

Instruction for Students for Online Unit Test

Dear students, during this pandemic there is no other option but to conduct online examination. There will be no invigilators to check your conduct during the examination. Take these examinations as self-assessment test. Avoid using malpractices during the examination. **Your score will also be evaluated against your general performance in the class and moderation in the score might be done in case of huge differences.**

Before the Examination:

- Charge your mobile or Laptop/Desktop before you begin your examination.
- Check your internet connection. Sometimes you must change the location for better connectivity.
- You must keep blank sheets with you for rough work.

Steps for Accessing Your Online Exam:

- **You must join google meet through google classroom for attendance hosted by your class teachers at 7:50 am.**
- Click on the link provided to you by your class teacher on WhatsApp groups or subject teacher on Google Classroom. Link will be provided to you at 8:00 am.
- Close all programs, including email.
- You must fill in the basic details in the Google Form.
- You must fill in your admission number if allotted or Name of the previous school (In Case of New Admission and admission number is not allotted).

During the exam:

- The student must not use his or her textbook, course notes, or receive help from any person or any other outside source.
- Read the instructions carefully before selecting the answers.
- **You will not be able to submit your answers after the time limit is reached. So, you must complete the multiple-choice exam within the allotted time.**
- Don't refresh or close your browser before submitting your answers, otherwise, you will have to start the test again.
- Never click the 'Back' button on the browser. This will take you out of the test and you will have to start the test again.
- Avoid using scroll button on your mouse.
- Click 'Submit Button' to submit your examination. Don't press 'Enter' button to submit the exam.
- Don't resize(minimize) your browser during the test.

Note: In case you are not able to submit your answers due to some technical problems, contact your class teacher for help.