



**SOP TO TAKE
PRE BOARD EXAMINATIONS 2021**

CLASS X and CLASS XII



Protocol followed at sanskriti as directed by DOE



Adhering to the circular number DE5/43/04/EXAM/2019-20/39-46 dated 13/1/2021 regarding academic and examination activities of classes 10 and 12, DOE govt of NCT of Delhi. We plan to conduct pre board -2 for classes X and XII in school premises from 22/2/2021 onwards (Date sheet available on school website)

CONTD.....

Protocol to be followed at Sanskriti as directed by DOE



1. Children will be called to school only with the consent of parents
2. School premises will be sanitised properly/regularly
3. All staff will wear masks throughout
4. Proper social distancing will be maintained throughout
5. Thermal checks and hand sanitization will be at all entry gates
6. The record of children , staff, support staff coming to school will be maintained on a daily basis.





GENERAL INSTRUCTIONS

1. School buses will not be plying. Students to make their own arrangements for pick and drop.
2. Students are advised not to discard used masks or gloves in the school premises. They will be required to carry packets for proper disposal at home.
3. School canteen will be non operational.
4. Students must wear proper winter clothes according to the season.
5. In case a child is feeling unwell, should report to the invigilator immediately.
6. Students to carry a small bag to keep mobile phone etc which can be placed behind the chair while writing the exam.
7. Infirmary will remain open throughout





Guidelines to enter school

1. Students will enter in a staggered manner - as explained in the following slide.
2. Students to follow the markings made by the school to maintain social distancing.
3. The temperature will be checked at the gate.
4. Teachers to be present to collect the consent form. Every day the consent form should be carried. No entry without the consent form.
5. Children must carry their own sanitiser.

CONTD.....



Guidelines to enter school

6. Students should wear masks at all times and follow protocols. Students are required to carry an extra mask.
7. Students to adhere to directions on entry as mentioned in the following slides.
8. Students are advised to wear face shield and gloves for protection of self and others
9. Students are allowed to carry phone but should keep it **switched off.**
10. Students should carry their water bottle, light tiffin and stationery items. **Borrowing or lending will not be permitted.**
11. Students residing in containment zones or showing any symptoms of Covid should not report to school.





Entry Rules

1. Entry will be staggered.
2. One group will enter at 8, another at 8:30 and one at 9 am. This information will be posted everyday. No request for change will be entertained.
3. Entry schedule and gates to be used by students will be posted on the Google Classroom
4. Students should check the seating plan and entry / exit gates to be used on a daily basis.



Entry / Exit protocol - SAMPLE



Section	Reporting Time	Entry Gate	Venue for examination	Exit Gate	Exit time
A	8:00 a.m	Gate 4	Amphitheatre	Gate No 4	11:30 a.m
B	8:00 a.m	Main Gate (senior)	Gymnasium	Main Gate (senior)	11:30 a.m
C	8:00 a.m	Gate 5	Outside Annex block	Gate 5	11:30 a.m
D	8:30 a.m	Gate 4	Amphitheatre	Gate 4	12:00 pm
E	8:30 a.m	Main Gate (senior)	Gymnasium	Main Gate (senior)	12:00 pm
F	8:30 a.m	Middle School Gate	Outside Annex block	Middle School Gate	12:00 pm
G	9:00 a.m	Gate 4	Amphitheatre	Gate 4	12:30 pm
H	9:00 a.m	Main Gate (senior)	Gymnasium	Main Gate (senior)	12:30 pm
I	9:00 a.m	Middle School Gate	Outside Annex block	Middle School Gate	12:30 pm

** This is a sample and will change on a daily basis. Students to check the Google Classroom



Seating Plan

1. Seating arrangements have been made outdoors or in the Gym keeping in mind students safety.
2. Seating will be done to maintain a safe physical distance of six feet .
3. Students with writers will be seated in the classrooms of the respective blocks
4. Students (CWSN) need to bring writer with them. School will not be able to provide any writer. Please inform Ms. Apranta and your class teacher well in advance. The writer should come with the students and will be required to follow all safety protocols.
5. The question paper and answer sheets will be kept on the student's desk.
6. The students should leave the answer sheet on the desk before leaving.



Seating Plan - with 6 feet distancing





Rules for using washroom

1. Students seated outside Annexe block will use the washroom in the Annexe block
2. Students seated in the Gym will use the washrooms near the Gym area
3. Students seated in the Amphitheatre will use senior school washroom
4. Soap and sanitisers will be provided in the washrooms
5. Students are advised to use the washroom only when it is absolutely needed.
6. Do wash hands with soap and water thoroughly.
7. Not more than 2 students will be permitted to use the washroom at one time.





Guidelines to exit school

1. Students will exit through the same gate from where they entered.
2. Not more than 5 students will exit through the same gate at the same time.
3. Please ensure that transport to pick the student is available at appropriate time. This is to avoid crowding outside the school.





CONSENT FORM

Kindly print and bring the consent form everyday.
Parents are requested to take the temperature and write in the table daily.

<https://drive.google.com/file/d/1ZVj4liS5wJQ0lmidYGNPFBMVBSjciC44/view?usp=sharing>

