



DELHI PUBLIC SCHOOL SECUNDERABAD  
Nacharam

Email ID: [email@dpssecunderabad.in](mailto:email@dpssecunderabad.in) Phone No.040-33621222, 67580013, Toll Free: 1800-212-999-999

Ref No. DPS/NAC/20-21/Cir – 64

14<sup>th</sup> February 2021  
(Class – IX)

**CIRCULAR FOR ONLINE MODE  
OF EXAM FOR ALL THE  
STUDENTS**

*Dear Parents,*

*Greetings from DPS Nacharam!*

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

1. Final exam shall be conducted as per the scheduled dates.
2. **Students have to log in sharp at 8.25am for attendance in the login id given.**
3. It is mandatory for all students to be on **video mode** during the test.
4. Please be ready with your laptops/PC.
5. The writing table should be placed away from the laptop/ PC so that the students are visible clearly while writing the exam.
6. **Students must adjust their camera in such a way that they are seen clearly.**
7. **LOGIN & EXAM TIME:**

**Login 10 minutes before the exam time (8.20am).**

**The login id will be shared by the Class Teacher. The students to login using their correct credential in the link given by the Class Teacher. Students who login using incorrect credentials and in the wrong link will be expelled.**

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

**Part –A Written Examination**

**8.30 am to 8.35am: Attendance**

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.**

**\*For Information Technology - 8.50am to 10.50am Exam Time**

**10.50am to 11.10am uploading of scanned answer scripts**

**11.10 am: The Link for uploading answer scripts closes**

**NOTE: There will be NO oral exam BUT an MCQ test in Google form. It is mandatory for all students to take the MCQ test also. The students will be tested on conceptual and application-based questions.**

**PART - B:**

**The Students to login in through in the same link for MCQ test (Part B) at 12.15pm sharp.**

**Question paper of MCQ will be shared at 12.20pm.**

**12.20pm to 12.40pm exam time.**

**Link for MCQ closes at 12:40pm sharp.**

**It is mandatory for students to attend both part A and Part B Exams.**

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

Diagram of an A4 size sheet for an answer script. The sheet is labeled "A4 SIZE SHEET" and "PAGE-1". It has a header section with fields for NAME, CLASS, SEC, ROLL NO, SUBJECT, and DATE. The dimensions are specified: 0.5 inch for the top and bottom margins, 1 inch for the left margin, and 0.5 inch for the right margin.

9. The question paper link would be shared in the chat box at 8.45am.
10. The time for writing the exam is between 8.50am and 11.50am.
11. Ensure that the answers are written in neatly and legible handwriting.  
Use a bright ink pen / blue ball pen to write the exam.
12. Students to login with their student email id through PC / Laptop.
13. 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.)***
14. School shall not be responsible for any internet glitches faced by the students during examinations.

15.No retest will be conducted either for Part A or Part B

16.Students are expected to be honest in their attempt.

Mrs. Sunitha Rao

*Principal*

Dr.Renu Gahlawat

*Vice Principal*