

Guidelines For The Staff, Students And Parents During Online Exam Days.

In order to avoid confusions and disputes during and after the Examinations on various issues like, manipulation in the answer sheets, copying from text books or other resources etc. Certain precautionary measures, I thought of sending you the following guidelines which should be brought to the teacher, students and parents.

Important instruction to be followed during online examination:

1. Students are instructed to carve out a peaceful place in their home when they will be taking their exams with no disturbances from any family members. Students should find a proper place to take their exams as instructed by their teacher-invigilators.
2. Students should report to the exam spot 10 minute before the scheduled time and they will not be allowed to have text books or note books in the examination room during the exam hours.
3. On the examination days students should be in proper uniform with their ID Cards. Defaulters will not be allowed to sit for the exam.
4. Exams will be start with morning assembly prayers.
5. During exam hours, students will not be leave their spot for any reason, In case any emergency occurs (unless it is nature's call) , they must take permission from the invigilator. They should keep their water nearby them during examination.

6. Students are not supposed to pick any call during exam hours and are not allowed to hold the meeting on teams app; it may be treated as an attempt to cheat.
7. Before starting the exam invigilator should announce in the class the number of pages in the question paper.
8. Students must use proper **answer sheets** (preferably purchased from the stationary store) and they must write with a black or blue ballpoint pen. They should not use a gel pen, roller pen, pencil or other writing instrument that does not show through on the carbon copies. Their answer scripts (PDF FILES) should be legible.
9. Students are to be instructed to read thoroughly the question paper before they attempt to write the answer. 10 to 15 mts, regarding time could be granted for the same.
10. The teachers should instruct the students to leave the margin and write the name and other particulars properly in letter such as School Name, Exam Term, Student's Name, Class, Roll Number, Admission Number etc. should be mentioned on the first page with parent's/guardian's signature on it. Page 1 must also include the total number of pages. Students should write the page number on the answer sheets in proper sequence as they go along.
11. Daily attendance should be marked on the Google forms. Teachers should do their invigilation duty seriously. They are not allowed to go to anywhere for any kind of other works.
12. The students are not allowed to use any unfair means in the examination. Any students caught for using unfair means should be immediately reported to the Principal. Strict

disciplinary action will be taken against any person found in any malpractice in the examination room.

13. The invigilator will provide information regarding tools/material for examination that students are permitted to use. If any extra material, other than which is specifically permitted is found nearby, their answer scripts or exam spot it may be treated as an attempt to cheat and strict action(Cancellation of paper) will be taken on this account.
14. Students from grade Nursery to X will be protected live during their exams using Microsoft Teams app. They are instructed to put their camera on (video mode on) during the exam hours. Teachers invigilator will monitor all the students by looking at their screens while students are taking their exams.
15. Students are instructed to fully charge their mobiles and Laptops, Having sufficient back up. Students are also advised to use faster, reliable and continued internet connection. Please do not use internet connection which frequently disconnect or having any other issue.
16. During exams, if any technical error causes then students should not panic, they should immediately inform their invigilator. Failure to report such technical problems may be treated as cheating or an attempt to cheat.
17. During examination, it is student's responsibility to submit their answer scripts electronically. They must contact invigilator to register/confirm that they have submitted their answer scripts.
18. Students may work on their exam until the time allotted for the examination expired. After the examination has expired,

they will get 15 minutes buffer organise answer scripts into PDF Format before handing in. The buffer may also account for potential technical issue while submitting their work. Other than 15 minutes no extra time will be provided to any student.

19. All the students are required to comply with the directions given by their invigilators while taking their exams

20. There will be no re-examination for the same subject on another day for whatever reasons..

Sr. Violet
Principal