



Academic Year (2020-2021)

Ref. No: DPS/NAC/20-21/Cir- 60

Date: 12.02.2021

Dear Parents,

(Class XI)

Greetings from DPS Nacharam!

CIRCULAR FOR ONLINE MODE OF EXAM

School is geared up for the Annual examinations for class XI starting from **Monday 15th February 2021**. We have received the responses for both physical mode and the online mode through the Google Form shared earlier.

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

WORKSTATION:

1. Make sure the devices are fully charged and ensure good internet connectivity is made available throughout the exam process.
2. Ensure the Workstation for the assessment is adequate for the child to sit and write the assessment.
3. Ensure the camera position is fixed so that the child and the paper being attempted is visible throughout the assessment (3-4 Feet away).
4. Video must be switched on, for the whole duration of the exam.
5. It is recommended that there is no other member from the family is around in the room while the student is attempting the exam paper.
6. Verification of study table will be conducted by the class teachers in batches of 5-6 students.
7. **Class teachers will check the positioning of camera and the workstations on Friday 12th February.**
8. Students to make the necessary changes as instructed.
9. Ensure to maintain the positioning of the setup till the last exam.

LOGIN & EXAM TIME:

10. **Login 5 minutes before the exam time (8.25 am).**
11. Please note the Exam rooms will be **locked by 8.35 am** and will not permit any student to join late.
12. **8.35 am: Attendance closes**
13. 8.35 am – 8.40 am: Instructions and checking work stations
14. 8.45 am: Sharing the Question Paper Link
15. 8.50 am to 11.50 am: Written Exam
16. 11.50 to 12.10 pm: Uploading of Scanned Answer Scripts
17. **12.10 pm: The Link for uploading answer scripts closes.**

WRITING THE EXAM:

18. Write the answers on an **A4 Ruled sheets only** following the instructions given by the class teacher/ invigilator.
19. Draw neat margins on both the sides of the Answer scripts.
20. Question paper access link will be provided by the invigilator in the chat box.
21. The question paper will be “View Only mode”.
22. Mention your Name, Grade, Section, Subject, Paper (I/II) and page number on every sheet on the top right.
23. Ensure to restrict your responses as per the given instructions/lines/space mentioned in the question.

24. Maintain legible handwriting and attempt the questions in order.
25. Follow the format as instructed by the teachers in case of MCQ's/ Match the following / Objective type questions/ Subjective Questions.

EMAILING THE ANSWER SCRIPTS

26. The answer scripts to be scanned and uploaded on the Link shared in the Chat Box.
27. **Send the answer scripts within 20 minutes after the exam by 12.10 pm.**
28. **The submission link will be disabled by 12.10 pm and will not accept any submissions beyond time.**
29. Delay in submission is not acceptable.
30. Send the answer sheet in the order of page numbers.
31. Name the pdf file (answer script) in the format- Name/Grade/Section/Subject/Paper and send as a single pdf document. Example : Harsha /11A/English (Mention the same in the subject line of the mail that you send)
32. All the answer scripts should be filed and saved for future references.
33. We expect that the student adheres to the assessment guidelines and conduct. Any deviations in the above, the answer script will not be accepted and necessary action will be taken.

ORAL TEST:

34. **Oral Test will be conducted on the same day from 12.45pm onwards extending till the evening on the same day.**
35. **Timings will be shared** with the students.
36. Students are required to join the CISCO link well on time and wait for their turn in the waiting room till they are permitted by the invigilating team.
37. Test will be conducted as a **Rapid Fire Round questions.**
38. Both Objective and Subjective Questions will be administered.
39. It is mandatory for the student to be on the video mode with proper eye contact with the teacher.
40. No other member is permitted to be in the room.
41. No prompting is permitted. In view of any such condition the Oral Test remains cancelled.
42. The Oral Test is meant to test the deeper understanding and application of the concepts.
43. Students not attending the Oral Test as per the time allotted will not be given another slot.
44. NOTE: There will be NO RETEST for both written and Oral Tests.

ACADEMIC SUPPORT

45. Academic support for the next exam is provided from **12.45 pm to 1.45 pm and from 3.30pm to 5.30 pm on the day of the exam as a common CISCO Link.**
46. Academic support on Study Holidays (Non-exam days): 9.00 am to 12.00 noon
47. Mock Test will be uploaded.
48. Teacher-on-call will be available for doubt clarification.

Please download the ADMIT CARD from Studease.

It is mandatory for every student to write the Admit Card Number on the answer scripts.

For any further clarifications, please contact the class-teacher and the coordinators.

All the Very Best!

Mrs.Sunitha S. Rao
Principal

Mrs. Nandita Sunkara
Senior Vice Principal