



# International School of Karachi

D-106, Block 2, Clifton. Karachi. Pakistan.

Phone: (+92-21) 35291432

Website URL: <http://www.isk.edu.pk>

E-mail: [info@isk.edu.pk](mailto:info@isk.edu.pk)

Sunday, 13<sup>th</sup> March 2022

Dear Parents & Students,

## ONLINE ASSESSMENT HOUR PROCEDURE FOR OVERSEAS STUDENTS

This is to bring to your notice that the assessment hour will begin from 14<sup>th</sup> March. The assessment will START at 9:30 AM. The first thing to bring your attention to is that the reporting time is 10 minutes prior to the start of the exam. Please ensure that your child is sitting in a quiet room and has a table with enough space. Another important point to note is the STOP TIME which is when the student MUST STOP attempting the test, and begin submitting it. All exams will have to be attempted on full scape sheets and submitted by scanning and emailing to [submitexam@isk.edu.pk](mailto:submitexam@isk.edu.pk).

Students will be given 15 additional minutes to scan and upload their exam paper.

## IMPORTANT ARRANGEMENTS FOR TAKING ONLINE EXAMS

### SEATING & POSITIONING

Parents should ensure that the student is sitting in a separate/quiet room while he/she is taking the online exam.

- Students are required to use a **laptop** for accessing the exam paper from EduPage and to connect to Zoom meeting for invigilation. **The Zoom meeting ID is: 719 076 9123 and the password is isk123.**
- The **cell/smartphone** will be required at the end of the exam to scan and upload the exam paper by using CamScanner or OfficeLens application just like they have been submitting their exams/assignments previously. There should be no other device near the student.
- The laptop's camera should be working and should be positioned such that the student's face and exam paper is visible in the video. Video has to be on throughout the duration of the exam.
- Students should turn on the mic and video on Zoom meeting when instructed by the invigilator at the start of the exam and keep it on for the entire duration. They should not use earphones or headphones.

*Please note that if the student is not following the seating and positioning requirements he/she will not be allowed by the invigilator to appear for the exam.*

## SCAN & UPLOAD ASSESSMENT PAPERS

- The laptop will be used to access **EduPage** website through which the students will access their exam papers under the **HW/Exams** tab. The exam must be completed on on paper. Students will read the questions from the screen and attempt the exam on



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paper by writing the corresponding question number. For MCQs, the students need to write the question no. along with the correct answer choice on their paper.

- When the test is finished they will inform the invigilator on Zoom chat and start taking pictures to submit the exam paper as they usually submit the assignments.
- In case of disconnection from the internet due to any reason,
  - The **parent needs to inform Mrs. Batool, Mr. Zeeshan or myself** (any one of us).
  - The student should immediately join the Zoom meeting with a backup internet device. The **backup internet must be arranged** either another Wi-Fi device or 3G/4G mobile data to ensure connection on Zoom.

## **ICT PRACTICAL TEST**

- The **ICT Practical exam** will be accessed through EduPage via the HW/Exams section. It will be attempted on a laptop or tablet and submitted on EduPage.

## **SOFTWARE & APPS TO BE INSTALLED**

- **WEB BROWSER:** Google Chrome / Safari – *for accessing EduPage*
- **LAPTOP:** Adobe Acrobat Reader – *for viewing exam papers and filling them out – Already installed*
- **LAPTOP:** Zoom Meeting software – *for joining the virtual exam room and getting their attendance marked for exam*
- **SMARTPHONE:** CamScanner – *for scanning to PDF the answer sheets & submitting it online.*

## **BACKUP IN CASE OF POWER/INTERNET OUTAGE**

- **SMARTPHONE:** Adobe Acrobat Reader – *for viewing exam papers and filling them out*
- **SMARTPHONE:** Zoom App – *for joining the virtual exam room and getting their attendance marked for exam*
- **SMARTPHONE:** EduPage App – *for accessing exam papers*

## **OTHER STATIONERY REQUIRED FOR EXAMS**

- **Single-lined full scape sheets** for all Scan & Upload papers
- **Blank Sheets** for Biology, Chemistry & Physics Scan & Upload
- **Graph Papers & Geometrical instruments** for subjects applicable – *for all Scan & Upload papers*
- Calculator

## **ADDITIONAL SOFTWARE FOR **ICT STUDENTS ONLY****

- MS Office 2013 or later
- Snipping Tool



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- Python IDLE

In case of power/internet outage for a long time where extra time is needed, we request the PARENT to call Mr. Zeeshan on our direct numbers: (Zeeshan: 0349-3587153) to inform us of the same. Based on the parent's call we will deal with the matter.

We hope to conduct the assessments in a reasonable manner with this arrangement and will be able to issue the reports as planned concluding the ongoing term.

Should you have any questions/concerns we will be happy to assist you.

Best Regards.

Yours sincerely,

Yasser W. Butt

Principal

