

Dear Parent,

Please be informed that Periodic Test-I (PT-1) starts from Monday 5<sup>th</sup> July 2021. Kindly help your ward to adhere to the following:

1. The exam is divided into two session as objective and subjective exam.
2. The students have to join on time for the exams. The students have to join the subject teachers meeting ID as given in the exam schedule
3. Students have to join the zoom meeting with their name.
4. Students have to be ready with their exam paper, pad and other required stationary for the exam.
5. Grade IV-X students will have few objective exams through google form.
6. Students should keep ready and be seated in front of their devices at least 10minutes before the exam commences.
7. Students must not have any books or notes/printouts on their table at the time of the examination.
8. Students can use any available paper or notebook for their exams.
9. Parents should assist their wards in finding a quiet place for the purpose of taking the exam with least possible distraction.
10. Once the students are logged in, parents must not assist their wards in answering the questions .
11. Along with the teachers, parents are requested to supervise their wards while they take the examination.
12. Preferably students should use laptops to take the examination.
13. The computer camera must be switched on throughout the exam.
14. If the video of the examinee is not turned on at the time of the examination. The exam paper will not be validated.
15. Students are advised to submit their responses/ send the answer scripts immediately after the exam. Late responses or submission of answer scripts will not be accepted.

16. After sending the exam answer sheet to the subject teacher, the student has to cross check whether the teacher has received his/her answer sheet or not.
17. The answer sheet should be sent in clear image and order. The answer sheet should be numbered properly and also the name of the student and grade should be mentioned very clearly.
18. The subject of the mail should contain the student name, grade and subject.
19. Grade I& II student will not have regular classes during the exam, but from grade III onwards, students will have their regular classes from 3<sup>rd</sup> period onwards.
20. The regular extra classes stand cancelled, but the extra classes will be conducted for the succeeding day exam between 3.20am-4.00pm. Kindy inform the subject teacher ahead regarding your wards extra class requirement.



Principal