

**ST. THOMAS SCHOOL, DHURWA, RANCHI - 04**

**Guidelines for Conducting Online Annual Examination (2021-2022)**

**For Classes VI to VIII**

Dear Pupils,

*Greetings.....!!!*

*The Annual Examination will be conducted for Std.6 to Std. 8 in Online mode. The question paper will be uploaded in the 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 Annual Examination (2021-2022) will be conducted **Online in two sittings** as follows:

For Classes Std. 6 to Std. 8		1 <sup>st</sup> Sitting /Part-A	2 <sup>nd</sup> Sitting/Part-B	
All subjects except English-1, Mathematics & Hindi	Uploading & Copying the Question paper	8.00 am- 8.20 am	9.45 am – 10.05 am	
	Joining the Google Meet	8:20 am - 8:30 am	10:05 am - 10:15 am	
	Writing Time (2hrs.)	8:30 am – 9:30 am / (1hr.)	10.15 am -11.15 am / (1 hr.)	
	Uploading the PDF in the Google classroom	9:30am – 9:45 am	11.15 am – 11.30 am	
English Language	SET I	Uploading the Comprehension/Unseen Passage in the <b>Google Classroom</b>	8:00 am	.....
		Reading the Comprehension, Copying the Questions and Answering them. <b>* Don't copy the Comprehension.</b>	8:00 am - 8:40 am / (40 min)	.....
		Uploading the Answer Script (SET-I) in the Google Classroom	8:40 am - 8:50 am	.....
	SET II	Uploading the Question Paper in the Google Classroom & Copying the Questions	8:50 am - 9:10 am	10:20 am – 10:40 am
		Joining the Google Meet	9:10 am - 9:20 am	10:40 am - 10:50 am
		Writing Time (1hr 30 min)	9:20 am - 10:10 am / (50 min)	10:50 am - 11:30 am / (40 min)
		Uploading the Answer Script (SET-II) in the Google Classroom	10:10 am – 10:20 am	11:30 am – 11:45 am
	Maths	Uploading & Copying the Question paper	8:00 am- 8:20 am	10:00 am -10:20 am
Joining the Google Meet		8:20 am - 8:30 am	10:20 am - 10:30 am	
Writing Time (2hrs 30 min)		8:30 am – 9:45 am / (1hr 15 min)	10:30 am -11:45 am / (1 hr 15 min)	
Uploading the PDF in Google classroom		9:45am – 10:00 am	11:45 am – 12:00 noon	

			1 <sup>st</sup> Sitting /Part A	2 <sup>nd</sup> Sitting/Part B
<b>Hindi</b> (Std. 6 & Std.7)	<b>SET I</b>	Uploading the Comprehension/Unseen Passage in the Google Classroom	<b>8:00 am</b>	.....
		Reading the Comprehension, Copying the Questions and Answering them. <b>* Don't copy the Comprehension.</b>	<b>8:00 am - 8:30 am / (30 min)</b>	.....
		Uploading the Answer Script (SET-I) in the Google Classroom	<b>8:30 am - 8:40 am</b>	.....
	<b>SET II</b>	Uploading the Question Paper in the Google Classroom & Copying the Questions	<b>8:45 am - 9:05 am</b>	<b>10:40 am – 11:00 am</b>
		Joining the Google Meet	<b>9:05 am - 9:15 am</b>	<b>11:00 am - 11:10 am</b>
		Writing Time (2 hrs)	<b>9:15 am - 10:15 am / (1 hr)</b>	<b>11:10 am - 12:10 pm / (1 hr)</b>
		Uploading the Answer Script (SET-II) in the Google Classroom	<b>10:15 am – 10:30 am</b>	<b>12:40 pm – 1:00 pm</b>
<b>Hindi</b> (Std. 8)	<b>SET I</b>	Uploading the Comprehension/Unseen Passage in the <b>Google Classroom</b>	<b>8:00 am</b>	.....
		Reading the Comprehension, Copying the Questions and Answering them. <b>* Don't copy the Comprehension.</b>	<b>8:00 am - 8:30 am</b>	.....
		Uploading the Answer Script (SET-I) in the Google Classroom	<b>8:30 am - 8:40 am</b>	.....
	<b>SET II</b>	Uploading the Question Paper in the Google Classroom & Copying the Questions	<b>8:45 am - 9:05 am</b>	<b>10:40 am – 11:00 am</b>
		Joining the Google Meet	<b>9:05 am - 9:15 am</b>	<b>11:00 am - 11:10 am</b>
		Writing Time (2 hrs 30 min)	<b>9:15 am - 10:15 am / (1 hr)</b>	<b>11:10 am - 12:40 pm / (1 hr 30 min)</b>
		Uploading the Answer Script (SET-II) in the Google Classroom	<b>10:15 am – 10:30 am</b>	<b>12:40 pm – 1:00 pm</b>

- M.Sc and G.K examinations for classes VI to VIII will be conducted in the MCQ mode out of 50 marks in ERP as per the scheduled dates and timing mentioned in the date sheet.
- The examination will be out of 80 marks for all subjects except for CTA/ECO (100 marks) in Std.8.

1.	<p>(i) Make use of the answer sheets provided from the school.</p> <p>(ii) Download the additional sheet from the Google classroom and take the required no. of print outs to be used, if needed.</p> <p>(iii) Do write Name, Class &amp; Sec., Roll No., Subject &amp; Page No. on all the pages.</p> <p>(iv) Questions &amp; Answers should be written in your own handwriting.</p> <p>(v) Do write the question number as given in the question paper. Answer the questions in proper sequence and number, it correctly.</p> <p>(vi) Make single PDF of the work to be uploaded in portrait orientation.</p> <p>(vii) Keep the name of the PDF as given in the format:  <b>Name_Class_Sec_Adm.No._Subject</b>  <b>For example: AmitKumar_VI_A_221-089_English 1</b></p>
2.	The link of the Invigilator will be posted in the Google Classroom 5 min prior to the joining time in the Google Meet.
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 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 <b>you and your writing area</b> are clearly visible to the invigilator.
6.	<b>Use of ear phone is strictly prohibited.</b>
7.	After you finish writing the examination, upload your answer sheet along with the hand written question paper as a single PDF in portrait orientation in the Google Classroom under the TOPIC specifically created for the examination purpose. This should be done within 20 minutes after the completion of the examination and inform the invigilator by messaging in the Comment box/Chat box of the Google Meet that <b><i>the PDF has been uploaded in the Google Classroom.</i></b>
8.	Uploading of the answer script should be done carefully. Ensure that the answer script of the particular examination is uploaded and the work should be clearly visible and legible.
9.	If any tampering is found with the hard copies/PDF, marks will be deducted as per the situation.
10.	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.
11.	Make use of <b><i>blue/black ball point or gel pen only</i></b> to write your examination. Before the commencement of the examination, all the necessary materials (stationery and water bottle) are required to be kept ready to avoid mobility during the course of the examination.

➤ The Answer Scripts should be submitted by the Parents in the School to the respective Class Teacher on the given dates and time. The venue for the same will be informed through Google classroom a day prior to the submission:

Class	Ist Submission	IInd Submission	IIIrd Submission
Std.VI, Std. VII & Std. VIII	04.03.22 (Friday)	10.03.22 (Thursday)	15.03.22 (Tuesday)
Timing	9:00 am – 12:00 noon		1:30 pm – 4:00 pm

***Prepare well for the examination and give your best.***

***Wishing you all success in your endeavours....***

**With Prayers & Blessings,**



**Principal**