

General Instructions:

- There will be 40 marks test of 80 minutes. Exam will start according to following timings:

Class	Time Duration
IX-X	8.00 a.m. to 9.20 a.m.
VI-VIII	9.30 a.m. to 10.50 a.m.
IV-V	11.00 a.m. to 12.20 p.m.
I-III	12.30 p.m. to 1.50 p.m.

- The question paper will be shared just before beginning of examination in respective WhatsApp groups.
- Time to login is 5 minutes prior to allotted time.
- Students will keep pen and A3, A4 or A5 sheets in hand for exam. Students will make sure that serial number to be given on each page so that attemptation can be done in sequence and accordingly they can submit exam.
- Student Details (name, class, section, school house number, father's name, date, subject, and name of subject teacher with whom the exam is being submitted) to be given on top of answer sheet.
- Students will submit their exam as soon as possible. After 2 hours of completion of examination answer sheet (email) will not be accepted.
- Students will send exam through email to respective subject teacher's email as attached document.
- In case students are not able to make email ID then guardian/parent can personally visit school and handover the exam. While submitting the exam, child should check whether he/she has written all the necessary details (name, class, section etc.).Parents can use separate small notebook for each exam in this regard.
- Students will send the exam in pdf form through email. Students can also click photographs of the exam and send it as attached document. But students should make sure that exam is sent in sequence. No other way will be accepted except email.
- Parents are requested to make separate email ID of their ward so that smooth working of examination can be carried out. While preparing email ID, parents should see child's school name, class and section is mentioned (for eg.poojagarg8d.sanawar@gmail.com).Kindly submit email ID of your ward to respective class teachers.
- Students will keep camera on and audio off so that teacher can invigilate the class while exam.
- Students are requested to be in proper uniform while conduction of exam.
- Everyone's presence is must.
- Parents cooperation solicited in this regard.