



# 基立学院 JUBILEE CHRISTIAN ACADEMY

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

DATE : DECEMBER 16, 2020

TO : PARENTS / GUARDIANS OF GRADES 7 TO 10

FROM : *Francesca*  
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SUBJECT : 1. QUARTER EXAM EXEMPTION  
2. SECOND QUARTER EXAM REMINDERS

Greetings in the Name of our Lord Jesus Christ!

In our intention to ensure the effectiveness of our online learning, we review our procedures regularly to identify improvement opportunities.

## 1. QUARTER EXAM EXEMPTION

1.1. After our review of our simplified grading system, assessment procedure, and student performance, we find it necessary for all students to take the quarter exam to:

- 1.1.1. have a gauge of students' mastery of lessons taught,
- 1.1.2. assess holistically students' learning since formative tests (e.g., seatworks, quizzes) do not give a comprehensive picture of students' learning, and
- 1.1.3. most summative tests (e.g., unit test, standardised test except for G9 and G10 where an exit test for Pre-AP subjects is being studied) are removed this school year.

1.2. Due to the short notice on taking the quarter exam, however, the taking of quarter exam by all students shall begin in the 3rd quarter, School Year (SY) 2020-2021. The quarter test exemption policy still applies this 2nd quarter, SY 2020-2021 on the following conditions.

- 1.2.1. Qualifying grade for exemption is 96 or higher.
- 1.2.2. The exemption is only for subjects that meet four (4) or more times in a week.

1.3. Students will be informed of their exemption via the announcement of the subject teacher in the Google Classroom.

## 2. REMINDERS ON SECOND QUARTER EXAM

2.1. The JHS Second Quarter Exams are on Friday and Monday, December 18 and 21, 2020. They will be administered via 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.



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2.2. Aside from assessing student mastery, we consider the administration of the quarter exams as a training for students to develop values such as self-discipline, independence, and integrity without resorting to questionable practices. We hope that you will partner with us in instilling such values in our students.

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

- 2.3.1. Make sure that your children gets a good night's rest and eats a healthy breakfast.
- 2.3.2. Make sure your children are in their learning space that has good connectivity, ventilation, and source of light.
- 2.3.3. Ensure there are no unnecessary items or materials on the table.
- 2.3.4. 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.
- 2.3.5. Ensure there is no one with your children as they take the test. Your children are not permitted to communicate with anyone during the test. This will also cut out all disturbances during the exam.
- 2.3.6. Consider preparing a back up mobile data in case your children experience intermittent connection.
- 2.3.7. Encourage your children to do their best and show your confidence that they can do it. Should students encounter any problem, the following will be done:
  - 2.3.7.1. *Crash or disappearance of Google Form*: students are asked to take a screenshot of each test section, as practiced in class, and upload the screenshot in the designated Google Classroom post.
  - 2.3.7.2. *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.
  - 2.3.7.3. *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 students' quarter test experience a success.

Thank you for your usual support and cooperation.