

NEW ERA PUBLIC SCHOOL, DWARKA

For Classes VI - VIII

NEPS-DW/PAR.CIR/20-21/23

22nd February, 2021

Dear Parents,

Please note the instructions for the **Subjective exam (main subjects)** to be conducted online.

1. Kindly note the Subjective exam timings from the datesheet.
2. Students must join the Google Meet ten minutes before the exam starts.
3. Students must use full space ruled sheets for tests. Name, class, subject, Roll no., Date and Page No. should be written neatly on top right corner of every answer sheet.
4. For the Exam, students will need to switch on their videos and enter the Google Meet meeting with their full name and 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.
5. The teacher will display the questions on the screen and students will keep writing the answers.
6. Students should make sure that they remain connected with their teachers via Google Meet during the exam. (Incase, a student gets disconnected during the exam, he/she can rejoin using the same link.)
7. On completion of the exam, students will login to cloud 9 using their password and ID. They will upload the answer sheets with in the stipulated time given for uploading.
8. In case of any technical issue, the concerned subject teacher should be informed within the stipulated time and images of the answer sheets to be sent via email.
9. Students should use laptops/desktops for exams and ensure good internet connections.
10. 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.
11. Students are not allowed to leave the Google Meet session until the exam is over.
12. Parents must ensure that their wards use no unfair means during examination. Any misdemeanor or suspicious conduct on part of the student during examination will be dealt with very strictly.
13. 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.

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

Kanwal Kohli

Principal