



INDIAN SCHOOL AL WADI AL KABIR
PRE - MIDTERM ASSESSMENT
2020 - 2021
(ONLINE ASSESSMENT FOR CLASSES I & II)

GENERAL INSTRUCTIONS FOR ONLINE EXAMS

Here are a few instructions that you must know before your ward takes up the Online Assessment, which will be conducted in the evenings. This change has been made on request from parents.

- ☞ The examination will commence at 6:10 p.m. and end at 7.20 p.m. This includes the time for taking the attendance and giving out instructions by the Invigilators.
- ☞ **Prerequisites to take up Online Assessment:**
 - ✓ Laptop (preferred) but not mandatory
 - ✓ Valid School Email ID and Password
 - ✓ Google Chrome Browser
 - ✓ Functional Web Camera
 - ✓ Meet URL or to be accessed via Google Calendar
- ☞ Parents should assist their wards in finding a quiet place for the purpose of taking the exam with the least possible distraction.
- ☞ Students should be ready and be seated in front of their devices at least 10 minutes before the exam commences.
- ☞ Students of Class I must be decently attired. And students of Class II must take the test in school uniform.
- ☞ Students will be able to take up the assessment only if they log in using the Email ID provided by the school.
- ☞ Once they join in the Google Meet at 6:10 p.m., teacher will take attendance and give out instructions to the students.



- ☞ The **link** to the **Online Assessment Form** will be provided in the **Chat Window** for the students. Students need to click **ONLY ONCE** on the link posted in the Chat Window. A new tab will be opened in the Google Chrome browser.
- ☞ The link will be periodically posted in the Chat Window till 6.40 p.m. for the benefit of students who may log in late due to unavoidable circumstances. But such students will not be allowed extra time.
- ☞ There will be a total of 20 Objective Type questions for all subjects. All questions are compulsory.
- ☞ Students are required to type their **GR Number** and **Name** (as per school records) and choose their **Section** on the first page of the Google Form.
- ☞ The **Computer Camera** must be **TURNED ON** throughout the exam. Test attempted by students with cameras turned off will be considered invalid. Invigilators will be monitoring the activities of the students through their Webcams.
- ☞ They will be reminded of time 15 minutes before the end of the examination.
- ☞ Students will be reminded to review the answers before submitting the form. Final submission of the form will be between 7.10. p.m. -7.20 p.m. Responses will not get recorded after the deadline expires resulting in their disqualification. The student will be awarded zero in that particular subject.
- ☞ The students need to **click on the “Submit” button** for their responses to be evaluated. This is a very important step, failing which responses won't be recorded and marks can't be generated.
- ☞ Once the **“Submit”** button is clicked, responses cannot be altered.
- ☞ A confirmation message regarding the submission and the date for declaration of result will be shown.
- ☞ After getting the confirmation message, the student can click on the Google Meet tab to view the Invigilator and wait for the instructions.
- ☞ In case of any doubt, students are advised to seek help from the invigilator.



Strictly Prohibited:

- ✘ Once the students are logged in, parents must not assist their wards in answering the questions and should keep away.
- ✘ Students must not have any books or notes/printouts on their table at the time of the examination.
- ✘ The use of mobile phones or other electronic devices to get external help will amount to using unfair means and will be dealt accordingly.
- ✘ Students must not tell out the answers in the Google Meet.
- ✘ Students are permitted to use the chat box only for getting the link for the exam, provided by the invigilator. Students found using the chat box during the exam will be disqualified and debarred from writing the exam.

All the best!