

02 September 2020

Instructions for parents and students:


Kindly note the following instructions for the half yearly assessment:

- Half yearly assessments are commencing from 14 September for class I- VIII and from 19 September for class IX- XII and the date sheet has already been shared in Microsoft teams.
- With the ongoing scenario we have a remodelled assessment pattern for half yearly, which includes objective as well as subjective assessment. For subjective questions, students should be prepared with required stationery i.e. register papers to write on, writing material, graphs, maps, etc. (As per subject requirements)
- Only a single register for all subjects should be used for the exams.
- Students should not leave the meeting scheduled throughout the duration of the exam. If the student is not present in the scheduled meeting, then the response will stand invalid.
- Students will join the meeting 15 minutes prior to the scheduled time. Kindly pay attention to the timing mentioned in the date sheet.
- A student will be losing her writing time if she joins the meeting late.
- A student must log in only with her own Microsoft Id.
- All instructions given on the question paper (online) should be read carefully.
- Students must turn on their device's camera and unmute themselves whenever asked by the teacher.
- Clear and frontal images of the answer sheet must be clicked and uploaded by the specified time.
- In order to submit the answer sheet, the submit button should be clicked within the specified time.
- Objective type exam and Subjective type exam will be conducted separately for the convenience of students. The question paper for the test will be shared by the respective class teachers on the screen. **1 hour** will be given to attempt the objective test and **1 hour 40** minutes will be given to subjective test, including submission. (**1 hour 25 minutes** for attempting the subjective paper and **15 minutes** for clicking images and converting into pdf and submitting it). Students should adhere to the time limit. Once the time is over, the student will not be able to submit the answer sheet. Class teacher will create an assignment on the respective Microsoft Teams app. Students need to click on view Assignment and upload the answer sheet in PDF format only. After uploading the answer sheet click on 'Turn in' button
- In order to avoid problems in uploading the pdf file due to low memory on your device, clear some space so that the file can be uploaded easily.
- The pdf file should be saved with the Student's Name before uploading.
- Name, class, section, date, subject, page no. and admission number should be written on every page of the subjective answer sheet. This can be written and kept in advance so as to save time.
- Subjective test should be attempted only on a single register. Do not use loose sheets/separate/rough register for attempting the exam. This register must be kept safely after submitting the test.

- Please ensure good internet connectivity and adequate bandwidth for no interruptions.
- Under unavoidable circumstances, if the student is not able to upload or submit the form, they can immediately send the screenshots along with answer PDFs to the respective subject teachers on MS Teams personal chat. Pdf file sent after the scheduled time will not be taken into consideration.

Dear parents you are an equal stakeholder in the invigilation and supervision of your ward during the exam. Kindly note, that this half yearly assessment is more about learning rather than scoring marks. Your cooperation and support is solicited.

Wishing you all the very best for the half yearly examination. Stay blessed and stay healthy.



Principal