20.11.2020

Dear Parents/Guardians,

We hope that you are all well and safe in what remains to be uncertain times.

Temporary school closure for part or all of the school due to the upsurge of COVID-19 cases has brought us once more to the issue of remote lessons and assessments.

To ensure that your child is benefiting from the experience of remote learning, we would ask that your child have the following necessary hardware.

Remote Lessons: What the student will need
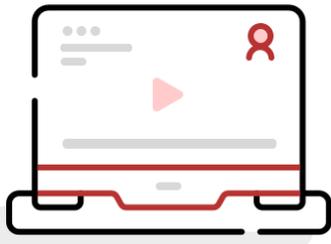
Laptop or Desktop Computer

To partake in lessons, the student will need a laptop or desktop computer.
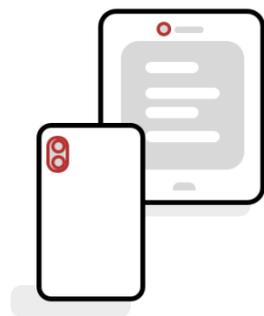
Tablet or Mobile Phone

The use of a tablet or mobile phone can be used, provided that the student can use the keyboard with ease.

For assessments it is best that they use a laptop or desktop.

A steady internet

Please ensure that the internet connection at home is suitable. We recommend that you use an ethernet cable to ensure a stable connection. Check with your provider that the broadband speed can hold many users simultaneously.

Remote Teaching and Assessments: What the student will need

Teaching and assessments are an integral element of learning.

It is paramount that students continue taking their lessons a conducive learning environment. Likewise, assessments (Common Assessments and quizzes) must be monitored in the case of remote invigilation.

Please make sure that all computers/devices have a **camera** and **microphone** (integrated or external).
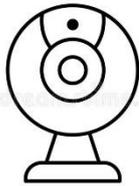
Camera

The camera must be **turned on** throughout the lesson or assessment.

The teacher will be facilitating the lesson or will be invigilating the assessment live and therefore will need to see the student at all times.

Microphone

The microphone must be **turned on** during assessment.

This is so the teacher can communicate with the student and to monitor outside sounds.
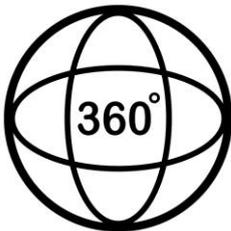
360° view of the room

The teacher will ask students to use their cameras to get a 360° view of the room and their work desk at either the start, during or after the examination.

The camera must be detachable for this purpose or they may use the camera integrated in their tablet/laptop.

Quiet Zone

The room must be quiet with no outside interference or distractions.

FAQs

1. Where will I find the assessment?

Your teacher will inform you about where they will upload the assessment on a common platform (e.g. Teams-Assignments). They will also set a start and end time common to all students.

2. What if my internet/microphone/camera does not work?

The assessment must be remotely invigilated.

Please check that the internet and all necessary hardware is working *before* the assessment.

Use an ethernet cable for the internet or stay close to the modem. Too many simultaneous users can disrupt the strength of a device's connectivity. Please contact your provider to assure that you have the necessary requirements for your household's needs.

If there are problems with internet connection/microphone/speakers and the assessment cannot be invigilated, then you cannot take the assessment and will not be awarded a grade at that time.

You will need to speak to your teacher so alternative arrangements can be made for you to sit your assessment.

3. What if I am unwell on the day of the assessment?

Attendance will be taken. If you are unwell and cannot take the assessment remotely, you will need to contact the school and provide a justification.

4. How will the remote assessment be invigilated?

The invigilator will monitor the students using **cameras** and **microphones**. The room in which you are working must be quiet to maintain silence for all students.

The invigilator will also ask students to use their cameras to gain a **360° view of the room and their work desk at either the start, during or after the examination.**

5. How will I return my assessment?

Your teacher will give instructions as to how the assessment will take place. They will also tell you how to return it and on which platform.

For more information please contact:

Ms Maria Rousou, Assistant Head

Maria.Rousou@englishschool.ac.cy

Privacy Notice

As a result of the Covid-19 pandemic, the English School has made the conscious and necessary decision to allow online remote assessments so that the School's curriculum is not affected and interrupted, having in mind the current special circumstances.

To achieve that, the School requires the operation of camera, microphone, speakers for the duration of the assessment, for the sole purpose of properly invigilating and supervising the remote assessment in accordance with the School's regulations.

The use of such media will involve the processing the personal data of the examinees:

- identity verification and student details

- live camera footage of student's desk/ work area

for the purposes of the School's legitimate interest to carry out the assessment as efficiently and securely as possible, in accordance with the guidelines of the Data Protection Commissioner and the provisions of Data Protection Law, including but not limited to the EU General Data Protection Regulation 2016/679 and the Cypriot Data Protection Law 215(I)2018.

No collection, recording of images or voice of students will take place at any time during remote assessments.