

Date: February 18, 2021

GUIDELINES FOR ONLINE EXAMINATION-20-21

1. Commencement of Examination: **For Pre KG to IX: 22nd February 2021**
2. Type of Question Papers: **Classes Pre KG to VIII: Subjective Type.**
3. After completion of the exam, students have to click the pictures of answer sheets in sequence by using Ms-office-lens App/Adobe Scanner and convert it into PDF format and WhatsApp it to the concerned teacher within 15 minutes after the allotted time.
4. Answer sheet pictures sent after the stipulated time will result in reduction of marks. (5 marks for 10 minutes delay and not more than half an hour delay at the most)
5. Answers are to be written on the note books (as you did for the half yearly) and every page should have a page number.
6. Students should write their names, roll no., class and section before the commencement of the exam in order to save time.
7. After submitting the answer sheet PDF pictures online there should not be any change in the answer sheet.
8. During examination, Google meet video should be 'ON', failure to which may lead to cancellation of exam.
9. Parents, brothers or sisters must not prompt the child in any way to write the exam. If any doubt it should be cleared online with the subject teachers.
10. **Student who uses unfair means during examination will be awarded a 'zero' in that subject.** Such an act calls for strict disciplinary action.
11. Parents/ Students can clarify any doubt regarding online examination and subject matter with the subject/ class trs., before 22nd February 21.
12. Mobile data package should not be exhausted during exam days and any sort of connectivity issues will not be entertained.
13. Exam timetable, duration and mode of the examinations are already sent to you by the office and class teachers. Kindly adhere to it.
14. Q. Papers will be uploaded on Parentsalrm just before the exams begin. Adjust yourselves to a full network location so that there will not be any glitches during the exams

15. Students must login at least 10 minutes before the exams begin.
16. Kindly refer to the schedule and motivate your child to do it sincerely.
17. No student should indulge in any kind of unfair means during the online examination. Though teachers will monitor but still we request our parents to invigilate the exams of their wards. Kindly ensure that your wards utilise the full time period allotted. Seeking your cooperation to conduct the Examination in a fair and seamless manner. This will equip the students to perform better in the Board Examination and will ensure their success.

Your Cooperation is highly solicited.

Academic Coordinators

Loyola School

Kindly Note: **Class 9 students will have offline exams at school**

INSTRUCTIONS TO BE STRICTLY FOLLOWED BY THE STUDENTS WHILE APPEARING FOR THE OFFLINE EXAMINATION (Std.IX)

1. All the students will carry their own hand sanitizers and must cover their mouth and nose with their masks.
 2. All the students will follow the social distancing norms and parents should also guide their wards about precautions to be taken by them to avoid the spread of Covid-19.
 3. Parents will ensure that sick children are not sent to school.
 4. All the students should carry their own water bottles and stationeries for writing the exams. Sharing of stationery is strictly prohibited.
 5. Parents should ensure that your ward comes to school in school uniform and must carry school ID.
 6. Student who uses unfair means during examination will be awarded a **'zero'** in that subject. Also, ICSE will be intimated about the same as such an act calls for strict disciplinary action in accordance to the norms.
 7. Parents are also requested to wear proper masks and follow the social distancing norms.
- Your Cooperation is highly solicited. Academic Coordinator