# GUIDELINES FOR TERM-2 EXAMINATION (2021-22)

## Exam Pattern for Class-IX & XI

1) Term-2 paper will be a subjective paper and will be conducted via Google Classroom and Cisco Webex.

2) Submission of the PDF will be on Google Classroom.

3) Timing for the examination will be 10:30 am to 1:00 pm.
   i) Paper reading time :- 10:30 am to 10:45 am
   ii) Paper writing time (Subjective) :- 10:45 am to 12:45 pm
   iii) Paper submission time :- 12:45 pm to 1:00 pm

4) Duration of examination will be 2 hours 30 minutes only.

5) Subjective paper will be available on Google Classroom sharp at 10:30 am.

6) Students should login **Cisco & Switch ON the camera for the examination** so as to undergo smooth process of attempting paper.

7) Only one page would be visible at a time for 10 minutes on Cisco WebEx and same paper will be available on the Google classroom. Student can check all the questions properly before attempting the paper.

8) Students are advised to take screenshots or print or download the paper as per their feasibility.

9) **No response for PDF or answer sheet** will be considered after **1:00 p.m.**

10) For term-2 examination, **you can check the meeting id's on the calendar of respective class webpage.**

11) **Attendance will be marked on the basis of the online platform i.e. Cisco WebEx only and those who will not be present on Cisco will be considered as absent.**

12) Camera must be **switched ON** all the time with proper angle during the **subjective exam**.

13) If student face any issue while attempting the paper just mention your queries in Q & A section.

14) Paper must be done in proper legible hand writing in the Notebook pages.

15) Students have to mention the following details on their answer sheets:
   - **Student's Name**
   - **Father's Name**
   - **Class & Sec**
   - **Subject**
   - **Page No.**
   - **Date**

16) **All pages must be in one PDF only while submitting it on Google Classroom.**

17) After uploading the PDF, you need to mentioned the same in Q/A box then only you can leave the meeting.

# Answer Sheets Uploading Process:

- For subjective paper answers should be written in notebook (use pin pages of notebook)
- After completing the written test you need to click the picture of each page and prepare a single PDF.
- PDF preparation process has already been shared with you on class webpage.
- You need to upload the answer sheet PDF on Google Classroom in your subject tab only.
- If you will submit the PDF on any other platform except Google Classroom then your answer sheet will not be considered. And you will be marked absent for that particular paper.
- For mobile users, directly click on the camera button to take the image of your answer sheet.
- For laptop or desktop users, you need to click the pictures through your mobile phone and then make a PDF.
- Use mobile rear camera only for taking high quality picture.
- Blurred or tilted images will not be considered.
- Avoid edit or crop the images for the better picture quality.
- If you face any issue in submitting the answer sheet you can contact your class invigilator or at school reception.
- Make sure you keep all the images of answer sheets recorded with you for future reference.

## Pre-Exam Preparations

- It is a responsibility of students to ensure an appropriate environment for the examination. You should take online examination only in a well-illuminated closed room which is free from external noise and disturbances. Take your breakfast before commencement of your exam. **Students should take heavy breakfast as the exam will get over by 1:00 pm.**
- Please note that you will not be permitted to login if you are late by 15 minutes or more from scheduled starting time of the exam i.e. **10:30 am to 1:00 pm. (On Cisco WebEx)**

- Students must ensure that they have appropriate stationary for each examination. (Notebooks, geometry box, graph sheets, maps, blue pen (VI-XII)/ pencil (IV-V) are must to write your examination).

- Students should keep their water bottles with them.

- In case student loses connectivity, he or she should login again to resume the exam. If connectivity is not available for a longer duration a **student must get in touch with the reception on the given numbers 0141-6693333, 9057566058 (Only for Exam Queries)**

- The students are advised to read all the guidelines and related information thoroughly which have already been shared with you on your respective class webpage.

### Do's & Don't s for students:

- You should not leave the seat during the time of your examination.

- You should not take any phone call during the examination.

- You should not flip out the test window, during the examination.

- Use headphones or earphones while giving the examination so you can listen the instructions properly.

- You should not turn OFF the camera.

- You should not help other students in any form or take help of anyone.

- No one should be sitting or standing near you during the examination (any violation of the above will force us to end the exam)

- Do not involve any unfair or dishonest practice during the exam. If you try to cheat or break the rules in any way, it will invite an appropriate penalty under malpractice.