



Ref. No.: PCS/REPT/CIR/2021-22/04

03/02/2022

Exam Instructions for parents and students 2021-22

Dear Parents

- Final examination is commencing from 18 February, 2022 for which the date sheet has already been shared in Microsoft teams and Parent Portal, Campus Care.
- We have objective as well as subjective assessment for classes I - VIII. For subjective questions, students should be prepared with required stationary i.e., register to write on, writing material, graphs, maps, etc. (As per subject requirements)
- Students will not leave the meeting, scheduled for the exam throughout the exam time. If a student is not present in the scheduled meeting, then the response will be marked invalid.
- Join the meeting 15 minutes prior to the scheduled time i.e., **7:45 a.m. (class IV- VIII) /9:45 a.m. (Class I – III)**
- Examination timings are:

	Class I – III	Class IV – VIII	IX & XI
Objective Paper	10:00 a.m. - 10:30 a.m.	8:00 a.m. – 8:30 a.m.	NA
Subjective Paper	10:40 a.m. - 11:20 a.m.	8:40 a.m. – 9:20 am	8:00 am – 8:15 am: Reading Time 8: 15am – 10:15 am: Writing Time
Clicking the image → Converting into PDF → uploading the PDF	11:20a.m – 11:35 a.m.	9:20 a.m. – 9:35 a.m.	10:15 am – 10:30 am:

- No Student will leave the meeting throughout the exam.
- A student will be marked Not Appeared on joining the meeting late and missing her attendance.
- A Student must log in with her own Microsoft ID only. Keep the Microsoft ID and password handy.
- All the instructions to be read carefully given in the question paper (Online).
- Camera to be turned on and the student will unmute herself whenever asked by the teacher.
- Ensure that the mobile/laptop is fully charged before the exam.
- In order to submit the Objective Paper (I – VIII), students have to click the **submit** button within the specified time. If a student tries to submit the form even 1 or 2 minutes after the specified time, due to network issue or any other the form will not be submitted. (It is advised to have a good internet connectivity with adequate bandwidth.)
- Once the objective test is done, class teachers will share the question paper on screen for the Subjective Exam. Students will be given **40 minutes (I – VIII) & 2 hours (IX & XI)** to attempt the Subjective test on their register. Class teacher will create an assignment on

the respective Microsoft class Team. Students will click on View Assignment and will upload their answer sheet in PDF format only. After Uploading the answer sheet 'Turn in' or 'Hand in' option has to be clicked.

Instructions for uploading Subjective Paper PDF File:

1. Students should write their Name, Roll No., Class and section on each page of Subjective Answer sheet.
 2. Page No. to be written on the right side of every page.
 3. Students should use apps such as Adobe scanner for making PDF file and ensure horizontal scanning of the pages so that it can be read easily. It also should be ensured that pages should be in proper sequence in continuation with the answer.
 4. Only one PDF File containing all the answers, clearly mentioning the question number should be uploaded. Answer Sheets should be fully utilized so that minimum pages must be filled-in which will help in keeping the size of the file minimum for easy uploading.
 5. Single answer PDF File should be uploaded in their respective Subject Assignment assigned for the respective examination.
 6. Clear and frontal images of the answer sheets to be clicked and uploaded within the specified time.
 7. If a student faces issues in uploading the file due to low memory in their device, they need to clear some space in the device so that the file is uploaded smoothly.
 8. Before a file is uploaded it has to be converted to a PDF. The PDF has to be named with the Roll No, Student's First Name, Class and Subject only. Ex: **10Neha6AEng**
 9. Subjective test to be attempted on one register only. Loose sheets/different/rough Register for attempting the test will not be used. The register has to be kept safe even after submitting the test.
- Students should adhere to the time limit. Once the exam time is over students will not be able to submit the answer sheet.
 - Under unavoidable circumstances, if the student is not able to upload or submit the form, they can immediately send the screenshots of the problem along with answer PDF to the respective Class Teacher on MS Teams personal chat within the time period of uploading the PDF. Anything sent after the time is over will not be taken into consideration.
 - Dear parents, you're an equal stakeholder in the invigilation and supervision of your ward during the exam. Kindly note that this exam is more about learning rather than scoring marks. We request your active participation to encourage your wards to stick to ethical and fairways while writing the paper and ensure strict vigilance at the same time during the examination.

Your cooperation and support are solicited.

All the best!

Regards



Sr Regi

Principal