

**Dear Parents,
Greetings of the day!**

A few students of Grade VI-VIII have opted for online exam which will be conducted on the Google + Autoproctor platform.

The schedule will remain the same as online exam.

The guidelines for the same are shared below:-

1. Exam Time for core subjects is – 09:30am to 12:00noon & uploading of Answer Sheet – 12:00noon to 12:10pm.
2. G.K. & Computer will be conducted on Testmoz – 10:30am.
3. The link for the same will be shared the new WhatsApp group.
4. Two devices (alongwith camera) are required.
5. Students to mandatorily give access of microphone & camera to Autoproctor. IF the camera is switched off then the child will be marked absent.
6. At the start of the exam the student must allow – Autoproctor (software) to recognize his/her face & then move on the next step.
7. Students to upload their answer sheets one page at a time OR as a combined document i.e. as a PDF. **It is mandatory for the students to send the PDF of the answer sheet of each subject to their Class Teacher, failing which the child will be disqualified.**
8. At the end the student must click on the submit button of the Question paper as well as on the Autoproctor window.
9. Once the time duration is over the exam window will automatically shut down, hence it is mandatory that the student must submit the exam before the window shuts down.

Note:-

- ❖ **The weightage of the question papers will be – Core subjects 60 marks, G.K. & Computer 20 marks.**
- ❖ **During the days of the exam there will be no other classes.**
- ❖ **On the day when there is no exam it is a study leave for the students.**

**Thanking You,
Regards,**

**Ms. Archana Pal Singh
Principal**