



- All students are required to write page numbers in the top right corner of their loose sheet. The page numbers **MUST BE** visible in the uploaded file.
- The size of the **PDF file** should be **less than 10 MB**.
- Students will have to attempt all questions within given time.
- Students are not allowed to get help from any resources. They will be traced if they are attempting to do so.
- Parents are requested to act as invigilators to monitor the students and actively prevent them from indulging in any unfair means while they attempt the online assessment. At any cost, **students shall not be allowed to develop the habit of using unfair means**.
- While attempting subjective paper, parents/guardians are required to sign with date and time in the foolscap paper twice:
  - i. On the first page before writing the assessment
  - ii. On the last page after completing the assessment.
- It is mandatory for all the students to **SWITCH ON** their camera throughout the assessment. While attempting the subjective paper, the focus of the camera should be on the student writing the paper and not only on the face.
- Students will have only one attempt to submit, re-submission will automatically invalidate their attempt.
- Once the student submits the Google form, he / she must leave the classroom after getting confirmation from the class teacher.
- **No retest will be conducted.**
- It is important to file up all the answer sheets safely and should be able to produce when asked for.

**-Sd-**

**Principal**