



9 May 2018

Dear Parents

The Term 3 Exams for Grades 6-11 will begin on Wednesday, 30 May 2018. Exam times and locations are attached.

Any student missing an exam will need to provide an attested medical certificate as per MOE/ADEK requirements for MOE make up examinations. Students who do not produce an attested medical certificate will not be eligible for a make -up test and will receive no grade for the missed exam (20% of their Term 3 final grade).

Review material for all examinations will be posted on Edmodo and students are expected to revise at home in preparation of exams. Teachers will provide revision sessions of which students may choose to attend.

Please find overleaf the Examinations Policies and Procedures for our students. This information will be given to students and sent to parents in an email. If you do not receive an email, please contact the school to update your email address.

Please do not hesitate to contact us directly if you have any questions.

Kind regards,

Ms. Gayle Marshall
Head of Secondary

Term 3 Exam Timetable

Wednesday 30th May 2018 – Thursday 7th June 2018

*Middle School exams are 60 minutes. High School exams are 80 minutes.

Date	Time	Grade 6 60 Minute Exam	Grade 7 60 Minute Exam	Grade 8 60 Minute Exam	Grade 9 80 Minute Exam	Grade 10 80 Minute Exam	Grade 11 80 Minute Exam
Wednesday 30th May 2018	8:30am – 9:30am	Optional Revision for English exam	Optional Revision for Math exam	Optional Revision for Arabic exam	Optional Revision for Math exam	Optional Revision for Arabic exam	Optional Revision for English exam
	9:30am – 11:00am	English	Math	Arabic	Math	Arabic	English
	11:00am – 11:30am	Break					
	11:30am – 12:30pm	Optional Revision for Arabic SS exam	Optional Revision for Islamic exam	Optional Revision for Science exam	Optional Revision for ESS exam	Optional Revision for English exam	Optional Revision for Arabic exam
Thursday 31st May 2018	8:30am – 9:30am	Optional Revision for Arabic SS exam	Optional Revision for Islamic exam	Optional Revision for Science exam	Optional Revision for ESS exam	Optional Revision for English exam	Optional Revision for Arabic exam
	9:30am – 11:00am	Arabic SS	Islamic	Science	ESS	English	Arabic
	11:00am – 11:30am	Break					
	11:30am – 12:30pm	Optional Revision for Math exam	Optional Revision for English exam	Optional Revision for Islamic exam	Optional Revision for Arabic SS exam	Optional Revision for ESS exam	Optional Revision for Islamic exam
Sunday 3rd June 2018	8:30am – 9:30am	Optional Revision for Math exam	Optional Revision for English exam	Optional Revision for Islamic exam	Optional Revision for Arabic SS exam	Optional Revision for ESS exam	Optional Revision for Islamic exam
	9:30am – 11:00am	Math	English	Islamic	Arabic SS	ESS	Islamic
	11:00am – 11:30am	Break					
	11:30am – 12:30pm	Optional Revision for Arabic exam	Optional Revision for ESS exam	Optional Revision for Math exam	Optional Revision for Science exam	Optional Revision for Math exam	Optional Revision for Elective 1 exam
Monday 4th June 2018	8:30am – 9:30am	Optional Revision for Arabic exam	Optional Revision for ESS exam	Optional Revision for Math exam	Optional Revision for Science exam	Optional Revision for Math exam	Optional Revision for Elective 1 exam
	9:30am – 11:00am	Arabic	ESS	Math	Science	Math	Elective 1
	11:00am – 11:30am	Break					
	11:30am – 12:30pm	Optional Revision for Science exam	Optional Revision for Arabic exam	Optional Revision for Arabic SS exam	Optional Revision for Islamic exam	Optional Revision for Elective 1 exam	Optional Revision for Science exam

Term 3 Exam Timetable (continued)

Wednesday 30th May 2018 – Thursday 7th June 2018

*Middle School exams are 60 minutes. High School exams are 80 minutes.

Date	Time	Grade 6 60 Minute Exam	Grade 7 60 Minute Exam	Grade 8 60 Minute Exam	Grade 9 80 Minute Exam	Grade 10 80 Minute Exam	Grade 11 80 Minute Exam
Tuesday 5th June 2018	8:30am – 9:30am	Optional Revision for Science exam	Optional Revision for Arabic exam	Optional Revision for Arabic SS exam	Optional Revision for Islamic exam	Optional Revision for Elective 1 exam	Optional Revision for Science exam
	9:30am – 11:00am	Science	Arabic	Arabic SS	Islamic	Elective 1	Science
	11:00am – 11:30am	Break					
	11:30am – 12:30pm	Optional Revision for ESS exam	Optional Revision for Science exam	Optional Revision for English exam	Optional Revision for Elective 1 exam	Optional Revision for Islamic exam	Optional Revision for Math exam
Wednesday 6th June 2018	8:30am – 9:30am	Optional Revision for ESS exam	Optional Revision for Science exam	Optional Revision for English exam	Optional Revision for Elective 1 exam	Optional Revision for Islamic exam	Optional Revision for Math exam
	9:30am – 11:00am	ESS	Science	English	English	Islamic	Math
	11:00am – 11:30am	Break					
	11:30am – 12:30pm	Optional Revision for Islamic exam	Optional Revision for Arabic SS exam	Optional Revision for ESS exam	Optional Revision for Arabic exam	Optional Revision for Science exam	Optional Revision for ESS exam
Thursday 7th June 2018	8:30am – 9:30am	Optional Revision for Islamic exam	Optional Revision for Arabic SS exam	Optional Revision for ESS exam	Optional Revision for Arabic exam	Optional Revision for Science exam	Optional Revision for ESS exam
	9:30am – 11:00am	Islamic	Arabic SS	ESS	Arabic	Science	ESS
	11:00am – 11:30am	Break					
	11:30am – 12:30pm	Students dismissed home after exam Normal classes continue from 10 th June 2018 – 5 th July 2018					

THE SHEIKH ZAYED PRIVATE ACADEMY
ASSESSMENT POLICIES AND PROCEDURES FOR STUDENTS

Please note the following points regarding the final examinations

- ☆ Arrival: Students are responsible for arriving to school by 08:30 AM.
- ☆ Dismissal: Students are allowed to go home after the exams. Optional revision sessions will be offered when needed.
- ☆ Location: SZPAG
- ☆ 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/ADEK 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 examination.
- ☆ Use the washroom BEFORE entering the exam room.
- ☆ Read all Exam 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.