



GUIDELINES FOR TRIAL EXAMINATION ON FRIDAY 10TH SEPTEMBER 2021 (STD. XI & XII)

Time : 10:30 AM to 1:30 PM

STEP – 1

1. Join your webex meeting for trial examination via calendar as per the given timings.
2. Turn on your camera for whole duration as it is compulsory for attendance.

STEP – 2

1. Minimize your webex meeting and open google classroom.
2. Firstly attempt PART-1 (objective/MCQs) which needs to be done in google form which has been provided on Google Classroom.
3. After submitting google forms (Part-1) rejoin your Cisco Webex meeting.

STEP – 3

1. In starting 5 minutes question paper will be shared by the teacher on Cisco Webex. You can take either screen shot or print of the paper those who are using PC or Laptop. Only mobile users can take screen shot of the paper.
2. You can view the same question paper in Google Classroom subjective tab too.
3. Attempt your question paper PART-2 (Subjective) which needs to be done in your Notebook with legible writing.
4. Mention your name, class, section and subject on first page. Need to mention page number on each and every page so that you can send one complete pdf for checking.
5. After completing PART – 2, make one PDF of all the pages to upload in google classroom.
6. You need to upload your answer pdf in google classroom (Subjective tab).

STEP – 4

1. Come back to Cisco and confirm your teacher about the submission of answer PDF.
2. Once teacher will give feedback that they have received your pdf as well as google form response, you can leave the meeting.