

# **ISLAMIYA ENGLISH SCHOOL, ABUDHABI, UAE**

## **INSTRUCTIONS FOR FIRST TERM EXAMINATION NOVEMBER/DECEMBER 2021**

**Students are expected to follow the instructions strictly**

**Kindly note:**

1. Parents must ensure that their ward's computer / devices are working properly and the internet connection at home is steady. Students must be ready with their MS Team's Username & password.
  2. The Assessment should be done only through laptop or a tablet. Students are advised not to use mobile phones during the Examination.
  3. Cameras should be kept switched on, throughout the Assessment time. If any camera is found switched off during the assessment, it will be considered as a malpractice and the student will be marked absent and no marks will be given to the student for that subject.
  4. Parents are requested to rectify all the technical issues, that is to check the mike and camera is in working condition before the Examination begins.
  5. Attendance is compulsory, there is no provision of conducting the Assessments later.
  6. All students should complete the examination within the stipulated time. Teachers will be monitoring the students and guiding them whenever required.
  7. MS Forms/assignment in MS TEAMS should be submitted within the stipulated time after which the responses will not be accepted.
  8. Notebooks and textbooks must be placed in other room at the time of examination
  9. Parents are not allowed to sit with their wards or help them during the examination.
  10. Timetable has been posted on the school website and portions have been informed by the subject Teachers.
  11. The School Timings during First Term Exam would be 7:15 AM- 10:30 AM
  12. School Buses will ply accordingly, and parents are requested to pick their wards on time.
- In case of any difficulties, parents should not panic, must take a screenshot, and send to the concerned class teacher.