

Annual Examination 2020-21(Online Exam)
Class V to VIII
Circular for Students

1. Students to check and note down the **datesheet** carefully.
2. Students to make arrangement of **2 devices** (Phone or laptop) for the Exam.
3. One device will be used for viewing and attempting Question Paper and the other device to be used for invigilation.
4. **Invigilation** will be done through **Teams meeting**.
5. Students to make sure that the device they will be using for **invigilation** should have **camera** in working condition.
6. A link for the invigilation will be sent to them by the teacher incharge, students to join the meeting with the teacher well in time and to make sure to turn on the camera and follow the instructions of the teacher incharge.
7. Students **not able to arrange 2 devices or turn ON camera** for Invigilation are required to **submit undertaking** to the Class Teacher.
8. For such students, Parents will be responsible for invigilating their ward. Parents to ensure that their ward **doesn't use any unfair means during the exam time**.
9. **Question paper will be shared** with the students through the **common Team** of Class V, VI, VII & VIII.
10. Students have to attempt the question on the **ruled sheets** using pen.
11. On the **first page** of answer sheet the following details have to be specified by the students:
 - a) Name of the Student
 - b) Class & Section
 - c) Roll No
 - d) Subject
 - e) Name of the Examination
 - f) Date
 - g) No of pages used
 - h) Map/Graph (if Used)
12. On top of **every page** and graph or map used, it is mandatory to mention their Name, Subject, Class-Sec and Page No.
13. After completing the paper they will make a **PDF file of the answer sheets** by clicking pictures. (Any PDF creator app can be used for this purpose)

14. PDF file should be named as per the pattern – **StudentName-Class&sec-Subject eg. Akrit-6A-English.**
15. This PDF file of answers to be **mailed** to the invigilator on the mail ID shared by the Teacher.
16. Mail to be sent within the designated time after the completion of paper. In case the child is not able to mail the paper well in time, his/her paper will not be considered.
17. Students to make sure to click **clear pictures**. PDF of answer sheet should not have blurred or low light images.
18. Students are responsible to make all the arrangements for the examination, which includes proper internet connection, charging of the devices etc.