

# Student guidelines for Online Half Yearly Examination 2020-21

Class XI

23rd Nov. to 4th Dec. 2020

1) Students will take Half Yearly Examination online, pen-paper mode. The timings have been shared along with Time Table. Please ensure good internet connectivity and sufficient data during the examination.

2) All students to log in 10 minutes prior to the commencement of the examination on the given date and time on the website.

3) Students are requested to use A-4 size ruled sheet ONLY. The same to be arranged in sufficient number for all the exams before the commencement of the examination.

4) Students to answer in NEAT and LEGIBLE handwriting. Use a BLACK gel pen for more clarity.

5) Number your answer sheets.

6) To upload your content follow the steps given below:

I. SCAN your answer sheet.

II. Convert the scanned copy into a PDF document

III. RENAME the document with your Name, Class, Section and Subject.

IV. Then send the PDF within the stipulated time mentioned in the Time Table. Please Note: No PDFS will be accepted if you submit after the Given time limit. We will NOT accept any clicked pictures of answer sheet.

7) To scan your answer sheets please refer to the video which will be sent to you after the Diwali Break. You will also receive the mail ID along with this video.

8) The students to keep the graph sheets/maps ready with them well in advance according to the requirement of the subject. For details of the Maps and Graphs refer to the syllabus carefully.

9)Students to mention the following in CAPITAL LETTERS on the cover answer sheet :

I. NAME:

II. CLASS :

III.SECTION:

IV ROLL NO :

V. SUBJECT:

VI. DATE:

VII. MARKS OBTAINED: (Students can be ready with the above mentioned details before the commencement of the examination .Please also number each page .

10)A single PDF file in a correct sequential order should be mailed for each exam . Remember it should be mailed within the stipulated time . Please Don't send multiple mails .

11)Students are expected to attempt the paper on their own without any help from parents / internet /friends /books etc.

12)Parents to ensure that the child does not miss any examination as no retest will be conducted for the same.

Best of luck