

## HALF-YEARLY ONLINE EXAM :: IMPORTANT GUIDELINES & FAQs

1. **Question paper format:**

- Two separate question papers will be uploaded under Classwork section in Google classroom on the day of exam at time stipulated in the Half-yearly Exam schedule
- Subjective/ MCQ type of question paper will be in shared as Google form
- Descriptive type of question paper will be in uploaded in PDF format. Students will have to write their answers on their personal notebooks. It is advisable to procure a separate notebook for exam purpose.
- Activities/ practical works will be routed through Flipgrid platform link of which will be shared in Google classroom

2. **Submission of answer script/ exam notebook:**

- MCQ question paper has to be submitted online by turning in.
- Descriptive type answers written on notebooks can be submitted – in Online or Offline mode.
- To submit it online, it is mandatory **to scan all pages of answer scripts in PDF format.**
- Scanning of pages should be done in **portrait mode** in well lighted area. Answer scripts which are not clear or are submitted in landscape mode will not be considered for evaluation
- While attempting to submit MCQ related google form, if a PERMISSION related issue occurs, parents should ensure that the pop-up screen while tapping on the google form opens only in Google chrome browser and the default id logged into chrome is that of the student with erudite.ac.in extension. Permission related issue occurs in two cases – i) If default login account in an android device is not in the name of the child with school's domain extension ii) if the default browser is not Google Chrome
- In case, students find it difficult to upload the Descriptive type of answers paper in Google classroom, parents may submit the hard copy (notebook) of the answer script of their wards at school's front office within 30 minutes of the completion of exam

3. **Co-scholastic subject, Computer Practical & Subject Enrichment activities assessment:**

- Tasks related to HPE/ Dance/ Music/ Recitation/ Reading skill, etc will be assigned to the students during the examination at google classroom as Flipgrid link
- **Computer practical from Class III to X will have two choices – i) Record video while performing given task and upload in Flipgrid OR ii) Attempt additional practical based question along with descriptive type questions in the answer script.**
- Recorded videos to be uploaded at Flipgrid. The previous option of WhatsApp upload is discontinued as it occupies device space of all parents and storage/ assessment of student's work becomes clumsy
- It has come to the notice of the school authority that few students have used record-pause-record method while capturing their activities in Flipgrid. All students are hereby informed not to record-pause-record their videos and capture it in one go. It is required to avoid any foul play. In rarest case, if a student is very slow in performing the assigned activity, parents may record the video in handset and submit it at front office through pen drive.

4. **Do's & don'ts during examination:**

- To avoid any malpractice, entire examination duration video recording will be done
- Once a paper is submitted/ turned in, students should not attempt to unsubmit or re-submit it without the permission of teacher. Once a paper is submitted at google classroom, the time of its first submission is recorded in our system. Any paper resubmitted without prior-permission of teachers will not be considered for evaluation.
- **All scanning should be done in portrait mode. Landscape/ dark/ unclear pages will not be considered for evaluation. Such students will be informed to submit hard copies of their answer scripts/ exam notebooks**

5. **What if, a student cannot appear Half-yearly exam:**

- There won't be any re-exam for students who fail to appear any paper/ all papers of Half-yearly Exam
- Such students will be marked absent. Promotion of such students to subsequent class will be based on their performance in Final examination or as per govt. guidelines, if there is any to be declared in days to come, taking into consideration the prevailing extra-ordinary situation