

## **Registering for the Gr-12 Mock Exam**

Semester Exam for Gr. 12 will be conducted in face-to-face mode (at VIHS) as well as online mode simultaneously.

**Students must register to take the Mock exam, indicating whether the exam will be taken face-to-face at VIHS OR online.**

**Students in Male' are strongly recommended to attend the exams face-to-face. However, if you are unable to, provide your reason to the class teacher as soon as possible and register to take the exam online.**

**Registration deadline: 1:00pm of Tuesday 1<sup>st</sup> September (inform your class teacher before the deadline)**

### **Procedure for taking Mock Exam Face-to-Face**

#### **Reporting to school for exams:**

- Be sure to report to the exam at least 15 minutes ahead of the starting time of the exam, in official/activity uniform, with all materials required.
- While at school, students must follow the HPA guidelines and VIHS new normal guidelines at all times by wearing a mask, following social distancing and practicing good hand-hygiene.
- During the exam also students will be admitted to the campus only after a temperature check and hand sanitization.
- Students will head directly to the exam venue and be seated at the allocated desk.
- Students may not lend or borrow any items at any time, and must head home right after the exam.
- Students must bring their own water bottles, which can be refilled from the water dispensers located around the campus.
- Canteen facilities will not be available until further notice.

#### **How exam papers will be handled during and after the exam:**

- Exam papers will be printed and kept for at least 3 days prior to the day of that particular exam.
- The papers will not be handled during this time.
- On the day of the exam, the papers will be collected and distributed to students by staff wearing gloves and masks.
- After the exam is complete, students will drop the completed papers into a box kept at the venue before exiting the hall or classroom.
- The boxes will be stored for 3 days before teachers can collect the papers. Once teachers complete marking, the same procedure will be repeated. The marked exam papers will be given to the students only after they are kept for 3 days.

## Procedure for taking Mock Exam Online

- A list of materials required for each exam will be uploaded to the school website.
- You must be seated in exam conditions 15 minutes ahead of the starting time of the exam, with all materials required and a laptop/tablet (if available).
- The exam paper will be available on Dhasvehi 10 minutes before the exam. Students must download the file as soon as possible. However, you must open the file only at the starting time of the paper. English listening paper will be in mp3 format and all other papers will be in PDF format. Ensure that you have suitable software installed on your system to open these files.
- You do not have to print the paper. However, you may choose to print it if you wish. If you print the paper, write your answers in the spaces provided. If you do **not** print the paper, write your answers on ruled paper. You must have graph paper available to draw graphs in that case.
- You must do all exams in exam conditions, as if you are in the exam hall.
- All answers must be hand-written. Graphs/diagrams must be hand-drawn. Typed answers will **not** be accepted.
- When the time allocated for the exam has elapsed, you must stop answering the paper and do the following within 15 minutes:
  - Write your SID, name and class on each sheet of paper used.
  - Take photos of your work and upload those to Dhasvehi. Ensure that all work has been uploaded to the correct link.
- If you have any difficulties in downloading/uploading the files or if you cannot login to Dhasvehi, you must inform your teacher without delay and follow the instructions given by him/her.
- Marking will be done via Dhasvehi. You can view/download the marked files, as well as the marks you have obtained for the paper, from Dhasvehi.
- **If there is any evidence of malpractice, no marks will be awarded for the entire paper.**