PRESTIGE CONVENT SCHOOL
Pkt-B-5, Sector-8, Rohini, Delhi-110085
PARENTAL CIRCULAR
ANNUAL EXAMINATION
Classes VI to VIII and IX & XI
(SESSION : 2021-22)

Circular No. PCS / 2021-22/Exam /46   **Dated: 20.02.2022**

Dear Parents

We express our gratitude to the parents for their encouraging support for allowing their wards to appear for the offline mode of examination. This is to again remind you that the Annual Examination for Classes IX and XI will be starting from Monday , February 21, 2022 and for Classes VI to VIII , from Tuesday, February 22, 2022. Kindly note that the examination will be conducted in both offline and online modes as per the schedule shared earlier. You are requested to note the important instructions related to the exam as per the mode opted by you.

IMPORTANT DETAILS TO BE NOTED REGARDING ANNUAL   EXAMINATION (VI-VIII and IX & XI)

	ONLINE MODE	**OFFLINE MODE**
1	**Login time :**	**Reporting time to school :**
	(VI-VIII)	**(VI-VIII)**
	Module I : 9.45 a.m	Between 9:15 and 9:30 a.m
	Module II : 10.45 a.m	
	(IX & XI)	**(IX & XI)**
	10:40 a.m	Between 10:30 and 10:40 a.m
2	**Exam timings**	**Exam timings**
	VI-VIII - 9:45 to 10:15 a.m (Module I)	**VI-VIII - 9:45 to 10:15 a.m (Module I)**
	10:45 to 12:45 p.m (Module II)	**10:45 to 12:45 p.m (Module II)**
	IX & XI- 10:45 a.m to 1:00 p.m (including 15 minutes reading time)	**IX & XI -10:45 a.m to 1:00 p.m** (including 15 minutes reading time)
3	**Exam submission time**	**Dispersal timings**
	VI-VIII - Latest by 1:00 p.m	**VI-VIII - 12 :50 p.m**
	IX & XI- Latest by 1:15 p.m	**IX & XI- 1:05 p.m**

- Annual examination will be conducted in a Hybrid mode , as per the schedule given above.
- Non -examination days will be preparatory offs for the concerned classes. Doubt sessions will be conducted a day prior to the scheduled exam dates .
- Students opting for **online mode of examination** should be ready to log in for the test using smart phones/ laptops by ensuring proper network connectivity at the allotted time.The link will be shared by the teacher at the specified time containing all the relevant information along with the official email Id of the concerned subject teacher.
- Students will attempt the 'Pen Paper Test' mandatorily in the test notebooks and keep their test notebooks safely . Students choosing **Offline mode of examination** for Classes VI -VIII will carry their Test copies to school for the examination. However , the students of Classes IX and XI will be provided with the necessary answer sheets for appearing in the exam.
- During the online assessment , all students will keep their **cameras 'ON' for attendance** and set audio settings on 'Mute' to avoid any disturbance. Other related instructions for attempting the online exam will remain the same. Parents are requested to keep a strict vigil on their wards and ensure that the exam is attempted with utmost sincerity.

- After the completion of online examination , clear screenshots of the answer sheets via cam-scanner or Adobe Scan will be converted into PDF format and sent to the concerned subject teacher's official email Id within the stipulated time (VI -VIII (Module II- by 1:00 p.m and IX & XI - by 1:15 p.m)

Kindly Note

Students opting for Offline examination must-
  i. Be in proper school uniform.Wear a 3 ply or surgical mask compulsorily.
  ii. Carry the duly signed copy of the printed consent form (if not submitted earlier) on the first day of the exam.
  iii. Maintain social distancing at all times.
  iv. Carry a personal sanitizer, handkerchief ,water bottle and required stationery. Sharing is not allowed.
  v. Follow the COVID Appropriate Behaviour (CAB) protocol set up by the Government.

Before sending your ward to school, please ensure that
- Your residential area does not fall under "Containment Zone" declared by Govt. of NCT of Delhi
- Your ward is not symptomatic and is not suffering from any symptoms of cough / cold or disease, etc.
- **Parents are requested to make their own arrangement to drop / pick their ward to / from school at arrival and dispersal time.**

  We look forward to your whole-hearted cooperation in the cited matter.

  PRINCIPAL