



International School of Karachi

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

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Wednesday, 12th May 2021

Dear Parents & Students,

FINAL EXAMS TIME TABLE REVISED WITH PROCEDURE (GRADES 2 - 10)

This is to bring to your notice that the final exams for Grades (2 – 10) will commence from Wednesday, 19th May and according to the updated time table as attached below.

FINAL EXAM TIME TABLE REVISED				
Date	Class	Subject	Start Time	Stop Time
Wed, 19/05/21	2 - 5	English	9:30 AM	11:00 AM
	6 - 9	Math	9:30 AM	11:00 AM
	10	English	9:30 AM	11:00 AM
Thu, 20/05/21	2 - 5	Math	9:30 AM	11:00 AM
	6 - 9	Science	9:30 AM	11:00 AM
	10	Math	9:30 AM	11:00 AM
Fri, 21/05/21	2 - 5	Urdu	9:30 AM	11:00 AM
	6 - 9	History	9:30 AM	11:00 AM
	10	Business Studies	9:30 AM	11:00 AM
	10	Urdu Listening & Understanding	11:30 AM	1:00 PM
Mon, 24/05/21	2 - 5	Islamic Studies	9:30 AM	11:00 AM
	6 - 9	Geography	9:30 AM	11:00 AM
	8	ICT Practical	11:30 AM	1:00 PM
	10	CS Practical	9:30 AM	11:00 AM
	10	Urdu Speaking	11:30 AM	1:00 PM
Tue, 25/05/21	2 - 5	Social Studies	9:30 AM	11:00 AM
	6 - 9	Urdu	9:30 AM	11:00 AM
	9	ICT Practical	11:30 AM	1:00 PM
	10	Chemistry/Economics	9:30 AM	11:00 AM
Wed, 26/05/21	2 - 5	Science	9:30 AM	11:00 AM
	6 - 9	Islamic Studies	9:30 AM	11:00 AM
	10	Pakistan Studies History	9:30 AM	11:00 AM
	10	Urdu Reading & Understanding	11:30 AM	1:00 PM
Thu, 27/05/21	6 - 9	English	9:30 AM	11:00 AM
	89	Business Studies	11:30 AM	1:00 PM
	10	Physics	9:30 AM	11:00 AM
	10	Urdu Writing	11:30 AM	1:00 PM
Fri, 28/05/21	10	Pakistan Studies Geography	9:30 AM	11:00 AM
Mon, 31/05/21	10	Islamic Studies	9:30 AM	11:00 AM

As you are aware that the final exams are taking place online. The first thing to bring your attention to is that the reporting time is 15 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



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important point to note is the STOP TIME (mentioned in the time table) which is when the student MUST STOP attempting the exam, 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.

Students will be given 30 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 EXAM 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 needs to be done on paper they just need to read the questions from the laptop screen and attempt the exam on paper. For MCQs, the students need to write the question no. along with the correct answer choice on their paper.
- When the exam 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. Batoool, 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 wifi device or 3G/4G mobile data to ensure connection on Zoom.



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ICT PRACTICAL EXAM (Grade 8 and 9)

- In case of ICT Exam the theory paper will be attempted as outlined above.
- The **ICT Practical exam** will be accessed through EduPage via the HW/Exams section. It will be an MCQ based exam which can be attempted on a laptop or tablet and submitted on EduPage.

PROCEDURE FOR JOINING ONLINE EXAMINATION

1. Students will connect using the Zoom Link shown on the time table on EduPage. The class link, will be in the first slot of the day.
2. We will also send an announcement for the students via EduPage with the class link to be used for exam.
3. We recommend that the students should join the zoom meeting at 9:00AM to check for any connectivity issues.
4. In order to access the exam, the student will be required to log in to EduPage and go into the HW/Exams tab to access the exam assignment.
5. Exams will be available in one of the following formats:
 1. **EduPage (on-screen) ICT Practical only** – Student will have to attempt the exam on screen.
 2. **Scan & Upload (on paper)** – This applies to all of the subjects where the question paper will be available as a PDF on EduPage. They will have to read the questions from the PDF document and answer on the single-lined full scape sheet. The students must not use torn pages from copies. Blank sheets will be required for Biology, Chemistry & Physics in case the students have to draw diagrams. Once the paper is done, students need to use CamScanner App to scan and submit/upload all pages they have worked on, as a single PDF only.
6. Mrs. Batool, Mr Zeeshan and myself will be available to provide any support that students need, to be able to join, access and submit their exams.

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.*



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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
- 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 or myself on our direct numbers: ([Zeeshan: 0349-3587153](tel:0349-3587153) and [0300-2299319](tel:0300-2299319)) to inform us of the same. Based on the parent's call we will deal with the matter.

We hope to conduct the exams 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

