

**CIRCULAR**

18-10-2020

Dear Parents,

That there will be a **Virtual Subjective Examination** for Grades 9 to 12 from 3rd November 2020 to 11th November 2020. The Examination will be for 40 marks and for a duration of 1 hour 30 minutes (No regular classes will be held during exam days). Students will be given a 1-day holiday between exams dates.

Getting Prepared for the Virtual Subjective Examination**1. Hardware and Internet requirements**

- It is important to have PC/Laptop/Tab/Smart Phone in proper working condition.
- Availability of smooth and un-interrupted Internet connectivity throughout the examination time.

2. Steps for taking the examination**During the Examination:**

- Every student is now part of a Google classroom for all subjects that he/she is studying.
- The question paper for the day's examination will be uploaded in the respective subject teacher's Google classroom and the students will receive a notification to that effect in their email. The student should go to the Google classroom to view the question paper (sufficient training will be given by the respective subject teachers).
- Answers must be written on A4 size ruled papers with proper margins, clearly visible for correction by teacher.
- The following headings must be written on the first answer sheet:

The Asian School, Kingdom of Bahrain**Midterm Examination****(Subject)****(Name of the Student)****(Grade & Division)****(Date)****(Total no. of sheets written)**

- The answer sheets must be serially numbered at the bottom of each page.
- The examination must be taken at one go without any break in between and the invigilating teacher will be monitoring throughout the examination.

After the Examination:

- All the answer sheets must be scanned using Adobe Scan App / CamScanner App / Scanner device and must be made into a single PDF file.
- The scanned answer sheets in PDF file format must be attached / uploaded in the Google classroom (turned in) by clicking the same question paper in the Google classroom. Subject teachers will give sufficient training in the class.

Important Instructions

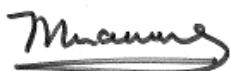
- The students should be seated comfortably in the place of exam in School Uniform.
- Ensure that the video is switched on throughout the examination and the audio must not be muted at any time.
- No text book or any other device (other than the one used to view the question paper) must be near the student.
- The student is not expected to move out of the exam place before the end of the examination.
- If the student is found involved in any practice violating the code of conduct of the exam (as per the invigilating teacher's assessment) he/she may be removed from the zoom exam room and the answer scripts will not be evaluated.
- Any technical issues (like poor connectivity or power outage) during the course of examination due to which the student gets automatically exited from the zoom exam room, the same must be brought to the notice of the teacher concerned or the student must enter back into the room immediately if possible (teacher can be notified through the chat box about the inconvenience).
- Parents are expected to maintain strict vigil during the examination.

Mock Exam and Tests

- A **MOCK EXAM** will be conducted on **28th October 2020** (in one subject only and the subject will be notified by the class teacher in the class).
- Apart from the scheduled mock test, each teacher will conduct short mock tests in order to acquaint every student with the online midterm examination.

The examination schedule and Zoom Meeting Id and Passcode for attending the examination will be communicated later.

We request parents to encourage students to prepare well for their midterm examination.



Principal