

## BIRLA VIDYA NIKETAN

## Important instructions for the students of Classes VI to XI

- 1<sup>st</sup> term Examination: From 14.09.2020 (Monday) to 26.09.2020 (Saturday).
- The exam will be conducted in two parts; MCQ through MS Form and Subjective part through pen and paper mode which need to be scanned and uploaded in **ASSIGNMENT TAB** in **MS-TEAMS**.
- Time slot for different classes and for different parts is as follows:

	VI	VII	VIII	IX	X	XI
<b>ENTRY &amp; ATTENDANCE</b>	7:45 AM	7:45 AM	9:00 AM	7:45 AM	7:45 AM	9:00 AM
<b>MCQ</b>	7:55 - 8:55 AM	7:55 - 8:55 AM	9:10 - 10:10 AM	8:00 - 9:00 AM	8:00 - 9:00 AM	9:10 - 10:10 AM
<b>ENTRY FOR SUBJECTIVE PAPER</b>	10:40 AM	10:40 AM	10:40 AM	9:30 AM	9:30 AM	10:40 AM
<b>PAPER WRITING TIME</b>	10:50 - 12:50 PM	10:50 - 12:50 PM	10:50 - 12:50 PM	9:40 - 11:40 AM	9:40 - 11:40 AM	10:50 - 12:50 PM
<b>SCANNING AND UPLOADING OF PDF IN MS TEAM</b>	12:50 - 1:10 PM	12:50 - 1:10 PM	12:50 - 1:10 PM	11:40 - 12:00 NOON	11:40 - 12:00 NOON	12:50 - 1:10 PM

- Parents are requested to match the timings of their devices through which child is attempting the paper with CURRENT LOCAL TIME.
- Students are required to join the meeting scheduled in their class TEAM. They are required to join 5 minutes **before** the start of the examination.
- FOR MCQ PART:**
  - After the attendance, check whether you have received the question paper **LINK** in the POSTS of your team. In case of any issue, please inform your class teacher to guide you.
  - Answer the questions and submit the paper by clicking on **SUBMIT button within the duration of the assessment**.
  - Adhering to duration is very important as the **Question Paper will not collect responses** after the scheduled end time.
- FOR SUBJECTIVE PEN & PAPER PART:**
  - The question paper will be posted in the ASSIGNMENT tab of the Class Team at the stipulated time.
  - Write the answer of the subjective paper in fullsize or A4 size paper using pen, like a normal paper.
  - Scan this paper using any available scanner, convert into a single pdf file and upload it via **ADD WORK** in **ASSIGNMENT TAB**. Don't forget to **TURN IN**. Separate time is given for it. Please complete the process by this time.
  - The invigilator will let you know if your uploading is successful. Leave the meeting only on confirmation. If there is any problem, let the invigilator know. He/she will guide you.
- All the students may need graph paper and maps for maths and social science paper respectively. The parents are requested to keep sufficient number of the items mentioned in the table below, so that students can use them as required and attach them with the paper before scanning and uploading.

ITEMS/CLASS	VI	VII	VIII	IX	X	XI
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<b>MAPS</b>	INDIA POLITICAL (1)	INDIA POLITICAL (1) WORLD POLITICAL (1)	INDIA POLITICAL (1)	INDIA POLITICAL (1)	INDIA POLITICAL (1)	INDIA POLITICAL (1) (GEOGRAPHY)
<b>GRAPHS</b>	NIL	1	1	1	NIL	NIL

9. For 3<sup>rd</sup> language paper in classes VI – VIII, i.e. for French, Sanskrit, German, Japanese and Spanish, there is no separate MCQ paper through MS Form. It will only be a subjective paper of 40 marks and 1.5 hour duration for class VI, and 2 hour duration for VII and VIII. The students enter TEAMS only at the time of subjective paper on respective dates.
10. For **Computer Application for special children of class IX and X**, it will be 30 marks MCQ and 20 marks subjective paper of duration 40 minutes and 1 hour respectively. 20 minutes is the scanning and uploading time. Students will enter the team of their respective computer application teachers and not the regular class team.

<b>ENTRY &amp; ATTENDANCE</b>	<b>MCQ</b>	<b>ENTRY FOR SUBJECTIVE PAPER</b>	<b>PAPER WRITING TIME</b>	<b>SCANNING AND UPLOADING</b>
7:50 AM	8:00 AM – 8:45 AM	9:20 AM	9:30 AM – 10:30 AM	10:30 AM – 10:50 AM

**11. FOR CHILDREN WITH SPECIAL NEEDS:**

- (i) All special children will give the MCQ paper with their class only. No separate time will be given for that.
  - (ii) For the subjective part, they (all special children from class VI-XI) will not enter their respective class teams, but will enter separate team created By Ms Pushpa and Ms Rashmi for them, at the stipulated time.
  - (iii) They will get extra 40 minutes to finish their paper. So, for VI – VII and XI, their paper will finish at 1:30 PM instead of 12:50 PM and for IX and X, their paper will finish at 12: 20 PM instead of 11:40 PM. After that, they get 20 minutes to scan and upload their paper.
12. There will be no additional Hindi Paper for students of class IX.
13. Children should write the exam neatly dressed, preferably in school uniform, while sitting in chair-table.
14. You and your personal integrity is FAR MORE IMPORTANT, so **test YOURSELF!!!**

**Examination Department**

**Principal**