

ST. COLUMBO PUBLIC SCHOOL

MAHARANA PRATAP ENCLAVE, PITAMPURA, DELHI-34

ATTENTION STUDENTS!!!!

IMPORTANT INSTRUCTIONS REGARDING HALF YEARLY EXAM 2020-21:

- **Strictly follow the time given in the datesheet (inclusive of 10mins reading time).**
- The Half yearly exam is **time bound**, make sure you submit it in the given time i.e. 10 mins after the completion of exam which has been provided for scanning and uploading the answersheet. **Any delayed submission will NOT be accepted.**

List of Do's and Don'ts for Half yearly examination:

DON'TS →

- ✗ Do not send images of your answer. Only PDF file is acceptable.
- ✗ Do not send the files via WhatsApp. The file needs to be uploaded in MS form or send via email to the teachers' mail id. (i.e. teachername@stcolumbopublicschool.com, crosscheck it from teachers' profile on msteams)
- ✗ **Do not send the link of the PDF file. It will not be accepted.** The file itself needs to be sent.
- ✗ **Do not use the inbuilt camera app of your phone to convert the images into PDF. Use a scanning app like Adobe scan, Microsoft Lens, CamScanner etc. for it.**
- ✗ Do not use the back button of your web browser, it will erase all the data that you've filled before.

DO'S →

- ✓ The answers to be written on the page must be written with blue or black pen neatly and diagrams must be drawn with a dark pencil.
- ✓ Rename the pdf file to be uploaded as (name of student) (Class-section) (Subject).
- ✓ The scanned image should be in portrait mode i.e. vertical.
- ✓ Submit the MS form before the prescribed time, after which the link will automatically close. Without this form you will be considered absent.
- ✓ Take a screen shot showing clearly the date and time of the submission of MS form and email sent in case the PDF file is not uploaded in the form.
- ✓ **NO RETEST will be conducted in any circumstances. So the devices should be charged and internet connectivity ensured in advance as per the date sheet. If required phone data should be used instead of wifi.**

HALF-YEARLY EXAMS WILL HOLD A STRONG GROUND TO DETERMINE YOUR ANNUAL MARKS THIS YEAR. SO DO NOT TAKE IT CASUALLY.

THEY SAY MOTHER IS THE FIRST AND BEST TEACHER, GOING BY THIS PROVERB IT SHALL BE THE RESPONSIBILITY OF PARENTS TO MAKE SURE THEIR WARD ATTEMPTS THE EXAM WITH UTMOST HONESTY AND DEDICATION.

ALL THE BEST!!!