

THIRD & FINAL FORMATIVE ASSESSMENT (CLASSES – I – VIII) PROCEDURE AND SCHEDULE

15/02/2021

1. All concerned should remain signed-in to their respective email accounts which are registered for online classes.
2. The question papers shall be sent in the form of GOOGLE FORM links to the registered email IDs before the time of commencement of examination.
3. All fields in the question paper shall be compulsory. No submission can be made by keeping any field/question unanswered.
4. The question paper can be submitted **ONLY ONCE**. The system shall not accept repeat submission.
5. After all fields are filled and questions are answered through the clicking of the appropriate Multiple Choice button, a student may **SUBMIT** his/her responses. There may be picture captchas which may ask the responder to select specific pictures as per direction and click/press 'verify'. All such directions must be read and followed before successful submission. Please note that picture captchas are beyond our scope and is the verification mode of Google over which we have no control.
6. All examinees shall get a copy of their responses in the email ID used, immediately after submission. This is for their record.
7. **EXAMINEES MUST TAKE SPECIAL CARE TO SUBMIT BEFORE TIME. THE SYSTEM WILL NOT ACCEPT ANSWERS IF THE MAXIMUM TIME ALLOWED FOR THE EXAMINATION IS OVER. NO REQUESTS FOR FURTHER SUBMISSION CAN BE ACCEPTED.**
8. ALL CONCERNED ARE TO KEEP THEIR MOBILE PHONES/LAPTOPS/DESKTOPS ETC. IN OPTIMUM WORKING CONDITION. WE SHALL NOT BE ABLE TO ACCOMMODATE REQUESTS FOR RESENDING OF LINKS OR ISSUES RELATED TO POOR NETWORK, OR PROBLEMS OF A TECHNICAL NATURE AT THE SIDE OF THE STUDENT/EXAMINEE. DO NOT SEND EMAILS FOR ISSUES AT YOUR SIDE OVER WHICH WE HAVE NO CONTROL.

Thank you. Stay safe.



SCHEDULE FOR THIRD & FINAL FORMATIVE ASSESSMENT – ONLINE – 2020-2021

DATE	03/03/21	04/03/21	05/03/21	08/03/21	09/03/21	10/03/21	11/03/21	12/03/21	15/03/21	16/03/21	17/03/21
CLASS	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed
I	ENG. LANGUAGE – 8.00 am – 9.00 am	ENG. LITERATURE – 8.00 am – 9.00 am	COMPUTER – 8.00 am – 9.00 am	MATH. – 8.00 am – 9.15 am	Env. Studies – 8.00 am – 9.00 am	DRAWING – 8.00 AM – 10.00 AM	BENGALI - 8.00 am – 9.00 am	HINDI - 8.00 am – 9.00 am			
II	ENG. LANGUAGE – 8.00 am – 9.00 am	ENG. LITERATURE – 8.00 am – 9.00 am	HINDI - 8.00 am – 9.00 am	MATH. – 8.00 am – 9.15 am	Env. Studies – 8.00 am – 9.00 am	BENGALI - 8.00 am – 9.00 am	COMPUTER – 8.00 am – 9.00 am	DRAWING – 8.00 AM – 10.00 AM			
III	ENG. LANGUAGE – 8.00 am – 9.00 am	ENG. LITERATURE – 8.00 am – 9.00 am	SCIENCE – 8.00 am – 9.00 am	MATH. – 8.00 am – 9.15 am	SOCIAL STUDIES - 8.00 am – 9.00 am	BENGALI - 8.00 am – 9.00 am	DRAWING – 8.00 am – 10.00 am	HINDI - 8.00 am – 9.00 am	COMPUTER – 8.00 am – 9.00 am		
IV	ENG. LANGUAGE – 8.00 am – 9.00 am	ENG. LITERATURE – 8.00 am – 9.00 am	COMPUTER - 8.00 am – 9.00 am	MATH. – 8.00 am – 9.15 am	DRAWING – 8.00 am – 10.00 am	BENGALI - 8.00 am – 9.00 am	HINDI - 8.00 am – 9.00 am	SOCIAL STUDIES - 8.00 am – 9.00 am	SCIENCE – 8.00 am – 9.00 am		
V	ENG. LANGUAGE – 8.00 am – 9.00 am	ENG. LITERATURE – 8.00 am – 9.00 am	COMPUTER - 8.00 am – 9.00 am	DRAWING – 8.00 am – 10.00 am	MATH. – 8.00 am – 9.15 am	HINDI (H) – 8.00 am – 9.00 am BENGALI(H) – 9.30 am – 10.30 am	HINDI (L) – 8.00 am – 9.00 am BENGALI(L) – 9.30 am – 10.30 am	SCIENCE – 8.00 am – 9.00 am	SOCIAL STUDIES - 8.00 am – 9.00 am		

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CLASS	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed
VI	ENG. LANGUAGE - 8.00 am – 9.00 am	ENG. LITERATURE - 8.00 am – 9.00 am	PHYSICS – 8.00 am – 9.00 am	MATH.- 8.00 am – 9.15 am	GEOGRAPHY - 8.00 am – 9.00 am	CHEMISTRY – 8.00 am – 9.00 am	HINDI (L) – 8.00 am – 9.00 am BENGALI(L) – 9.30 am – 10.30 am	BIOLOGY – 8.00 am – 9.00 am	HISTORY - 8.00 am – 9.00 am	HINDI (H) – 8.00 am – 9.00 am BENGALI(H) – 9.30 am – 10.30 am	COMPUTER - 8.00 am – 9.00 am
VII	ENG. LANGUAGE - 8.00 am – 9.00 am	ENG. LITERATURE - 8.00 am – 9.00 am	HINDI (H) – 8.00 am – 9.00 am BENGALI(H) – 9.30 am – 10.30 am	MATH. – 8.00 am – 9.15 am	COMPUTER - 8.00 am – 9.00 am	BIOLOGY - 8.00 am – 9.00 am	HINDI (L) – 8.00 am – 9.00 am BENGALI(L) – 9.30 am – 10.30 am	GEOGRAPHY - 8.00 am – 9.00 am	HISTORY – 8.00 am – 9.00 am	CHEMISTRY – 8.00 am – 9.00 am	PHYSICS – 8.00 am – 9.00 am
VIII	ENG. LANGUAGE - 8.00 am – 9.00 am	ENG. LITERATURE - 8.00 am – 9.00 am	COMPUTER - 8.00 am – 9.00 am	HISTORY – 8.00 am – 9.00 am	BIOLOGY - 8.00 am – 9.00 am	HINDI (H) – 8.00 am – 9.00 am BENGALI(H) – 9.30 am – 10.30 am	CHEMISTRY – 8.00 am – 9.00 am	PHYSICS – 8.00 am – 9.00 am	MATH. – 8.00 am – 9.15 am	HINDI (L) – 8.00 am – 9.00 am BENGALI(L) – 9.30 am – 10.30 am	GEOGRAPHY - 8.00 am – 9.00 am

MATHEMATICS PAPERS SHALL HAVE A DURATION OF 75 MINUTES AND DRAWING SHALL BE OF 2 HOURS. DRAWING EXAMINATION SHALL BE HELD IN GOOGLE MEET FOR WHICH MEETING LINKS SHALL BE SENT AT THE COMMENCEMENT OF THE EXAMINATION TO THE REGISTERED EMAIL ID. FOR DRAWING EXAMINATION, A DRAWING TASK SHALL BE GIVEN AT THE BEGINNING OF THE EXAMINATION AND STUDENTS MUST COMPLETE THE DRAWING TASK WITHIN 2 HOURS AND SEND A SCANNED COPY OF THEIR DRAWING, WITH NAME, CLASS, STUDENT ID WRITTEN ON THE TOP OF THE DRAWING SHEET. THE SCANNED COPY OF THE DRAWING MUST BE SENT WITHIN 2 HOURS TO AN EMAIL ID TO BE COMMUNICATED IN CLASS LATER. STUDENTS WILL NOT BE REQUIRED TO 'SHOW' THEIR DRAWING IN GOOGLE MEET AND ONLY THE SCANNED COPY OF THEIR DRAWING SENT IN EMAIL WILL BE EVALUATED



SCHEDULES OF CLASSES NURSERY, LKG AND UKG are being sent to the email IDs of students.

*** APPROPRIATE CHANGES CAN BE MADE TO THE SCHEDULE UPON PRIOR NOTICE**

-Dr. Hema Datta, Principal & Headmistress

IMPORTANT POINTS TO NOTE ON THE THIRD AND FINAL FORMATIVE ASSESSMENT – 2020-2021

1. The FULL MARKS for each paper shall be 40 marks and each paper shall consist of 20 multiple choice questions. ALL COMPULSORY.
2. **Electronic version of the ANNUAL REPORT CARD shall be sent via email to the registered email address of the student on 25 MARCH, 2021, THU.**
3. NO PRINTOUT OF THE REPORT CARD SHALL BE SENT /GIVEN BY THE SCHOOL. GUARDIANS MAY TAKE A PRINTOUT OF THEIR E-REPORT CARDS AS PER NEED.
4. PROMOTION STATUS SHALL BE SPECIFIED IN THE ANNUAL REPORT CARDS.
5. GUARDIANS DESIROUS OF OBTAINING TRANSFER CERTIFICATES ARE ADVISED TO APPLY FOR TRANSFER CERTIFICATES IN WRITING TO THE SCHOOL OFFICE ON PAYMENT OF RS. 500/- PER APPLICATION BY 1ST APRIL, 2021, 3.00 PM.
6. NO TRANSFER CERTIFICATE FOR THE PRESENT ACADEMIC SESSION 2020-2021 SHALL BE ISSUED IF THERE ARE DUES PAYABLE.
7. **THE SBI COLLECT LINK FOR RE-ADMISSION TO THE NEXT CLASS SHALL BE ACTIVATED ON 1ST APRIL, 2021 AND SHALL REMAIN ACTIVE TILL 12TH APRIL, 2021, 11.45 PM.**
8. **GUARDIANS WHO COMPLETE THE PROCESS OF RE-ADMISSION THROUGH PAYMENT IN THE SBI COLLECT PORTAL MAY COLLECT TEXT-BOOKS FOR THE NEXT HIGHER CLASS BY SUPPLYING THE SBI COLLECT TRANSACTION ID AT THE NEW BUILDING OFFICE FROM 3RD APRIL, 2021, 11.00 AM – 4.00 PM TO 16TH APRIL, 2021, ON EVERY WORKING DAY, INCLUDING SATURDAYS AND SUNDAYS, BUT EXCLUDING THE DATES OF 14TH, AND 15TH APRIL, 2021.**
9. NO EXERCISE BOOKS SHALL BE DISTRIBUTED WITH TEXTBOOKS TILL THE RESUMPTION OF PHYSICAL CLASSES.
10. UNLESS PHYSICAL CLASSES ARE MANDATED BY THE GOVERNMENT, CLASSES FOR THE NEW ACADEMIC SESSION – 2021-2022 SHALL BE CONDUCTED IN ONLINE MODE AS PER PRESENT PRACTICE.
11. **UNDER USUAL ONLINE CLASS PRACTICE, ONLINE CLASSES FOR THE NEW ACADEMIC SESSION SHALL COMMENCE ON 22ND APRIL, 2021, THU.**