

FR. AGNEL SCHOOL, NEW DELHI**Instructions for Periodic Test – III / IX - XII / 2021-22****27th January 2022**

Dear Parents,

The Periodic Test - III for classes IX - XII will begin from 29th January 2022.**INSTRUCTIONS:**

1. The question paper for the test will be uploaded in the File section of MS Class Teams only. Ensure that your child logs in at least 15 minutes 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 mobile/Wi-Fi is fully charged and that you have ample internet data.
2. The camera must be always switched **ON** during the test. The use of headphones are not allowed.
3. Students must appear for the test in proper school uniform.
4. Students are advised to set an alarm 5 minutes before the End Time of the test as an alert.
5. **VERY IMPORTANT:** When emailing the scanned answer scripts to the class Gmail ID, you will do the following:

In the subject of the email you will write:

E.g. Subject: Sanjana Gupta/Roll No. 15/IX D/English/P.T.-III/2021-22

In the body of the email you will write:

Dear (name of subject teacher),

Good morning. PFA the answer scripts for English P.T.-III.

With regards,

Sanjana

This can be done the previous day and saved in the DRAFTS of your email.

5. Students will write the answers to the questions on ruled foolscap sheets. Please buy at least 25 sheets of the ruled foolscap paper.
6. The student must write the following details on his/her paper (On the first page) before he/she begins the test. This must be ready a day prior to the assessment.

PAGE NO. _____ (on all sheets)

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Periodic Test - III (2021-22)

CLASS:**SUBJECT:****DATE:****NAME OF STUDENT:****GR. NO:****ROLL NO:****TOTAL NO. OF PAGES: _____ (only on the 1st sheet)**

7. Once the student has completed the test, he/she must scan the answer scripts in correct sequence using Adobe Scanning App and email the scanned answer scripts to the class Gmail ID in the format given above.

8. All answer sheets are to be filed neatly and submitted to the subject teacher when the school reopens.

9. Any student who is not able to email scanned answer scripts on time will be marked absent. A decision regarding this will be taken later by the Principal.

10. If a student is unwell and is unable to appear for the Periodic Test - III, the parent must send a leave application addressed to the Principal with the Medical Certificate attached. The leave application must be sent to the class Gmail ID **on the same day**.

11. If there is a technical glitch and your child is unable to submit his/her answer scripts on time, you are required to send an email addressed to the Principal, to the class Gmail ID **on the same day** stating the reason for non-submission of answer script.

12. **There will be no re-examination.**

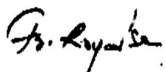
TIMINGS FOR THE TEST:

IX - XII

7.45 a.m.	Login to MS Teams
8:00 a.m. – 9.10 a.m.	Pen & Paper Test: Question paper will be uploaded in file section of MS Class Teams.
9.10 a.m. – 9.20 a.m.	Scan & e-mail the Answer Script to the class Gmail ID.
On test days classes IX - XII will have third and fourth period ONLY. (From 9:30 a.m. – 11:10 a.m.)	

All the Best for the Periodic Test.

God bless and be safe.



Principal