



# Mother Divine Public School

## Date Sheet for Annual Examination 2020-2021

### Grades VI to VIII

Date	Day	Subject	Marks	Timings
6.2.2021	Saturday	Art	40	8.45. a.m. to 10.15 a.m.
13.2.2021	Saturday	Computer	40	8.45. a.m. to 10.15 a.m. on Microsoft Forms
17.2.2021	Wednesday	Sanskrit	80	As mentioned below

#### Instructions

1. Attendance for the above exams will be taken at 8:30 am on Microsoft Teams. Link will be shared by the class teacher
2. Login id and password should be correct and working.
3. Instructions for Sanskrit Exam.

Type	Marks / Duration	Timings
Objective (MCQs)	60 marks 2 hour	8:45am to 10:45 am on <i>Microsoft Forms</i> Link will be shared at 8:45am by class teacher in the Teams Meeting
Break	15 min	
Subjective (Pen and Paper Test)	20 marks 1 hour	<i>On Microsoft Teams</i> ATTENDANCE :11:00am to 11:15 am Question Paper will be shared at 11:15am. <i>Writing Time 1 hour:</i> 11:15am to 12:15pm Extra 15 min for creating pdf file and mailing it. The entire process of mailing the pdf should be completed by 12:30 pm

4. Attempt exam with proper device with good internet/Wi-Fi connection and speed. Device should be fully charged.
5. Provision of data backup should be made in advance.
6. Points to remember:
  - Student should be seated in front of the laptop/desktop/mobile ,facing the screen and webcam throughout the entire duration of the exam.
  - Microphone and camera of the device should be in working condition and should be switched on throughout the examination.
  - DARK BLACK PEN to be used for writing.
  - Use ruled sheets for writing the subjective paper. Sufficient number of sheets and stationery should be arranged beforehand.
  - Student should write NAME , ADMISSION NO. ,CLASS SECTION AND PAGE NO. on each sheet before starting the exam.
  - Download Doc Scanner App/CamScanner App/Adobe Scan/Microsoft Office Lens in your mobile to scan the answer sheets and converting it into pdf format.
  - Scan all the answer sheets one by one in proper order and rename it NAME OF STUDENT\_ ADMISSION NO. \_CLASS SECTION\_SUBJECT.

***Mail the pdf file on the mail id provided by the class teacher. Confirm the receipt of pdf mail from the class teacher .No student should leave the meeting before the exam gets over.***

7. FOR ANY QUERY CONTACT THE CLASS TEACHER

***\*\* WE KNOW THAT YOU ARE WORKING SINCERELY. WE TRUST YOU FULLY AND HOPE THAT YOU WILL COME UP WITH FLYING COLOUR IN THIS EXAMINATION.\*\****

**Principal**