

Dear Upper School Families,

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

- Examination Attendance Requirements
- 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.

The examination results will count as 20% of the student's semester grade for IBDP (Grade 11) and 15% for grades 9 and 10.

The details of the examination schedule are attached. If for any unavoidable emergency, 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 US Assistant Head of Student Life. 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 student with appropriate places to study and ensure that he/she uses it.
- Make sure that your student has a good night's sleep prior to examinations.
- Make sure that your student eats a balanced diet.
- Monitor your student's work/recreation balance.

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

Yours sincerely,

Tim Walsh
Head of Upper School

Nancy Hsu
Assistant Head of Academics Upper School

EXAMINATION ATTENDANCE REQUIREMENTS - MAY 2022

Dear Parents,

This letter should be read in conjunction with your student's examination planner sheet that is available on **Schoology**. The model for the forthcoming examinations is based on the school block schedule.

- **Examinations run from May 23 through Friday, May 27, 2022**
- If a student has no examination during a block, he/she is advised to review/study **at home**. If the student comes to school, they are required to go to their regular block class for a study hall.
- As per IB regulations, the student may leave the exam room after the first hour of the exam **only** if they have a ride waiting for them 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.
- 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. and 10:30 AM.** Exams are 1.5 hours.
- No additional time will be allowed for late arrivals.
- No food or drink will be permitted inside the examination location.
- All students will be dismissed at 12PM with no after school studying on campus. A bus will run at 12:15pm to accommodate students.

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

EXAMINATION PROCEDURES AND PROTOCOLS FOR STUDENTS

- During the examinations, you are required to observe all normal expectations, including **school uniform**. Hats or hoods should not be worn.
- Mobile phones and all other electronic devices are NOT allowed in any examinations. During examinations, you risk disqualification if you bring such a device into the examination room.
- You **must** be at school at least 15 minutes before the start of each exam. You may not enter a room until the teacher 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.
- All bags and materials must be left in the hallway. You may bring a pen, pencil, calculators (when approved by the teacher), reading book and a water bottle.
- During the examinations, you must remain in your seat unless given permission to move. If you need to speak to the teacher, raise your hand, do not call out.
- When the teacher 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 sure 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, we recommend the following **tried and tested advice**.

General Work Habits

- Establish multiple “workplaces” (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.

May 2022 Final Exam Schedule

School hours during exams:

Mon May 23rd 8:30am-12:00pm

Tues May 24th 8:30am-12:00pm

Wed May 25th 8:30am-12:00pm

Thurs May 26th 8:30am-12:00pm

Date	Exam time	Block
Mon May 23rd	8:30am-10am	A
	Break 10:00am-10:25am	break
	10:30am - 12:00pm	B
Tues May 24th	8:30am-10am	C
	Break 10:00am-10:25am	break
	10:30am - 12:00pm	D
Wed May 25th	8:30am-10am	E
	Break 10:00am-10:25am	break
	10:30am - 12:00pm	F
Thurs May 26th	8:30am-10am	G
	Break 10:00am-10:25am	break
	10:30am - 12:00pm	H