

**REVISED METHODOLOGY OF TAKING ONLINE PEN PAPER TEST TO BE FOLLOWED AT
DAV MODEL SCHOOL, IIT KHARAGPUR**

The Online pen paper assessment will be conducted strictly as per the date-sheet and timing mentioned.

- The full marks for the Pen paper Test for classes **III-IX and XI** will be of **35 marks** and the time allotted will be **90 minutes**.
- For classes **X and XII**, each main subject will comprise of two papers viz **Paper-I (35 marks) and Paper -II (35 marks)**. The syllabus for **Paper-I** and **Paper- II** will be strictly as per the divided syllabus already circulated.
- The Question Paper would preferably comprise of **SA (I) type of 2 marks, SA (II) type of 3 marks and LA type of 5 marks (marks may vary)** so that students get an opportunity to work on their writing skills.
- Each **Online class group** will be subdivided into **groups** comprising of maximum **20 -25** students.
- Each group of a particular class and Section of Online classes will have a **unique Meeting code of Google Meet App (for online monitoring)** which will be provided to the students one day before the start of the Test in their respective Class WhatsApp Group. The meeting code will be same for all exams for each group.
- Students can appear for the online Pen Paper Test either in **Laptop/Desktop with webcam/ Android Mobile** where the students can be monitored completely.
- Students need to **manage their own devices with camera** for the uninterrupted Test.
- Students should write the answers in **A₄ ruled papers**.
- At the top of each page of answer sheet, student need to write the .

Name in Block Letters _____ Class : _____ Section : _____

Roll No. _____ Subject : _____ Paper I/II (for Class X, XII) _____

Date of Examination : _____ Page No.: _____ (for e.g. 1/4, 2/4, 3/4, 4/4)

- Students need to appear in the pen paper Test by keeping their **Google Meet video on** and the same will be monitored by the concerned coordinating teacher. Coordinating teacher will start sharing the screen 15 mins before the exam timing where **QUESTION PAPER** will be displayed and this will be considered as **reading time. The invigilator will take the attendance during the reading time only.**
Students can see the Question paper and write the answers, so that the video of the students remain switched on. Question paper will also be shared in WhatsApp groups of respective classes at **8 am (for classes VIII, IX , X – Paper- I, XII-Paper- I) and 10 am (for Classes V-VII, XI), 12 Noon (for X & XII- Paper- II)**.
If any student wants to see the Question paper from WhatsApp group then they can do that but they need to arrange a separate device so that the video monitored by coordinating teacher, can go on without any interruption.
- Students should wear school uniform during the examination. In case of new students, they should wear white dress. They are **not** supposed to leave the seat for the entire time period of the Test (in case of emergency, they may take permission from the invigilator) and the **camera need to be kept switched ON**.
- After completion of the Test paper, students need to take the **picture of the answer sheet, convert it into PDF file (single file)** and upload it by using **Google Form link**, positively within **15 (fifteen)** minutes without any delay. The link will be shared 10 minutes before the exam concludes. After uploading the answer sheet, students must inform the same to the invigilator.

[**Note:** We will be conducting a demo cum mock test to explain the process of the Upcoming exam, i.e. converting the images into pdf and uploading using google form.

Schedule for Demo:

Class V: 11 AM – 11:30 AM

Class VI: 11 AM – 11:30 AM

Class VII: 11:30AM – 12 Noon

Class VIII: 11:30AM – 12 Noon

Class IX: 12 Noon – 12:30 PM

Class X: 12 Noon – 12:30 PM

Class XI: 12:30 PM – 1:00 PM

Class XII: 12 Noon – 12:30 PM

(* Demo link will be provided in their class WhatsApp groups before one day)

Its mandatory for all the students to join the above mentioned class in the Google Meet links of their respective classes only. Students can install any Scanner app like: Document scanner/ Mini scanner / Noteblock etc.]

- **For any query please feel free to contact the**

For Classes III to V	: Rudra Pratap Ghosal (Mob. No. : 9474616916)
For Classes VI & VII	: Sumita Sarkar (Mob No. : 8145840966)
For Classes VIII & IX	: Baishali Banerjee (Mob. No. : 7031139112)
For Classes X & XI	: Rajkumar Kar (Mob. No. : 9933843345)
For Class XII	: Swarup Kumar Maity (Mob. No. : 7407022525)

- **For classes III and IV** , As the students use pencil for writing and the image of the answer book will get blurred , hence answer books will be supplied to parents in advance. Date of distribution of the blank answer sheets to parents has already been notified in their respective online class WhatsApp group and school website.
- **For convenience of the students of Class V answer sheets will be supplied from school to parents on 28.09.2020.**
- On the exam days, students of III to V will be writing the answers under the supervision of parents. As per the datesheet, Links will be provided in Class WhatsApp group at 9:45 am. At the end of entire examination, all answer sheets will be returned back by the parents in a sealed envelope (writing the class and name of the students on the envelope) to school.
- **Schedule of returning answer sheets for Classes III to V will be notified later on.**

Sd/-

Principal

DAV Model School, IIT Kharagpur