



Guidelines for ONLINE CYCLE 1 ASSESSMENTS (September- Classes III- V)

1. Students will take timed ONLINE CYCLE 1 TESTS in pencil paper mode. No extra time will be allotted.
2. All students to login at 10:50 am and give their attendance through GOOGLE CLASSROOM.
EXAM TIMINGS : 11:00 am - 12noon.
3. For each test additional 20 minutes will be assigned to scan and upload the answer sheets.
Students to practice the scanning process with any app of their choice.
4. Students to write the answers in the UT notebooks(grey colour) with pencil ONLY in NEAT and LEGIBLE handwriting.
5. Students should be ready with all stationery items required for attempting the paper i.e 2 sharpened pencils, eraser, scale and maps (Class IV - INDIA POLITICAL , Class V - WORLD PHYSICAL for EVS 2) before settling down to write the paper at 10:50 am.
6. Students to mention the following in CAPITAL letters on **each** answer sheet (**on each side**)
 - a. NAME
 - b. CLASS AND SECTION
 - c. ADMISSION NUMBER
 - d. PAGE NUMBER

(Students can be ready with the above mentioned details before the commencement of the examination)

7. Students to directly write the answers in Objective kind questions(fill ups, true false, one word etc).
QUESTIONS/STATEMENTS NOT TO BE COPIED.
8. The scanned pages should display all the details as already mentioned in point 6. The details should be neatly written and not overwritten or scratched using any means.
9. Only a single **PDF file** should be uploaded for each test. Answer sheets uploaded separately won't be checked.
10. All the scanned answer sheets should be arranged in SEQUENCE.
11. The answer sheets submitted late i.e beyond 12:20 pm won't be checked. KINDLY ADHERE TO THE TIMINGS.
12. In case of network loss or power failure, the student needs to send a pic of the error as well as scanned answer sheet within the allotted time to the subject teacher.
13. Excuses such as form submission without the scanned answer sheet, or wrong answer sheet upload or submission before time (with pending answers) will not be entertained.
14. NO CORRECTION will be allowed once the file is uploaded.
15. Schedule that needs to be followed on the days of examination :
 - i) 10:50 am : Mark attendance through Google classroom.
 - ii) 11:00 am -12:00 noon : WRITTEN EXAMINATION
 - iii) 12:00 noon - 12:20 pm :UPLOADING OF ANSWER SHEETS as a single PDF
 - iv) 12:20 pm - 1:00 pm : Break
 - v) 1:00 pm - 1:45 pm : Usual class as per the timetable (attendance mandatory).

16. On the days when no exam has been scheduled, usual classes will be conducted as per the timetable.
17. It is MANDATORY for the students to keep their camera/video on while writing the exam..
STUDENTS ARE SUPPOSED TO ATTEMPT IT ALONE WITHOUT ANY HELP OF THE PARENTS.
If any parent is seen on screen, or child gets up for any break(washroom / water) ,the answer script will not be checked.
18. Students are advised to have breakfast, visit the washroom and sit with a bottle of water before the commencement of exam.
19. It is recommended to use a laptop for examination. Mobile to be used only in case of non availability of a laptop.
20. Students resorting to any kind of unfair means will be marked '0'.
21. **Please ensure that your child does not miss any exam as no retest will be conducted for the same.**