

## **Circular for Parents of Classes IX and XI Session 2020 - 21**

SIS/EXAM - MAR 04/2021

March 15, 2021

### **Subject: Upcoming Final Examination: Important Information**

Dear Parents  
Namaste

We hope this mail finds you and your family safe and in good health.

This is in continuation to our earlier communication regarding the upcoming examination. As per the directives of the State Government to schools to conduct the forthcoming examination in both offline and online mode and looking at the pandemic situation, we have decided to conduct the Final Examination in **REMOTE ACCESS** mode. **This means that the students will access the question paper at home through google classroom but will write the answers on the answer sheets provided by the school.** The same will have to be deposited within a stipulated time i.e. 30 minutes soon after completion of each paper.

The examination is scheduled **to start from Monday, March 22, 2021.**

The detailed date sheet has already been **shared over email** and has also been **uploaded on the school website.**

Given below is some **important information** regarding the upcoming examination. We request you to kindly go through the same

#### **A. Mode of Conducting the Examination:**

1. The examination will be conducted through **Google Classrooms** using **the physical answer sheets provided by school.**
2. Each Shishyan has already been **assigned an 'Exam Hall'** during the Second Major Examination 2020-21. The **same 'Exam Hall' is to be used for the final examination.**
3. The **'Exam Hall'** assigned during the Second Major Examination 2020 - 21 is currently inactive and **will be restored on Wednesday, March 17, 2021** at our end. It will be visible to your ward under Google Classroom(s).

#### **B. Duration and Timing of Examination:**

<b>Timing</b>	<b>Duration</b>
08:00 am to 11:00 am	03 Hours

**C. Preparation Leave:**

Tuesday, March 16 to Saturday, March 20, 2021

**D. Answer Sheet for the Examination:**

1. The school will be **providing the answer sheets** for the examination.
2. Depending on the grade and subject, an appropriate number of answer sheets and supplementary sheet(s) will be provided.
3. The school will also be providing graph paper and geographical maps as required.
4. **Parents need to collect** the answer sheets for their ward **from the school** as per the schedule given below :

Dates	Timing
Wednesday, <b>March 17 to Friday, March 19, 2021</b>	Between <b>08:00 am to 11:30 am</b> on the mentioned dates.

5. **Kindly note, it is compulsory for all the students to write the examination only on the answer sheets provided by the school. Answers written on any other sheet will not be considered for evaluation.**

**E. Submission of Answer Scripts:**

1. We have identified **26 centres across the city for collection of the answer scripts.**
2. **One educator will be deputed** at each collection centre.
3. The detailed guidelines regarding the examination along with information about the **collection centres and contact details of the designated educator** at each centre will be shared shortly.

**F. Return of Stationery:**

Unused **answer scripts are to be returned** to the school on the last day of examination at the collection centre.

If you are **unable to collect the answer sheets yourself, kindly send a person along with an authorization letter for collecting the answer sheets.**

We will be sharing further details about the examination over the next few days.

We look forward to your valuable support in the smooth conduct of this examination.

Kind regards

**Dr. Lalita Singh**  
Principal