



Students' Requirements for Online Examination Classes VI to XII

Stationery Items:



- For all the subjects, students need to procure **A4 size one side ruled sheets**, as per the quantity specified below:
 - **Minimum 25 sheets per subject.**
- Other stationery items like, pen, pencil, ruler, eraser, etc. to be available with the students during the examination.

Stationery Items:



- Students of **Classes IX and X** need to procure **A4 size graph paper, minimum 5 sheets.**
- **All answers to be written in blue ink only.**

Technical Requirements:



- Examination needs to be **accessed through Laptop / Desktop** with the **camera in proper working condition.**
- Students will be **required to keep the camera of the device being used for accessing the examination 'ON' until the answer script is uploaded and submitted.**

Technical Requirements:



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- Arrangements for a proper internet connection and a back-up internet connection. **Desired speed: Minimum 1.75 Mbps, uploading and downloading.**
- Students can check the internet speed of their connection on www.speedtest.net (Ookla).
- Students need to join the Google Classroom **only through their shishukunj.in email id.**

Technical Requirements:



- Any request for '**ACCESS**' outside the Shishukunj domain will be '**DENIED**'.
- Students need to ensure that they '**Clear Browsing History**' in '**Advanced Mode**' by selecting '**All Time Range**' of the laptop / desktop before signing-in with their school email id, before every examination.

Technical Requirements:



- Students need to **update the browser** of the device to the **latest version** at least a day before the start of every examination.
- Laptop should be **fully charged** before signing into the Google Classroom for writing every examination.



Other Requirements:

- Allocate a **quiet area in the house where your ward can write the examination without any disturbance.**
- The area should be **well illuminated** and must have sufficient **light.**
- A suitable table and chair should be arranged- make sure the **table is big enough** to accommodate the laptop as well as the answer sheets and the required stationery.



Other Requirements:

- **There should be no books / textbooks / papers of any sort, other than the examination stationery,** on the table on which your ward is writing the examination.
- **The laptop / desktop camera should be adjusted in such a way that the tabletop is clearly visible while the student is writing his/her examination.**



Other Requirements:

- Students are **not allowed to leave the writing table** for any reason **while the examination is going on.** The **'Break'** of 15 minutes between both the examinations should be used as **'Bio – Break'**. Kindly ensure that
 - a. The **required stationery is placed on the writing table well in advance.**
 - b. A **bottle of water** is placed on the writing table.

Other Requirements:



- Make sure that **one parent monitors the examination throughout, and your ward does not resort to any unfair means.**



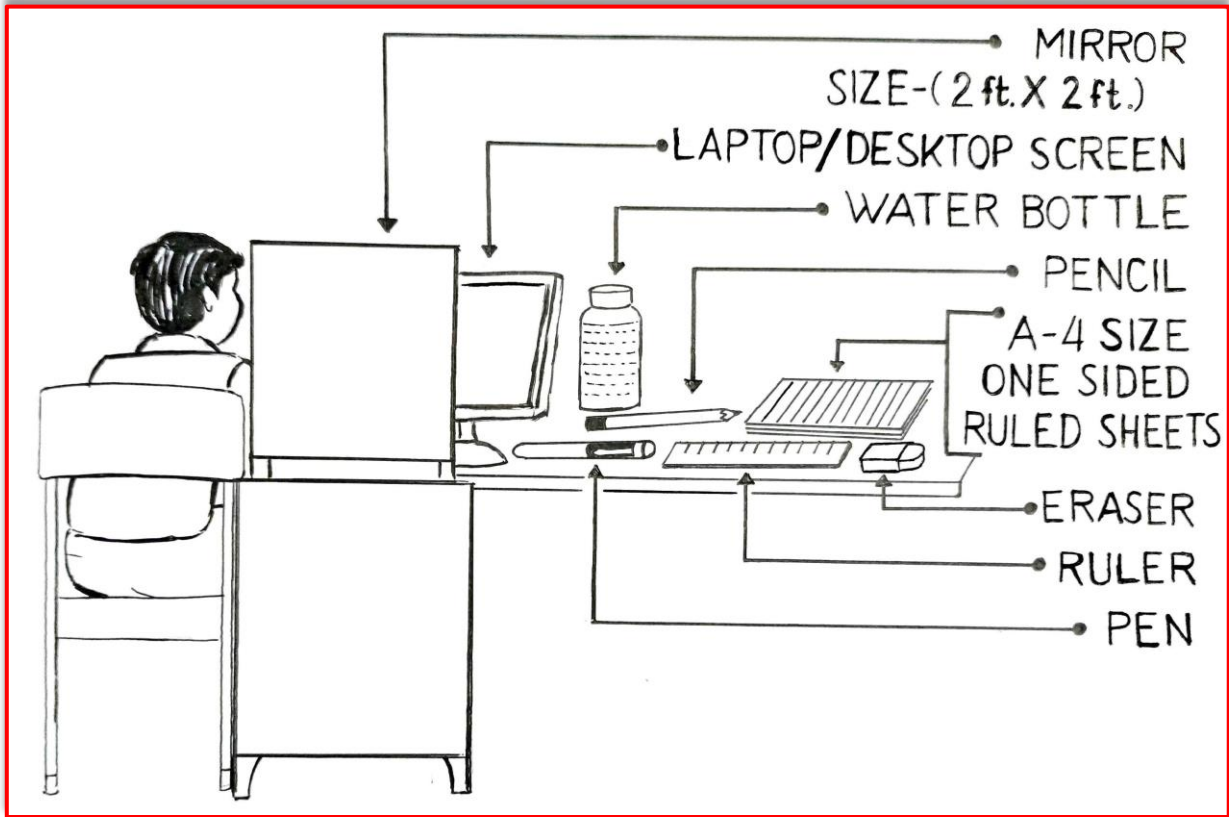
Other Requirements:

- If neither parent is able to monitor the examination throughout, they need **to place a mirror** (minimum size 2ft.by 2ft.) behind the student in such a way that **the screen of the device, the student writing the examination and the writing table are clearly visible.**

(Kindly refer to the pictorial representation on the next page.)



Pictorial Representation:



Pictorial Representation for the placement of the 'Mirror'.



Other Requirements:

- Remember to **download the Microsoft Lens App on your mobile for scanning the pages of the answer script.**
- We will be sharing with you the **steps to scan the pages of the answer script, converting the same into PDF and uploading the same on the Google Form.**
- **Use of mobile phone during the examination is STRICTLY prohibited.**



Pre - Preparations:

- Mobile phone is to be used **only for scanning the pages of answer script** for uploading.
- Students need to **write their Name, Class and Section, Scholar Number & Page Number on the top left-hand corner of each page** of the A4 size one side ruled sheet well in advance, at least a day before the start of the examination. **(Refer Next Slide)**



Reference Image - Slide 13:

Write **Name, Class and Section, Scholar Number & Page Number** on the **top left-hand corner** of **each page**, along with the page heading as **'Subjective Type Answer Script'**



NAME : Student 1	<u>SUBJECTIVE TYPE ANSWER</u> <u>SCRIPT</u>
CLASS & Sec : X A	
SCHOLAR NO. : 1234	
PAGE NO. : 01	
Date : / / Page no. : _____	
ANS 1 →	Content is the life and blood of a website and all that a site is in essence. The formula is really simple - have great creative and researched content that is also presented in convenient and effective ways. Let us look at how Google judges your content. After the dawn of the Google era and the rise of search engines in the late 1990's, it did not take long for them to realize that a good indicator of quality of websites was how much and in what ways they were liked by other sites or in whatever contexts other users could link to them.
ANS 2 →	Since time and statistics proved this unofficial and indirect voting mechanism to be helpful and accurate in gauging a site's value. After all, the principle is simple; your website must have something cool to offer if it is earning links. So, Google rewards you for your popularity. Another indicator or mechanism for judgement of content is engagement metrics. Everytime you conduct a search on Google and then navigate through the results, Google is busy analysing your behaviour and using it to build engagement metrics. If you click on the first website on the results page and swiftly head back to the results page, this gets noted down, and with millions of searches being conducted every single day, Google acquires a significant library of data about how users have engaged with your website.



Pre - Preparations:

- Students need to name some of the A4 size one side ruled sheet as **‘Working Sheet – O Type’** & **‘Working Sheet – S Type’**. Also, they need to **write their Name, Class and Section, Scholar Number & Page Number on the top left-hand corner of each working sheet** well in advance, at least a day before the start of the examination. **(Refer Next Slide)**



Most Important:

- **No queries** regarding the **question paper will be entertained once the examination has started.**

Accordingly, **students will not be allowed to:**

- **use the 'CHAT' feature in the Google Classroom.**
- **'UNMUTE' themselves, while the examination is going on.**

Compliance to the above points will be 'Mandatory' for all the students.

Any non-compliance will be considered as 'Disciplinary Issue'.



Most Important:

- Students **need to adhere** to the **time limit** for writing each of the examination i.e. Objective Type and Subjective Type.
- The answer script '**MUST**' be submitted within the **allocated time**.
- Students submitting answer scripts **after** the scheduled time will be marked '**TURNED IN LATE**' by the system.



Tech Support Team:

- For troubleshooting any technical concern during the readiness for examination or during the examination please feel free to contact our tech support team:

A. Classes X to XII - Mr. Tapas Som (Head of Operations)

Mobile Numbers: 7989034761 / 6262628301

Email Id: **tapas.som@shishukunj.in**

Tech Support Team:

B. Classes VIII and IX - Mr. Mohil Thakur (IT Department)

Mobile Numbers: 9826433566 / 6262628331

Email Id: mohil.thakur@shishukunj.in

C. Classes VI and VII - Mr. Rakesh Roy (IT Department)

Mobile Numbers: 9977420912 / 6264345286

Email Id: rakesh.roy@shishukunj.in

Query Resolution:



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**For any other query regarding the online examination,
kindly reach us on:**

info@shishukunjindore.in



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THANKS!