

## **GUIDELINES FOR ONLINE UNIT TESTS**

The Unit Test will be conducted in an online mode.

Candidate can take the test from the safe and secure environment of his/her home, with a desktop/laptop/smart phone (with a webcam) and an internet connection (un-interrupted internet speed is desirable).

Candidates are requested to take the test honestly, ethically and should follow all the instructions.

### **1. Before beginning the test:**

- a) Make sure you have a good internet connection.
- b) **GRADE V** : Join at 7:45 AM.-The test will begin at 7:50 AM.  
**GRADE IV**: Join at 8: 00 A.M.- The test will begin at 8:05 AM.
- c) Students have to join the Google Classroom of the respective subject.  
(For eg: For Science UT they will join their Science classroom and for Maths UT they will join their Maths classroom.)
- d) The exam must be completed in one sitting.
- e) Answer all questions in the exam.
- f) **REMEMBER** to Click the “Submit” button (Turn in) after you upload your work.
- g) Class V students also need to keep a sheet of ruled paper (blank) to do the long/ subjective questions.

### **2. Basic Instructions for Online Examinations:**

- a) The test will comprise of Objective type Multiple Choice Questions (MCQs) Google Form.
- b) **Class V** (not Class IV) will also have a set of questions which they have to do on a sheet of ruled paper. They then need to upload a scanned **pdf** of that sheet on their Google Classroom.
- c) All questions are compulsory.
- d) The subjects or topics covered in the test will be as per the syllabus.
- e) Important: Do not click the “SUBMIT” button unless you have finished.  
Remember, you can submit a form only once.
- f) **COMPULSORY** : KEEP CAMERA ON DURING UNIT TEST

### **3. PLEASE NOTE:**

Extra Test Attempt or time will **NOT** be provided if :

- a) Student fails to appear for test within specified timings.
- b) Student does not appear for the papers.
- c) Student appears for test late / face lack of time.
- d) Student ignores instructions and rules.
- e) Student does not submit the test properly.
- f) Student face internet or power failure problems.