



DELHI PUBLIC SCHOOL SECUNDERABAD
Nacharam

Email ID: email@dpssecunderabad.in

Phone No.040-33621222, 67580013, Toll Free: 1800-212-999-999

Ref No. DPS/NAC/20-21/Cir - 59

12th February, 2021
(Class – IX)

CIRCULAR FOR ONLINE MODE OF EXAM

Dear Parents,

Greetings from DPS Nacharam!

Please find below the instructions for the ONLINE Mode of Annual Examinations

1. Final exam shall be conducted as per the scheduled dates.
2. **Students have to log in sharp at 8.30am for attendance in their respective class rooms.**
3. It is mandatory for all students to be on **video mode** during the test.
4. The writing table to be placed away from the laptop/ PC so that the students are visible clearly while writing the exam
5. **Students must adjust their camera in such a way that they are seen clearly.**
6. **LOGIN & EXAM TIME:**

Login 5 minutes before the exam time (8.25 am).

Please note the Exam rooms will be **locked by 8.35 am** and will not permit any student to join late.

8.35 am: Attendance closes

8.35 am – 8.40 am: Instructions and checking work stations

8.45 am: Sharing the Question Paper Link

8.50 am to 11.50 am: Written Exam

11.50 to 12.10 pm: Uploading of Scanned Answer Scripts

12.10 pm: The Link for uploading answer scripts closes.

7. Students to be ready with the answer scripts as per the prescribed format and the required stationery.

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0.5 inch	NAME: _____ CLASS: _____ SEC: _____ ROLL NO: _____ SUBJECT: _____ DATE: _____	0.5 inch
1 inch	A4 SIZE SHEET	0.5 inch
	0.5 inch	

8. The question paper link would be shared in the chat box at 8.45am.
9. The time for writing the exam is between 8.50am and 11.50am.
10. Ensure that the answers are written in neatly and legible handwriting. Use a bright ink pen / blue ball pen to write the exam.
11. Students to login with their student email id through PC / Laptop.
12. The answer scripts should be submitted in the PDF FORMAT ONLY through the link provided latest by 12.10pm. **(Portrait form only)**
(Late submission will not be entertained. Answer scripts which are not scanned properly will not be evaluated.)
13. School shall not be responsible for any internet glitches faced by the students during examinations.
14. Students are expected to be honest in their attempt.

INSTRUCTIONS FOR ORAL EXAMINATION:

- ❖ Oral exam would be conducted on the same day as per the written exam schedule from **1pm to 6pm.**
- ❖ Students will be given **time slots and links for the exam.** They have to log in 2 minutes before the time and wait in the lobby for their turn patiently.
- ❖ All students to ensure proper internet connection during the oral examination. **NO excuses will be entertained.**
- ❖ All students must be in **VIDEO MODE COMPULSORILY** during the Oral Exam. Check readiness of the audio and video quality before the exam.

- ❖ Students must not keep any books either on the table or nearby while answering the oral exam. No other member of the family should be present in the same room.
- ❖ No prompting is permitted. In view of any such condition the Oral Test remains cancelled.
- ❖ The Oral Test is meant to test the deeper understanding and application of the concepts.
- ❖ Students not attending the Oral Test as per the time allotted will not be given another slot.
- ❖ Students must adjust their camera in such a way that they are seen clearly.
- ❖ The laptop or mobile which is used by the student should be placed such that the student is visible clearly. Students must answer to the questions asked immediately without wasting much time on thinking.
- ❖ Ensure that the child is well prepared for the ORAL EXAM.
- ❖ NOTE: There will be NO RETEST for both written and Oral Tests.
- ❖ **Special instruction for Information Technology: MCQ test in Google form will be conducted and the child will be given only TEN minutes to complete the test after which the link will be closed.**

Mrs. Sunitha Rao

Principal

Dr.Renu Gahlawat

Vice Principal