

ST. XAVIER'S SCHOOL, BOKARO STEEL CITY

SECOND SEMESTER EXAMINATION, SOP FOR CLASSES VIII-IX & XI

In the unusual situation of the prevailing pandemic, we have been forced to make many adjustments over the past one year. Our school has left no stone unturned to ensure uninterrupted, quality online education. We would now expect that the students take the final examination of the year with due seriousness and sincerity maintaining the integrity of the assessment process. To help the students get ready the following **Standard Operating Procedures** are prescribed.

There will be two sessions for each of the exam for each subject:

1ST SESSION

STD	Type of Question	Timing
VIII-IX & XI	Objective Type (40 min)	8:00 - 8:40 am

2ND SESSION

Class	Type of Questions	Timing	Uploading Time	Submission of Papers (In the school)
VIII	Subjective (60 min)	9:00 - 10:00 am	10: 00 - 10:20 am	10:20 - 11:20 am
IX	Subjective (70 min)	10:00 - 11:10 am	11: 10 - 11:30 am	11:30 - 12:30 pm
XI	Subjective (80 min)	11:10 - 12:30 pm	12:30 - 12:50 pm	12:50 - 1:50 pm

BEFORE THE ONLINE EXAM

- ✓ Know the test format. Read and understand the test guidelines.
- ✓ Test yourself. If your teacher gives a mock exam, take it!
- ✓ Gather all that you will need for the exam.
- ✓ Check your computer/mobile phone early. Avoid last-minute preparation! Whether you are using a computer or a smartphone, verify that it has all the software you need.
- ✓ Keep your phone / laptop fully charged with its internal memory and storage free from unwanted Apps or files.
- ✓ Make sure that you will be at a place with good internet connectivity with enough internet data available to complete the exam.
- ✓ Turn off all notifications, from apps, email, etc. on your phone.

- ✓ Look for a quiet place without disturbance and let your family not interrupt you during the exam.
- ✓ The default ID in Google Chrome browser should be your school ID (xaviersbokaro.com). Log in to the Google Classroom using the same ID.
- ✓ If you are not able to access the Google form in the Classroom or if you are getting an error, please clear the browsing history. In your Google Chrome type in the url **www.classroom.google.com** to access the test paper.

DURING THE ONLINE EXAM

- Keep your camera on (*compulsory*, if you are using a laptop) and keep it focused to where you are writing throughout the exam.
- You should be visible throughout the examination to the teacher who will be invigilating remotely.
- The teachers on duty will ask you from time to time during the exam to switch on the camera (especially if you are using a smartphone) and focus it to where you are writing.
- If you run into technical problems, do not panic; but contact the teacher concerned and follow his/her instructions.
- Be mindful to complete all the tasks within the allotted time. So, keep an eye on the clock.
- After you complete the examination click the "**Submit**" button; but do check your work thoroughly before you submit it.
- Question papers will be uploaded in the respective classroom in the Google form.

INSTRUCTIONS SPECIFIC TO THE 2ND SESSION OF THE EXAM

- The paper for the answer sheets should be normal A-4 size ruled.
- The first page of the answer sheet should clearly mention:
 - a) The Name of the Student
 - b) Class & Section
 - c) Roll No
 - d) Registration No
 - e) Subject
- On the left-hand side margin of each page, the student's Roll Number should be written. The cover/first page will be marked page 1. Page numbers are to be written on the top right-hand corner of each side of the answer scripts.
- Students are advised to write only with black ball point pens.
- The answers must be in the student's own handwriting; all handwritings will be verified during evaluation. Printed pages will not be accepted for evaluation.

- Scanned images of all the pages of the answer script in the Google form should be uploaded within 20 minutes of the end of the examination.
- All the pages of the hand-written answer sheets should be enclosed in an envelope and sealed. On the front side of the envelope the student's Name, Class & Section, Roll Number, Registration Number, Subject and the Date of the Exam should be written.
- Parents/Guardians of the students should submit the properly sealed envelopes containing the answer sheets in the school within **ONE HOUR** of the completion of the examination.
- If any student fails to upload his/her answer sheets online within the stipulated time and/or fails to submit these in the school as instructed, he/she will be regarded as absent in the examination.
- Students are strongly advised to follow all the instructions strictly and faithfully.

Please note that any student who is found violate the SOPs or indulge in unfair practices will be awarded ZERO marks for the specific examination.

