



ST MARY'S COLLEGE

23rd June 2020

Dear Year 12 Students, Parents and Carers,

According to our records, **your son/daughter is unable to make it into college to complete their forthcoming summer assessments.** I am writing to inform you of the process for the remote completion of said assessments and requesting your permission for them to be completed in this way.

1. Students will be invited to a Microsoft Teams meeting on the day of their exam. Their exam will be invigilated by one of their subject teachers. *N.B. All Teams exams will start 15 minutes after the on-site exam, so **AM Teams exams will start at 9:30 and PM exams will start at 13:30.***
2. Students will receive plain exam answer booklets for each of their subjects in the post along with two stamped addressed envelopes. Student should complete their exams in the booklets, unless they have exam access arrangements requiring them to use a laptop.
3. Students should be ready and online at least **5 minutes prior to the start of the exam.**
4. Subject teachers will share the exam paper with them digitally via Microsoft Teams, so students can look at the questions on their laptop and answer the questions in their booklet. Those students who would normally use a laptop may answer the questions using their laptop as usual.
5. The exam will be timed by the invigilator; students with extra-time will be given their allocated time by the invigilator.
6. It is expected that student **cameras will be on** for the duration of their exam and their **microphones on mute. Students should blur their background for safeguarding reasons as soon as they log on.**
7. Students should not use their computer other than to access Teams and communicate with the invigilator (should this be necessary) and type their answers (if required). **Under no circumstance should students use their computer to access the internet to look up answers or gain an unfair advantage.**
8. **Any students abusing the Teams function or caught cheating will be ejected from the meeting and be required to meet with myself along with their parents to discuss their future at the college.**
9. At the end of the exam, students should **take a photo of each of the pages of their exam paper** and send it to the teacher's e-mail address immediately. Those answering on laptops should simply send an e-mail to their teacher with their answers attached.
10. Once photographs/e-mails have been sent and received by the teacher, students should then place their paper in one of the stamped addressed envelopes ready to **send back to school as soon as possible.** Each envelope should only include **two exam answer booklets maximum** and the first should be sent when two exams have been completed.

** Please complete the survey here to confirm you have read and acknowledged the protocol for completing exams remotely and are happy for your son/daughter to complete their exams in this way:

https://forms.office.com/Pages/ResponsePage.aspx?id=qdUTV_BPVUGOO9qE3WcRKTxwe1hrMfJClm6zJ_dnfkRURU1FOE5GWIVJS1YwUFISNFBDRFq5TFRZMy4u

If you have any further questions, please do not hesitate to get in touch with me at sm6team@smchull.org.

Kind regards,

Mr L Haworth
Director of Sixth Form

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