




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 GRADE 11 and 12

FROM : 
NANCY/R. RAMOS
Principal, Senior High School (SHS) Department

SUBJECT : **1. QUARTER TEST EXEMPTION UPDATE**
2. REMINDERS ON SECOND QUARTER EXAM

Greetings in the name of our Lord Jesus!

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

1. QUARTER TEST EXEMPTION

As practiced in School Year (S.Y.) 2019-2020, the SHS quarter exam exemption was on the second (2nd) quarter for the 1st semester and fourth (4th) quarter for 2nd semester.

For this S.Y. 2020-2021, the quarter test exemption policy will still apply in this 2nd quarter with the following conditions:

- 1.1 Qualifying grade for exemption is 96 or higher.
 - 1.2 The exemption is only for subjects that meet four (4) times or more in a week.
 - 1.3 The student will be notified of their exemption through an email notification at least three (3) to five (5) days before the quarter exam.
2. 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 thus, there will be no quarter test exemption in the 4th quarter of Second Semester for the following reasons:
- 2.1 encourage students' mastery of lessons taught
 - 2.2 assess students' learning holistically since formative tests (e.g., seatworks, quizzes) do not give a comprehensive picture of students' learning.



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3. REMINDERS ON SECOND QUARTER EXAM

- 3.1. The SHS 2nd Quarter Exams are on December 18, and 21, 2020. They will be administered via the Adviser's Google Meet. Each exam will be conducted for one hour which includes the time for test taking and turning in the test.
- 3.2. 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.
- 3.3 As SHS student takes the exams, we highly encourage parents to support him / her achieve a positive experience by doing the following:
 - 3.3.1. Make sure that the student gets a good night's rest and eats a healthy breakfast.
 - 3.3.2 Make sure the student is in his / her learning space that has good connectivity, ventilation, and source of light.
 - 3.3.3. Ensure there are no unnecessary items or materials on the table.
 - 3.3.4. 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.
 - 3.3.5. Ensure there is no one with the student as he / she takes the test. Students are not permitted to communicate with anyone during the test. This will also cut out all disturbances during the exam.
 - 3.3.6. Consider preparing a back up mobile data in case the students experience intermittent connection.
 - 3.3.7. Encourage the student to do his / her best and show your confidence that they can do it. Should students encounter any problem, the following will be done:
 - 3.3.7.1 Difficulty in turning in the exam via Google Classroom: students may turn on the microphone or use the hatbox to ask for help from the proctor
 - 3.3.7.2 Crash or disappearance of Google Form: students to take a screenshot of each test part, as practiced in class, and email the screenshot to the teacher.
 - 3.3.7.3 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.

Please be guided accordingly. Thank you for your continued support.