

ERUDITE ACADEMY, DIPHU

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

AFF. NO. 230165

SCHOOL CODE: 35252

Dtd. 03-12-2021

PA -2 EXAM :: IMPORTANT GUIDELINES & FAQs

1. Mode of conduct of Exam:

Nursery to SKG - Both online & offline at the same time. **To attend in online examination, an intimation should be given at the Front Office through Student's Diary on or before 10-12-2021**

Class 1 & above - It will be conducted in offline/ physical mode

- **Online mode is permissible to students only on medical ground.** A medical certificate has to be submitted in the front office with an application on or before **10-12-2021** to be eligible to appear in online PA-2 exam
- **Once a student opts for online/ physical examination, he/ she cannot change it to offline/ physical mode or vice versa.**
- Separate Google Classroom invitation will be sent to the students who submit medical certificate & application for online PA-2 exam not later than 10-12-2021.
- **No request for switching exam mode will be accepted post 10-12-2021. It's not possible to arrange exams for the same student in online/ offline mode on different days**

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 time admissible for scholastic subjects is **1 hr 30 min**, i.e, 8.30 am to 10 am (first sitting). However, the time allotted for co-scholastic/ skilled based subjects are of variable duration. As such parents/ guardians are requested to go through the PA-2 schedule to find out the departure timing of their wards

4. SOP to be followed during offline examination: Class IV & above -

- a) Question paper/ Answer sheet 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

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- c) *At 8.30 am students can start writing their answers*
- d) *Students are not allowed to move out of the exam hall/room during the first 30 minutes and last 15 minutes before completion of the examination*
- e) *Even if a student completes his/ her paper before the stipulated time, he/she will not be allowed to submit answer scripts/ leave exam hall. In such a case, the student is expected to revise his/ her answers and try to evaluate/improvise his/ her responses*
- f) *Students are allowed to leave exam room/ hall only after completion of stipulated paper duration as mentioned in the PA-2 schedule*

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 same as in above para 4.d), 4.e), & 4. f)*

6.Guidelines for Online students

- a) *They will login into the PA-2 Google classroom at 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 to be submitted at school within 1 hour from the completion of the examination*
- e) *Students may also opt to submit soft copies through Google classroom*

7. Invigilation of Online students' examination by parents/ carers at home

- a) *Either mother/ father/ carer should invigilate online students at home during the entire duration of examination to avoid any usage of unfair means*
- b) *Invigilating parent/ carer should sign & give date on each page/ paper of the answer booklet/ notebook to affirm that no unfair means have been used by his/ her ward*
- c) *While scrutinising the answer papers, if teachers' sense/ trace any usage of unfair means and the same gets established after verifying the facts with students, marks against such questions will be struck off.*
- d) *Papers of students where unfair usage are sensed will not be corrected unless parents come to school along with their ward to rewrite the same answer or other question with same difficulty, in front of the teacher in the presence of parent.*