



DELHI PUBLIC SCHOOL  
Nacharam

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Ref. No: DPS/NAC/20-21/Cir- 65

Date: 15.02.2021

Dear Parents,

(Class III & IV)

*Greetings from DPS Nacharam!*

### **CIRCULAR FOR ONLINE MODE OF EXAM**

School is geared up for the Annual examinations for classes III & IV starting from **Thursday 18th February 2021.**

### **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. Video must be switched on, for the whole duration of the exam.
4. Verification of study table will be conducted by the class teachers in batches of 5-6 students.
5. **Class teachers will check the positioning of camera and the workstations on Tuesday 16<sup>th</sup> February.**
6. Ensure to maintain the positioning of the setup till the last exam.

#### **LOGIN & EXAM TIME:**

7. **Login 5 minutes before the exam time (8.25 am).**
8. Please note the Exam rooms will be **locked by 8.35 am** and will not permit any student to join late.
9. **8.35 am: Attendance closes**
10. 8.35 am – 8.40 am: Instructions and checking work stations
11. 8.45 am: Sharing the Question Paper Link
12. 8.50 am to 10.30 am: Exam
13. We expect that the student adheres to the assessment guidelines and conduct.

#### **ACADEMIC SUPPORT**

14. Academic support for the next exam is provided from **11.00 am to 12.00 pm (for all students) and remedial classes from 1.30pm to 2.30 pm on the day of the exam as a common CISCO Link.**
15. Academic support on Study Holidays ( Non-exam days): 9.00 am to 10.30 am
16. Online concept test will be uploaded on study holidays.
17. 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. Sirisha.K**  
Headmistress