



Sanskriti School  
Dr S Radhakrishnan Marg  
New Delhi -110021

**Academic Session:2021-22**  
**Instructions for First Term Examination**  
**Classes VII,VIII,IX (Online) and XI (Online/Offline)**

The First Term Examination will be conducted online.

**On the day of the Exam:**

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

	Class VII,VIII,IX	XI
Google Meet joining time	7:30 - 7:35 am	7:30 - 7:35 am
General instructions and Undertaking	7:35 -7:40 am	7:35 -7:45 am
Paper will be visible and to be downloaded by students	7:40-7:45 am	7:45-7:50 am
Reading time	7:45 - 8:00 am	7:45 - 8:00 am
Writing time	8:00 - 11:00 am	8:00 - 11:00 am
Submission time for Google form (if any)	By 11:00 am	By 11:00 am
Scanning and uploading time for the written paper	11:00 - 11:15 am	11:00 - 11:15 am
Submission of paper by CWSN	By 12:15 pm	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 not in the Google meet for 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\_First Term\_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 First Term Examination.
13. Make sure that the pdf file is turned in on time.
14. **While submitting the Google Form, students must ensure to click on Submit button of the Google form and then Turn it in the assignment of the Google Form for the First Term Examination.**
15. **In case subject teacher feels to check the genuineness of the student's work, the student may be asked to stay back for extra time in the meet to answer her / his questions related to the exam paper.**
16. You will leave the Meet only after the teacher confirms all submissions are in, and allows you to leave the Meet.
17. 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.
18. **For Science and Social Science, First Term 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:**

First Term Examination									
	VII- A	VII- B	VII- C	VII- D	VII- E	VII- F	VII- G		
Sc	Nidhi (Phy-Chem)	Vandana (Phy-Chem)	Radhika (Bio)	Deepti P (Bio)	Monika (Phy-Chem)	Geetika (Bio)	Radhika (Bio)		
	VIII- A	VIII- B	VIII C	VIII- D	VIII- E	VIII- F	VIII- G		
Sc	MeenaKshi Kachroo (Chem)	Nupur (Phy)	Deepti P (Bio)	Rekha (Chem)	Monika (Phy)	Molina (Bio)	Radhika (Bio)		
SSc	Geography (Pritha)	Geog (Yogita)	History (Minakshi)	History (Sonali)	Geog (Shilpi)	History (Charu)	History (Mamta)		
	IX- A	IX- B	IX- C	IX- D	IX- E	IX- F	IX- G	IX- H	IX- I
Sc	Swati (Chem)	Deepti P (Bio)	Meenakshi Kachroo (Chem)	Nupur (Phy)	Rekha (Chem)	Meenakshi Kachroo (Chem)	Shampa (Phy)	Swati (Chem)	Vandana (Phy)
SSc	History (Jaya)	Geog (Shilpi)	History (Minakshi)	History (Sanchita)	Geog (Yogita)	History (Swati)	Geog (Nilakshi)	History (Swati)	Geog (Kavita G)

**Class XI Offline Examination:**

<b>Reading time</b>	7:45 – 8:00 am
<b>Writing time</b>	8:00 – 11:00 am
<b>Submission of paper by CWSN</b>	By 12:00 pm

- Children will be allowed to enter from Gate Number 5 at 7:30 am and reach Annexe block. Children must reach on time.
- 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 must ensure that the masks are worn at all time in school premises. Any sneezing, coughing to be done inside the mask only. Mask worn shouldn't be loose. Carry spare mask. This is for your own safety.
- Following seating plan will be followed on all exam days:

<b>Class and Section</b>	<b>Seating in the following classrooms in Annexe block</b>	<b>Room Number</b>
XI A and XI G	VI B- First Floor	100
XI B	VI E- First Floor	101
XI C	VII B- First Floor	102
XI D	VII G -Second Floor	107
XI E and XI H	VII C- Second Floor	108
XI F	VII D- Second Floor	111
XI I	VII F- Second Floor	110

- Mobile phones if brought must be kept in the bag on silent.
- Children must get their own stationery. No exchange will be allowed.

**All the Best!**