

# ST. XAVIER'S SCHOOL, BOKARO STEEL CITY

## SECOND SEMESTER EXAMINATION, SOP FOR CLASSES P-III

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 every subject:**

Classes	Session	Timing	Login After	Submit Before	Type of Questions	Full Marks
Prep-III	First	9:00-10:00 am	8:50 am	10:00 am	Objective	40
	Second	11:00 am-12:00 pm	10:50 am	12:00 pm	Objective	40

### **BEFORE THE ONLINE EXAM**

- ✓ Check the computer/ mobile phone early. Do verify that it has all the software you need.
- ✓ Keep the phone / laptop fully charged with its internal memory and storage free from unwanted Apps or files.
- ✓ Turn off all notifications, from apps, email, etc. on your phone.
- ✓ Make sure that the child will be at a quiet place with good internet connectivity with enough data available to complete the exam.
- ✓ The default ID in Google Chrome browser should be the child's school ID. Log in to the Google Classroom using the same school ID (xaviersbokaro.com).
- ✓ If the Google form in the Classroom cannot be accessed or an error message is found, please clear the browsing history. In your Google Chrome type in the url **www.classroom.google.com** to access the test paper/form.
- ✓ The teachers on duty will ask the student from time to time during the exam to switch on the camera of your device and focus it to where he/she is writing.
- ✓ Read the questions carefully and mark the correct answer/ option. Before submission do make sure that the child has attempted all the questions.
- ✓ The child should log out of the class only after getting permission from the teacher present in the class.
- ✓ Children can submit the Google Form only after 20 minutes of its release.
- ✓ If the student is not seen in the video meet and submits the Google Form, the score will not be considered.

***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.***