



Christu Jayanthi Public School

(Affiliated to the Central Board of Secondary Education, New Delhi. Code No. 930714)

Cr. No. RCJPS/P018/2021-22

22 July 2021

Dear Parent,

Hope you and your family are keeping fine!

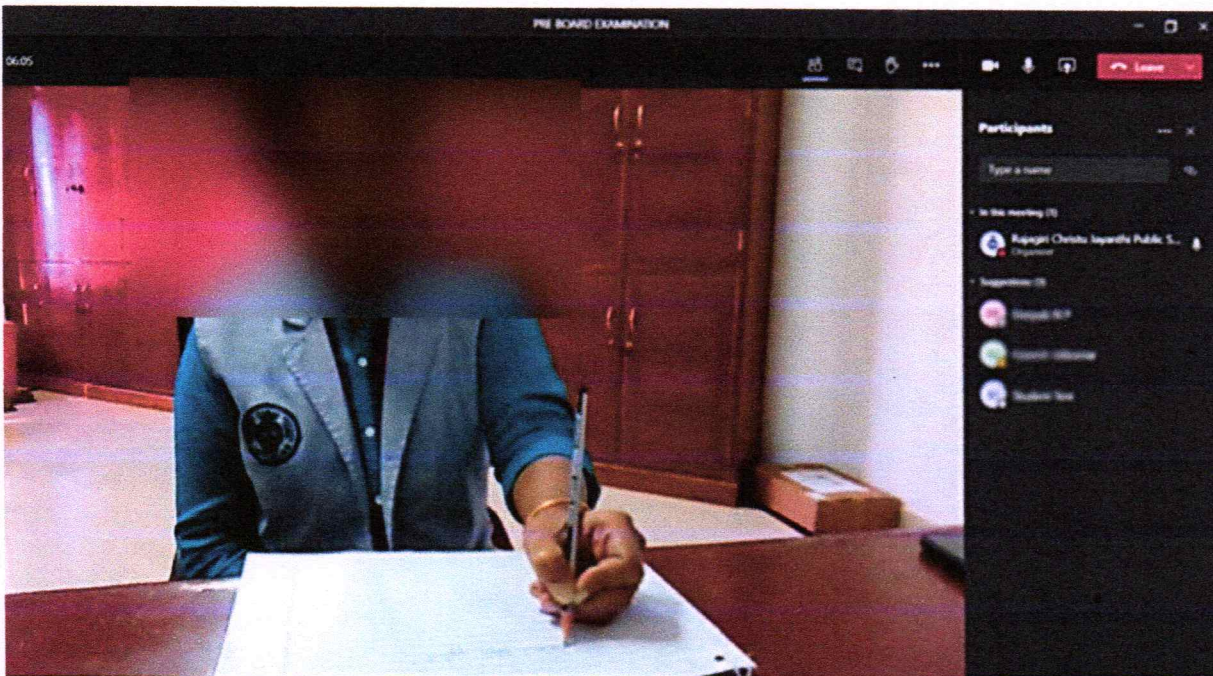
As you know, we will begin our Pre-Mid Term Assessments next week for grades III-V from Monday, 26 July 2021 to Friday, 30 July 2021.

Kindly ensure that your ward does not get unduly tensed or stressed over these assessments, as they have been prepared only as a form of revision of the lessons taken so far. Please make note of the guidelines for the online assessments.

ONLINE ASSESSMENTS-GENERAL GUIDELINES

- 1) The Class teacher will schedule a meeting by **08:45am** on these days. All students are requested to join the meeting by **08:45am**.
- 2) The video should be switched on and the audio should be muted while writing.
- 3) Ensure that students have all needed materials to do the same without any hazzle.
- 4) Each student will require:
 - i. Writing materials (A4 size paper- ruled)
 - ii. Pencil for Classes III & IV, Pen for Class V
 - iii. Stable internet connection so as to successfully complete the exam and submit the answer sheets. (This is mandatory)
- 5) The assessment will be conducted from **09:00am to 10:00am**
- 6) **THERE WILL BE NO REGULAR CLASSES ON EXAM DAYS.**
- 7) The schedule is as follows:
 - i. **08:50am to 09:00am** : Reading the Question Paper
 - ii. **09:00am to 10:00am** : Writing the exam
 - iii. **10:00am to 11:00am** : Uploading the answer sheets.
- 8) Duration - **01** hour
- 9) Maximum Marks - **20** 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.

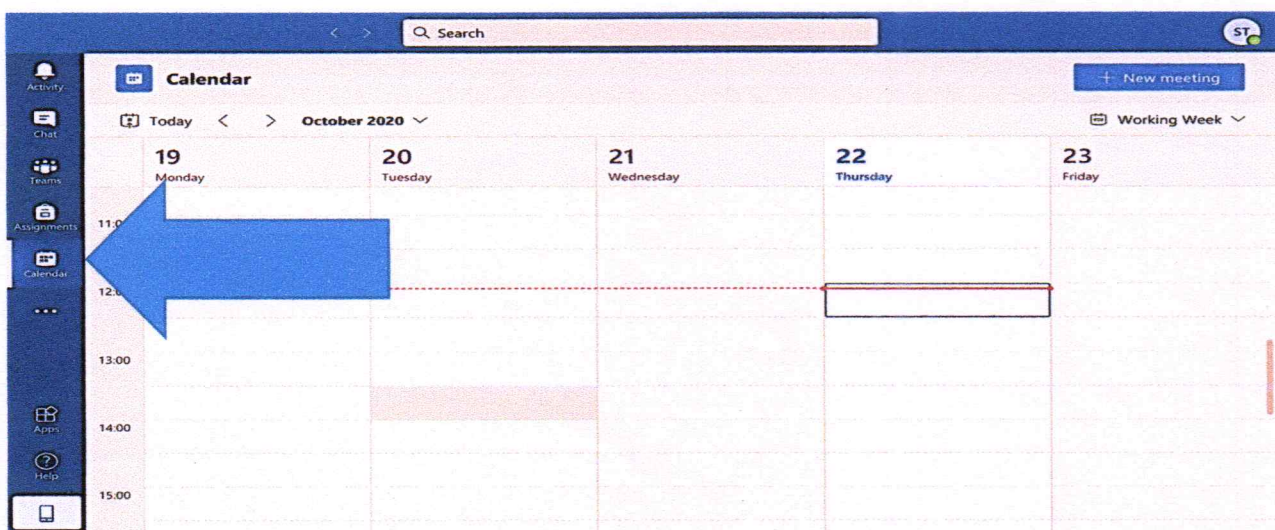
- 11) Students have to directly access the file from the 'Assignment' tab and proceed with the exam. Ensure a **Laptop/Desktop/Tab** for the examination if possible. Avoid mobile phones.
- 12) The answers are to be written in ruled A4 size papers and do ensure that the question numbers are correct.
- 13) In case you are unable to upload the same within the stipulated time contact your class teacher.
- 14) Ensure the given frame during the examination.



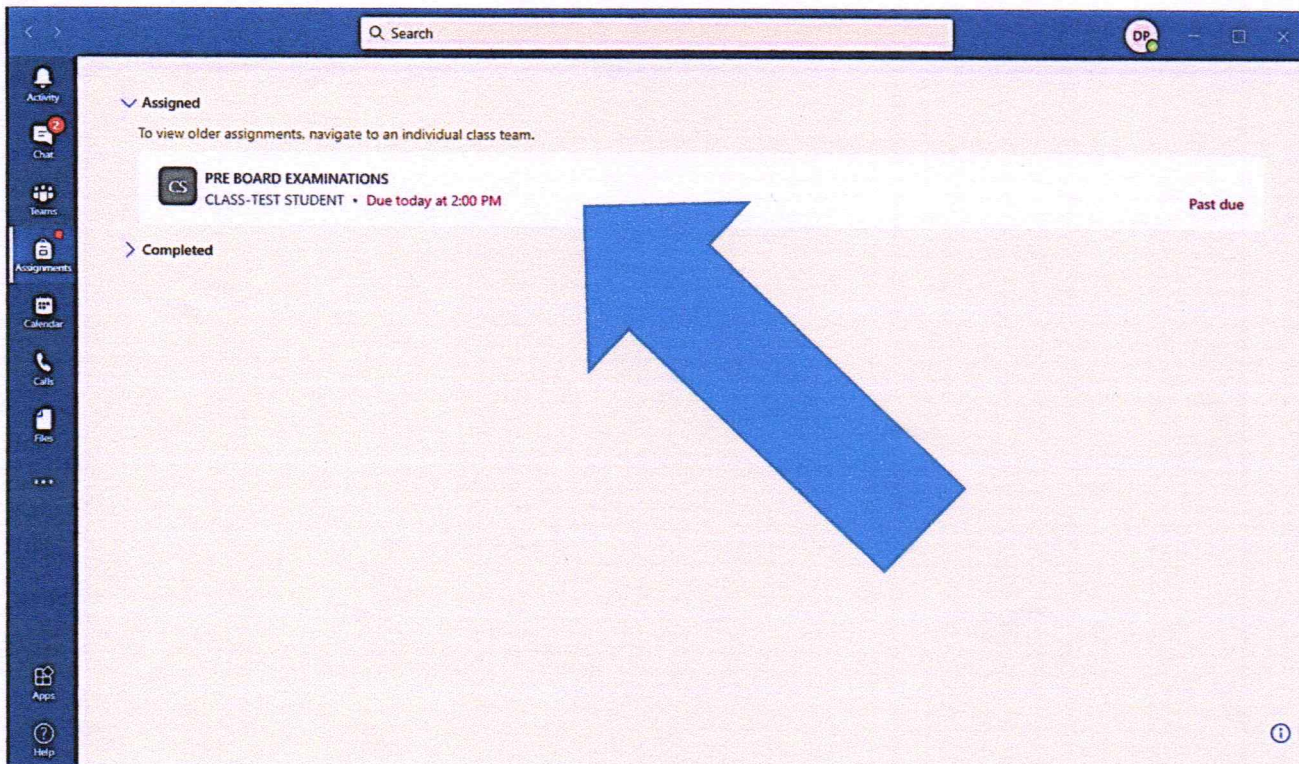
GUIDELINES TO RECEIVE AND SUBMIT ASSESSMENT WORKSHEET

Login to Microsoft Teams and join the meeting scheduled by the class teacher at 08:45am without fail.

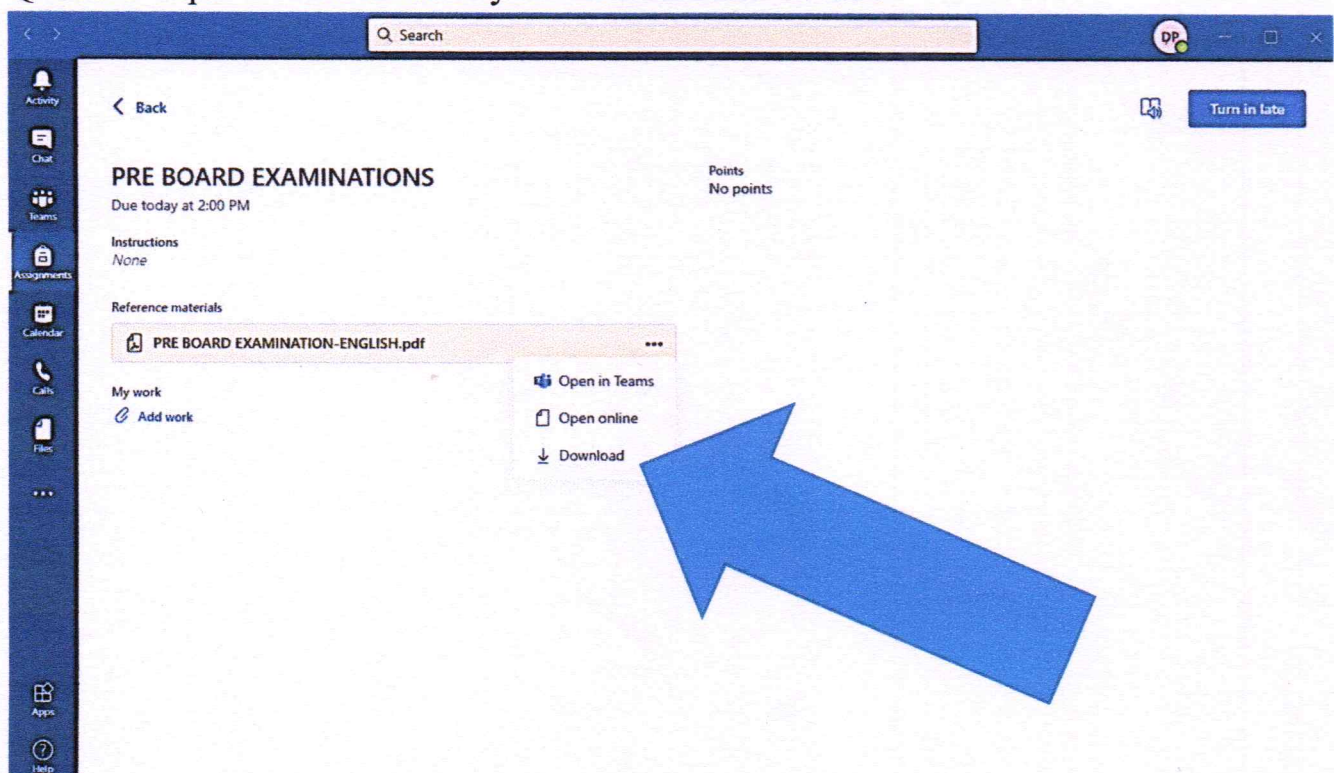
Step 1: Go to the 'Assignments' tab when your class teacher instructs you to do so.



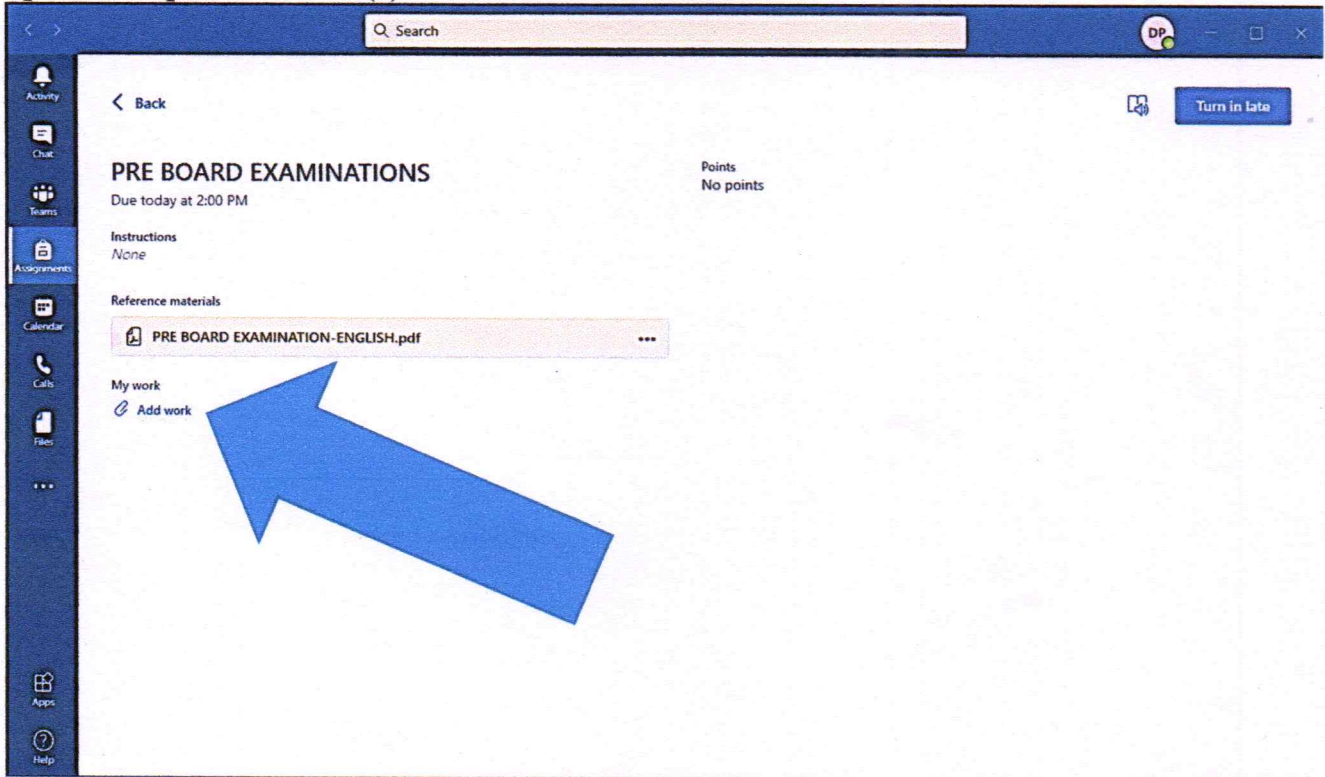
Step 2: In the 'Assignments' tab, you will find the uploaded question paper. Click on the assigned file.



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).

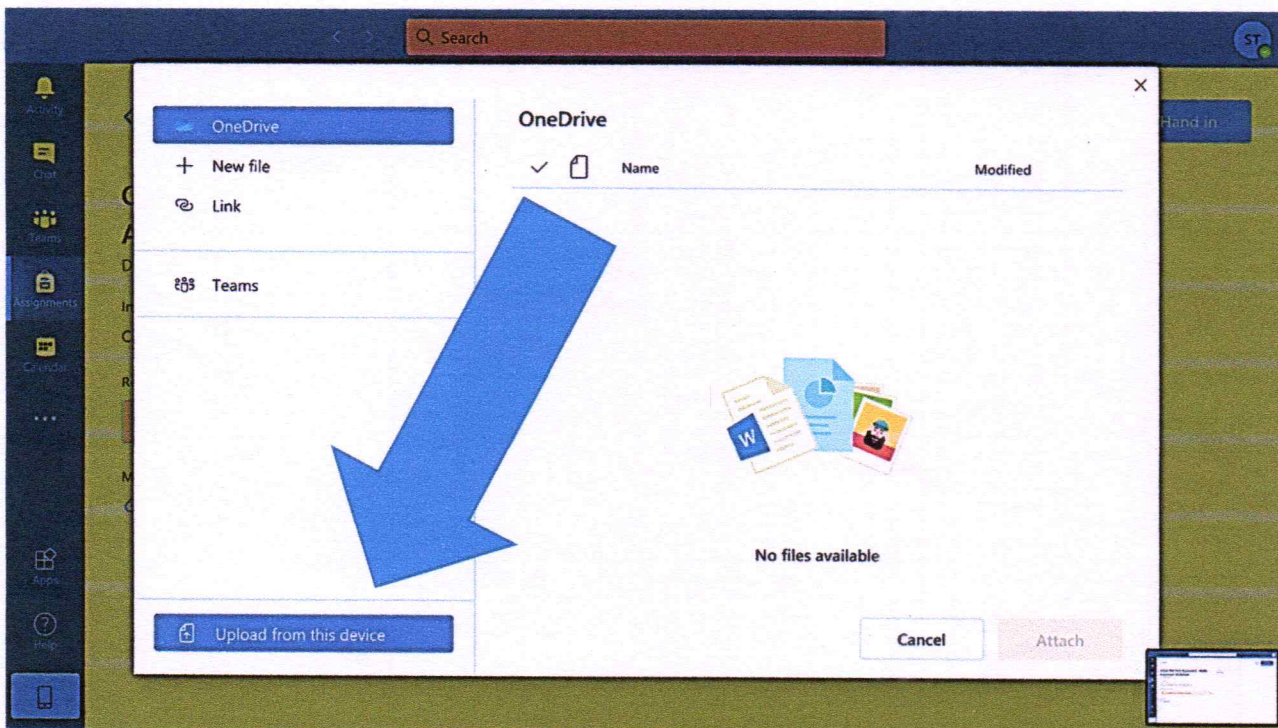


PLEASE NOTE: When you photograph / scan the Answer Scripts, kindly rename the file with **YOUR WARD'S CLASS & SECTION, NAME, SUBJECT AND PAGE NUMBER**. For example, if the child's name is **Mathew Thomas**, studying in Grade III D, and has written the Maths exam, the file should be renamed as follows:

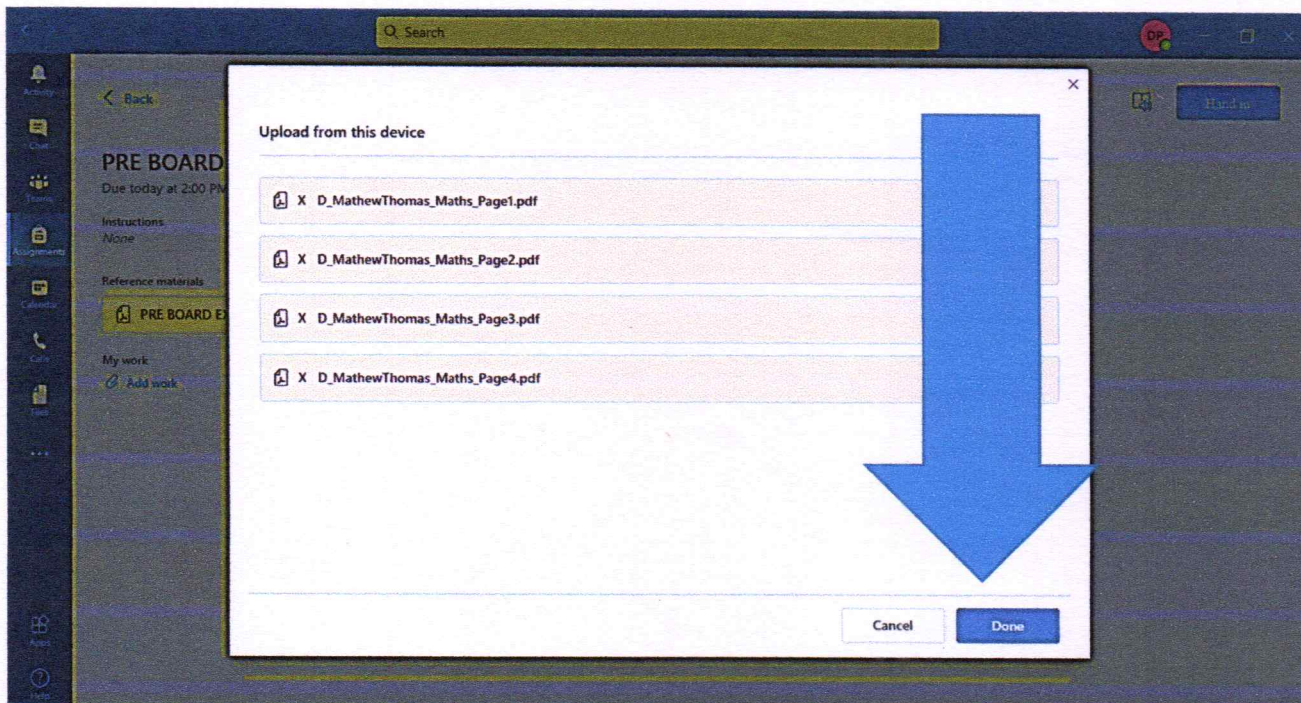
III D_MathewThomas_Maths_Page1, III D_MathewThomas_Maths_Page2, etc.

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: **III D_MathewThomas_Maths**)

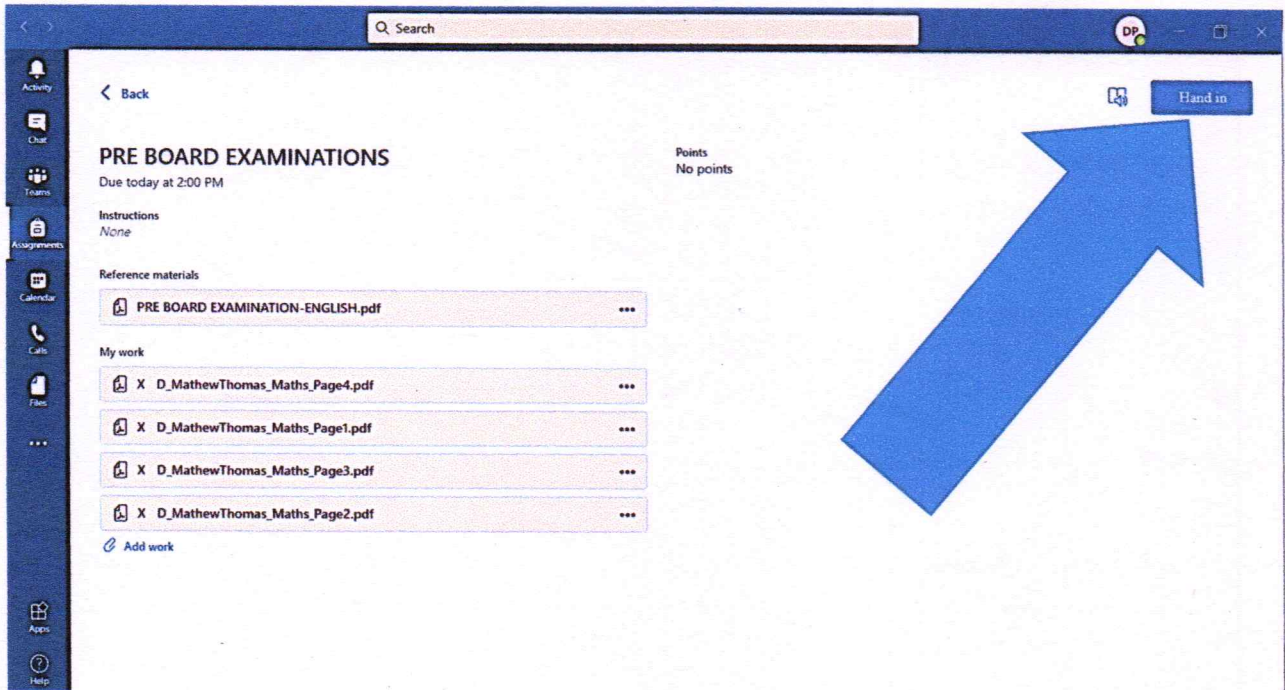
Step 5: Click on the option 'Upload from this device' and choose the photographed / scanned files from the saved folder.



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 upload the answer scripts, do send the same to the respective class teacher through WhatsApp on the same day.

Kind regards,


Mrs. Saji Varghese
Principal