



## INSTRUCTIONS FOR CONDUCT OF ONLINE UNIT TESTS

Dear Parents,

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

**Class XI and IX- Unit Tests** (Not applicable for class XI project based assessments)

2<sup>nd</sup> unit tests for classes IX and class XI will be conducted in the months of December and January through Google Suite (Google Classroom). The date schedule has been uploaded on the school website.

1. Question papers will be attached to the created classrooms five minutes prior to the commencement of the examination.
2. Students will be required to join through G-meet using the G-meet link shared in the Google classroom No.1( All students of a section will be added to Classroom 1 by the class teacher)
3. It is mandatory for the students to keep their camera / video on while writing the answers.
4. Students will be monitored by the class teachers via video streaming.
5. The duration of exam
  - Class XI – 1 Hour, Writing time- 8.30am-9.30am
  - Class IX – 40 Minutes , Writing time- 8.30am-9.10am
6. The maximum marks that can be scored in each test will be 25.
7. Students are to write the answers in loose ruled sheets-A4 size/South City sheets . The date, name, class, section, subject should be clearly written on top of the sheet. These sheets should be numbered, scanned in correct order and submitted as a single pdf within the allotted time. The entire process will be invigilated.
8. The pdf answer sheet should be attached ( turned in) in the respective Google Classroom within 10 minutes.
9. There will be negative marks for papers turned in after 9.40am.
10. All answer sheets are to be preserved by the students in a folder.
11. Kindly ensure that the above mentioned instructions are adhered to.
12. Kindly contact the class teacher in case of any queries.
13. Regular classes will resume from 10.30 am onwards on examination days.

Warm Regards

Principal  
John A. Bagul

