## D.A.V. PUBLIC SCHOOL, EAST OF LONI ROAD, DELHI

**REVISED INSTRUCTIONS FOR EXAMINATIONS**

**AS PER RECENT GUIDELINES ISSUED BY CBSE**

Dear Parents

Mid-term examinations will now soon begin and in this regard most of the necessary instructions have been given with the date-sheet. Some necessary additions as per recent guidelines issued by CBSE are as follow:

1. Students are advised to ensure that **the device (laptop or smart phone) and bandwidth are in order to** avoid any sort of glitch during examination.
2. Students will be divided into **two groups** and their respective invigilator will look after their timely submission of answer sheets.
3. Students will be required to first **join the meeting at 8:15 am scheduled by the invigilator for their attendance**. Thereafter the exam link will be shared.
4. In order to conduct examination smoothly and fairly **two members of faculty** will be on invigilation duty. Parents are also requested to act as in-house invigilators and extend their support in conducting smooth and fair examination.
5. The students should **keep the cameras on** during the exam and are advised to sit in front of a mirror preferably for good watch on the examinee.
6. Students **must arrange their stationary like sheets, ruler, pen, pencil, colours, stapler/thread, graph, map, etc. in advance.**
7. Students may either type or write the (selected) answers. Written ones are to be uploaded in **PDF FORMAT** **ONLY**. Two teachers on duty will ensure uploading process for all is completed in due time.
8. Parents are requested to ensure that their ward **doesn’t seek any assistance from online or offline tools.**
9. The students are required to read **the subject wise instructions thoroughly and follow them deftly**. Every student must click on **“SUBMIT”** after completing the paper.
10. The students are allowed to submit the paper **only once**, within the stipulated time.
11. The objective part of the exam would be on **Google form and the subjective part of the will be uploaded on the Google classroom.** However subject wise instructions regarding this will be issued to the students.
12. All the parents are requested to maintain their personal IDs so that the result of your ward can be mailed to you on the pre -decided date.
13. Subject specific bifurcation and their platform for conducting examination is given below

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| **SUBJECT** | **CLASSES** | **TIME** | **DIVISION** | **PLATFORM** |
| **English** | IX, X &XII | 8:30-11:30 +15 minutes (For uploading) | 40 (objective)+40 (subjective) | Google Forms- Objective Section and Subjective Section |
| **Hindi**  | XIX | 8:30-11:30 +15 minutes (For uploading) 8:30-11:30 +15 minutes (For uploading) | 40 (objective)+40 (subjective) 30 (objective)+50 (subjective) | Google Forms- Objective SectionGoogle Classrooms- Subjective Section Google Forms- Objective SectionGoogle Classrooms- Subjective Section |
| **Mathematics** | V-X & XII | 8:30-11:30 +15 minutes (For uploading) | 32 (objective)+48 (subjective) | Google Forms- Objective SectionGoogle Classrooms- Subjective Section |
| **Science/Social Science/Accountancy/ Business** **Studies/****Economics/ ComputerScience /Informatics Practices/Biology/****Chemistry** | IX, X &XII | 8:30-11:30 +15 minutes (For uploading) | 50 (subjective)+ 30 (objective) | Google Forms- Objective SectionGoogle Classrooms- Subjective Section |

**For classes V-VIII (EXCEPT FOR MATHEMATICS) the instructions will remain same as provided in the date sheet issued earlier.**

Coordination is the key to ensure compliance of above stated instructions. Parents are expected to extend their hand and guide their ward accordingly. Students also bear the responsibility to eliminate all possibilities of distraction during the classes particularly during examinations. **Students are further instructed to add their profile pictures to their Google account only in school uniform for easy identification.**

The time has been trying us at each step but we believe that together we can. For any query or issue regarding examination students must reach out to their respective class teacher/subject teacher immediately. Any delay in reporting any issue will be considered willful ignorance.

With Best Wishes

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Sameeksha Sharma

(Principal)