:15 daily)

Day/Grade	Grade 6	Grade 7	Grade 8
Tuesday 5 December	Exam: Math	Exam: English	Exam: ESS
Wednesday 6 December	Exam: Arabic	Exam: ESS	Exam: Science
Thursday 7 December	Exam: English	Exam: Arabic	Exam: Math
Sunday 10 December	Exam: ESS	Exam: Science	Exam: English
Monday 11 December	Exam: Science	Exam: Math	Exam: Arabic
Tuesday 12 December	Adjusted Class Schedule	Adjusted Class Schedule	Adjusted Class Schedule
Wednesday 13 December	Adjusted Class Schedule	Adjusted Class Schedule	Adjusted Class Schedule
Thursday 14 December	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.

Middle School Revision Schedule (10:00 – 11:00 daily)

Day/Grade	Grade 6	Grade7	Grade8
Tuesday 5 December	Arabic	ESS	Science
Wednesday 6 December	English	Arabic	Math
Thursday 7 December	ESS	Science	English
Sunday 10 December	Science	Math	Arabic
Monday 11 December	Adjusted Class Schedule	Adjusted Class Schedule	Adjusted Class Schedule
Tuesday 12 December	Adjusted Class Schedule	Adjusted Class Schedule	Adjusted Class Schedule
Wednesday 13 December	Adjusted Class Schedule	Adjusted Class Schedule	Adjusted Class Schedule

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.

Middle School Daily Exam Schedule

Time	Activity	Explanation
8:00	Report to testing area	Middle School students will report to their exam room at the beginning of the school day. (Locations posted in Rotunda each day)
8:15	Exam Start	Middle school exams will begin promptly at 8:15. Students are allotted 60 minutes to complete the exam.
9:15	Exam Finish	Middle school exams end and student papers are collected.
9:30	Exam Release	Students are permitted to leave the exam room.
9:30 – 10:00	Break	
10:00 - 11:00	Revision	Students will meet with teachers of the next day's exam to receive extra help. (Locations posted in Rotunda)
11:00-11:15	Dismissal	Students who have their Early Release Passes signed may 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.