

**DR. VIRENDRA SWARUP PUBLIC SCHOOL, KALYANPUR**  
**SESSION-2020-21**  
**REGARDING: III TO V ONLINE ASSESSMENT**  
**(FOR THE FINALS)**

**DATE: 16.02.21**

Dear Parents,

We wish to inform you that the school has decided to conduct online exam for the Annual Assessment. However, the assessment this time would not be conducted via MS FORMS. The student would be expected to write a 3-hour exam (using **MS-TEAMS**) just like any other conventional offline exam. Please make note of the following-

- The student is expected to choose a silent corner of the house with proper network connectivity in the chosen area to write the exam.
- The student will turn the camera on for the entire duration of the exam.
- Proper stationery should be kept beside as the student would not be permitted to move about during the given time. The students of **Classes 3 and 4** would only use a pencil to write the exam. **Class 5** students would only use a blue gel pen. No ball point pen would be allowed. Use of **sketch pens** and **coloured pens** is **not permissible**.
- The respective examiner would send the PDF of the question paper in the class group by 10:40 a.m. The student will be provided a proper reading time of 15 minutes (10:45 a.m. – 11:00 a.m.)
- The writing time begins at **11:00 a.m.**
- The parents are expected to make arrangement for ruled sheets for letting their ward write the exam.
- The student will write his/her name, class, subject, roll no. date on the top right side of the ruled sheet. Margins need to be drawn on the left side of every page.

Name : .....

Class : .....

Roll No : .....

Subject : .....

Date : .....

- In case, a student needs to do some rough work, it can be done by drawing the margin on the right side and writing the word **ROUGH** on the top.
- The student would be informed after **every one hour** about the time left.
- The student if finishes the exam before the conclusion of time would convert the answer sheet into a PDF file and send it on the personal wall of the Subject Teacher. In such a case, the student can leave MS Teams after his/her file sent is acknowledged by the concerned subject teacher.

- Likewise, students who finish the exam on time will just be given five minutes extra to convert the answer sheet into a pdf file and send the same to the subject teacher. **Any answer script sent after 2:05 p.m. won't be accepted.**
- Subject specific instructions would be provided by the teacher well in advance.
- Considering the fact that year 2020 was an exceptional year, the school gives the provision to provide revision sessions (online) to the students a day before the exam so that the student is prepared well. Timings for the Revision Classes would be **04:00 p.m. to 05:00 p.m.**

*Wishing the students all the best for the forthcoming Annual Exams!!*

**PRINCIPAL**

