



**ITL PUBLIC SCHOOL**  
**ANNUAL EXAMINATION (2020 - 21)**  
**CLASS - IV**

Dear Parent

Kindly note the details for Annual Examination.

Exam Timings		Date	Day	Subject
Log-in Time	9:00am - 9:15 am	08 March'21	Monday	EvS2
Reading Time	9:15am- 9:30 am	10 March'21	Wednesday	English
Writing Time	9:30am- 12:00pm	12 March'21	Friday	Sanskrit/French
Uploading Time	12:15pm-12:30pm	15 March'21	Monday	Mathematics
		17 March'21	Wednesday	Hindi
		19 March'21	Friday	EvS1

Kindly read the instructions carefully:

1. The Question paper will be uploaded on **Google Classroom**. It will also be shared through screen on **Microsoft Teams** by the **Class Teacher**. Students need to Log-in at **9:00 am** and **switch on their videos**. The **Class Teacher will monitor the students from 9:00 am – 12:30 pm**. **The students will leave the Team only after uploading the answer sheet.**
2. Simultaneously, a **picture** of the question paper will be **posted** on the **Official Class Group**, to avoid any technical/network glitches.
3. The test should be done on sheets, wherein each sheet should bear the **Name, Class/Sec and page number**.
4. Test should be completed by **12:15 pm** and a single **PDF file of the Answer sheets** to be uploaded on **Google Classroom by 12:30 pm sharp**.
5. No teaching period will be scheduled on the day of the exam.
6. **9<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup> and 18<sup>th</sup> March'21** will be **preparatory off** for the students.
7. **The Computer Application exam will be conducted on Friday, 5<sup>th</sup> March'21 from 9:00-10:00 am**. No teaching period will be scheduled on that day.
8. **Attendance is mandatory for all examinations**.
9. In case of any **medical emergency/ connectivity issue**, parents to **kindly inform the Coordinator** immediately **before the commencement of the exam**. In case a timely information is not given, the student will not be eligible for retest.
10. Parents are also requested to monitor and invigilate their ward so that he/she can attempt the tests with utmost sincerity and honesty and finish the test within the stipulated time.
11. Report card will be **uploaded** on the **School ERP** on **Saturday, 27<sup>th</sup> March' 21**.
12. **New session** will begin from **Monday, 5<sup>th</sup> April' 21**.

Your cooperation is solicited in this regard.

Together we can ensure the smooth conduction of the tests and achieve the fair result.

Regards

**Principal**