



Inspiration Public School Haldwani

July 18, 2020

Guidelines for online Test

Dear Parents/ Students,

On the basis of mock test feedback received from the teachers and parents the following guidelines are being issued for the smooth and fair conduct of the online test.

- Parents must ensure 2 GB of data every day with proper Internet Connectivity.
- Zoom application will be used for the conduct of online test. Kindly ensure that Zoom Meeting Application is installed in your system (Laptop/Desktop/Smart Phone). Prefer to use Laptop (if available).
- The Parents/ Students must ensure that the Laptop/Desktop/ Smartphone is charged sufficiently before the conduct of the unit test.
- Please ensure to have proper arrangements for power back up for the flawless conduct of the test.
- Students taking a unit test in laptop/desktop and using a WiFi connection must ensure to put Router in a power backup mode connected with UPS for uninterrupted internet services.
- Please ensure to make a proper set up with comfortable furniture (table and chair) at one side of the room with no disturbance during the conduct of the test.
- The chair and table have to be arranged in a way that there should not be any extra material on the table top except answer sheets, stationary (Pen, Pencil, Scale, sharpener, eraser etc.) and a water bottle.
- Timings of the test will be as per the schedule already shared with you.
- The time duration of the test will be 1 hour which shall be strictly adhered to.
- The recurring link of the zoom meeting application will be shared by the teachers a day prior to the date of the test for the particular subject.
- As per the provision in the Zoom meeting application the session expires after 40 minutes. But With the help of recurring meeting link, the session can be resumed within seconds for another 40 minutes by logging in with the same link to maintain the continuity of the unit test.
- Students have to be in proper school uniform along the I card of the previous session (2019-200. New students have to be dressed up in formals with white shirt.
- Students are not supposed to leave the screen during the test in any case.
- Parents must ensure that no disturbance is there while the student is attempting the paper.
- Students using smart phone must put their number on call forward mode during the test in order to avoid disturbance due to incoming calls.
- The Name, Class, Section, Subject and Date has to be written at the top of each page of the answer sheet as per the format given hereunder.

Student's Name: _____ **Class:** ____ **Sec.:** ____

Subject : _____ **Date:** _____

- Please mention the page number at the bottom of each page of the answer sheet in the format of “**page 1/2**”.
For example total pages in the answer sheet are **10**, then the numbering has to be done in the manner : **1/10, 2/10, 3/10.....**
- Mention the correct question number against the respective answer.
- Write your answers in a clear and legible handwriting.
- Scan the answer sheet immediately after the test and send the scanned copy in pdf format to the whatsapp number of the respective class teacher.
- Please confirm from the class teacher for the receipt of the answer sheet immediately after sending the answer sheet.
- It is recommended to use a scanner (Adobe Scan) to scan the answer sheet for better resolution instead of clicking pictures of the answer sheet from the mobile phone.
Separate message and tutorial will be shared soon for the application of Adobe scan very shortly.

Please Note: *1- The Parents of the students of class 5 and below are requested to be with their ward during the test to provide technical assistance (Joining the Zoom meeting application, Scanning the answer sheet in PDF format and sending to the whatsapp number of the respective class Teacher.*

2- Students found involved in malpractices (copying or attempting to cheat) shall be awarded Zero.

3- Invigilators will keep on monitoring throughout the test. No movement is allowed till the test gets over and the answer sheet is submitted.

Your sincere cooperation is highly solicited for the conduction of online test.

Good wishes to all the students.

Regards,
Principal