

ST. THOMAS SCHOOL, DHURWA, RANCHI - 04

Guidelines & Date Sheet for the Online Practice Test (2021-2022)

For Classes IV & V

ST. THOMAS SCHOOL, DHURWA, RANCHI - 04								
Date Sheet of the Practice Test for Std.4 & Std.5 (2021 - 2022)								
Date : Tuesday, 25 January 2022 to Thursday, 3 February 2022								
Date	Day	STD. 4			STD. 5			
Timing ---->		9:00 am to 10:30 am	11.00 am to 12.30 pm	4.00 pm to 5.30 pm	9:00 am to 10:30 am	11.00 am to 12.30 pm	4.00 pm to 5.30 pm	
25-01-2022	Tuesday	Maths	English I	
27-01-2022	Thursday	Science	Hindi	
28-01-2022	Friday	English I	Science	
29-01-2022	Saturday	Computer	English II	English II	Computer	
01-02-2022	Tuesday	S.St	Maths	
02-02-2022	Wednes day	Hindi	S.St	
03-02-2022	Thursday	Sans./Mal.	



Principal

Dear Parents/Pupils,

Greetings.....!!!

This is to inform you all that Practice Test for Class IV & V will begin Online from Tuesday, 25 January 2022 onwards. The question paper will be uploaded in the Google Classroom and the examination will be conducted on the Google Meet under the supervision of teachers. Here are some guidelines to be kept in mind while appearing for the Online Test. Kindly go through the same for the smooth conduction of the test. For clarification, if any, do contact your class teacher.

I. The time schedule for the Practice Test is as follows:

Day	Description	Time arrangement
Tuesday Wednesday Thursday & Friday	Uploading & Copying the Question paper on the Answer sheet(s)	4:00 pm – 4:20 pm
	Joining the Google Meet	4:20 pm – 4:30 pm
	Writing Time (40 min)	4:30 pm – 5:10 pm (40 min)
	Uploading the PDF of Answer script in the Google Classroom (20 min)	5:10 pm – 5:30 pm (20 min)
Saturday	Uploading & Copying the Question paper on the Answer sheet(s)	9:00 am – 9:20 am (1 st Sitting) 11:00 am – 11:20 am (2 nd Sitting)
	Joining the Google Meet	9:20 am- 9:30 am (1 st Sitting) 11:20 am- 11:30 am (2 nd Sitting)
	Writing Time (40 min)	9:30 am – 10:10 am (1 st Sitting) 11:30 am – 12:10 pm (2 nd Sitting)
	Uploading the PDF in the Google Classroom (20 min)	10:10 am – 10:30 am (1 st Sitting) 12:10 pm – 12:30 pm (2 nd Sitting)

II. Instructions for the Pupils:

1.	<p>(i) Make use of A-4 size ruled sheet to write the test. (ii) Do write Name, Class & Sec., Roll No., Subject & Page No. on all the pages . (iii) Questions & Answers should be written in your own handwriting. (iv) Do write the question number as given in the question paper. Answer the questions in proper sequence and number, it correctly. (v) Make the PDF of the work to be uploaded. (vi) Keep the name of the PDF as given in the format: Name_Class_Sec_Adm.No._Subject For example: AmanKumar_V_A_123-08_English 1</p>	
	Description	Time arrangement
2.	Posting of the Invigilator's link in the Google Classroom	4:15 pm (Tuesday, Wednesday, Thursday & Friday)
		9:15 am (Saturday, 1 st Sitting)
		11:15 am (Saturday, 2 nd Sitting)
3.	Attendance will be marked within first 10 min after the writing time starts.	
4.	You must appear in the examination in your school uniform.	
5.	You must keep your Audio and Video 'ON' throughout the test 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.	
6.	Use of ear phone is strictly prohibited.	
7.	After you finish writing the test, 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 test purpose. This should be done within 20 minutes after the completion of the test and inform the invigilator by messaging in the Comment box/Chat box of the Google Meet that <i>the PDF has been uploaded in the Google Classroom.</i>	
8.	Uploading of the answer sheet should be done carefully. Ensure that the answer sheet of the particular test is uploaded and the work should be clearly visible and legible.	
9.	Do ensure that your mobile is fully charged (if using mobile phone) and there is appropriate network availability to avoid any inconvenience during the test.	

III. The answer sheets (Main sheet and Additional sheet) for the test will be provided through the Google Classroom on Saturday, 29 January 2022. Take the required no. of printouts of the answer sheet and keep the sheets ready before the test. (Front Page of the answer sheet is mandatory for every test.)

IV. This arrangement is done to make you familiar with the mode of conduction of the Annual Examination.

Prepare well for the test and give your best.

Wishing you all success in your endeavours....

With Prayers & Blessings,



Principal