



Sachdeva Public School

Sector 13, Rohini, Delhi 110085

PARENTAL CIRCULAR HALF YEARLY EXAMINATION (2020-2021) CLASSES VI-XII

Tuesday, 8 September, 2020

Dear Parents

We would like to take a moment to appreciate your wholehearted support and continued supervision in ensuring that children regularly attend online classes, so that they carry on with learning uninterrupted and are able to make transition to online assessment in a systematic manner.

The online examination system integrates well into a technologically rich world. Taking it further, **Half Yearly Examination (2020-2021) will be conducted as per the syllabus and schedule** that has already been posted on the Online Learning platform on the School Website, with the exams **beginning on 17 September, 2020 and concluding in the month of October, 2020.**

In order to ensure that our children navigate through the online assessment procedure smoothly, **kindly make note of the important points given below.**

A. Preparation for the Device to Use:

As the exam duration will be timed, the students will have to ensure that the **device being used is properly working and charged with a functional camera and internet connection.**

B. Connectivity:

Parents must ensure that during examination the internet is solely utilized for their ward ONLY so that the increased load does not hamper their ward's Online Exam.

C. Sign Out/Remove account:

Before logging in to the school provided official account, parents and students must ensure that they have logged/signed out/removed their Google and Gmail accounts from their device. **(If this step is not followed properly Submission and uploading of Answer Sheet cannot occur from the student's school account, which would lead to non-evaluation of the answer sheet.)**

To know the correct procedure of signing out and removing an existing Google account please check online Learning Platform.

D. Login Instructions:

Students to log in well in time (at least 10 minutes before the commencement of the exam) through the **Meet/ Assessment Card** of their class exam scheduled for the day as per the date sheet uploaded on Online learning platform. **Students who login late will not be able to appear for the exam.** The schedule given in the Datesheet on the Online Learning platform is to be strictly adhered to.



Sachdeva Public School

Sector 13, Rohini, Delhi 110085

E. For G Suite Login:

1. Type www.gmail.com in search engine
2. Choose your account
3. Enter your password

F. Platform for Examination: Google Forms and Google Classroom.

G. Two types of Assessment:

The question paper is divided into two types of assessment-

1. **MCQ** - wherein the students will be assessed Objectively **through Google Forms** ([similar to the assessment done for Periodic Test-1](#)) and,
2. **Subjective**- wherein the students are required to **download the question paper from 'Classwork'** wall of their respective **Meet/ Assessment Card**, attempt the questions on paper and then upload the same within the given time frame. (**Refer point J**).

H. Two Sessions of Examination:

The examination will be conducted in two sessions in a day as mentioned in the Datesheet with a break in between.

In the first session, the students will appear for the Objective MCQ exam and in the second session, the students will appear for a pen and paper exam.

[Here, it is to be noted that examination schedule for different classes is kept in a staggered manner so that the same devices can be utilized by siblings in a family.](#)

I. Time Management:

The access to the Question Paper will be automatically time controlled through software for the specified time duration. The students will be able to access the paper and submit/ upload their response/ answer sheet **ONLY** during that duration. After the due time, no student will be able to submit/ upload their answer response. Hence, **students must complete their exam in the given time frame and ensure that the responses/ answer sheets are properly submitted/ uploaded as per the time allotted.**

J. Procedure for Uploading:

After the completion of the Subjective/ Pen and Paper exam, the students are required to use an additional mobile phone (if using a desktop/ laptop) to upload their answer sheet to the **Answer Sheet Google form** present along with the Question Paper. This can be done only after converting the answer sheets into a single PDF using a suitable PDF converting application like Adobe Scan, Kaagaz etc downloaded on mobile phone.

[Students must mention their particulars like Name, Admission No., Class & Section and Subject on the Answer Sheet when writing the exam.](#)

To know the correct procedure for Uploading the Answer Sheet please check online Learning Platform.



Sachdeva Public School

Sector 13, Rohini, Delhi 110085

K. Student Monitoring:

It is important to monitor the students for the duration of the exam in order to safeguard the sanctity of the examination procedure. Camera has to be kept ON throughout the duration of the Examination till the Submission. Microphone of the device/s will have to be switched ON as per teacher's instructions. We request the parents to monitor their ward/s for the duration of the Exam so that the assessment process is carried out in the fairest possible manner.

L. Student Stationery Arrangement:

The Subjective paper is to be attempted by the students on proper **A 4 size ruled sheets/register sheets**. All the required stationery such as ruled sheets, writing / colouring material, eraser, sharpener, maps, graphs or any other required materials are to be arranged well in advance so that the student is well prepared to attempt the exam and does not waste time during the exam looking for stationery around. The stationery requirement for different levels may be noted as under:

Classes	Specific Requirement	Common Requirement
VI - VIII	Science (VII): Graph paper	A4 size ruled sheets/ ruled register sheets, geometry box, pens (blue and black), dark pencils, erasers, sharpener, scale, pencil colours, coloured pens/ sketch pens
IX & X	Science: Coloured pencils/Sketch pens; Mathematics: Graph paper & Compass; Painting Practical: One A3 Size Super White Cartridge sheet, Poster colours / Water colours / Acrylic colours/ soft pastel, brushes (flat & round)	
XI & XII	Chemistry: Log Books; E.G.(XI): Roller scale, set square, protractor, compass, micro tip pencil, half imperial cartridge sheet; E.G.(XII): Drafter, set square, protractor, compass, micro tip pencil, half imperial cartridge sheet, circle master; Economics (XI): Graph paper, geometrical instruments; Painting Practical: Two A3 Size Super White Cartridge sheets, Poster colours / Water colours / Acrylic colours brushes (flat & round)	



Sachdeva Public School

Sector 13, Rohini, Delhi 110085

M. Mock Exam:

In order to familiarize the students with the exact system of examination procedure, subject teachers have already started with practice tests. In addition, a Subjective Mock Exam will also be conducted on **Saturday, 12 September 2020** as per the following schedule:

Classes	M.M.	Duration	Time	Uploading Time
VI	25	1 hour	8:30 a.m. to 9:30 a.m.	9:30 a.m.to 9:50 a.m.
VII & VIII	40	1 hour 40 minutes	8:30 a.m. to 10:10 a.m.	10:10 a.m.to10:40 a.m.
IX to XII	50	2 hours	11:30 a.m. to 01:30 p.m.	01:30 p.m.to 01:50 p.m.

N. Exam Decorum:

Students should be dressed up neatly/ preferably in **school uniform** and seated on a chair with a table to maintain focus and concentration. They can keep a water bottle with them to avoid any kind of movement during the exam.

O. Honesty:

Honesty, commitment, trust, fairness, respect and responsibility, plus the courage to act on them even in the face of adversity are the true principles of Academic Integrity and we expect parents to reiterate these to their wards time and again and cooperate in this regard.

P. Technical Issues: Last but not the least.

It is imperative to note that we will try our level best to ensure that the online exams goes on in a hassle-free manner, yet one can still encounter circumstances beyond our control such as failed internet connection or failed uploading procedure which may hinder a student from appearing for the examination. In such a scenario, do not be disheartened. True to the child centric approach that we follow, we assure you that we would not let the child's academic future suffer in any case and a possible solution will be decided later for the benefit of such cases.

Wishing Good luck to all the students!

PRINCIPAL