



Academic Session: 2020-21
Instructions for Online Annual Examination
Classes: IX and XI

On the day of the exam:

1. Class IX students to join the following classrooms on the day of Science and Social Science exam for meet link and question paper:

	IX A	IX B	IX C	IX D	IX E	IX F	IX G	IX H
Science	Chemistry	Physics	Biology	Biology	Physics	Physics	Chemistry	Physics
SSc	Mona	Jaya	Minakshi	Manisha	Mona	Minakshi	Jaya	Manisha

2. Following time schedule will be followed on all exam days:

7:15 - 7:30 am	Google meet joining time
7:30 - 7:40 am	Instructions and Undertaking
7:40 - 7:45 am	Accessing and downloading the question paper
7:45 - 8:00 am	Reading time
8:00 - 11:00 am	Writing time
11:00 - 11:20 am	Scanning and turning in the answer sheets
By 12:20 pm	Children availing extra time can turn in the paper

3. Join the Google meet for the exam well on time.
4. Make sure that you keep your **camera ON**, **mic OFF** and earphones/headphones ON for the entire duration of the exam.
5. At the start time of your exam, download your question paper.
6. Use A4 sheets to attempt the exam and 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
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: Student's name_Class & Section_Subject.**
12. Before pressing the **TURN IN** button, make sure that the Attachment of the correct pdf file is showing in the assignment of the exam.
13. Make sure that the pdf file is turned in on time.
14. No one can leave the meet before 11:00 am. **In case your subject teacher feels to check the genuineness of your work, you may be asked to stay back for extra time in the meet to answer her / his questions related to the exam paper.**
15. You will leave the Meet only after the teacher confirms all submissions are in, and allows you to leave the Meet.
16. 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.