



# Edugates International School

Under the Supervision of Ministry of Education

License No. 229/S Authorized Curriculum: American

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"EDUGATES ...doorway to knowledge and life ...opening the gates of wisdom."



## Grades 4 - 12

### Examination Rules and Procedures for Virtual Exams

Date: 9 October 2020

Serial No: HS & MS Dept/012/EIS 2020/2021

#### Before the Test:

1. Students should wake up early and have a good breakfast.
2. Students should sit in a quiet, noise-free area.
3. Students should use their own laptop. Two siblings in the same grade are not allowed to use the same laptop and be in the same area.
4. Students should have a reliable internet connection.
5. All stationery items allowed to be used during the test should be placed next to the student. No books related to the exam subject is allowed to be close to the student.
6. Water is allowed, but not eating during a test/ exam.



#### During the Test:

1. Students should be seated 5 minutes before the test/ exam to ensure that she is able to log in on time and that the connection is stable.
2. All cameras are required to be turned on.
3. Students should start their tests/ exams as per their schedule and time allocated for the tests/ exams.
4. Any extra sheet of paper or draft sheets are not allowed, unless the sheet is shown to the teacher on the screen and the teacher approves it.
5. Students are to remain at their laptops throughout the test/ exam and is required to raise their hand or alert the teacher if there are any questions.
6. Students are not allowed to use the bathroom during an exam, or to leave the area where she is taking the exam.
7. Students are required to complete the exam within the prescribed time.
8. All students are required to submit their test/ exam immediately when the time is up. No extra time will be given.



### Duration of Exams and timings:

1. The test/ exam will be according to the time allocated.
2. Minimum is 35 minutes, and maximum is 90 min. This will vary from grade to grade.
3. For some exams, there will be a Section 1 and a Section 2 for the same subject. Section 1 will be done in one period. The student has to submit it as normal. During the next period, the student will be required to do Section 2. There will be no relation between the two sections. It will only be divided to give students enough time to complete the test/ exam.
4. Students are not allowed to leave before the end of the period, even if they have completed their test/ exam.



### Late Arrival

Students who arrive late for the exams should complete the test/ exam within the prescribed time, unless they get excused from the Exam Supervisor or HOD.

### After Test Administration

#### Important Notes:

1. Students are required to write their exam within the time allocated for the exam.
2. Students are required to revise their answers, and then submit them.
3. Once a test/ exam has been submitted, the student is not allowed to repeat it, even if the student forgot to answer a particular question or section of the exam.
4. Students who face any technical issues are required to take a screen shot and send it immediately to the Exam Supervisor or HOD who will look into the matter.
5. Tests/ Exams will not be repeated because of low scores.
6. If for any reason, students are not able to submit the test, a screen shot should also be taken immediately and should be sent to the Exam Supervisor or HOD to look into the matter.
7. Students who missed an exam will be required to take a Make Up Exam, decided upon by the HOD, who may request the student to come to school to take the test/ exam at school during a specific time.
8. If any student is caught cheating during an online test/ exam, the teacher involved should produce the evidence and the matter will be looked at as to whether the student will take a zero for that particular test or a Make Test will be done at a later stage.

**Wishing all our students success during their Online Tests/Exams.**