

ONLINE EXAMINATION PROCEDURE AND SCHEDULE

26/8/2020

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 just 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.
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 FIRST FORMATIVE ASSESSMENT – ONLINE – 2020-2021

DATE	15/9/2020	16/9/2020	18/9/2020	21/9/2020	22/9/2020	23/9/2020	24/9/2020	25/9/2020	28/9/2020	29/9/2020	30/9/2020
CLASS	Tuesday	Wednesday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday
I	ENG. LANGUAGE – 8.00 am – 8.25 am	ENG. LITERATURE – 8.00 am – 8.25 am		MATH. – 8.00 am – 8.40 am	Env. Studies – 8.00 am – 8.25 am		BENGALI - 8.00 am – 8.25 am	HINDI - 8.00 am – 8.25 am	DRAWING – 8.00 AM – 9.00 AM		COMPUTER - 8.00 am – 8.25 am
II	ENG. LANGUAGE – 8.00 am – 8.25 am	ENG. LITERATURE – 8.00 am – 8.25 am		MATH. – 8.00 am – 8.40 am	Env. Studies – 8.00 am – 8.25 am	BENGALI - 8.00 am – 8.25 am	COMPUTER – 8.00 am – 8.25 am	DRAWING – 8.00 AM – 9.00 AM		HINDI - 8.00 am – 8.25 am	
III	ENG. LANGUAGE – 8.00 am – 8.25 am	ENG. LITERATURE – 8.00 am – 8.25 am	COMPUTER – 8.00 am – 8.25 am		SOCIAL STUDIES - 8.00 am – 8.25 am	BENGALI - 8.00 am – 8.25 am	DRAWING – 8.00 am – 9.00 am	HINDI - 8.00 am – 8.25 am	SCIENCE – 8.00 am – 8.25 am		MATH. – 8.00 am – 8.40 am
IV	ENG. LANGUAGE – 8.00 am – 8.25 am	ENG. LITERATURE – 8.00 am – 8.25 am	COMPUTER – 8.00 am – 8.25 am	MATH. – 8.00 am – 8.40 am		BENGALI - 8.00 am – 8.25 am	HINDI - 8.00 am – 8.25 am	SOCIAL STUDIES - 8.00 am – 8.25 am	DRAWING – 8.00 am – 9.00 am	SCIENCE – 8.00 am – 8.25 am	
V	ENG. LANGUAGE – 8.00 am – 8.25 am	ENG. LITERATURE – 8.00 am – 8.25 am	COMPUTER – 8.00 am – 8.25 am		MATH. – 8.00 am – 8.40 am	HINDI (H) – 8.00 am – 8.25 am	HINDI (L) – 8.00 am – 8.25 am	SOCIAL STUDIES - 8.00 am – 8.25 am		SCIENCE – 8.00 am – 8.25 am	DRAWING – 8.00 am – 9.00 am
						BENGALI(H) – 9.00 am – 9.25 am	BENGALI(L) – 9.00 am – 9.25 am				

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CLASS	Tuesday	Wednesday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday
VI	ENG. LANGUAGE - 8.00 am – 8.25 am	ENG. LITERATURE - 8.00 am – 8.25 am	COMPUTER - 8.00 am – 8.25 am	MATH.- 8.00 am – 8.40 am	GEOGRAPHY - 8.00 am – 8.25 am	HINDI (H) – 8.00 am – 8.25 am BENGALI(H) – 9.00 am – 9.25 am	HINDI (L) – 8.00 am – 8.25 am BENGALI(L) – 9.00 am – 9.25 am	BIOLOGY – 8.00 am – 8.25 am	HISTORY - 8.00 am – 8.25 am	CHEMISTRY – 8.00 am – 8.25 am	PHYSICS – 8.00 am – 8.25 am
VII	ENG. LANGUAGE - 8.00 am – 8.25 am	ENG. LITERATURE - 8.00 am – 8.25 am	COMPUTER - 8.00 am – 8.25 am	MATH. – 8.00 am – 8.40 am	BIOLOGY - 8.00 am – 8.25 am	HINDI (H) – 8.00 am – 8.25 am BENGALI(H) – 9.00 am – 9.25 am	HINDI (L) – 8.00 am – 8.25 am BENGALI(L) – 9.00 am – 9.25 am	GEOGRAPHY - 8.00 am – 8.25 am	HISTORY – 8.00 am – 8.25 am	CHEMISTRY – 8.00 am – 8.25 am	PHYSICS – 8.00 am – 8.25 am
VIII	ENG. LANGUAGE - 8.00 am – 8.25 am	ENG. LITERATURE - 8.00 am – 8.25 am	COMPUTER - 8.00 am – 8.25 am	MATH. – 8.00 am – 8.40 am	BIOLOGY - 8.00 am – 8.25 am	HINDI (H) – 8.00 am – 8.25 am BENGALI(H) – 9.00 am – 9.25 am	HINDI (L) – 8.00 am – 8.25 am BENGALI(L) – 9.00 am – 9.25 am	GEOGRAPHY - 8.00 am – 8.25 am	HISTORY – 8.00 am – 8.25 am	CHEMISTRY – 8.00 am – 8.25 am	PHYSICS – 8.00 am – 8.25 am

MATHEMATICS PAPERS SHALL HAVE A DURATION OF 40 MINUTES AND DRAWING SHALL BE OF 60 MINUTES. 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 ARE EXPECTED TO SHOW THEIR WORK IN VIDEO MODE WHENEVER ASKED DURING THE EXAMINATION AND AT THE END OF THE EXAMINATION DURATION. The rest of the papers shall have a duration of 25 minutes.

SCHEDULES OF CLASSES NURSERY, LKG AND UKG are being sent to the email IDs of students on 29th August, 2020.

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

-Dr. Hema Datta

Principal & Headmistress

