

## Instructions for Online Half Examination for Morning Shift

Dear Students and Parents of Morning shift,

- \* In the second week of May school will conduct **Online Half Yearly Examination** for students based on the syllabus already covered. **Syllabus for the Half Yearly Examination is uploaded in the school website.**
- \* Questions will be uploaded on the online Exam Portal of Parentsalarm before **8 am** on scheduled days.
- \* The **schedule for Half Yearly Examination** is uploaded in the school website. There will be only one test per day.
- \* Duration: Children will be given a day (24 hours) to upload the answer sheets to the **parentsalarm portal**
- \* Half Yearly Examination will be held Online for Classes: I – IV, for **20 Marks.**
- \* **Students only need to view the questions which are uploaded in the Parent alarm portal in their mobile or computer, take a sheet of paper, write their name, class and section, name of the Subject, date and then write the correct answers to all the questions, one after another with serial numbers, after completing all the answers take photo of the answer sheet and upload it in the parent alarm portal.**
- \* The answer sheets will be evaluated by the teachers.
- \* The Marks of these Half Yearly Examination **will** be used for any further references.
- \* Kindly make sure that you have **steady internet facility** while attaching the files.
- \* All the students are expected to attend the half yearly examination. **There will not be any re-test for absent students or students who missed the examination.**

**Those who face issues to submit answer sheets online may submit the hand written hard copy of the answer sheet to the school office on the same day of examination.**

- **Kindly make sure that the image of the answer scripts you upload are very clear and not blurred .**

- **Make sure that the image is uploaded in a portrait mode, which will make it easy for teachers to correct.**
  
- **Please be careful enough to avoid uploading multiple images of the same answer scripts.**
  
- **Do not send screenshots and images of your answer sheets to school office through email or WhatsApp.**

We are only taking initiatives that our students do not lose touch with books and stop learning during these extended lockdown period. In case of any doubts/clarification or difficulty kindly contact the school. We are here to help you.

**I request the parents to make sure that your child gives a sincere effort in examination and is not resorting to any unfair means in this examination, as they are totally under your monitoring. Let our students be earnest in learning and sincere in moral character. Holy Cross Education is Educating Heart and Mind.**

**For Technical assistance you may contact in these following numbers: 9365804010, 8787769189 [ Timing: 7.00 am – 7.00 pm]**

**Kindly note that teachers will conduct few mock tests in the first week of May to familiarise the students.**

**Submission dates of all projects stands extended to reopening of normal school days. Dates will be informed to you.**

**Principal**