



**Academic Session:2021-22**

**Instructions for Annual Examination (Classes VI,VII,VIII,IX and XI)**

**Instructions for Pre Board II Examination (X and XII)**

- Annual Examination for VI,VII will be in Online mode only. All class VI and VII students will take the exams from home.
- VIII - XII Annual / Pre Board II exams will be conducted in hybrid mode. Students will come to school with parental consent.
- Students of VIII to XII have to confirm to the class teacher for the chosen mode by Friday Feb 18,2022 for the school to make necessary arrangements. Please note that the chosen mode will remain the same for all exams and no changes will be allowed unless there is a medical emergency.
- For classes X and XII Pre Board II examination, students who opt for online mode, the answer key will be provided after the exam. Students can later approach the teacher for clarification.

**On the day of the Annual Exam (Classes VI,VII,VIII,IX and XI) / Pre Board (X and XII):**

1. Following time schedule will be followed on all Exam days **for Online Examination:**

	Class VI	ClassesVII-IX,XI	X,XII
1)Google Meet joining time	7:30 - 7:35 am	7:30 - 7:35 am	7:30 - 7:35 am
2)General instructions and Undertaking	7:35 -7:40 am	7:35 -7:40 am	7:35 -7:40 am
3)Paper to be made visible and to be downloaded by students	7:40 - 7:45 am	7:40 - 7:45 am	7:40 - 7:45 am
4)Reading time	7:45 - 8:00 am	7:45 - 8:00 am	7:45 - 8:00 am
5)Writing time	8:00 - 10:00 am	8:00 - 11:00 am	8:00 - 10:00 am Children who avail extra time can write till 10:45 am
6)Submission time for Google form (if any)	By 10:00 am	By 11:00 am	--
7)Scanning and uploading time for the written paper	10:00 - 10:15 am	11:00 - 11:15 am	--
8)Submission of paper by CWSN	By 11:00 am	By 12:15 pm	--

2. Join the Google meet for the Exam well on time.
3. The **camera must be ON, mic OFF** and earphones/headphones **ON** for the entire duration of the exam.
4. **The work of the children who do not join the Google meet or whose camera were not ON for the entire duration of the exam, will not be accepted.**
5. At the start time of your exam, download your question paper.
6. Use A4 sheets to attempt the exam. Number the sheets. 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) Total number of sheets used
7. Keep track of time.
8. Follow the instructions given by the teacher.
9. In case of any doubts, please use the chat box. **DO NOT UNMUTE** and disturb the others.
10. Scan all the answer sheets in portrait mode in correct order. Before saving the document as pdf, cross check if all the pages are showing in portrait mode and the entire page length is scanned for all the pages of the answer sheets.
11. Once verified, save the PDF file and name the file carefully as-->  
**File name: Subject\_Annual Exam\_Student's name\_Class & Section.**
12. Before pressing the **TURN IN** button, make sure that the Attachment of the correct pdf file is showing in the assignment of the Annual Examination.
13. Make sure that the pdf file is turned in on time.
14. You will leave the Meet only after the teacher confirms all submissions are in, and allows you to leave the Meet.
15. **Late submissions for online papers will not be entertained beyond the due time. Please check your network connection and make alternate arrangements. In case you have connectivity issues, you are advised to take the exam in school.**
16. **Any student not adhering to the exam norms, her / his work will not be accepted.**

17. For Science and Social Science for classes VII-X, Annual Exam/ Pre Board II Exam will happen as one paper with different sections. The Google Classroom amongst P/C/B for Science and His-Pol Sc/Geo-Eco for SSc through which the Meet link and question paper will be accessible are as follows:

### Annual Examination (VII-IX)/ Pre Board II (X)

	VII- A	VII- B	VII- C	VII- D	VII- E	VII- F	VII- G		
<b>Sc</b>	Nidhi B Anand maám (Phy-Chem)	Vandana Kumar maám (Phy-Chem)	Radhika Sharma maám (Bio)	Deepti Pathania maám (Bio)	Monika Arora maám (Phy-Chem)	Geetika Tajeja ma;am (Bio)	Radhika Sharma maám (Bio)		
	VIII- A	VIII- B	VIII C	VIII- D	VIII- E	VIII- F	VIII- G		
<b>Sc</b>	Meenakshi Kachroo maám (Chem)	Nupur Agarwal maám (Phy)	Deepti Pathania maám (Bio)	Rekha Sharma maám (Chem)	Monika Arora maám (Phy)	Molina Sewal maám (Bio)	Radhika Sharma maám (Bio)		
<b>SSc</b>	Geography (Pritha Singh maám)	Geog (Yogita Gautam maám)	History (Minakshi Khemka maám)	History (Sonali Sharma maám)	Geog (Shilpi Singh maám)	History (Charu Tiwari maám)	History (Mamta Saha maám)		
	IX -A	IX- B	IX- C	IX- D	IX- E	IX- F	IX- G	IX- H	IX-I
<b>Sc</b>	Swati Mathur maám (Chem)	Deepti Pathania maám (Bio)	Meenakshi Kachroo maám (Chem)	Nupur Agarwal maám (Phy)	Rekha Sharma maám (Chem)	Meenakshi Kachroo maám (Chem)	Shampa Biswas maám (Phy)	Swati Mathur ma;am (Chem)	Vandana Kumar maám (Phy)
<b>SSc</b>	History (Jaya Mathur maám)	Geog (Shilpi Singh maám)	History (Minakshi Khemka maám)	History (Sanchita Ghosh maám)	Geog (Yogita Gautam maám)	History (Swati Shukla maám)	Geog (Nilakshi Chatterji maám)	History (Swati Shukla maám)	Geog (Kavita Gupta maám)
	X -A	X- B	X- C	X- D	X- E	X- F	X- G	X- H	
<b>Sc</b>	Biology (Geetika Taneja maám)	Physics (Shampa Biswas maám)	Biology (Molina Sewal maám)	Biology (Geetika Taneja maám)	Chem (Rekha Sharma maám)	Biology (Molina Sewal maám)	Physics (Shampa Biswas maám)	Physics (Nupur Agarwal maám)	
<b>SSc</b>	History (Mona Singh maám)	History (Jaya Mathur maám)	Geog (Nilakshi Chatterji maám)	History (Manisha Choudhury ma;am)	Geog (Shilpi Singh maám)	History (Minakshi Khemka maám)	History (Jaya Mathur maám)	Geog (Yogita Gautam maám)	

### For Offline Examination:

	Classes VIII-IX, XI	X,XII
<b>1)Reading time</b>	7:45 - 8:00 am	7:45 - 8:00 am
<b>2)Writing time</b>	8:00 - 11:00 am	8:00 - 10:00 am
<b>3)Submission of paper by CWSN</b>	By 12:00 pm	By 10:45 am

- Following Gates will be used for entry and dispersal:
  - ✓ Gate Number 5 (Annexe block gate)- VIII
  - ✓ Gate Number 4 - X and XII
  - ✓ Main Gate - IX and XI
- Children will only be allowed to enter with the consent form from parents. Body temperature needs to be recorded and mentioned for every exam day.
- Children will mandatorily wear a mask at all times in the school premises.
- Respiratory etiquettes will be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Sharing of items like pens/pencil, eraser, water bottle etc. amongst students will not be allowed.
- **After the exam, students of X and XII can leave from 10:15-10:30 am and of VIII, IX and XI can leave from 11:15-11:30 am. Parents to make the transport arrangement accordingly.**

**All the Best!**