

# ERUDITE ACADEMY, DIPHU

(AFFILIATED TO C.B.S.E, NEW DELHI)

AFF. NO. 230165

SCHOOL CODE: 35252

Dtd. 17-02-2022

## FINAL EXAMINATION 2021-22 :: IMPORTANT GUIDELINES & FAQs

### 1. *Mode of conduct of Exam:*

#### **Nursery to SKG**

- *Both online & offline at the same time. To appear examination in online mode, an intimation should be given at the Front Office through Student's Diary on or before 02-03-2022*

#### **Class 1 to V**

- *It will be conducted in offline/ physical mode*
- *Online mode is permissible to students only on medical grounds. A medical certificate must be submitted to the front office with an application on or before **02-03-2022**. Based on this count, printed question papers will be prepared for the physical/ offline students*
- *Once a student opts for an online examination, he/ she cannot change it to an offline exam.*
- *Students who have opted for physical/offline exams, if fall sick and are not in a condition to come to school, will be permitted to appear in the online examination only on medical grounds. To avail of this switch, a medical certificate should be submitted at the Front office without which exam papers of such a student will not be evaluated. Further, such students will not be allowed to take a physical examination for the remaining papers, if any*
- *It is not possible to arrange exams for the same student in both online/ offline mode on different days*

#### **Class VI to IX**

- *Final Examination from Class VI to IX will be held only in offline/ physical mode. There is **no provision for the online exam from Class VI to IX***
- *Students of Class VI to IX, who fail to appear in any subject in Final exam or fail to score 33% marks (i.e, 27/80) or above in any scholastic subject, will have to appear in the compartmental exam to be held in the last week of March/ 1<sup>st</sup> week of April 2022.*

### 2. *Arrival of student's offline students at school:*

Nursery to Class III - 8.10 am  
Class IV to Class IX - 8.00 am

### 3. *Departure of students:*

The duration assigned for scholastic subjects is **3 hours** i.e, 8.30 am to 11.30 am (first sitting). Co-scholastic/ skilled based subjects have variable exam duration. Please refer to the Final Exam schedule for exact departure timing of your wards

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- 4. SOP to be followed during offline examination: Class IV & above -**
  - a) Answer sheets will be distributed at **8.15 am**. Students will have to fill in their details on each page of answer sheets
  - b) Question papers will be distributed at 8.20 am. Students shall read the question paper from 8.20 am – 8.30 am. Students can start writing their answers at 8.30
  - c) Students are not allowed to move out of the exam hall/room during the first 30 minutes and last 20 minutes of the examination
  - d) Students are not allowed to leave the exam hall before the complete duration of the examination. Students who complete their papers before the stipulated time are expected to revise their answers and try to self-assess/improvise their responses
- 5. SOP to be followed during offline examination: Nursery to Class III -**
  - a) Paper distribution – 8.25 am
  - b) At 8.30 am, the students can start writing their answers
  - c) Other guidelines are the same as given in the above paras 4.d), 4. e), & 4. f)
- 6. Guidelines for Online students**
  - a) They will log in to their Online Exam Halls Google classroom by 8.10 am. Question papers will be shared at 8.15 am. Teachers will brief/ clarify doubts related to the question paper till 8.30 am.
  - b) Online students will start writing their answers from home at 8.30 am (first sitting)
  - c) Online Students may submit hard/ soft copies for evaluation
  - d) Hard copies/ notebooks/ answer scripts should be submitted at Front Office **within 1 hour of the completion of the examination**
  - e) Students may also opt to submit soft copies through:Google classroom
- 7. Proctoring of Online students by parents/ carers at home**
  - a) Mother/ father/ carer should invigilate their wards during the online examination at home so that no one can resort to unfair means
  - b) Invigilating parent/ carer should sign & give the date on each page/ paper of the answer booklet/ notebook to affirm that no unfair means were been used
  - c) While scrutinising the answer papers, if a **teacher** senses/ traces usage of unfair means and the same gets established after verifying the facts with the students, marks against such questions will be struck off.
  - d) Exam papers, in which, unfair means usage is sensed, will be kept on hold unless parents come to school along with their ward to rewrite the same answer or other question with the same difficulty, in front of the teacher in the presence of the parent.
- 8. Mathematics & Science papers from Class III to VIII will contain 30 marks questions from Detailed Assessment, i.e, 50 marks subjective & 30 marks objective (DA)**