



# **NORTH POINT SENIOR SECONDARY BOARDING SCHOOL**

## **(Arjunpur, Rajarhat Branch)**

### **General Instructions for SELECTION TEST Online Examinations 2020-21:**

#### **CLASS – 7, 8, 9, 11**

1. Class 7, 8, 9, 11 will have full and complete “pen and paper” examination.
2. Exam timing 10 AM to 1 PM (3 hrs. duration).
3. Students are required to login to respective Class Teachers Zoom class at 09:30 am. The exam shall commence from 10 am.
4. Students approved by the School office will be allowed to enter the Classroom for exam purpose.
5. 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.
6. It is requested that Parents must help the school by being equally vigilant towards their child while giving online examination.
7. 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.
8. 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**.
9. The **Google link** containing the question paper will be activated and shared with the students sharp at 9:40 am. Students will download the question paper and 20 mins will be allotted for question paper reading. Students must be logged in to their Gmail account to appear for the exam.
10. Student will start writing sharp at 10 am and will be allowed the time as per printed in the question paper. A total of **3 hours** will be allotted for answering and another 30 min for uploading of answer sheets in Google Form.
11. A4 Size White paper or standard ruled paper may be used for writing all the exams.
12. The students must have pre-installed **PDF Reader, PDF connector/Cam Scanner** in their device to avoid the last minute inconvenience for the purpose of scanning and uploading the answer sheets in Google form.

13. Within next 15 minutes of completion of the examination, the students will upload the PDF file in the Upload option given in the Google Form of the respective subject. File once uploaded will stay in record of the school.
14. The PDF file will be stored in the record of the school and will be tallied with the hard copy once received in the School. Evaluation of the answer copies will start only after receiving the hard copy of Answer Sheets.
15. Any sort of mismatch between the PDF and the hard copy of the Answer Sheets will lead to cancellation of the examination for that particular student.
16. The PDF should have the following details in the cover page
  - a. **Name of the student**
  - b. **Class**
  - c. **Name of the school with branch**
  - d. **Admission number**
  - e. **Subject**
  - f. **Date of examination**
  - g. **No. of Pages used**
17. Once the entire examination is finished, all the answers scripts for all the subjects should be dropped by the guardians personally in the respective school **dropbox** or the same may also be sent by **Speed Post** to the respective schools in a sealed packet.
18. The sealed packets whether **dropped personally or sent by Speed post** must have the following details :-
  - a. **Name of the student**
  - b. **Class**
  - c. **Name of the school with branch**
  - d. **Admission number**
  - e. **Subject**
  - f. **Date of examination**
  - g. **No. of Pages used**

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