



**GENERAL INSTRUCTIONS
MID TERM EXAMINATIONS.
SESSION- 2021-22 (FOR CLASSES VI-VIII)**

Dated:30/08/2021

Dear Parents

As you all are aware that the exams of grade VI-VIII are starting from 01 September 2021, and to ensure that the online exams are conducted smoothly without any glitches here are a few instructions and guidelines to be strictly adhered to:

- Attendance is mandatory
- Use of laptop is mandatory
- Question Paper will be divided into two or more parts as per the subjects

(It will consist of Multiple choice questions/Objective type questions which will be attempted through **MS Teams**)

It will also consist of descriptive type questions which will be attempted through MS Teams and the long descriptive type questions will be attempted through the File upload option wherein students will write the answers on sheets, convert them in pdf and upload in the question only)

They can use the app ***Adobe Scan** to combine multiple images into a single pdf for long answer type questions.

- Students will be writing the long descriptive answers on full scape A4 ruled sheets.
- Write neatly and legibly. Left side and right side margin must be left on each page for the serial numbers and marks.
- After completion of writing time, students need to scan their answer sheets,prepare a PDF of it and upload it to MS Teams.
- Students need to send clearly scanned answer sheets in a pdf file and not single clicked pictures.
- All students need to submit the paper within the stated time limit, no extra time would be granted nor anyone's submission would be considered by mail.
- The exam for grade VI-VIII will be of 2 hours 45 mins including 15 minutes of uploading time and the timings will be 8:30am- 11:15 am.

(8:15 am-8:30am-Class Teachers period)

- **Answers uploaded after 15 minutes of the given uploading time will not be considered.**
- The Date sheet, syllabus and weightage of marks has already been shared and is uploaded on ERP.

On the answer sheets that are to be uploaded, the following are mandatory to be written on the first page :

- MID TERM EXAMINATION 2021-22
- SUBJECT:
- CLASS & SEC:
- NAME OF THE STUDENT:
- ROLL NO. :
- STUDENT'S NAME, CLASS & SEC must be written on the top of all the pages. (these must be visible when you scan each page)

➤ The camera must be kept **ON** throughout the examination otherwise the student will be considered absent for the same.

(Students should close the room and show to the teacher that there is no one in the room)

- The room used for the examination should be free from noise or disturbance.
- Students should be ready and login(keep enough sheets with them by making the above mentioned entries well in advance) for the examination with all the writing materials at least 10 min prior to the commencement of the examination.
- All the textbooks and copies should be kept away from the students' surroundings.
- The device should be fully charged ensuring battery power , running at least for 2-3 hours or otherwise a power backup should be made available

Parents are requested to ensure that '**Academic Honesty**' is maintained at all times.

Looking forward to your cooperation and support.

Warm regards

Indu Yadav

Principal