



## **NORTH POINT SENIOR SECONDARY BOARDING SCHOOL**

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

#### **General Instructions for Mid - Term Online Examinations 2021-22**

1. All parents are required to ensure that their ward appears for Mid-Term Exam as the same will be considered for promotion in next class. Under no circumstance any request for repeat examination will be considered.
2. Class 1 to 12 will have full and complete “pen and paper” examination.
3. Students are required to login to respective Class Teachers Zoom class.
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. **Exam Timing**
  - a) **Students entry time - 09:30 am** - From 9:30 am to 10 am, the respective class teachers will ensure students' authenticity through Video and check for uniform, ID card, Exam Admit Card, etc. and accordingly mark attendance. No students will be allowed to sit for exams under any circumstances or excuses without their Video mode **ON**. Students must login to their exams using their official email id provided by the school only.
  - b) **Question paper distribution time - 09:45 am to 10 am** - During this time students will be given time to go through the question paper thoroughly and in case of any discrepancy the same must be brought to the class / subject teachers notice.
  - c) **Class 1 to 8** - Examination starts sharp at 10 am and ends at 12:30 pm (i.e 2. hrs. 30 min time for writing). Answer sheets uploading time is from 12:30 pm to 01:00 pm (i.e. 30 min separate time is being given for uploading of answer sheets). No further time shall be given for answer sheet upload beyond the time limit mentioned.
  - d) **Class 9 to 12** - Examination time is 02 hours including uploading of Answer Sheets. No further time shall be given for answer sheet upload beyond the time limit mentioned.
6. Prior to commencing Exam, a mock test will be conducted during online class for all students to get them adjusted with the exam system.

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. 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.
9. 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.
10. It is requested that Parents must help the school by being equally vigilant towards their child while giving online examination.
11. Students must be in school uniform while appearing for Online Test.
12. The students must enter their student Admission no. and official email id while giving the exam.
13. There will be no classes on the days of examination and also during the entire duration of examination schedule.
14. Any Off days between the examinations will be considered as study leave.
15. **Students will ensure that proper examination etiquette must be adhered to –**
  - a) **For Class 1 to 12 - Single lined ruled answer Sheets for all subjects** are to be used only and the same to be instructed by the respective class teacher.
  - b) Keeping of ID card, Admit Card Visible
  - c) Proper 2" Margin Space on the left hand side of the answer sheet must be maintained.
  - d) Students must attach all rough sheets (if used) along with answer sheets.
16. The answer sheets cover page 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**
17. The students must have pre-installed app like Adobe Scan, 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.

18. The answer sheets must be scanned in **single PDF** format upto **size of 10 Mb**. The scanned PDF must be renamed with students **name, admission no., subject** while uploading in google form.
19. 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.
20. 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.
21. 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.
22. 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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## 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 Mid Term Exam commencing from 20<sup>th</sup> September 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/1FAIpQLSdPTLrRYwsgUrfHG7tYy-MwH7hP0IUlazR\\_7kus1fj2nLCuYA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdPTLrRYwsgUrfHG7tYy-MwH7hP0IUlazR_7kus1fj2nLCuYA/viewform)