

Date: 27.02.2021

ANNUAL ONLINE ASSESSMENT (2020-21)

CLASS VI-VIII

Instructions for the Assessment

Dear Parents,

This is with reference to the circular dated 12.02.2021, the school is conducting Online Assessment for the Classes VI to VIII. The students will attempt the assessment on google classroom through a google meet. Though, 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. 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.**

The following are the detailed instructions for the Annual Online Assessment:

For Part -A (Objective Paper)

1. Students are required to join the link of Google meet at 8.50 am sharp.
2. Attendance will be taken at 8.50 am sharp. Students to answer the attendance call by the invigilator by switching on their camera and mic. Late entry will not be accepted.
3. In case of any network issue in between the exam, the student must inform the invigilator or the class teacher telephonically immediately.
4. The students will open the link for the google form provided in the **Examination Room of their respective class** on Google Classroom.
5. The **submission of Response sheet will be closed strictly five minutes** after the exam time is over. No response sheet will be accepted after that.
6. The student will join only through the official Gsuite Id. Response sheet without joining the google meet will not be accepted.

For Part - B (Subjective Exam)

1. The students to join the Google Meet for the Subjective Exam at 9.50 am positively. The attendance will be taken at 9.50 am.
2. **It is mandatory to keep the camera switched on during the exam.**
3. The assignment (Question Paper) will be uploaded by the subject teacher in the Examination Room of their respective class.
4. Students will attempt the subjective exam using pen and paper.

5. Students should clearly mention the following information on the first sheet.

Name **Roll no**
Class/ Sec **Subject**
Total no of sheets submitted
Mention if graph paper or map attached

6. Sufficient stationery items to be ready before the commencement of exam.
7. Students have to **scan all the answer sheets as one PDF file** using any scanning app and rename the PDF as (Students Name/Roll No.)
8. The answer sheets to be uploaded on the Assignment tab of the Examination Room in the Google classroom.
9. All **scanning and submission of answer sheets to be completed by 12.05 pm positively** after which the Examination Room will not be accessible to the students for uploading any answer sheets.
10. **In case of any unavoidable circumstance under which a student is not able to submit the scanned answer sheet in time, he/she will convey the same to the subject teacher/ invigilator.**
11. It is therefore requested that all students should practice scanning and uploading assignments on a Google Classroom well in advance.
12. Any kind of misbehaviour or use of unfair means detected by the invigilator can lead to cancellation of exam.

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.

2. 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.

3. 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

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