

Dear Parents,

Please note the instructions for First Term Examination (2020 -21) to be conducted online.

1. The examination shall be conducted in two parts.
  - Objective Type.
  - Subjective Type.
2. The examination timings will be:
  - Objective Exam – 9:00 a.m. to 9:45 a.m.
  - Break – 9:45 a.m. to 10:15 a.m.
  - Log in Time-10:15 a.m.
  - Subjective Exam – 10:30 a.m. to 12:45 p.m.
  - Answer Sheet Uploading Time -12:45 p.m. to 1:05 p.m.
3. During the Objective Exam, the students shall also write the answers simultaneously on answer sheets with their names written on each sheet so that in case of any technical glitch, the answer sheet can be emailed to the teacher. Whatsapp images or Screenshots are not permitted and shall not be considered for evaluation.
4. For the Subjective Exam, the students will need to switch on their videos and enter the Zoom meeting with their full name , class and section. Switching off the camera is not permitted during the exam.
5. The teacher will display the questions on the screen and the students will keep on writing the answers.
6. Students should make sure that they remain connected with their teachers via Zoom meeting during the exam.
7. Students will stop writing at 12:45 p.m. They will be sent the link to a Google form wherein they will upload their answers. The time given for uploading is 12:45 p.m. to 1:05 p.m. Answer sheets uploaded post 1:05 p.m. on the day of examination will not be evaluated.
8. In case of any technical issue the concerned subject teacher should be informed during the stipulated time and images sent via e mail.
9. Students should use laptops / desktops for exams and ensure good internet connection so that there is no interruption in between.
10. Please ensure that the room should be properly illuminated and no family member should be present in the room in which the child is writing the examination.
11. Students are not allowed to leave the zoom session until the examination is over.
12. Any misdemeanor on part of the student during examination will be dealt with very strictly.
13. In case of any sickness, a Medical Certificate along with application should be mailed to the concerned class teacher within two days of examination.
14. 14<sup>th</sup> and 15<sup>th</sup> October 2020 will be preparatory off for students of classes 9<sup>th</sup> to 12<sup>th</sup>.
15. The days in-between the exams will be considered as preparatory leave.

We look forward for your support during the examination for its smooth conduct. Your cooperation in this regard will be appreciated.

Principal.