



November 19, 2020

Dear Parents and Students,

As the end of the semester of your child's year approaches, we would like to bring to your attention some important details. December is a busy month, especially as our students are taking examinations. Information in this letter includes:

- Calendar of events for December to help organize study
- Examination Information
- Examination Procedures and Protocol for Students
- Examination Schedule, Study Tips and link for exam prep calendar

End of Semester examinations in classes are designed to:

- Help students refine their Approaches to Learning with regard to how they best study for timed assessments.
- Assess the content skills and concepts that students have learned over the course.
- Provide students with a formal examination environment they are likely to experience in their May IB exams in their senior year.
- Provide a formal, written assessment component for each student.

IB DP and IB MYP Exams will be based on material covered since the beginning of the course. **The examination results will count as 15% of the student's semester grade for grade 9-10 and 20% for grades 11 and 12.**

The details of the examination schedule are attached. If for any reason, a student is unable to take an exam, he or she will receive an **Incomplete** on the report card and will be able to make up the exam at a separate time by meeting with the Assistant Head of Upper School. We have every expectation that families will structure any travel/vacation planning to support their child's examination schedule.

As parents, you will also be able to support your child in a variety of ways: -

- Provide your child with appropriate places to study, and ensure that he/she uses it.
- Make sure that your child has a good night's sleep prior to examinations.
- Make sure that your child eats a balanced diet.
- Monitor your child's work/recreation balance.

We wish all of our students the best of luck in their semester exams! Please feel free to contact us directly if you have any questions about the upcoming examinations.

Yours sincerely,

Nancy Hsu
Interim Head of Upper School

Donna Holyman
Assistant Head of Upper School

Examinations - December 2020

The model for the forthcoming examinations is based upon block scheduling. This keeps students in their normal routine for their exams. It is our intention that students should have some flexibility in the way they prepare for their examinations and in the times they attend school. Such an arrangement can only operate successfully if it is structured with some clear understanding and basic rules:

- Examinations run from Monday, December 14th through Thursday, December 17th for all grade levels.
- Exams start at 9.00 am. Exams are two hours in duration. (Afternoon exams will begin at 12:00 pm.)
- Students who are late for an examination need to see the proctor upon arrival – no additional time will be allowed.
- 11am-12pm will be the designated lunch break for students, Flik will be available to purchase lunch.
- If a student has no examination during a particular session, he/she is advised to review/study **at home**. A classroom will be set aside for quiet study, if needed.
- As per IB regulations, the student may leave the exam room after the first hour of the exam and before the last fifteen minutes; no student may leave the exam room during the last fifteen minutes.
- Attendance will be taken in the examination rooms.
- Examination session timings are given on the individual examination schedule.
- **If your student tests under any special accommodations, you will receive a separate communication from the Learning Specialist.**

Examination Procedures and Protocols for Students

- **Attendance in School** - You need only attend school at times when you have examinations. Ensure you understand the exam schedule, times, and locations.
- During the examinations, you are required to observe all normal expectations, including **school uniform**. Hats or hoods should not be worn.
- Mobile phones and other electronic devices are NOT allowed in any examination rooms. During examinations, you risk disqualification if you bring such a device into the examination room. Please use your lockers/bags to store these devices.
- **Late Arrivals** – If you do arrive late, please proceed immediately to the exam room. Attendance will be taken there; no additional time will be given.
- Never bring your bag or phone to your seat. Bags and phones(off or on silent) should be kept outside the exam room. Any materials you bring into the examination room are subject to close inspection.
- **All materials should be in a clear plastic bag, not an opaque pencil case.**
- In the case of calculators, **get precise instructions from your teachers**. The proctor may ask you to display any programs written on your calculator.
- During the examinations, you must remain in your seat unless given permission to move. If you need to speak to the proctor, raise your hand, do not call out.
- When the proctor asks you to stop writing, you must do so immediately.
- **All question papers** as well as answer sheets must be handed in.

ACADEMIC HONESTY – Once in the examination room, you may not communicate with any other student orally or by written note. If there is an issue of academic dishonesty or disruption of the academic process, it will be handled as stated in the *Academic Honesty policy*. **If you have a question, ask before the examination period begins.**

Study Tips & Work Habits

Establish a workplace/spot in your home where you can go to review/work without others distracting you. Studies show that if you study in the same place consistently (and same time as well), you may retain information better. Work at a table - not the couch or your bed!

Eat well, exercise and get plenty of sleep! Drink water to keep your brain hydrated. Research shows that good nutrition improves memory

Think like a teacher! As you review materials, think about what questions he or she may ask. Prepare for essay questions by predicting questions and practice outlining or writing out the answers.

Make sure there is plenty of light in your “work spaces” and that it is not too hot or too cold.

Ensure you have all materials you will need (e.g. books, pens, highlighters, planner).

Don't study what you already know and feel confident about. We like that “feel good” sense of success when we review what we know, then may never get to the material still unknown.

Working with music is fine as long as it helps you focus – avoid having it too loud as this makes you less effective and tires you more quickly. Working with the TV on is **NOT** fine.

When you are studying effectively, you are **NOT** talking on the phone or chatting through social media.

Stay productive - after studying the same subject for 45 minutes, take a 5-minute break.

Reviewing Work for Tests and Examinations

[Use the Exam Prep Calendar!](#) Plan out how many days you have available, how many topics/subjects you have to cover, then set yourself times when you will work on review/study. Include social times, exercise, and fun activities.

If you are a visual learner, it is best to rewrite or redraw notes and diagrams. If you are a verbal learner, it is best to talk aloud and try to explain in words what you are studying. These interactive processes will enable you to recall facts far more effectively than just reading or highlighting.

When you review your work, break it down into separate and specific topics or units. Do not write down “biology” but rather be detailed, “Plant Reproduction plus diagrams.”

Make sure you review/study your least favorite subjects or topics first- save the best until last!!

Try making your own key point review notes (i.e. a few summary points for every topic that remind you of other points or ideas). Use a separate notebook or index cards.

If your mind clogs up, take a break, change topic/subject, ask a friend/teacher.

Test Day Best Practices

After breakfast, do one last look at material for your exam.

If you have a last minute question, get to the test early and ASK THE TEACHER. Do not rely on a friend to answer a question in the last minute.

Get to the room early enough to be comfortable in your seat and ready for the exam. Have necessary supplies like pens, pencils, calculators, etc.

Try to avoid any panic-talk as students come into the room. Feel confident that you have prepared well.

When the teacher is passing out the tests, take a few deep breaths, close your eyes if necessary, and be mindful of the task ahead, and nothing else.

If you have something you are afraid you will forget like a term, a formula, a name, etc, write it down in the margins of the test as soon as you get it, then you will free your mind up to only concentrate on each question

December 2020 Semester 1 EXAM SCHEDULE

School hours during exams:

Mon Dec 14th	9:00am-2:00pm	Lunch break (Flik open) 11:00am-12:00pm
Tues Dec 15th	9:00am-2:00pm	Lunch break (Flik open) 11:00am-12:00pm
Wed Dec 16th	9:00am-2:00pm	Lunch break (Flik open) 11:00am-12:00pm
Thurs Dec 17th	9:00am-2:00pm	Lunch break (Flik open) 11:00am-12:00pm

Date	Exam time	Block
Mon Dec 14th	9:00am-11:00am	A
	12:00pm-2:00pm	B
Tues Dec 15th	9:00am-11:00am	C
	12:00pm-2:00pm	D
Wed Dec 16th	9:00am-11:00am	E
	12:00pm-2:00pm	F
Thurs Dec 17th	9:00am-11:00am	G

	12:00pm-2:00pm	H
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