



Dubai International Private School -Br

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.



Examination Policy A/Y: 2024-2025

Objective

The Assessment Policy at DIPS is designed to create a fair and supportive environment where all students can demonstrate their knowledge and skills. The goal is to ensure that every assessment reflects each student's true abilities, upheld by the principles of honesty and integrity.

General Guidelines

Punctuality: Students must arrive on time for assessments to make the most of the full time available. Starting on time helps maintain focus and ensures a smooth process. If unforeseen circumstances cause tardiness, the situation will be addressed accordingly.

Seating and Conduct

To help maintain a calm and orderly environment, students should take their assigned seats and follow the proctors' instructions. Respectful and focused behavior allows everyone to perform at their best.

Mobile Phones and Other Electronic Devices

To protect the integrity of the assessment process, students are expected to switch off their mobile phones and smart watches, and place them in their bags. This ensures that every student has an equal opportunity to succeed.

Digital Devices

It is important that students are fully prepared for digital assessments. Devices should be fully charged before the assessment begins. For students in Grades 9-12, the Lock Down Browser must be installed on all devices. If a student encounters difficulty installing the browser, the IT department will confirm this, and those students will be allowed to use the computer lab with pre-installed software.

Exam Procedures

Questions on the Exam

Questions from students during exams are not allowed. Only if a student feels there is a mistake on the exam will the proctor inform the Section Supervisor, who will then notify the Head of Department.

Submission

Students must submit their exam on Schoology prior to exiting the exam room. They are required to show their submission to the proctor before leaving.

Academic Integrity

Honesty in Assessments

At DIPS, the importance of demonstrating one's own knowledge and skills is emphasized. Cheating not only affects learning but also the trust and fairness within the school community. Students are expected to approach assessments with integrity, supported by the school.

Use of Artificial Intelligence (AI)

The use of AI tools during assessments is strictly prohibited. Any attempt to use AI will result in the following consequences:

- **First Offense:** The student will receive a score of zero for the assessment, as a reminder of the importance of academic honesty.
- **Second Offense:** A meeting with the student, parents, Section Supervisor, and Head of Section will be arranged to discuss further actions and support.

Bypassing Lock Down Browser

Students who appear on the report for bypassing the Lock Down Browser will receive a score of zero, unless they faced technical difficulties confirmed by the IT department.

Calculator Use

Certain subjects require specific tools for success. Four-function or graphic calculators are allowed for Chemistry and Physics assessments in Grades 10, 11, and 12, as well as for Math assessments in Grades 8-12.

Support for Students with Special Needs

Students with documented special needs will receive appropriate accommodations as outlined in their individualized education plans (IEPs). These accommodations may include extended time, the use of specific tools, or a quiet testing environment to ensure they can perform to the best of their abilities.

Makeup Assessments

If an assessment is missed due to an authorized absence with an official medical report, a makeup assessment will be scheduled on a Saturday, according to the makeup assessment schedule.