

## Circular for Parents of Classes VI - VIII Session 2020-21

SIS/EXAM - MAR 11/2021

March 23, 2021

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

Dear Parent

Namaste

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

Kindly be informed that the Final Examination for Classes VI - VIII will be conducted in Remote Access Mode via google classroom. This means that the students will access the question papers at home through google classroom and write the examination at home in the answer sheets provided by school. The answer sheets are to be submitted to the school staff within 30 minutes after the exam time gets over. Delay in submission of answer sheets will lead to rewriting of the examination.

Classes	Name of Examination	Date of Commencement
VI - VIII	Final Examination 2020-21	Wednesday, March 31, 2021

The detailed date sheet has already 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.

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

1. The examination will be conducted on **Google Classroom** using **physical answer sheets provided by the school**.
2. Shishyans will be **assigned 'Exam Hall'** which they can access via their google classroom.

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

Classes	Subject	Timing	Duration
VI - VIII	French / Sanskrit	09:00 am to 11:00 am	02 Hours
VI - VIII	Other Subjects	08:00 am to 11:00 am	03 Hours

### B. Preparation Leave:

Classes	Preparation Leave
VI - VIII	Tuesday, March 30, 2021

- Non exam dates are off for students

### C. 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 per requirement.
4. **Parents need to collect** the answer sheets for their ward **from the school** as per the schedule given below :

Dates	Timing
March 24 - 27, 2021	Between 08:00 am to 11.00 am on the dates mentioned.

- Answer sheets will be handed over only to the parents or to the person authorised by them via email / letter. Students are not permitted to come to school to collect the answer sheets.
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.**

### D. Submission of Answer Scripts:

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

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

Kind regards

**Dr. Lalita Singh**  
Principal