



NORTH POINT SENIOR SECONDARY BOARDING SCHOOL

(Arjunpur, Rajarhat, Bolpur Branch)

General Instructions for Pre-Mid Examinations 2021-22

CLASS – 1 to 12

1. Class 1 to 12 will have full and complete “pen and paper” examination.
2. Exam will be of 20 marks and Exam timing 10 AM to 11:30 AM (1 hrs. 30 min duration including paper uploading). After the time limit the Google form will be **closed**.
3. Students are required to login to respective Class Teachers Zoom class at **09:30 am**. The exam shall commence from **10 am**.
4. Only the 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 **official Gmail account** given to them 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 **1 hr 30 min** will be allotted for answering and uploading of answer sheets in Google Form. After the time limit the Google form will be **closed**.
11. **Student must write the answers only in their School copy assigned for tests. No Answers written in A4 or any other sheets will be accepted by the School.**
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. Admission number
 - c. Class
 - d. Subject
 - e. Branch Date of examination
 - f. Name of the school with
 - 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. Admission number
 - c. Class
 - d. Subject
 - e. Branch Date of examination
 - f. Name of the school with
 - g. No. of Pages used

MOCK TEST INSTRUCTIONS (CLASS 1 TO 12)

There are 3 steps to successful uploading after examination:

a) **Writing the exam in School copy and Taking photo of the papers &**

Convert in PDF format. It is preferred to use **CAM Scanner or Adobe Scan App.**

i) **To know how to decrease the resolution of the Camera**

click here <https://youtu.be/TZmoSPWxX1k>

ii) **Create PDF file** (The **pdf file** size should not exceed **10 mb** else it will not be uploaded in Google Exam Form) -

click here <https://youtu.be/-m1Uym93DSY>

b) **Uploading the PDF File in Google Exam form.** Parents must ensure that the quality of the PDF file is good enough so that it can be assessed by the subject teaches. Click the link below to know how to upload pdf file in Google Exam form.

click here <https://youtu.be/A-YiwFfhBJI>

Parents can now click the following link below to access **mock test** link so that they don't face any issue during Pre-Mid Term Exam commencing from 14th June 2021. It is to be noted that MOCK Test can be given only once on a daily basis.

https://docs.google.com/forms/d/e/1FAIpQLSdPTLrRYwsqUrfHG7tYy-MwH7hP0IUlazR_7kus1fj2nLCuYA/viewform