



November 14, 2019

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 Study Leave Information
- Examination Procedures and Protocol for Students
- Student Study Tips
- Generic Examination Schedule –

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.

IBDP and IBMYP 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,

Sara Rubinstein
Head of Upper School

John Horsington
Assistant Head of Upper School

Calendar of Events – November/December 2019

Monday	Tuesday	Wednesday	Thursday	Friday
18 November Normal Schedule	19 November Normal Schedule	20 November Normal Schedule	21 November Normal Schedule	22 November Noon dismissal
Fall Break				
2 December Normal Schedule	3 December Normal Schedule	4 December Normal Schedule	5 December Normal Schedule	6 December No school
9 December Normal Schedule	10 December Normal Schedule	11 December Normal Schedule	12 December Normal Schedule	13 December Exams 11/12 Grade 9 and 10 have all classes
16 December Exams	17 December Exams	18 December Exams	19 December Exams	20 December Exams Last school day Have a happy and safe vacation!

Examination Study Leave - December 2019

Dear Parents

The model for the forthcoming examinations is based upon subject groupings; consequently there will be some additional study-time built into the schedule. 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 Friday, December 13 through Friday, December 20 for grades 11 and 12 and Monday, December 16 through December 20 for grades 9 and 10, inclusive.
- 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.
- All students must be outside the examination room at least **15 minutes** prior to the start of the session.
- Exams start at 8.30 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.

Following this letter are some further details of examination expectations, tips, and regulations – please review these with your child.

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 including iPods are NOT allowed in any examinations. During examinations, you risk disqualification if you bring such a device into the examination room. Please use your lockers/bags to store these devices.
- You **must** be at your assigned examination room, at least 15 minutes before the start of each exam. You may not enter a room until the proctor instructs you to.
- **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 to your seat. Bags 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.

MALPRACTICE – Once in the examination room, you may not communicate with any other candidate orally, by written note, or sign. Never take any paper into an exam room. Likewise, malpractice is a serious offense. If you contravene these regulations in any way, your paper will be canceled.

If you have a question, ask before the examination period begins.

Study Tips & Work Habits

With the end of the semester in sight, students should be ensuring that they are working productively and are reviewing their work in a systematic and efficient manner. Many subjects will require students to sit for examinations, and with this in mind, I recommend the following **tried and tested advice**.

General Work Habits

Establish multiple “work places” (i.e., spots in your home where you can go to review/work without others distracting you).

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).

Work at a table.

Working with familiar 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 with social media.

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

Reviewing Work for Tests and Examinations

If you have a test or assessment draw up a detailed review/study schedule. Work 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.

December 2019 SEMESTER EXAM SCHEDULE

School Hours during exams:

- **Friday, December 13**
 - Grades 9/10 only 8:30am - 3:30pm
 - Grades 11/12 only 8:30am - 2:10pm
- **Monday, December 16**
 - Grades 9/10 only 8:30am - 10:40am
 - Grades 11/12 only 8:30am - 2:10pm
- **Tuesday, December 17**
 - Grades 9/10 only 8:30am - 10:40am
 - Grades 11/12 only 8:30am - 2:10pm
- **Wednesday, December 18**
 - Grades 9/10 only 8:30am - 10:40am
 - Grades 11/12 only 8:30am - 2:10pm
- **Thursday, December 19**
 - Grades 9/10 only 8:30am - 10:40am
 - Grades 11/12 and Grade 10 physics..... 8:30am - 2:10pm
- **Friday, December 20**
 - Grades 9/10 only 8:30am - 10:40am
 - Grades 11/12 only 8:30am - 10:40am

UPPER SCHOOL SEMESTER 1 EXAM SCHEDULE

	Exam Times	Grades 9 & 10	Grade 11	Grade 12
Friday December 13	8:30am - 10:40am	Normal school day	Group 3 Psychology	Group 1 English
	12:00pm - 2:10pm		Group 1 English	Group 4 CS/ SEHS
Monday December 16	8:30am - 10:40am	Group 1 English	Group 3 Global Politics	Group 3 History
	12:00pm - 2:10pm		Group 4 CS/ SEHS	Group 4 Chemistry
Tuesday December 17	8:30am - 10:40am	Group 4 Science	Group 3 History	Group 4 ESS/Physics
	12:00pm - 2:10pm		Group 4 ESS/Physics	Group 3 Global Politics
Wednesday December 18	8:30am - 10:40am	Group 5 Mathematics	Group 4 Biology	Group 3 Psychology
	12:00pm - 2:10pm		Group 3 Business	Group 4 Biology
Thursday December 19	8:30am - 10:40am	Group 2 Spanish & French	Group 2 Spanish/French	Group 2 Spanish/French
	12:00pm - 2:10pm	Group 4 Physics (Gr. 10)	Group 5 Mathematics	Group 3 Business
Friday December 20	8:30am - 10:40am	Group 3 Humanities	Group 4 Chemistry	Group 5 Mathematics

** DISMISSAL: Students will be released at the conclusion of their last **exam** each day. **

12th grade schedule approximately follows final exam schedule in May.