

30.01.2021

SCHEDULE FOR 2nd ASSESSMENT, 2020-2021 AND IMPORTANT INSTRUCTIONS

CLASSES – IX – XII

	12.02.21	13.02.21	15.02.21	17.02.21	18.02.21	19.02.21	20.02.21	22.02.21	23.02.21	24.02.21
	Fri	Sat	Mon	Wed	Thu	Fri	Sat	Mon	Tues	Wed
IX	Eng. Lang. (11.00 am)	Eng. Lit. (9.00 am)	History & Civ. (11.00 am)	Economic Appl. (11.00 am)/ Comp. Appl. (1.00 pm)	Geog. (11.00 am)	Chem. (11.00 am)	Hindi (9.00 am)/ Beng. (11.00 am)	Bio. (11.00 am)	Math. (11.00 am)	Comm. St. (11.00 am)/ Physics (1.00 pm)
X	Eng. Lang. (11.00 am)	Eng. Lit. (9.00 am)	Hindi (9.00 am)/Beng. (11.00 am)	History & Civ. (11.00 am)	Comp. Appl. (11.00 am)/Econ. Appl. (1.00 pm)	Comm. St. (11.00 am)/Physics (1.00 pm)	Geog. (9.00 am)	Math. (11.00 am)	Bio. (11.00 am)	Chem. (11.00 am)
XI	Eng. – I (11.00 am)	Eng. – II (9.00 am)	Physics (9.00 am)/ B. Studies (11.00 am)	Math. (11.00 am)	Econ. (9.00 am)/ Chem. (11.00 am)	Comp. Sc. (11.00 am)	Bio. (9.00 am)/ Accounts (11.00 am)	Comm. (11.00 am)	Hindi (9.00 am)/ Beng. (11.00 am)	
XII	Eng. – I (11.00 am)	Eng. – II (9.00 am)	Hindi (9.00 am)/Beng. (11.00 am)	Physics (9.00 am)/ Comm. (11.00 am)	Bio. (9.00 am)/ Comp. Sc. (11.00 am)	B. Studies (9.00 am)/ Math. (11.00 am)	Chem. (9.00 am)	Accounts (11.00 am)	Econ. (11.00 am)	

IMPORTANT INSTRUCTIONS

- 1. QUESTION PAPERS SHALL BE EMAILED TO THE STUDENTS 30 MINUTES BEFORE THE TIME SPECIFIED IN THE TIME-TABLE BY THE NODAL TEACHER OF THE CLASS.**
- 2. STUDENTS ARE REQUIRED TO WRITE THEIR ANSWERS IN A-4 SIZED PAGES AND SEND A PDF OF THEIR ANSWERS SCRIPTS BY UPLOADING THE PDF FILE IN GOOGLE FORM 30 MINUTES AFTER THE CONCLUSION TIME OF THE PAPER. THE GOOGLE FORM LINK FOR SUBMISSION SHALL BE SENT TO THE STUDENTS IN THE SAME EMAIL AS THE QUESTION PAPER. THE SYSTEM SHALL 'STOP ACCEPTING RESPONSES' 30 MINUTES AFTER THE SCHEDULED TIME FOR CONCLUSION OF THE EXAMINATION.**
- 3. THE QUESTION PAPER SHALL BE EXACTLY AS PER THE RECOMMENDED COUNCIL PATTERN.**
- 4. THE DURATION OF THE ACTUAL EXAMINATION SHALL BE THE SAME AS PER COUNCIL'S PRACTICE AND SHALL BE SPECIFIED IN THE QUESTION PAPER. STUDENTS GET THE QUESTION PAPER 30 MINUTES BEFORE THE COMMENCEMENT TIME AS SPECIFIED IN THE TIME-TABLE AND GET 30 MINUTES FOR PDF MAKING AND UPLOADING AFTER THE DURATION OF WRITING TIME.**
- 5. STUDENTS MUST WRITE THEIR ANSWERS IN A4 SIZED WHITE SHEETS ON ONE FACE OF THE SHEET LEAVING THE OTHER SIDE BLANK.**
- 6. THE FIRST PAGE OF THE ANSWER-SCRIPT SHALL CONTAIN THE FOLLOWING INFORMATION:**
 - a. NAME OF THE STUDENT (IN BLOCK LETTERS)**
 - b. CLASS**

c. SUBJECT

d. DATE OF EXAMINATION

e. STUDENT ID

f. TOTAL NUMBER OF SHEETS USED IN THE ANSWER-SCRIPT

g. FULL SIGNATURE OF THE STUDENT.

7. THE STUDENTS ARE ADVISED TO DOWNLOAD A PDF SCANNING APP TO BE USED FOR SCANNING THE ANSWER-SCRIPT MAINTAINING STRICT SEQUENCE OF NUMBERED SHEETS.

8. THE ANSWER-SCRIPT IS TO BE SCANNED INTO PDF AND MADE INTO A SINGLE FILE.

9 EVERY PAGE OF THE ANSWER-SCRIPT MUST CONTAIN THE PAGE NUMBER AND THE FULL SIGNATURE OF THE STUDENT. THE TITLE PAGE OF THE SCRIPT SHOULD BE NUMBERED '1'.

10. STUDENTS ARE ADVISED TO USE BLACK BALL POINT PENS WHILE ANSWERING THE SCRIPTS.

11. THE HARD-COPY OF THE ANSWER-SCRIPT AS UPLOADED, WITHOUT ANY CHANGES MADE AFTER ONLINE UPLOAD, IS TO BE SUBMITTED TO THE SCHOOL ON EACH SATURDAY FOR ALL THE PAPERS OF THE WEEK BETWEEN 2-4 PM. ANSWERS SCRIPT OF EACH SUBJECT IS TO BE SEPARATELY STAPLED.

12. ANY CHANGE/ADDITION MADE TO THE UPLOADED ANSWER-SCRIPT DETECTED DURING EVALUATION SHALL RESULT IN CANCELLATION OF THE PAPER.

13. FOR EXAMINATION DATES ON OR AFTER 22 FEBRUARY, 2021, THE ANSWER-SCRIPTS ARE TO BE SUBMITTED TO THE SCHOOL ON 27 FEBRUARY, 2021, SATURDAY, BETWEEN 2-4 PM.

Principal & Headmistress,

South End Centre E M School, Howrah