



# 基立学院

## JUBILEE CHRISTIAN ACADEMY

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

DATE : DECEMBER 15, 2020

TO : PARENTS / GUARDIANS OF GRADES 1 TO 6

FROM : MRS. LORNA B. YAN  
Principal, Elementary Department

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

A pleasant day to you.

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

### 1. QUARTER TEST 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 Encourage students' mastery of lessons taught

1.1.2 Assess students' learning holistically since formative tests (e.g., seatworks, quizzes) do not give a comprehensive picture of students' learning and summative tests (e.g., unit test, standardized test) 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 in this 2nd quarter, SY 2020-2021.

1.2.1 Qualifying grade for exemption is 96 or higher.

1.2.2 The exemption is only for subjects that meet five (5) or more times in a week.

1.3. Students will be informed of their exemptions via the Adviser's Google Classroom.

### 2. REMINDERS ON SECOND QUARTER EXAM

2.1. The Elementary 2nd Quarter Exams are on December 17, 18, and 21, 2020. They will be administered via the subject teacher's Google Classroom while students are logged in 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.

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 Elementary 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 Difficulty in turning in the exam via Google Classroom: students may turn on the microphone to ask for help from the proctor.

2.3.7.2 Crash or disappearance of Google Form: students take a screenshot of each test part, as practiced in class, and email the screenshot to the teacher.

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.