JEDDAH INTERNATIONAL SCHOOL

EXAMINATION GUIDE

Table of Contents

EXAMINATION PREPARATION

1. Get **adequate sleep** and have something to **eat** prior to exams.

2. Students should find a **quiet, comfortable space** in which they can concentrate.

3. Students **may not leave the camera** during the quiz, so bathroom breaks, snacks, and drinks should all be planned in advance.

4. **Test all equipment** prior to the exam. This will give you time to fix, purchase, or borrow equipment before exams begin.

5. Students should **turn off their cell phone** and all desktop notifications.

6. **Review** your previous work and notes. **Discuss** with classmates.

7. **Be mindful of time**. Use your time but move on if you are stuck.

8. **Trust** in your knowledge of the subject.

EXAMINATION RULES

Like our quizzes this year, our exams will be **virtual** and will have similar expectations. Students are already very familiar with quiz procedures. Exams will take one hour and will follow the **attached schedule**.

Exam Rules

Exams are used to affirm student learning. The combination of the Canvas and Teams platforms enables teachers to actively monitor students during the assessments to assure fairness and equity. To accomplish this, the testing environment must hold every participant equally accountable by adhering to the following rules. **Breaking the rules will result in a mark of zero**.

1. Students are required to **have and use a camera** during the entire exam.
2. Students must **remain on camera** until the end of the testing window, even if they finish early.
3. Students must **not speak** during the assessment.
4. Students must be **on time** for the assessment.
5. Students must **not have assistance** with the quiz. This includes parents, tutors, siblings, family, and friends.
6. Students must **not search for answers** on the Internet. **Plagiarism** will result in a mark of **zero**.
7. Students **may not use multiple devices** during the exam, such as cell phones.
8. Make-up exams, no matter the circumstances, will count as 75%.

EXAMINATION DAY PROCEDURES

Our teachers have been instructed to adhere **strictly** to these policies to ensure authenticity and fairness in assessment.

1. Exams will take place in the Teams channel of your **Homeroom class**.

2. A **Homeroom teacher** will oversee exams**.**

3. You <u>MUST</u> be in your exam room **5-10 minutes prior** to the commencement or start of the exam.

4. Latecomers will be **denied entry** to the exam.

5. Personal technical difficulties must be checked and **solved prior/before to the exam**.

6. **Cameras & microphones** <u>MUST</u> be on at all times.

FREQUENTLY ASKED QUESTIONS

1. **When you think a question is out of content**:
   a) Continue with the rest of the exam
   b) Do not speak or interrupt the exam
   c) Report your concern to your teacher after the exam

2. **When you think the question has no answer**:
   a) Respond with your best possible answer
   b) Do not speak or interrupt the exam
   c) Report your concern to your teacher after the exam

3. **When your device/gadget fails**:
   a) Get back online as fast as possible
   b) Continue with the exam
   c) Do not speak or interrupt the exam
   d) Report your concern to your teacher after the exam

4. **Login procedure and/or unable to login**:
   a) Make sure you are in class 10 minutes before the exam starts
   b) Remain on camera and log in to your canvas portal in readiness for the exam
   c) Report any issues to the homeroom teacher

5. **Camera check and preparation**:
   a) Test your devices or gadgets, this includes but is not limited to laptops, plug-in cameras, microphones, etc.
   b) Replace the device or camera before exams start
   c) Recheck the working order of your device and any newly added part such as a plug-in camera, etc.