



## **INSTRUCTIONS FOR CONDUCT OF ONLINE UNIT TESTS**

Dear Parents,

Please note the following instructions regarding conduct of the upcoming online unit tests.

### **Middle School (Classes VI,VII,VIII)- Unit Tests**

Commencing from 7<sup>th</sup> December 2020 unit tests for classes VI,VII & VIII will be conducted through Google Suite (Google Classroom). The date schedule has been uploaded on the school website.

1. Questionnaires will be assigned to the created classrooms five minutes prior to the commencement of the examination.
2. The questionnaires will be in Google Form format.
3. All the questionnaires for all subjects will have MCQ type questions
4. Students will be required to join through G-meet using the G-meet link shared in Google classroom No.1( All students of a section will be added to Classroom 1 by the class teacher)
5. It is mandatory for the students to keep their camera / video on while answering the questions.
6. Students will be monitored by the respective class teachers via video streaming.
7. The duration of exam will be 40 minutes - 8.30 am- 9.10am
8. The maximum marks that can be scored in each test will be 30
9. The students are supposed to reply to the questions by clicking on the correct options and finally in the end clicking on the submit tab for submitting the correct responses.
10. Please note only one response will be accepted. Students will not be able to take a second attempt once the form gets submitted.
11. Late submissions will not be accepted. Form submissions will close at 9.15 am
12. Kindly ensure that the above mentioned instructions are adhered to.
13. Kindly contact the class teacher in case of any queries.
14. Regular classes will resume from 10.30 am onwards on examination days.

Warm Regards

Principal  
John A. Bagul

