

# South End Centre (E.M.) School, Howrah

ICSE & ISC

(Affiliated to Council for the Indian School Certificate Examinations, New Delhi)  
181, Andul Road, Howrah, West Bengal – 711103

## ONLINE ASSESSMENT NOTIFICATION 18/8/2020

All concerned are informed of the following online assessment protocol to be followed by the School for Academic Year 2020-2021.

- 1. The School shall conduct three Formative Assessments for the Academic Year 2020-2021 for Classes Nursery – Class VIII. Assessments for classes IX – XII shall be notified separately.**
- 2. No separate examination fees are payable for the Assessments.**
3. The First Formative Assessments shall be held as per the following broad time window –
- 4. 15 – 29 September, 2020, except for classes Nursery, LKG and UKG. Assessments for Nursery, LKG and UKG shall commence from 7 September, 2020.**  
Date-wise schedule will be communicated soon.
- 5. The syllabus for the First Formative Assessment shall be everything taught from the beginning of online classes till the 28<sup>th</sup> August, 2020, Friday.**
- 6. For classes Nursery, LKG and UKG, the assessment shall be via audio-video mode in Google Meet, as per date-wise schedule (in batches) of students to be communicated in due course to the respective email ID of the student. All assessments for Classes Nursery, LKG and UKG shall be marked in Grades of A+, A, B+, B, C+, C, D & E.**
- 7. For Class I to Class VIII, the assessment shall consist of 15 Multiple Choice Questions (MCQs), per subject and all questions are compulsory. Each MCQ may have one or more than one correct option, and shall carry 2 marks per correct answer, with no negative marking for wrong answer. Total marks for a subject shall be  $15 \times 2 = 30$ .**
8. The questions shall be sent in **GOOGLE FORM** links to the registered email IDs of students at a schedule to be announced later.
9. The student needs log in to the registered email ID and click on the **GOOGLE FORM** link and begin the examinations. When all questions are answered, i. e., the correct buttons are clicked, they must click/press – **SUBMIT.**

- 10. The time duration from receipt of the link to final SUBMIT will be 25 minutes. The answers cannot be submitted once the time is over and the system will automatically CLOSE the examination. Therefore, students must be careful not to exceed the time allotted for the paper. The entire process will be automated and no individual requests/queries can be addressed once the examination process begins.**
- 11. Each student can submit ONLY ONCE with the registered email ID. Submissions with non-registered email IDs will be rejected by the system.**
- 12. Immediately after submission, the student shall receive a copy of their responses in their registered email ID for their reference and record.**
- 13. No representation for poor network, technical issues in mobile handsets, link not received, etc. can be entertained. Google Form examination links shall be sent to ALL STUDENTS IN ONE GO. Therefore, all guardians are advised to keep their mobile devices / laptops / desktops in proper working condition for the examinations, since there is no provision for re-test.**
- 14. Do not apply for changes in email IDs because such changes are not allowed.**

Further details and schedules shall be communicated shortly.

Thank you. Stay safe.

**Dr. Hema Datta**  
**Principal and Headmistress**