



NORTH POINT SENIOR SECONDARY BOARDING SCHOOL

(Arjunpur, Rajarhat, Bolpur Branch)

General Instructions for ANNUAL Online Examinations 2020-21

CLASS – 1 TO 6

1. Exam timing- as mentioned in the Google Form question paper
2. Students are required to login to respective Class Teachers Zoom class at 09:30 am. The exam shall commence from 10 am.
3. Students approved by the School office will be allowed to enter the Classroom for exam purpose.
4. Students should be logged in to their **Gmail account** to access the online exam link as the same is Google Form based. The Exam link shall be given by the class teacher in the Zoom class itself. The exam link will work only in **Google Chrome browser / Google Chrome App**.
5. Prior to commencing Exam, a mock test will be conducted during online class for all students to get them adjusted with the exam system.
6. Parents and students are required to maintain complete silence and ensure complete decorum of an Exam is maintained. No prompting/helping during the online test should be allowed in the interest of their own wards overall development.
7. It is requested that Parents must help the school by being equally vigilant towards their child while giving online examination.
8. All parents are required to ensure that their ward appears for Annual Exam as the same will be considered for promotion in next class. Under no circumstance any request for repeat examination will be considered.
9. Students must be in **school uniform** while appearing for Online Test.
10. The students must enter their student Admission no. and Email id while giving the exam. Email id should be same as is registered in schools database.
11. Parents must ensure that they have good Internet Connection to appear for Online Test. No retest test shall be taken due to any reasons whatsoever.
12. The examination will comprise of Objective type Multiple Choice Questions (MCQs) and descriptive questions (as the case may be). Students must attempt all questions.
13. The examination does not require using any paper, pen, pencil and calculator.

14. It is the duty of the parents to ensure availability of a Laptop/Desktop/Smart Phone/Tab, etc for their ward to appear for the Online Test. No special provisions shall be given to any parents not owning the same. The above is also valid for those Parents having more than one child studying in the school.
15. There will be no classes on the days of examination and also during the entire duration of examination schedule.
16. Off days between the examinations will be considered as study leave.
