

FR. AGNEL SCHOOL, NEW DELHI

HALF YEARLY EXAMINATION (2020-21)

Instructions regarding Half Yearly Examinations – VI - XII

12th September, 2020

Dear Parents,

- The Half Yearly Examination for classes VI-XII will begin from **28th September, 2020**.
- The **Date Sheet** was uploaded on campuscare as well as on class WhatsApp groups on 1st September, 2020.
- The **timings** for the assessment for classes:

CLASSES VI-VIII	
7.00 a.m.	<ul style="list-style-type: none"> • Students to login to MS Teams
7.15 a.m.	<ul style="list-style-type: none"> • Invigilators will enter the Class Team. • Students will be asked to turn on their camera to check on the state of their preparedness for the examination.
7.30 a.m. – 8.30 a.m.	<ul style="list-style-type: none"> • Students will answer the Objective Type Questions that will be uploaded on MS Forms
8.30 a.m.- 8.40 a.m.	<ul style="list-style-type: none"> • Break
8.45 a.m. – 9.45 a.m.	<ul style="list-style-type: none"> • Students will answer the Subjective Type Questions that will be uploaded in the Files section of Class Teams. • The answers must be written on Answer scripts (pen and paper).
9.45 a.m – 10.00 a.m.	<ul style="list-style-type: none"> • Answer scripts to be scanned in PDF format and emailed to the class gmail ID which will be provided by the Class Teacher. Answer scripts mailed after 10.00 a.m. will not be evaluated.

Timings for the Half Yearly Examinations for Classes:

CLASSES IX-XII	
7.00 a.m.	<ul style="list-style-type: none"> • Students to login to MS Teams
7.15 a.m.	<ul style="list-style-type: none"> • Invigilators will enter the class. • Students will be asked to turn on the camera to check on the state of their preparedness for the examination
7.30 a.m. is the Start Time. End Time will vary for different subjects.*	<ul style="list-style-type: none"> • Students will answer the Objective Type Questions that will be uploaded on Ms Forms
10 Minutes	<ul style="list-style-type: none"> • Break
Start and End time will vary for different subjects *	<ul style="list-style-type: none"> • Students will answer the Subjective Type Questions that will be uploaded in the Files section of Class Teams. • The answers must be written on Answer scripts (pen and paper).
Timing for scanning, uploading and emailing will vary for different subjects*	<ul style="list-style-type: none"> • Answer scripts to be scanned in PDF format and emailed to the class gmail ID which will be provided by the Class Teacher. Answer scripts emailed 15 minutes after the End Time will not be evaluated.

- ***The timings for the subjects will be intimated on 23rd September, 2020**
- You are strongly advised to take an off from your job and stay at home on the Examination days to help your child with uploading the answer scripts and also to monitor the examination to ensure your ward does not use unfair means.
- If you have **more than one child studying in classes VI - XII**, you will have to make arrangements for another device/s from which your wards can appear for the assessment.
- Half Yearly Examination will be a blend of objective and subjective type of questions. Teachers will share the weightage of the question paper to the students in the class. Detailed instructions will be given by the Class Teacher/Subject teachers in the classes. **Kindly ensure that your ward logs on to MS Teams on time. These 3 weeks before the examinations are very crucial. You ward could miss vital information if he/she is not regular to class.**

- **MOCK TEST FOR SUBJECTIVE TYPE QUESTIONS:**
The Mock Test for classes VI-VIII is scheduled for 18th (Friday) & 19th (Saturday) September, 2020 from 8.00 a.m.-8.45 a.m. The details of this will be shared by the Class Teacher.
- Students will upload the subjective paper using the **Adobe Scanning App/Microsoft Office Lens PDF Scanner**. This App must be downloaded from Play Store. Please do this at the earliest. All assignments/worksheets from now onwards will be scanned and emailed to the class gmail ID, giving the student ample practice of scanning and uploading the PDF document. A link will be shared with you on "**How to scan the answer scripts and upload it in the email**".
- It is strongly advised that your ward uses a mobile phone for the assessment as it makes scanning and uploading the subjective paper a lot easier as they are working on a single device.

TIPS ON HOW TO APPEAR FOR THE ASSESSMENT:

- **The links for the Examination** will be uploaded on **MS Teams** and the class whatsApp groups. Ensure that your child logs in at least half an hour before the start of the test so that he/she doesn't encounter login issues. This can be done via a mobile phone also. Please ensure that your laptop/phone is fully charged and that you have sufficient internet data.
- **There will be two question papers** - i. Objective Type ii. Subjective Type
- The Objective Type Questions will be on MS Forms. The link to this will be published in the Class whatsApp groups by evening, a day prior to the examinations. Subjective Type questions will be posted in the Files section of the MS Class Teams on the day of the Examination.
- Students must ensure that they submit the assessment at least 5 minutes before the End time. This will ensure that there is no last minute inability to submit.
- Students are requested to set a timer at least 7 minutes prior to the end time (8.30 a.m.) of the Objective Type. The school will not entertain any excuse for late submission.
- **Screen shots of the assessment will not be accepted.**

IMPORTANT INSTRUCTIONS FOR ATTEMPTING THE SUBJECTIVE TYPE QUESTIONS:

- The Subjective type questions will be written on paper. Students must write on ruled file sheets. This will be available in any stationary store. Please buy sufficient number of the ruled file sheets. Your ward will be asked to use this for any assignment/revision test/mock test.
- The student must write the following details on his/her paper (First page) before he/she begins the assessment. This must be ready a day prior to the assessment.

PAGE NO. _____ (on all sheets)

FR. AGNEL SCHOOL, NEW DELHI
Half Yearly Examination/Subject (Subject code)/class/2020-21

NAME OF STUDENT:

CLASS & SECTION:

GR. NO:

ROLL NO:

TOTAL NO. OF PAGES: _____ (only on the 1st sheet)

- Students must take care that they write the correct question number and attempt the answers in serial order as much as possible.
- After they complete their subjective paper, they must scan it using Adobe Scanning App/Microsoft Office Lens PDF Scanner and upload all answer sheets as a single PDF file. No screen shots of the answers will be accepted.
- The PDF file of the scanned answer sheets must be uploaded to the class gmail ID. The teachers will give you further instructions on the procedure for uploading.
- All answer sheets are to be filed neatly and submitted to the subject teacher when the school reopens.

DRESS CODE:

- Please wake your wards/s up at least one and half hour before the examination. He/she must bathe and get ready for the examination. They must have a light breakfast before the examination.
- The student must be in school uniform with the school tie, washed and neatly ironed. Boys must be clean shaven and their hair neatly combed. Girls too must have their hair neatly combed and braided, if long.
- The invigilator will ask students to turn on their camera for a few minutes so that the student is visible.

RE- ASSESSMENT OF HALF YEARLY EXAMINATION:

- There will be **NO** Re-assessment for the Half Yearly Examination. We are reiterating that you keep your mobile phones fully charged and with sufficient internet data.

All the Best for the Half Yearly Examinations.

God bless and be safe.



Principal