

ST. THOMAS SCHOOL, DHURWA

Guidelines for Conducting Second Terminal Online Examination (2021-2022)

For Classes VI to IX

Dear Students,

Greetings.....!!!

The Second Term Examination will be conducted for Std.6 to Std. 9 online. The question paper will be uploaded in Google Classroom and the examination will be conducted on Google Meet under the supervision of teachers. Here are some guidelines to be kept in mind while appearing for the Online Examination. Kindly go through the same for the smooth conduction of the examination. For clarification do contact your class teacher.

1. The Second Term Examination (2021-2022) will be conducted **Online in one sitting** as follows:

		Sitting
All subjects except Maths and Hindi	Uploading & Copying the Question paper on the answer sheet	8:00 am- 8:20 am
	Joining the Google Meet	8:20 am- 8:30 am
	Writing Time (1 hr.)	8:30 am – 9:30 am (1 hr.)
	Uploading the PDF of answer script in Google classroom	9:30am – 9:45 am
Maths (Std. 6 to Std.9)	Uploading & Copying the Question paper	8.00 am- 8.20 am
	Joining the Google Meet	8:20 am- 8:30 am
	Writing Time (1hr 15 min)	8:30 am – 9:45 am (1hr 15 min)
	Uploading the PDF in Google classroom	9:45am – 10:00 am
Hindi (Std.6 & 7)	Uploading & Copying the Question paper on the answer sheet	8:00 am- 8:20 am
	Joining the Google Meet	8:20 am- 8:30 am
	Writing Time (1 hr 15 min)	8:30 am – 9:45 am (1 hr 15 min)
	Uploading the Question Paper in the Google Classroom & Copying the Questions	9:45 am - 10:00 am
Hindi (Std. 8 & 9)	Uploading & Copying the Question paper on the answer sheet	8:00 am- 8:20 am
	Joining the Google Meet	8:20 am- 8:30 am
	Writing Time (1 hr 30 min)	8:30 am – 10:00 am (1 hr 30 min)
	Uploading the Question Paper in the Google Classroom & Copying the Questions	10:00 am - 10:15 am

2. M.Sc. and G.K. examination for classes VI to IX will be conducted in the MCQ mode out of 50 marks through SKOOL ERP from 9:00 am – 10:00 am as per the scheduled dates.
3. The **Link of Google Meet** for the examination will be posted in the Google Classroom at **8.15 am**.
4. You are required to join the Google Meet through the Link latest by 8.30 am.
5. The **examination will be out of 40 marks for all subjects except for CTA/ECO (50 marks)** in Std. 8 & 9 and the writing time of the examination will be as mentioned in the date sheet.
6. You must appear in the examination in your school uniform.

7. You must keep your Audio and Video 'ON' throughout the examination and if any one of these is found to be in 'off mode', you will be removed from the meeting. You must position your camera in such a way that **you and your writing area** are clearly visible to the invigilator.
8. **Use of ear phone is strictly prohibited.**
9. **You will be provided with the answer sheets (Main sheet and additional sheet) through the Google Classroom before the examination. Take the required no. of print outs of the answer sheet and keep the sheets ready before the examination. (Front Page of the answer sheet is mandatory for every examination.)** Answers written on sheets other than what is provided in the Google Classroom will not be evaluated (i.e., Zero marks).
10. Do fill in your details (Your Name, Class & Sec., Roll No., Subject & Page No.) in the space provided on the answer sheet and at the top of all continuation sheets so as to avoid any confusion. Also write your details at the top of the question paper as well.
11. After you finish writing the examination, upload your answer sheet along with the hand written question paper as a single PDF in the Google Classroom under the TOPIC specifically created for the examination purpose. This should be done within 15 minutes after the completion of the examination and inform the invigilator by messaging in the Comment box/Chat box of the Google Meet that ***the PDF has been uploaded in the Google Classroom.***
12. The PDF is to be saved in the filename in the following format: **Name ClassSec Adm.no Subject.**
For eg: Ayush kumar 6A 123-08 English 1
13. Uploading of the answer sheet should be done carefully. Ensure that the answer sheet of the particular examination is uploaded and the work should be clearly visible and legible.
14. If any tampering is found with the PDF, marks will be deducted.
15. Make use of ***blue/black ball point or gel pen only*** to write your examination. Before the commencement of the examination, all the required materials (stationery and water bottle) need to be kept ready to avoid mobility during the course of examination.
16. Do ensure your mobile is fully charged (if using mobile phone) and there is appropriate network availability to avoid any inconvenience during the examination.
17. Maps/Graphs are to be arranged before the examination and should be uploaded along with the answer sheet as instructed. Do mention your Name, Class & Section, and Roll No. on map/graph as well.
18. Do write the question number as given in the question paper. Answer the questions in proper sequence and number it correctly.

The Examinations are being conducted with the aim to equip you to be justifiably upgraded with accuracy. We expect honesty and fair practice on your part. Hard work and sincerity helps to tread in the path of success and keeps you ahead in life.

Wishing You All the Best For The Upcoming Examination.....

With Prayers & Blessings,



Principal