



**ONLINE ANNUAL EXAMINATION INFORMATION, 2021**  
**CLASS: VI, VII & VIII**

1. **Study leave:** 1<sup>st</sup> February to 7<sup>th</sup> February 2021

2. **Online examination Date:** 8<sup>th</sup> February 2021 to 20<sup>th</sup> February 2021

3. **Mode of examination:** Online through Microsoft Team.

4. **Pattern of Examination:** MCQ, Descriptive and Viva-Voce.

5. **Important instructions:**

- For every subject, students will be appearing for an online MCQ exam followed by a descriptive type exam, with a time gap of 20 minutes in between.
- Students are required to write their Name, Class, Section, Exam Roll no, Subject, Date and page number on the top of every page of the descriptive answer sheet.
- Once completed students will take a clear snap of it and convert it to PDF form with the help of any app present in the mobile. (For example Microsoft Lens.)
- Rename the PDF file in the format mentioned as under:  
**Admission no (firstname-lastname) subject (class / sec).pdf** For example: 19024 (Ankit-Roy) Eng(9B).pdf  
Note that there should be **NO space** while naming the file.
- Each paper to be uploaded at a specific time. Students need to finish both the exams in the stipulated time.
- To complete the process mentioned in the above points (a – e) students will get half an hour extra time for uploading the answer script besides the writing time.
- The answer script need to be uploaded it to the specific Team (subject-wise).
- MCQ as well as descriptive paper will not be accepted after the allotted time.
- Students of classes 6-8 need to note that for subjects like science and social science, answers need to be written on separate sheets for each component. For eg. in case of Science: Phy, Chem and Biology needs to be written on separate sheets following the instructions mentioned in point(d) above and the PDF file needs to be renamed as mentioned above. After that each part needs to be submitted to the respective teams (subjects-wise).
- Students to take a screenshot of the 'Successfully Submitted' command and retain the same for future reference.**
- Please go through the instructions carefully before sitting for the exam.
- In case any unfair means is noticed, by the invigilator may debar the students from writing the exam.

5. **PTM Dates (Slot-wise):** Class VI – 8<sup>th</sup> March 2021(Monday)

Class VII—9<sup>th</sup> March 2021(Tuesday)

Class VIII—10<sup>th</sup> March 2021(Wednesday)

Details will be provided in due course.



