

BIRLA VIDYA NIKETAN
Important instructions for the students of Classes XII

1. **1st term Theory Examination:** From 14.09.2020 (Monday) to 28.09.2020 (Monday).
2. **The exam will be single pen and paper mode of 3 hour which need to be scanned and uploaded in ASSIGNMENT TAB in MS-TEAMS.**
3. Time slot for the exam is as follows:

	XII
ENTRY & ATTENDANCE	9:50 AM
READING TIME	10:00 - 10:15 AM
PAPER WRITING TIME	10:15 - 1:15 PM
SCANNING AND UPLOADING OF PDF IN MS TEAM	01:15 - 1:45 PM

4. **Parents** are requested to match the timings of their devices through which child is attempting the paper with CURRENT LOCAL TIME.
5. 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.
6. **FOR SUBJECTIVE PEN & PAPER EXAM:**
 - (i) The question paper will be posted in the ASSIGNMENT tab of the Class Team at the stipulated time.
 - (ii) Write the answer of the subjective paper in fullscape or A4 size paper using pen, like a normal paper.
 - (iii) 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.
 - (iv) 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.
7. Geography students of class XII are requested to keep 1 political map of India for the exam. No other students require any map or graphs.
8. **Children with special needs will get 1 hour extra for writing paper.**
9. Children should write the exam neatly dressed, preferably in school uniform, while sitting in chair-table.
10. You and your personal integrity is FAR MORE IMPORTANT, so **test YOURSELF!!!**

Examination Department

Principal