

ST. XAVIER'S SCHOOL, BOKARO STEEL CITY

SECOND SEMESTER EXAMINATION, SOP FOR CLASSES IV-VII

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:

Class	Session	Timing	Login after	Submit before	Type of Questions	Full Marks
IV-VII	First	8:00-8:45 am	7:50 am	8:50 am	Objective/ Short Answer	40
	Second	10:30-11:15 am	10:20 am	11:20 am	Objective/ Short Answer	40

BEFORE THE ONLINE 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 Classroom using the same ID.
- ✓ If you are not able to access the Google form from 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.
- ✓ The teachers on duty will ask you from time to time during the exam to switch on the camera of your device and focus it to where you are writing.
- ✓ Make sure you have attempted all the questions.
- ✓ Submit the paper on time and log out of the class only after getting permission from the teacher present in the class.

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.