



Checklist for First Term Examination
Academic Session: 2020-21

This is the first time that School is holding exams on a virtual platform and the first time that you will be taking exams, remotely from home. In order to ensure hassle free First Term Examination, we suggest all students must ensure that the following things are checked and you are well prepared to take the online exam.

Prior to the exam, please check the following:

1. Good connectivity/internet connection.
2. Keep your device ready by charging it in advance.
3. Your exam schedule and the Google classrooms through which you will access the paper for different subjects.
4. You are part of the Google Classroom through which you have to write the exam.
5. Link for the meeting has been shared and you have access to it.
6. You have practiced scanning a practice paper and uploaded it to ensure you are following the correct path.
7. You have identified a quiet designated space where you can take the exam without being disturbed.
8. You have all the stationery items such as good blue or blue black pen to write the exam and color pencils to do your graphs/maps. Graphs/maps are not clear if you use a normal pencil.
9. Paste a copy of this checklist next to your workstation and check it carefully before uploading your answer sheet.

Join the following classrooms on the day of Science and Social Science exam for meet link and question paper:

Class	Subject	SECTIONS								
		A	B	C	D	E	F	G	H	I
VII	Sc	Phy/ Chem	Phy/ Chem	Bio	Bio	Bio	Bio	Bio		
	S Sc	Mona Singh	Pritha Singh	Sonali Sharma	Sonali Sharma	Swati Shukla	Pritha Singh	Mona Singh		
VIII	Sc	Chem	Chem	Phy	Bio	Chem	Bio	Bio	-	-
	S Sc	Charu Tiwari	Shilpi Singh	Charu Tiwari	Jaya Mathur	Mamta Saha	Minakshi Khemka	Yogita Gautam	-	-
IX	Sc	Chem	Chem	Chem	Chem	Chem	Chem	Chem	Chem	-
	S Sc	Nilakshi Chatterjee	Pritha Singh	Minakshi Khemka	Manisha Choudhury	Mona Singh	Nilakshi Chatterjee	Jaya Mathur	Shilpi Singh	
X	Sc	Chem	Chem	Chem	Chem	Chem	Chem	Chem	Chem	Chem
	S Sc	Swati Shukla	Jaya Mathur	Sanchita Ghosh	Minakshi Khemka	Yogita Gautam	Nilakshi Chatterjee	Kavita Gupta	Shilpi Singh	Nilakshi Chatterjee

On the day of the exam

1. Switch on your computer 15 minutes prior to the commencement of the exam.
2. Following time schedule will be followed on all exam days:

7:25 - 7:30 am	Google meet joining time
7:30 - 7:35 am	Instructions for the exam
7:35 - 7:40 am	Undertaking
7:40 - 7:45 am	Accessing and downloading the question paper
7:45 - 8:00 am	Reading time
8:00 - 10:00 am	Writing time
10:00 - 10:15 am	Scanning and turning in the answer sheets
By 11:00 am	Children availing extra time can turn in the paper

3. Join the correct Google Classroom on the day of the exam through the link posted in the Google Classroom by the teacher.
4. Make sure that your mic is OFF and earphones/headphones are ON for the entire duration of the exam.
5. At the start time of your exam, download your question paper.
6. In case of connectivity issues, if you find it difficult to download the question paper, inform your teacher in the Google Meet/ contact your teacher immediately.
7. Once you have downloaded the Question Paper, start attempting the Question Paper. If part of the Exam is taken through Google Form, keep writing the answers on a rough sheet of paper, as well, as a backup. In case of connectivity issues, your answers can be entered on the Google form once connection is restored. But under all circumstances the answers should be turned in through the Google form only.
8. Use A4 sheets to attempt the rest of the exam.
9. Write the following details on the first page of your answer script and keep it ready before the start of the exam.
 - a) Student Name
 - b) Class and Section
 - c) Subject
 - d) Number of continuation sheets used
10. Each page of the answer script should be clearly numbered. (It is advisable to number the sheets before the exam to save time) Always remember to turn the pages if you have written on the reverse when you scan. (Count your sheets)
11. Keep track of time.
12. Follow the instructions given by the teacher.

13. For Science and Social Science paper, separate sections should be attempted on different sheets. You CANNOT mix sections. However the paper has to be submitted with all sections as one document only.
14. In case of any doubts, please use the chat box. DO NOT UNMUTE and disturb the others.

On completing the exam

1. Submit the Google form (if given) by 10:00 am.
2. Arrange the answer sheets in correct order. Scan them in portrait mode and make one PDF file and name the file carefully as-->
File name: Student's name_Class & Section_Subject
3. Remember to scan both sides of the sheet if you have written on both sides of the sheet.
4. Before uploading, check if all the pages have been scanned and attached to the file.
5. It should be a single document. Do not send separate sheets. Make sure that you scan all sheets as one pdf file. If sheets are left from scanning, they will not be accepted later. Remember to check again if you have mentioned the number of sheets used.
6. Before submitting, check the document again, to ensure that all questions have been answered.
7. Before pressing the **TURN IN** button, make sure that the Attachment of your pdf file is showing in the assignment of the exam.
8. Make sure that the pdf file is turned in by 10:15 am.
9. No one can leave the meet before 10:00 am
10. You will leave the Meet only after the teacher confirms all submissions are in, and allows you to leave the Meet.
11. In case of a connectivity issue, DO NOT PANIC, click pictures of the paper and send it to your teacher immediately. You can turn in your paper as soon as the connection is restored.