RAJAGIRI CHRISTU JAYANTHI PUBLIC SCHOOL
Rajagiri Valley P.O., Kakkanad, Cochin- 682 039

Cr. No. RCJPS/P008/2021-22   *13 June 2021*

ONLINE ASSESSMENTS-GENERAL GUIDELINES

1) The Class teacher will schedule a meeting by **04:45pm** on the examination days. All students are requested to join the meeting by 04:45pm itself and strictly follow the instructions given by the Class teacher.

2) **Students are not allowed to <u>exit from the meeting/go out of preview of the camera until the answer scripts are submitted.</u>**

3) **<u>The video should be switched on and the audio should be muted</u>** while writing the examination.

4) Ensure that the assessment is taken seriously and students have all needed materials to do the same without any hazzle.

5) Each student will require:
   i. Writing materials (A4 size paper)
   ii. Ballpoint Pen/Gel Pen
   iii. Stable internet connection so as to successfully complete the exam and submit the answer sheets. (This is mandatory)

6) The assessment will be conducted from **05:00pm** to **06:30pm**.

7) The schedule is as follows:
   i. **04:50pm** to **05:00pm**   :   Reading the Question Paper
   ii. **05:00pm** to **06:30pm**   :   Writing the exam
   iii. **06:30pm** to **07:00pm**   :   Uploading the answer sheets.

8) Duration   -   **1.5** hours
9) Maximum Marks -   **40** marks

10) The question paper will appear in the **Assignment** tab, in the respective Class Team with the name of the subject, which will be the title.

11) Students have to directly access the file from the **'Assignment'** tab and proceed with the exam. **<u>Avoid use of mobile phones</u>** for the examinations. Ensure a **<u>Laptop/Desktop/Tab</u>**.

12) The answers are to be written in ruled A4 size papers and do ensure that the question numbers are correct.

13) Incase you are unable to upload the same within the stipulated time contact your class teacher immediately. Late submission will not be considered.
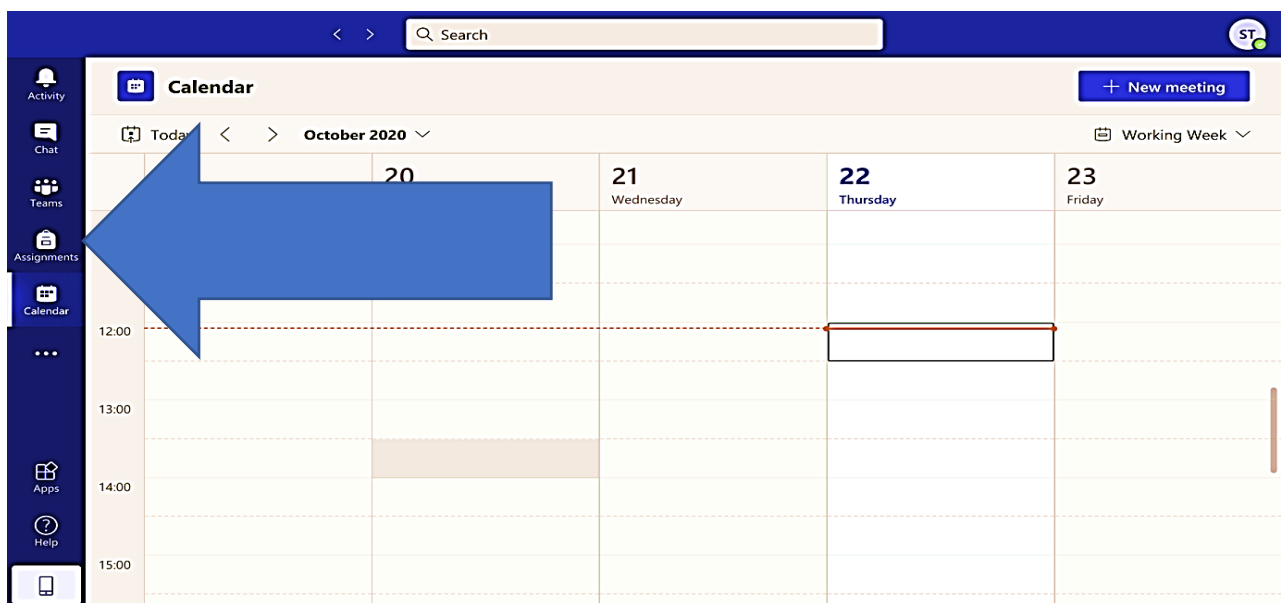
14) Ensure the given frame during the examination.
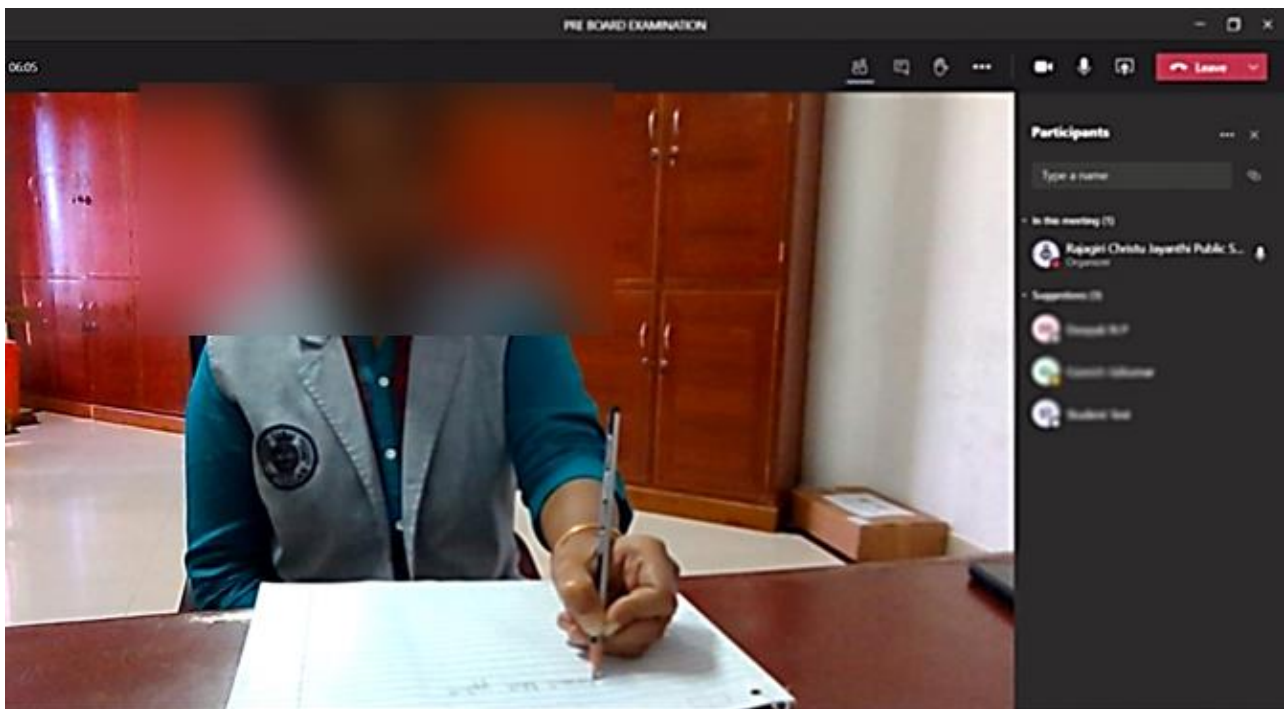
GUIDELINES TO RECEIVE AND SUBMIT ASSESSMENT WORKSHEET

Login to Microsoft Teams and join the meeting scheduled by the class teacher at 04:45pm without fail.

**Step 1:** Go to the 'Assignments' tab when your class teacher instructs you to do so.

Step 2: In the 'Assignments' tab, you will find the uploaded question paper. Click on the assigned file.
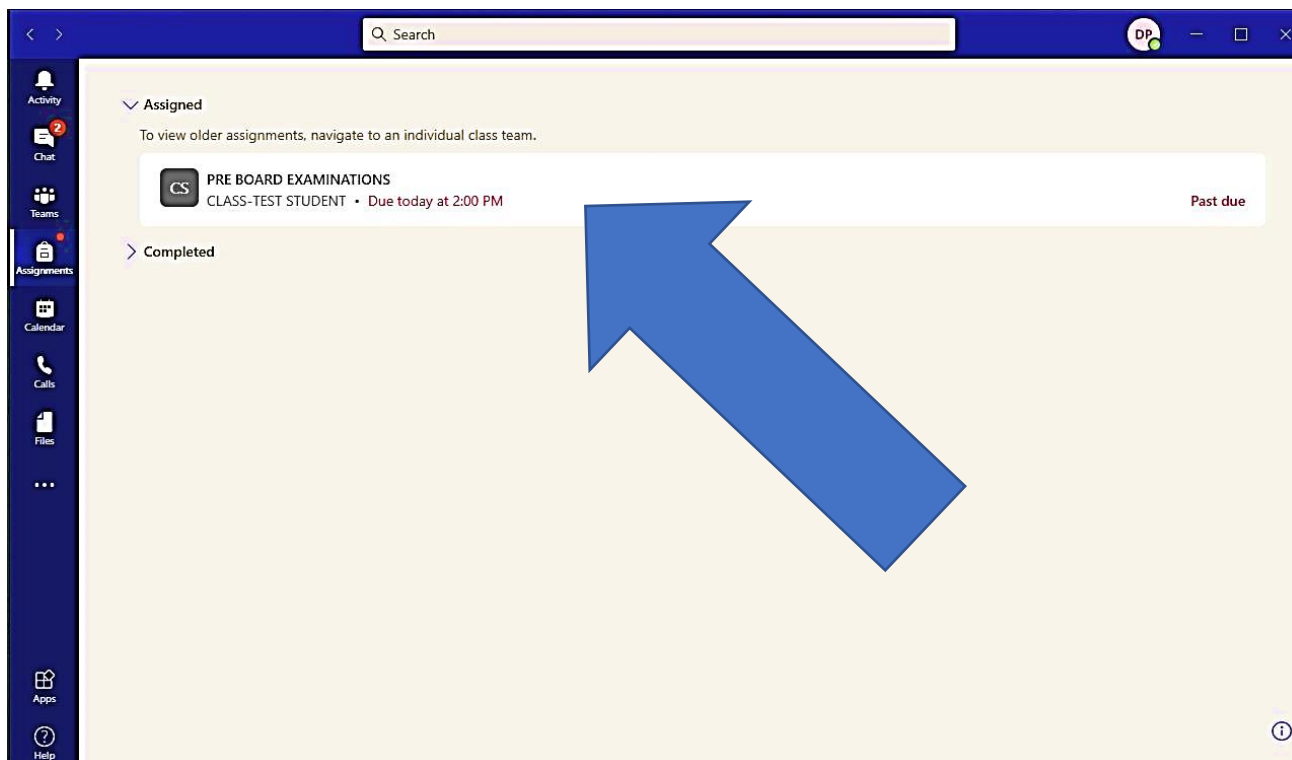
Step 3: Upon clicking on the file, you will find the Question Paper under the title 'Resource materials. Click on more options (…) and download the attachment. The Question Paper will be saved to your "**Downloads**" folder.
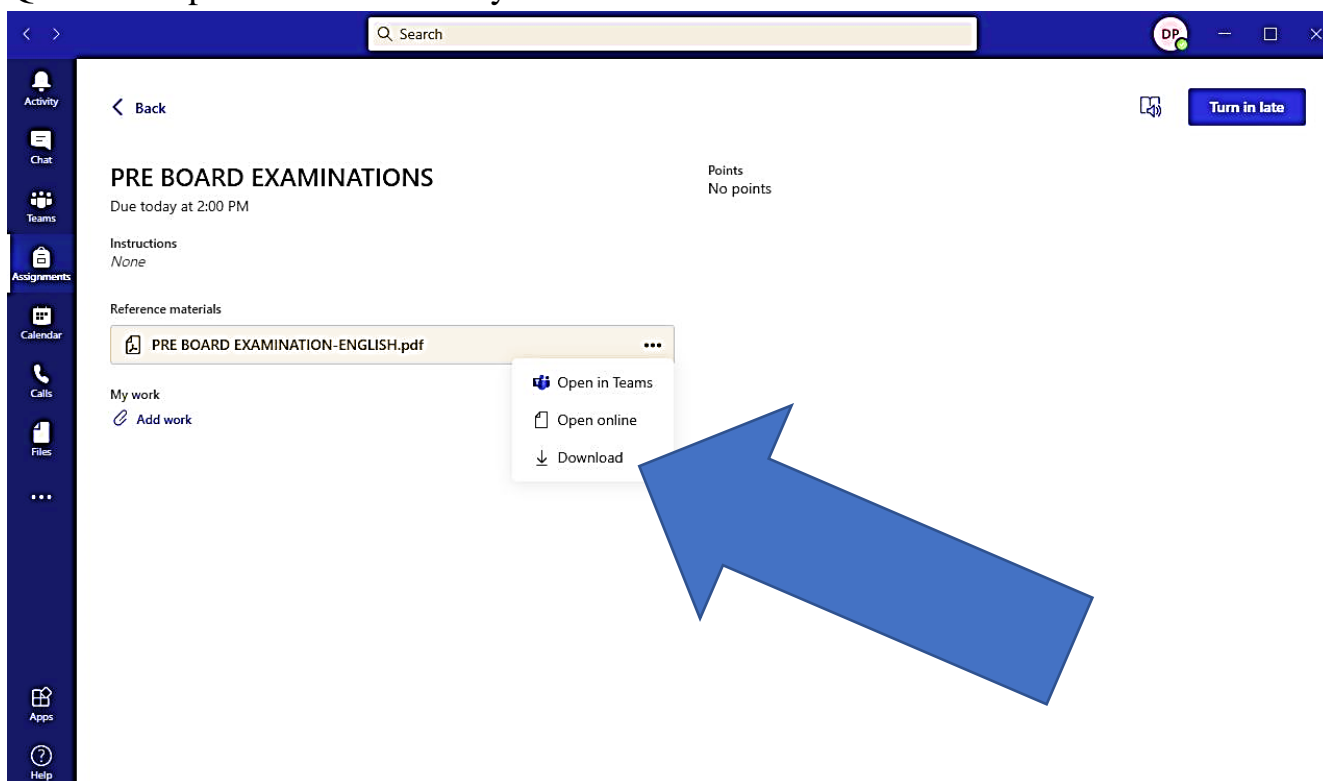
Step 4: Once your ward's Answer Script is photographed / scanned and saved in your device, return to the respective assignment (subject specific) and click on **'Add work'** option to upload the file(s).
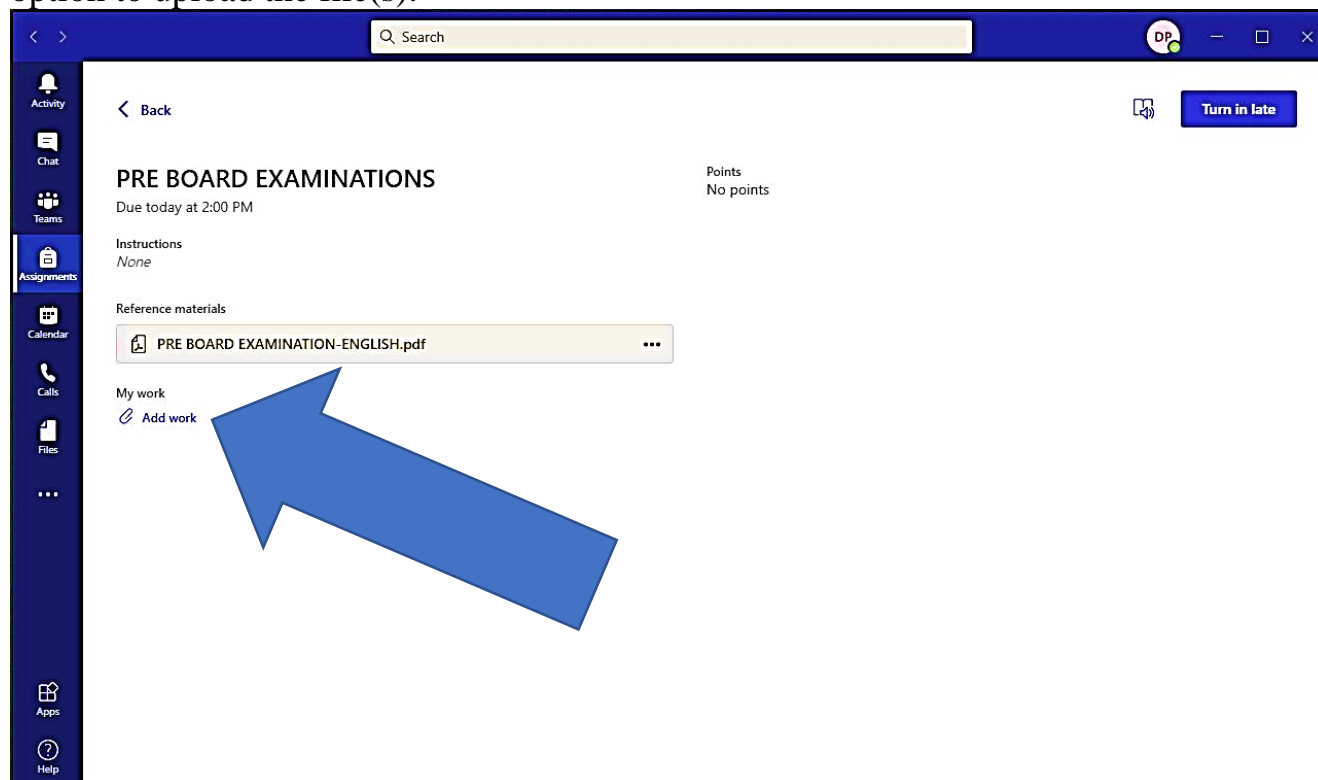

PLEASE NOTE: When you photograph / scan the Answer Scripts, kindly rename the file with **YOUR WARD'S CLASS & SECTION, NAME, SUBJECT AND PAGE NUMBER**. For example, if the child's name is **Mathew Thomas**, is studying in Grade X D, and has written the Maths exam, the file should be renamed as follows:

X D_MathewThomas_Maths_Page1, X D_MathewThomas_Maths_Page2, etc.

You can also compile the pages as one pdf attachment. However, ensure that the pages are in the correct order and that the file is renamed as mentioned above (without page number, Example**: X D_MathewThomas_Maths**)

Step 5: Click on the option 'Upload from this device' and choose the photographed / scanned files from the saved folder.
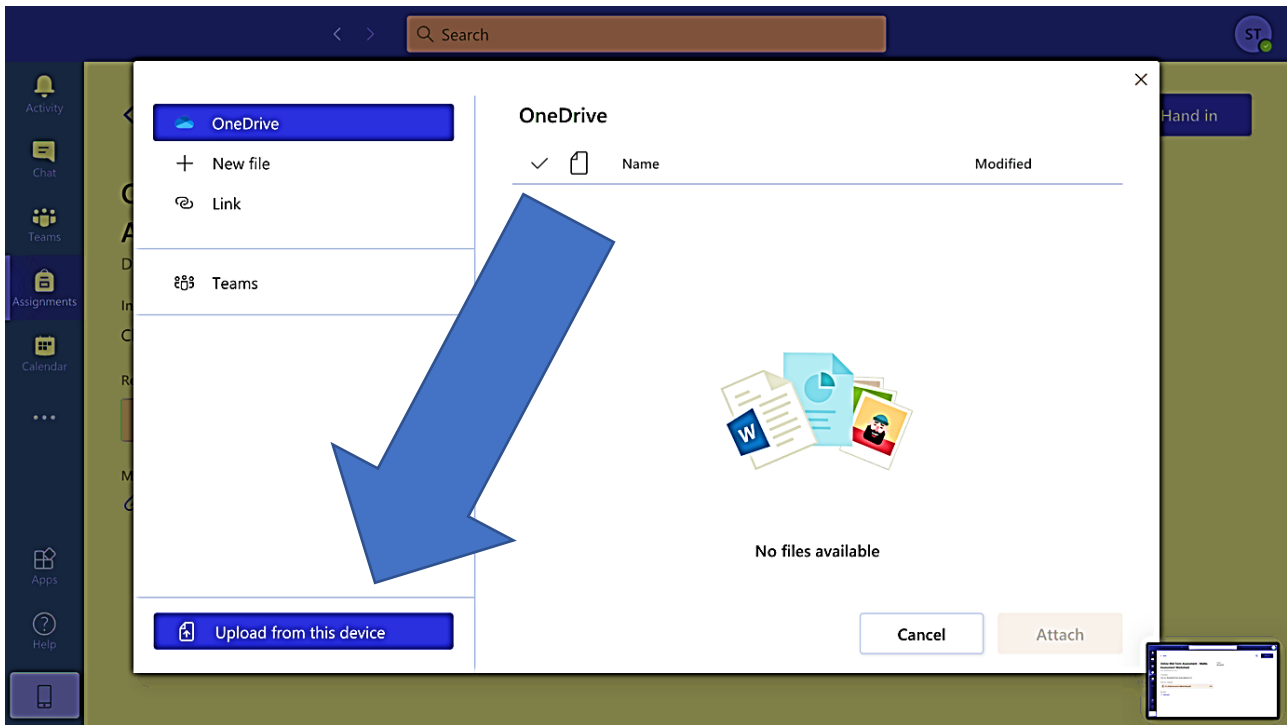
Step 6: Wait for the file(s) to upload completely and click on 'Done'.
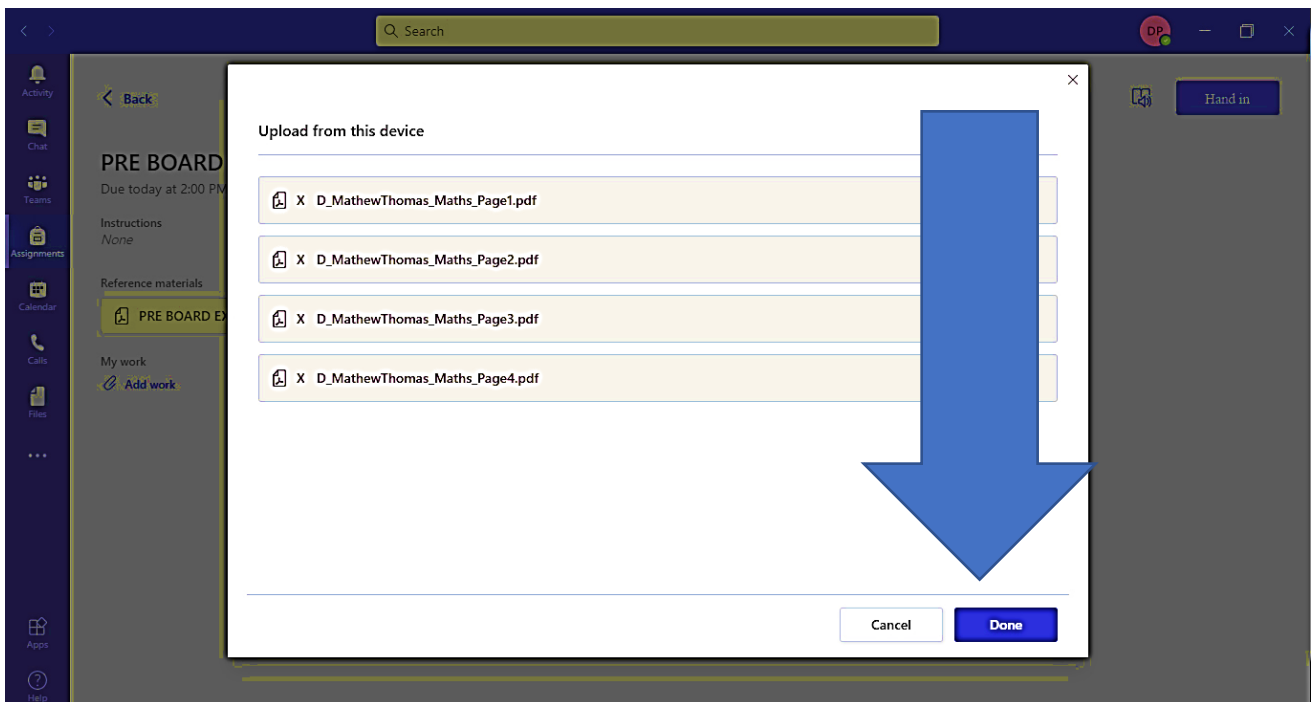
Step 7: Once all the files are uploaded, click on the 'Hand in' option. An animation will be played indicating that the file(s) is handed in. With this, the process of submitting the worksheet is completed.
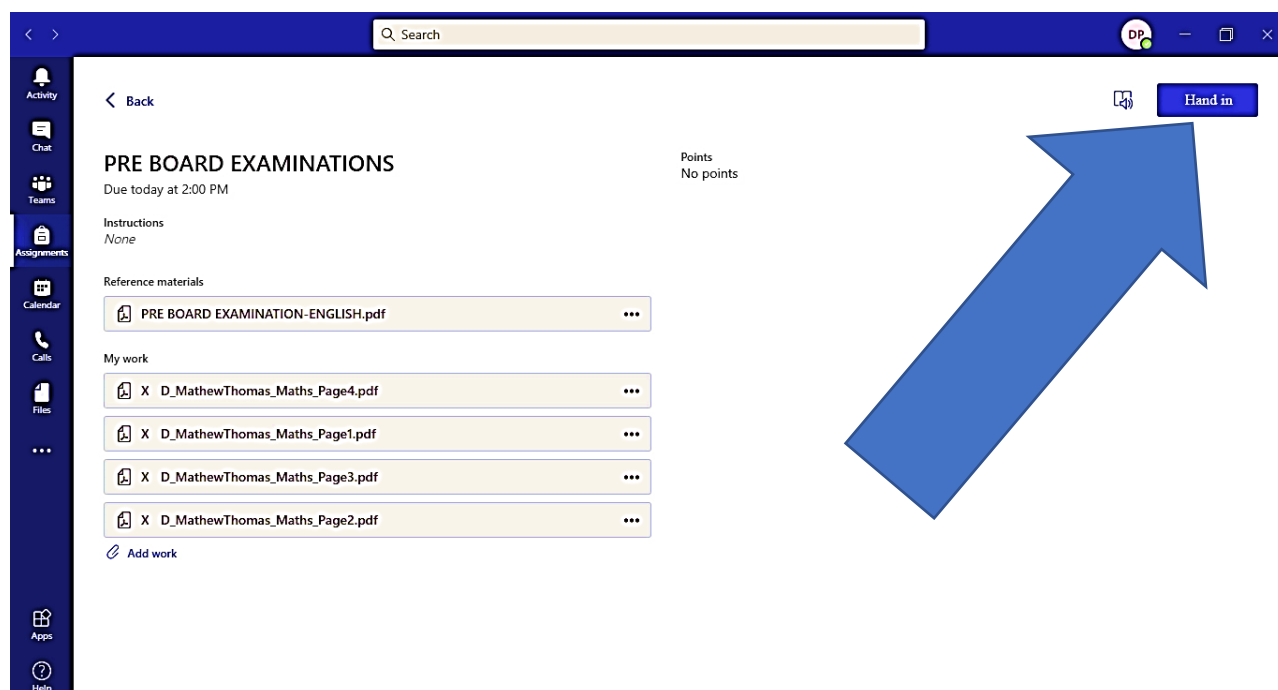
Incase you are unable to submit the answer scripts due to power failure/poor connectivity do send the same to the respective class teacher through WhatsApp on or before **07:00pm**. It is mandatory that you upload the answer scripts within the given time slot. However, all answer scripts are to be handed over to the school after the last examination. It can be sent by post/courier or even handed over by anyone on behalf of the student.

Anticipating your co-operation and support for the successful conduct of the same.

Mrs. Saji Varghese
Principal