

# S1 Online Examination Reminders



## Preparation before Online Exam

- You are in “1X Online Exam” class in Google Classroom  
(e.g. If you are in 1A, you should be in “1A Online Exam” class)
- Stationary (Blue or Black pens)
- Blanks A4 or single line papers
- Charged iPad and Computer/Mobile Phone
- Timer
- Wake up at least 30 minutes before the exam
- Check the date, submission method and submission close time of Online Exams here:  
[https://docs.google.com/spreadsheets/d/1pvE\\_bOQx2Ellw15eO4YSpzqrQfStWyDFJYw1Mi07SUs/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1pvE_bOQx2Ellw15eO4YSpzqrQfStWyDFJYw1Mi07SUs/edit?usp=sharing)

On the day of the exam, papers will be uploaded 5-10 minutes before the starting time.  
(e.g. If the paper starts at 8:30am, it will be uploaded between 8:20 – 8:25am)

## Submission Reminders

Online Examination Training Workshop PowerPoint Slides:

<https://docs.google.com/presentation/d/13PuV80uDIMMnwcpaOJVyNe3RpNlkHv0nE-bZrmciuZM/edit?usp=sharing>

- Google Forms
  - Online submissions using GOOGLE FORMS will be closed sharply. NO submissions will be accepted after.  
(e.g. if the paper ends at 9:30am, the submission will close at 9:30am)
- Upload
  - Online submissions requiring you to upload images will be given 30 minutes extra.  
(If the paper ends at 9:30am, the submission will close at 10:00am)
  - Use blank A4 or single papers
  - Use BLUE or BLACK ball pens
  - If the pictures uploaded are:
    - unclear or blurry
    - having no Name, Class, Class no. or Group no. on EACH paper
    - having no question numbersThe teacher may give 0 mark

## What to do if you...

- ☐ do not see the online exam paper by the time exam starts?
- ☐ have questions about the online exam paper?
- ☐ have any submission/uploading problems during the exam?
- ☐ are having technical difficulties uploading the paper or other connection issues?

**Answer: TEAMWORK Mr. Alconaba Genesis ONLY.**

**We CANNOT help you if you message any other teachers.**