

Date: 28.02.21

**ANNUAL ONLINE ASSESSMENT (2020-21)**

**CLASS IX**

Dear Parents,

This is with reference to the circular dated 13.02.2021, as per the responses received by the school the school has decided to conduct the Annual Assessment of the students both Online and Offline simultaneously from 6th March,2021.

**The following are the details and instructions for the Annual Online Assessment:**

**GUIDELINES TO CONDUCT THE ASSESSMENT**

1. The assessment will be conducted on a virtual platform. There will be two components of the assessment. (Details given below)
2. The students will attempt the assessment on google classroom through a google meet. The assessment will be invigilated by the school teachers. It is mandatory for one of the parents to proctor the assessment to ensure that your ward does not violate academic integrity and honesty during the assessment.
3. For the subjective component, the student will write the assessment on ruled sheets and scan the answers and upload it on the google classroom as a pdf file.
4. **For the smooth conduct of the assessment, it is necessary that every student has an uninterrupted internet connectivity with a device having working camera and microphone.**

**FORMAT OF THE ASSESSMENT**

The two components of the assessment are as follows

* Part A: Objective Type (MCQs in the form of Google Form)
* Part B: Subjective Assessment (Pen Paper Exam)

**Conduct of the ASSESSMENT:**

On the dates mentioned in the date sheet the assessment will be conducted in the following sequence:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component of the Assessment** | **Max Marks** | **Type of Assessment** | **Duration** | **Timings** |
| Part A | 40 | Objective Type | 45 minutes | 10:15 am to 11:00 am |
| Part B | 40 | Subjective Type(Pen Paper Exam) | 2 hrs. and 15 min | 11: 15 am to 1:30 pm |

**Note: There is a transition period of 15 min between Part A and Part B which is to be utilised by the student for submitting the form and moving on to the subjective paper. Under no circumstances, extra time will be provided to the students. Kindly ensure smooth network conditions, are in place.**

**List of Requirements for Parents and Students**

1. **Technical Requirements:**

 Kindly ensure the following

* Students must attempt all assessments from a Desktop or a Laptop. A smartphone may be used in exceptional circumstances only.
* Student must test the login information related to G suite Id and password beforehand.
* **Stable Wi Fi connection is available throughout the assessment.**
* Provision for backup (Data etc) in case of power failure is made in advance.
* Microphone and Camera are in working condition and are kept switched on at all times for the duration of the assessment.
* Students must troubleshoot and test camera positioning prior to the commencement of assessment ensuring the same is focussed in a way that the student and the writing desk are both clearly visible.
* Availability of Cam scanner app or any other scanning app to scan the answers of subjective paper.
1. **Stationery Requirements:**

 Students to arrange the following before the commencement of the assessments:

* Sufficient number of ruled sheets to attempt the Subjective assessment
* Black/ blue pens.
* Stationery and geometry case supplies as per requirement of subject.
* Latest Political/Physical map of India, world, Political/Physical map of Asia
* Graph sheets.
1. **Physical/Seating Requirements:**
* Kindly identify a quiet room with no disturbance to attempt the assessment.
* Position a comfortable chair and a writing desk within clear focus of the camera.
* Ensure all requisite stationery is kept on the writing desk prior to the

 commencement of the assessment.

Kindly note, that it is mandatory for your ward to take all these assessments for promotion to the next class.

**Geeta Gangwani**

**Principal**

**BBPS RH**