



GUIDELINES FOR TERM-2 EXAMINATION (2021-22)

Exam Pattern for Class-VIII

- 1) Term-2 paper will be in two sections :- a) Section-A Objective via Google Form
b) Section-B Subjective via Cisco Webex
- 2) Submission of the PDF will be on Google Classroom.
- 3) Timing for the examination will be 9:30 am to 1:00 pm.
 - i) Paper reading time :- 9:30 am to 9:45 am
 - ii) Paper writing time (Both Objective & Subjective) - 9:45 am to 12:45 pm
 - iii) Paper submission time :- 12:45 pm to 1:00 pm
- 4) Duration of examination will be 3 hours 30 minutes only.
- 5) Objective paper (link) and subjective paper will be available on Google Classroom sharp at 9:30 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:

- Objective type questions should be solved on Google form itself. By clicking the submission button you can submit your response.
- After Submitting the GF you need to take the screen shot for future reference.
- 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. **9:30 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.