

ERUDITE ACADEMY, DIPHU

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

AFF. NO. 230165

SCHOOL CODE: 35252

Dtd. 27/06/2020

PA -1 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 PA – 1 schedule
- Subjective/ MCQ type of question paper will be in form of Google form and can be ticked and submitted
- Descriptive type of question paper will be in PDF format. Students will have to write the answers in their personal notebooks. It is advisable to procure a separate notebook for exam purpose.

2. Submission of answer script:

- *MCQ question paper has to be submitted online.*
- 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 submitting the answer script, parents should ensure that they are submitting it from the correct id. At times, parents try to submit it from their personal ids because of which they get **Permission** related error messages. To get rid of it, parents just need to change the google settings from their personal id to their ward's id with erudite.ac.in extension
- In case, students find it difficult to upload the MCQ or Descriptive type of answers scripts 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.*
- **Computer practical from Class III to X will have two choices – i) Record video while performing the practical task & WhatsApp in class group OR ii) Attempt additional practical based question along with descriptive type questions in the answer script.**
- *Parents/ students will have to shoot a low-resolution video of the task performed by their wards and the upload the same in Class WhatsApp group.*
- *To facilitate submission of activities, the closed class WhatsApp group will be left open during the exam timing as per exam schedule. Once the exam duration is over, the group will be locked and no one will able to send video messages in class WhatsApp group*
- *Those who are still not in the class WhatsApp group may send WhatsApp request to Nengboi Miss (91013 96129) or Mahananda Sir (96780 30711) to include their numbers in the group*

4. Do's & don'ts while exam is in progress:

- *All students will keep their video cameras open. They will have to give their exams in front of their devices in such a way that their face is clearly visible to the teacher. Mobile users are relaxed of this clause. This clause is not mandatory during Co-scholastic subject/ SEA assessments*
- *To avoid any malpractice, entire examination duration video recording will be done*
- *Students should be very careful while submitting descriptive type of answers in PDF format. Once submitted, the time of first submission will be recorded in the system. Any resubmitted papers will not be evaluated.*
- ***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 the answer scripts***

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- One has to ensure that all the answer papers have been submitted from the correct ids of the concerned student. In families where more than one ward is using Google classroom from the same device, many a times, assignments were found to be submitted from younger or elder one's id. Say for example, If John (Cl. VI) and Tina (Cl. III) are using the same device to attend Google Classes or Submit assignments, parents should make it sure that their wards are logged into the class/ submitting assignments from their personal user ids, otherwise John's (Cl. VI) assignment will get submitted in Tina's class (Cl. III) and vice versa, and both of them will be marked as absent. To avoid such errors, one has to make it sure that the correct id of the concerned student is selected before uploading the answer scripts in the classroom. Any answer script uploaded from siblings' ids will automatically get deleted and the student will be marked as absent

5. ***Need of holding PA-1 in online mode:***

- *Academic session 2020-21 has begun in Online mode w.e.f 08-April-2020 in phased manner resorting to various digital platforms viz, school's website, WhatsApp, YouTube & Google Classroom as per guidelines issued by various govt agencies & CBSE.*
- *Considering the increasing numbers of Covid-19 cases with every passing day, the possibility of having formal classes/ assessments in near future appears bleak necessitating conduct of PA-1 assessment in online mode for those who prioritise education/ intervention/ evaluation of their wards progress in regular intervals*

6. **What if, a student cannot appear PA-1 exam:**

- There won't be any re-exam for students who fail to appear any paper/ all papers of PA-1 Exam
- *In case a student is unable to appear a paper/ or all papers due to sickness or any other reason, **their PA-1 marks will be derived from the subsequent examination's scores***
- *Parents' of students who might not appear PA-1 exam due to health related or any other issue should submit an application regarding this with supporting documents at school's Front Office*

N.B: Pl refer to Notice **CONDUCT OF PA -1 EXAM IN ONLINE MODE W.E.F 29-06-2020** dated 12-06-2020 for other details