

## ELC Summer 2020 Student Rules and Regulations

Dear students,

It is important that you read through the following rules and regulations in order to get familiar with the ELC rules and regulations.

### Rules for Zoom sessions

- You have three sessions per week.
  - The 1<sup>st</sup> session is a **Zoom live session** and is on Sundays from 8:30 am.
  - The 2<sup>nd</sup> session is **recorded on a Google Form** and will be posted on Tuesdays at 9:00 am (the deadline for submitting your answer to Google Forms will be Thursday of each week at 11 pm).
  - The 3<sup>rd</sup> session is a **Zoom live session** and is on Thursdays from 8:30 am.
- Be ready for the live sessions on time.
- Join the Zoom session with your full name.
- When the Zoom ends after 40 minutes, it is your responsibility to rejoin until the teacher tells you that the session is over.
- Attendance will be taken twice during the session through a Google Form.
- You can only fill the attendance for yourself using your PUA Email.
- Any attempts to fill the attendance sheet on behalf of someone else will be met with an appropriate penalty by the ELC management.
- Your participation is extremely important during the session and will be counted.
- Keep your books, a pen and paper with you on every session.

- Be aware of strong language, all caps, and exclamation points and be respectful to your teacher and classmates.
- Don't post or share (even privately) irrelevant material like ads or jokes.
- Try to work from a quiet space or mute yourself unless you need to talk.
- Keep other devices off during class time.
- Don't use your camera during the live session unless the teacher asks.
- If you need to ask a question, use the raise your hand feature on zoom. Don't unmute yourself suddenly and interrupt.
- Any misconduct in the live sessions will result in your expulsion from the session.

### **Rules for Google Classroom**

- You are obliged to attend in the group assigned to you when registering in the ELC.
- Check your classroom daily and turn in assignments on time.
- Any assignments submitted after the deadline will not be corrected.
- Be brief in your questions and comments.
- Reach out to your teacher if you have questions. But make sure to ask respectfully, and give the teacher enough time to answer because teachers have other work besides your class.
- If you have any technical problems or questions related to registration or attendance, send an email to [secretary.elc@pua.edu.eg](mailto:secretary.elc@pua.edu.eg)

## **Rules for Online Quizzes and Tests**

- Your quiz links will be posted on your Google Classroom stream.
- It is very important that you oblige to your quiz and test dates.
- Make sure you submit your answers before the test closes.
- Do not close the quiz until you see the message: “Thank you. Your response has been recorded”
- In case of absence or any technical problems during the test, send an appeal through your academic advisor requesting a makeup test.
- Quiz 1 will be on Vocabulary and Grammar and will be conducted during week 3.
- Quiz 2 will be on Reading and Listening and will be conducted during week 5.
- Your writing test will be in week 6.
- Your speaking test will be in week 6.