



DELHI PUBLIC SCHOOL NACHARAM, SECUNDERABAD

Academic Year (2020-2021)

Ref. No: DPS/NAC/20-21/Cir- 63

Date: 14.02.2021

Dear Parents,

(Class XI)

Greetings from DPS Nacharam!

CIRCULAR FOR ONLINE MODE OF EXAM FOR ALL STUDENTS

School has made few modifications based on the logistical planning for conducting the Annual Examinations starting from **Monday 15th February 2021**.

Exams will now be on the **ONLINE MODE ONLY FOR ALL THE STUDENTS**. The login credentials and CISCO joining links will be shared by the class teachers. **School will conduct MCQ TEST (PART-B) instead of an Oral Test in continuation after the SUBJECTIVE PAPER (PART-A) is submitted.** The fresh instructions for the conduct of MCQ Test in place of Oral Test are being shared below.

PLEASE ENSURE YOUR WARD GETS THE WORKSTATION CHECKED BY THE CLASS TEACHER.

Please find the instructions below for the ONLINE Mode of Annual Examinations for all the students:

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.**
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 (PART-A & PART-B):

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.**
18. **12.15 pm: Attendance for MCQ Test (PART-B)**
19. **12.20pm:** Link for MCQ will be shared in the Chat Box with a window period of 20 minutes (80 marks Part-A) or 30 minutes(70 marks Part-A) as per the subject.
20. **Students to attempt and submit in time.**
21. **Link will get closed by 12.40 pm (in 20 minutes) for subjects having PART-A of 80 marks and at 12.50 pm (in 30 minutes) for subjects having PART-A of 70 marks.**

WRITING THE EXAM SUBJECTIVE (PART-A):

22. Write the answers on an **A4 Ruled sheets only** following the instructions given by the class teacher/ invigilator.
23. Draw neat margins on both the sides of the Answer scripts.
24. Question paper access link will be provided by the invigilator in the chat box.
25. The question paper will be “View Only mode”.
26. Mention your Name, Grade, Section, Subject, Paper (I/II) and page number on every sheet on the top right.
27. Ensure to restrict your responses as per the given instructions/lines/space mentioned in the question.
28. Maintain legible handwriting and attempt the questions in order.
29. 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 (PART-A)

30. The answer scripts to be scanned and uploaded on the Link shared in the Chat Box.
31. **Send the answer scripts within 20 minutes after the exam by 12.10 pm.**
32. **The submission link will be disabled by 12.10 pm and will not accept any submissions beyond time.**
33. Delay in submission is not acceptable.
34. Send the answer sheet in the order of page numbers.
35. 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)
36. All the answer scripts should be filed and saved for future references.
37. 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.

MCQ TEST (PART-B)

38. Teachers will post the MCQ Test (Part-B) link in the chatbox in the respective classes at 12.20 p.m.
39. Different sets of MCQs will be administered.
40. Subjects having PART-A of 80 marks will have MCQ Test for 20 minutes (12.20pm to 12.40pm)
41. And subjects having PART-A of 70 marks will have MCQ Test for 30 minutes (12.20pm to 12.50 pm)
42. It is mandatory for the student to be on the video mode.
43. No other member is permitted to be in the room.
44. No prompting is permitted. In view of any such condition the MCQ Test remains cancelled.
45. The MCQ TEST (PART-B) is meant to test the deeper understanding and application of the concepts.
46. Students not attending the MCQ Test as per the time allotted will not be given another slot.
47. There will be **NO RETEST** for both written Subjective Test (PART-A) and MCQ Test (PART-B).

ACADEMIC SUPPORT

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

Please download the ADMIT CARD from Studease.

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