



基立學院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : OCTOBER 21, 2020

TO : PARENTS / GUARDIANS OF GRADES 7 TO 10

FROM : *Frances Rea R. Gaza*
FRANCES REA R. GAZA
Principal, Junior High School (JHS) Department

SUBJECT : REMINDERS ON FIRST QUARTER EXAM

Greetings in the Name of our Lord Jesus Christ!

To culminate the First Quarter of online learning, JHS will administer the First Quarter Exam on Thursday and Friday, October 22 and 23, 2020. The exams will be administered via the Google Classroom while students are logged in the Homeroom Google Meet. Each exam will be conducted for one hour which includes the time for test taking and time for turning in the test.

Aside from assessing student mastery, we desire that the administration of the quarter exams be a training for students to develop values such as self-discipline, independence, and integrity without resorting to questionable practices.

As JHS students take the exams, we highly encourage parents to support and help their children achieve a positive experience by doing the following:

1. Make sure that your child gets a good night's rest and eats a healthy breakfast.
2. Make sure your child is in his / her learning space that has good connectivity, ventilation, and source of light.
3. Ensure there are no unnecessary items or materials on the table.
4. Charge completely the iPad and have an electric outlet nearby for charging, should the need arise. Make sure there are no other apps or files that are running in the background that may slow down the device.
5. Ensure there is no one with your child as he or she is taking the test. Your child is not permitted to communicate with anyone during the test. This will also cut out all disturbances during the exam.
6. Check your child from time to time.
7. Consider preparing a back up mobile data in case your child experiences intermittent connection.
8. Encourage your child to do his / her best and show your confidence that they can do it.

Should students encounter any problem, the following will be done:

1. *Accessing the test in the Google Classroom*: an alternative file format (Google Docs) is available to ensure students can access the test.
2. *Difficulty in turning in the exam via Google Classroom*: student may email the accomplished test to the subject teacher's email during the designated test time if he / she encounters difficulty in turning in via Google Classroom.
3. *Intermittent internet connection*: students may use a back up mobile data to continue taking the test while ensuring that their responses are synched and saved regularly.

We trust that by working together, we can make the student's test experience a success. Thank you for your usual support and cooperation.