



ITL PUBLIC SCHOOL

Term 1 (2021-22)

CLASS IV

Dear Parent

Kindly note the **Term 1 schedule for Class IV and detailed instructions** to be followed. The same is uploaded on the school website.

Exam Timings		Date	Day	Subject
Log-in Time	8:45 am -9 am	15 Sept'21	Wednesday	CA
Writing Time	9 am – 11:00 am	20 Sept'21	Monday	English
Uploading Time	11:00 am – 11:30 am	22 Sept'21	Wednesday	Evs2
		24 Sept'21	Friday	Hindi
		27 Sept'21	Monday	Evs1
		29 Sept'21	Wednesday	Maths

Kindly read the instructions carefully:

1. **Attendance is mandatory for all examinations.**
2. The **Question paper** will be uploaded on the **Google Classroom** of the respective Subject scheduled for the day. It will also be shared on screen by the Class Teacher on **Microsoft Teams** sharp at **9 am**. Students need to **log-in** at **8:45 am** along **with switching on their videos** on **Microsoft teams**. The Class teacher will monitor the students from 9 am till 11:00 am. Students may leave Teams only **after uploading** the answer sheets.
3. Simultaneously, a **picture** of the question paper will be **posted on the class group at 9 am** to avoid any technical glitches faced on Google Classroom, due to network issues.
4. The test should be done on sheets, wherein each sheet should bear the **Name, Class / Sec and Page number**.
5. Test should be completed by **11:00 am** and a **single PDF file** of answer sheets to be uploaded on **Google Classroom** before **11:30am sharp**.
6. No teaching period will be scheduled on the day of the exam.
7. Regular teaching periods will be scheduled on the intervening days of exam except 15th Sep'21.
8. Parents are requested to take care of **the health of their ward** and ensure **proper internet connectivity on the day of the exams**.
9. Parents are also requested to monitor and invigilate their ward so that they can attempt exams with utmost sincerity and honesty and finish it within the stipulated time.

Your cooperation is solicited in this regard.

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

Regards

Principal