

GUIDE LINES FOR STUDENTS AND PARENTS DURING ONLINE EXAM DAYS.

Important instructions to be followed during online examinations:

- **Mode of Examination will be Online and Offline for classes I to VII** and there will be **only one set of question papers** for both online and offline examination. Classes VIII & IX will have offline exam with the consent from the parents.
- **Timing for both online/offline will be the same i.e 9:00 a.m to 11:30 a.m (Including Prayer Session)**
- There will not be break in between the objective and subjective paper like last year.
- Kindly clear your due before the examinations.
- There will be online attendance on Microsoft Teams, 15 minutes before the exam. You should be in proper uniform (summer) and you must keep your video on.
- Those who will not say the attendance in Teams App will not get the question paper. After the attendance question paper will be sent on WhatsApp group. After exam make PDF of your answer sheets and send it to the phone number given on your question paper.
- Students are instructed to carve out a peaceful place in their home when they will be taking their exams with no disturbances from any family members. Students should find a proper place to take their exams as instructed by their teacher.
- Students should report to the exam spot 10 minutes before the scheduled time and they will not be allowed to have their text books or note books in the examination room during the exam hours.
- During Exam hours, Students will **not be allowed to leave their exam spot for any reason**. In case any emergency occurs (unless it is a nature's call i.e SWITCHED OFF). They should keep their water bottles nearby them during the examination.
- Students are not supposed to pick any call during exam hours and are not allowed to hold the meeting on Teams app; it may be treated as an attempt to cheat.
- Students must use **proper answer Sheets** (preferably purchased from the stationery store) and they must write with a black or blue ballpoint pen, students from classes 1st to 4th must use dark Pencil. They should not use a gel pen, roller pen, pencil or other writing instruments that do not show

through on the carbon copies. It is their responsibility that their answer scripts (PDF FILES) should be legible. Pdfs are to be arranged in a proper sequence and to be renamed with name, class & section, subject.

- **Answer sheets are to be submitted on the whatsapp no. provided on the question paper.**
- Students are to be instructed to read thoroughly the question paper before they attempt to write the answers. Students should **leave the margin** and write the name and other particulars properly in capital letters such as Exam Term, Student's Name, Class, Roll Number, Admission Number etc should be mentioned on the first page. Page 1 must also include the total number of pages. Students should write the page numbers on the answer sheets in proper sequence as they go along.
- The students are not allowed to use any unfair means in the examination. Any student caught for using unfair means should be immediately reported to the Principal. Strict disciplinary action will be taken against any person found indulging in any malpractice in the examination.
- Students are instructed to **fully charge their mobiles and laptops, having sufficient back up.** Students are also advised to use faster, reliable and continued internet connection.
- During exams, if any technical error causes then students should not panic, they should immediately inform their teacher. Failure to report such technical problems may be treated as cheating or an attempt to cheat.
- Students may work on their exam until the time allotted for the examination expires. After the examination time has expired, they will get 10 minutes buffer to organize answer scripts into PDF Format before handing in. The buffer may also account for potential technical issues while submitting their work. Other than 10 minutes, no extra time will be provided to any student.
- All the students are required to comply with the directions given by their teacher while taking their exams.
- There will be no re-examination for the same subject on another day for whatever reasons.

Best of luck

ST. JUDE'S CONVENT SCHOOL, NAKODAR

DATE SHEET FOR THE FIRST TERM EXAMINATIONS 2021 - 2022

Timing: 9:00 a.m to 11:30 a.m (Including Prayer Session)

Date & Day	IX	VIII	VII	VI	V	IV	III	II	I
20.09.2021 Monday	Mathematics	English Lang	Mathematics	English Lang	English Lit	Mathematics	English Lang	Mathematics	English Lit
21.09.2021 Tuesday	Geography	Chemistry	English Lang	Physics	G. Science	Punjabi	S.S T	Hindi	Comp(W)
22.09.2021 Wednesday	Chemistry	English Lit	Hindi	Punjabi	Comp.Appl	English Lang	Hindi	Comp.Appl	E.V. S
23.09.2021 Thursday	English Lang	Biology	Geography	Hist/Civ	Mathematics	Gen.Sci	English Lit	E.V. S	Mathematics
24.09.2021 Friday	Biology	Hindi	Physics	Chemistry	Moral Sci.	Hindi	Punjabi	English Lang	M.Sci.(W)
27.09.2021 Monday	English Lit	Mathematics	Hist/Civ	Mathematics	English Lang	English Lit	Mathematics	Punjabi	English Lang
28.09.2021 Tuesday	Phy-Edu/ Com. Appl	Punjabi	Chemistry	English Lit	S.S T	Comp.Appl	Gen. Science	G K	Punjabi
29.09.2021 Wednesday	Physics	Hist/Civ	Punjabi	Biology	Punjabi	S.S T	G.K	English Lit	G.K (W)
30.09.2021 Thursday	Punjabi	Physics	English Lit	Hindi	G.K	M. Sc	Comp.Appl	Moral Sci.	Hindi
01.10.2021 Friday	Hist/Civics	Geography	Biology	Geography	Hindi	GK	M. Science	****	*****
04.10.2021 Monday	Hindi	***	***	***	***	***	***	***	***

15th September 2021 - Classes - VI to VIII - G.K (Jnr. IELTSs class I & II)

16th September 2021 - Classes - VI to VIII Computer (Jnr. IELTSs, Class III)

17th September 2021 - Classes I - VIII - Art, IX - SUPW - Grading (Jnr. IELTSs class IV)

18th September 2021 - Classes - VI to IX - M. Science. (Jnr. IELTSs class V)

Principal
Sr. Divya