

NEW ERA PUBLIC SCHOOL, DWARKA

For Classes IX & XI

NEPS-DW/PAR.CIR/21-22/20

18th February, 2021

Dear Parents,

Please note the instructions for the Annual Examination (2020-2021) for classes IX and XI to be conducted online.

1. The examination timings will be:
 - Student Login Time : 9.00 am
 - Exam Time – Reading Time : 9.15 am – 9.30 am
Writing Time: 9.30 am - 12.30 pm
 - Answer Sheet Uploading Time : 12.30 pm - 1.00 pm
2. Students must use full space ruled sheets for tests. Name, class, Roll no., Date and Page No. should be written neatly on top right corner of every answer sheet.
3. For the Exam, students will need to switch on their videos and enter the Google Meet meeting with their full name, class. Switching off the camera is not permitted during the exam. The camera should be positioned in such a way that the student's face is visible at all times.
4. The teacher will display the questions on the screen and students will keep writing the answers.
5. Students should make sure that they remain connected with their teachers via Google Meet during the exam.
6. Students will stop writing at 12.30 pm. The link of **Google form** will be sent to students through their class groups in which they will upload the PDF of Answer Sheets.
7. In case of any technical issue, the concerned subject teacher should be informed immediately.
8. Students should use laptops/desktops for exams and ensure good internet connections.
9. Please ensure that the room, in which the child is writing the examination, should be properly illuminated and no family member or any other person should be present.

10. Students are not allowed to leave the Google Meet session until the exam is over.
11. Parents must ensure that their wards use no unfair means during examination. **If any answer is found to be copied from internet/any other sources then no marks will be awarded.** Any misdemeanor or suspicious conduct on part of the student during examination will be dealt with very strictly.
12. In case of any sickness, a Medical Certificate along with an application should be mailed to the concerned class teacher within two days of the examination.
13. It is the responsibility of the student to ensure that the Answer Sheets are submitted within the allotted time.

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

Kanwal Kohli

Principal