



NORTH POINT SENIOR SECONDARY BOARDING SCHOOL **(Arjunpur, Rajarhat, Bolpur Branch)**

General Instructions for Annual Online/Offline Examinations 2021-22

1. All parents are required to ensure that their ward appears the Annual Examination as the same will be considered for promotion in the next class. Under no circumstances any request for repeat examination will be considered.
2. Class TT, Nursery to VIII will have full and complete “Online Pen and Paper” examination whereas IX & XI will be having “Offline Examination”
3. Students are required to login to their respective Class Teacher’s Google Meet, i.e.

I to VI – Zoom Class

VII & VIII– Google Meet

IX & XI- Offline Exam

4. Students should be logged in to their School’s official **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/Google class itself. The exam link will work only in **Google Chrome browser / Google Chrome App**.
5. **Exam Timing**

a) Students entry time – 08:00 am - From 08:00 am to 08:15 am, the respective class teachers will ensure students' authenticity through Video and check for uniform, ID 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 –08:15 am. 08:15 am- 08:30 am will be provided to read the Question Paper.

c) Class I to VIII - Examination starts sharp at 08:30 am and ends at 10:30 am (i.e 2 hr. time for writing). Answer sheets uploading time is from 10:30 am to 11:00 am (i.e. 30 mins 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 IX & XI – Offline Examination Reporting time at School- 09:45 am. Answer Book Distribution- 10:05 am. Question Paper Distribution- 10:15 am. Exam commences at 10:30 am. Exam concludes at 12:30 pm. **The Exam will be in school premises and in Offline mode only.**

Study leave for TT- IX & XI is on 28.02.2022 (Monday)

6. 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.
7. Parents must ensure that they have good Internet Connection to appear for Online Test. No retest shall be taken due to any reasons whatsoever.
8. 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.
9. It is requested that Parents must help the school by being equally vigilant towards their child while giving online examination.
10. Students must be in school uniform along with School ID Card & Admit Card while appearing for Online/Offline Test.
11. The students must enter their student Admission no. and official email id while giving the exam in Online mode.
12. There will be no classes on the days of examination and also during the entire duration of examination schedule.
13. Any Off days between the examinations will be considered as study leave.
14. **Students will ensure that proper examination etiquette must be adhered to –**
 - a) **For Class Nursery to VIII** –Children to use Loose Sheets for writing the answer.
 - b) **For Class IX & XI** – Answers sheets shall be provided by the school.
 - c) Keeping of ID card, Admit Card Visible
 - d) Proper 2" Margin Space on the left hand side of the Copy/sheet must be maintained.
 - e) Students must attach all rough sheets (if used) along with answer sheets.
15. 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**

16. 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.
17. 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., and subject** while uploading in Google form.
18. 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.
19. 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.
20. 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 drop box or the same may also be sent by Speed Post to the respective schools in a sealed packet.
21. 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
