



## GUIDELINES FOR PERIODIC TEST-3 OF CLASS-I AND II(2020-21)

Dear students and parents,

1. Periodic Test 3 will be held from 14<sup>th</sup> December 2020 .
2. It will be a Gmeet online examination of multiple choice questions where four probable answers will be given and student should click on the bullet against the right answer.
3. There will be a 15minute gmeet session before the allotted exam time. Students are requested to attend the session for the prayer, attendance and instructions about the examination.
4. One g-form link will be given of 20 questions each carrying 1 mark.
5. Teachers will share the gform link sharp at the particular timing. A student can submit answers only once. In case of multiple submissions, the first submission will only be taken for assessment. Submission after the allotted time-period will not be accepted.
6. Duration of examination will be 40 minutes. **Exam timing- 8:30-9:10 am**
7. Parents can help the child to read the questions during exam.
8. Only one parent will sit with the child.
9. Children will attend the exam in school uniform.
10. If the parents have any queries they can ask or message to the teacher in charge of the particular day of the exam after 9:10am.
11. Parents should refrain from calling or messaging the teachers during the examination hour as they can ask their doubts in gmeet session only.
12. Be genuine and truthful in your consciousness.
13. Parents kindly check your network, phone and data pack before the exam dates.
14. If anyone can't appear the exam they will contact our school office or to the teacher in charge.
15. If anyone will feel sick during exams then they will also contact our school office.
16. During exam kindly join the gmeet on time. After sharing the gmeet link teachers will wait for maximum 5 minutes for the children to join, then after 5 minutes teachers will share gform worksheet link in gmeet. If any children join the gmeet after 5 minutes then they will not be able to see the gform worksheet link. So it's a request to join the class on time.
17. During exam children will keep the video on. If the children will mute themselves or off the video, then their answer sheets will not be considered.
18. After submitting the answer sheet, children can leave the class by taking teacher's permission.

Reporting Time :08:20 AM

Link share Time :08:30 AM

Exam end time :09 :10 AM

