

# Mount Litera Zee School

AGRA

Circular No – 07/2021-22

Date – 30.06.21

**BELIEVE AND ACHIEVE THE BEST!!!!**

Dear Parent,

I hope this letter finds you and your family safe and well. It certainly has been a challenge for all of us since the spread of Covid-19. We whole-heartedly acknowledge your cooperation and support during these tough times. Don't forget to pat yourself on the back for the incredible job you have been doing to maintain normalcy for your child and family during these times.

All the students need to prepare for the upcoming PA1/UT1 Examinations. The circular aims to inform you about the mode, platform, schedule and the code of conduct to be followed during the Examination.

## OVERVIEW

CLASS	TIME SLOT	PAPER TYPE AND MARKS	MODE	PLATFORM
VI-VIII	11 AM-12 NOON	OBJECTIVE AND SUBJECTIVE (30 marks)	Online	MS TEAMS (FORMS) Links would be sent 5 minutes prior on subject channel of MS Teams
IX-XII	10:00 AM – 11 AM	OBJECTIVE AND SUBJECTIVE (30 marks)	Online	MS TEAMS (FORMS) Links would be sent 5 minutes prior on subject channel of MS Teams

## VIRTUAL EXAMINATIONS: CODE OF CONDUCT

- Students will take the exams from the safe and secure environment of his/her home.
- Parent should arrange for desktop/laptop (with a webcam)/mobile with functional passwords for apps related to MS teams/forms/notebook
- An internet connection (high speed un-interrupted internet is desirable).
- 'Honesty is the best Policy' and it has to be put into action during these virtual examinations. Self-monitoring, honesty and ethical values of both the student and the parents will play an important part in this online format.
- Candidate should be seated in front of the desktop / Laptop/ mobile, facing the screen and webcam throughout the entire duration of the test.
- Student should report to his exam desk ten minutes before the commencement of the exam.
- Ensure comfortable and sturdy sitting position. Do not slouch or lie during paper.
- Candidate should be in school uniform while taking the test.
- Any mobile number change, login - password issues to be sorted before 5<sup>th</sup> of July , 2021. The parent should inform on the school no. **8859999882** about it and it will be sorted before 5<sup>th</sup> of July , 2021. **Any technical problem after that and on the exam day will not be entertained and student will be marked absent. Kindly ensure the same.**

## **GENERAL THINGS TO REMEMBER ON THE EXAMINATION DAY.**

- Keep your VIDEO ON during exam
- Attend the Roll Call by Invigilator.
- **LINK TO THE PAPER WILL BE PROVIDED 5 MINS PRIOR ON MS TEAMS OF THAT PARTICULAR SUBJECT CHANNEL ONLY.**
- If using phone to attend the paper, kindly Split Screen.

### **FOR SUBJECTIVE PART:**

- Ensure that all the pages of your answer sheet are serially numbered.
- Mention your full name, roll number, class, section, subject and date on the answer sheet.
- Get comfortable and keep all required things with you.

### **DURING EXAM:**

- Follow complete instructions as asked in the Question Paper.
- Mention correct question number while answering in case of subjective paper.
- Maintain the speed from the beginning itself and complete the paper within the time allotted.
- Write neatly.
- **It is strictly advised that the candidate should not leave the seat during the test.NO Bio breaks are permitted.**

### **AFTER EXAM:**

- After the exam is over make PDF of the pages of answers attempted in your copy.
- Within 5 minutes upload this PDF in the of your exam paper.
- Click the submit button to submit the answer sheet. **Don't forget to upload the Subjective part in the same question paper before submission.**
- Submit the paper 5-10 minutes before to avoid problems

### **NOTE**

No request of resubmitting the answer sheet will be entertained.

**It is compulsory for all the students to attempt the Examination.**

**Also, humble request to all the parents and students to maintain the sanctity of exam.**

We solicit your co-operation to make the online examination a success. Detailed instructions related to access and solving of question papers and uploading of answer sheets are given as Guidelines specially designed to guide all the queries related to the examination procedure on MS Platform.

Best Wishes,



Principal