

Procedures for On-Line End Examinations

1. On the day of any given examination, students/parents will need to collect an envelope from the school reception **one hour before** the starting time. Each envelope will have the student's name, registration number, the subject, starting and finishing times, clearly printed on the outside. This envelope **must not be opened** before the student is at his/her desk with the invigilating teacher **actively instructing on screen**.
2. Inside the envelope will have the examination paper and another envelope which will also have the student's details clearly displayed on the front.
3. When instructed to do so by the invigilating teacher, the student will fill in the details required on the cover page of the examination booklet and start his/her paper.
4. When instructed by the invigilating teacher that the allocated time is up, the student will be told to put his/her script inside the envelope provided and seal it: the invigilator **must be shown** the sealed envelope.
5. The sealed envelopes must be brought to the school reception within an hour of the completion of any given examination.

Important Note***

If you face any problem with electrical power cuts or lack of internet connections, you should rush to school for a solution. It is very important, if you face one of the above-mentioned events, **NOT TO OPEN THE ENVELOPE**. You must arrive at school with the envelope still sealed. If you should lose your internet connection or electricity during your examination, you should **phone me immediately**. I will record the time, in order to ascertain how long it will take you to get to the school with your examination paper to complete the examination. In this case, the envelope will have been opened.