

DR. VIRENDRA SWARUP PUBLIC SCHOOL, KALYANPUR
SESSION-2020-21
REGARDING: CLASSES I and II 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 1 hour and 30 minutes' exam (using **MS-TEAMS**) carrying 40 marks 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 1 and 2** would only use a **pencil** to write the exam. 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 right side and writing the word **ROUGH** on the top.
- The student would be informed after every **half an 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 12:35 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. The timings for the Revision Class would be **04:00 p.m. to 05:00 p.m.**

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

PRINCIPAL

