

## GUIDELINES FOR PRE MID TERM EXAMINATION (2021-22)

### ➤ GENERAL INSTRUCTIONS (PRIMARY & SENIOR SECTION)

- Commencement of Pre Mid Term Examination: -  
Primary Section (Classes I to V) : 6<sup>th</sup> July 2021  
Senior Section (Classes VI to VIII) : 2<sup>nd</sup> July 2021  
Senior Section (Classes IX, X & XII) : 5<sup>th</sup> July 2021
- Type of Question Papers: -  
Classes I to III : Objective Type (using Google Forms)  
Classes IV to X & XII : Subjective Type (using MS Teams)

- Weightage of Marks: -

Class	Subject	Type	Marks
I -III	All Subjects	Objective (Google Form)	20
IV-V	All Subjects	Subjective (PDF)	20
VI-X & XII	All Subjects	Subjective (PDF)	20

- After completion of the subjective exam, student has to click the pictures of answer sheets in sequence by using **Ms-office-lens App** and convert it into PDF format and mail it to the concerned teacher (email id will be provided by subject teacher).
- Answers for subjective exams are to be written on A4 size ruled sheets and every sheet should have a page number.
- Make sure you write the Name, Roll No, Class and Section before the commencement of the exam in order to save time.
- During examination, Ms-Team video should be '**ON**', failure to which may lead to cancellation of exam. It is advisable to login through 2 devices in Ms-Teams during exam.
- Mobile data package should not be exhausted during exam days and any sort of connectivity issues will not be entertained.
- We expect our parents to be vigilant during the Online Examination to ensure that your ward do not indulge in any unfair practices. Kindly ensure that your ward should write the examination in an undisturbed environment. Seek your cooperation to conduct the Examination in a fair and seamless manner.

## ➤ **INSTRUCTIONS FOR PRIMARY SECTION (I to V)**

- Timings & Duration of the Examination: -  
Classes I to III : 10:30 am to 11:10 am (40 minutes)  
Classes IV & V : 10:30 am to 12:00 noon (1:30 hrs.)
- Objective Paper for classes I to III will be conducted through Google forms and teachers will send the link in MS-Team chat box or through e-Care at 10:30 am.
- Subjective Paper for Classes IV and V will be in PDF format and teachers will upload it in the chat box or assignments in MS-Teams at 10:30 am.
- Primary Section (Classes I to V) students should login to MS-Team by 10:20 am.
- Kindly ensure that the PDF file for the classes IV & V must be mailed to the subject teachers by 12:10 pm. After the above given time it will not be accepted under any circumstances.

## ➤ **INSTRUCTIONS FOR SENIOR SECTION (VI to X & XII)**

- Timings & Duration of the Examination  
Classes VI to X & XII : 8:00 am to 9.00 am (1:00 hr.)
- Subjective Paper for Classes VI to X & XII will be in PDF format and teachers will upload it in the chat box or assignments in MS-Teams at 8 am.
- Senior Section (Classes VI to XII) students should login Ms-Team by 7:50 am for Subjective Paper.
- Kindly ensure that the PDF file must be mailed to the subject teachers by 9:10 am. After the above given time it will not be accepted under any circumstances.

Your cooperation is highly appreciable.

Examination Incharge