



MONTGOMERY GURU NANAK PUBLIC SCHOOL

ADARSH NAGAR, JALANDHAR

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Dear Parents,

Online Examination of classes I to IX are commencing from 1st June 2020 (Monday).

As we all know that we are passing through unprecedented phase due to Covid-19, such desperate time need to be tackled with desperate measures.

Any form of education must have a positive and favourable outcome. Examination and tests are one such way to measure these outcomes. In this context we the teachers and school need the support of our revered parents to assist us for the smooth and fair conduct of examination.

Since the students will attempt the examination from home, both/any one parent must play the role of a strict invigilator throughout the examination.

Please adhere to the following instructions religiously:

TECHNICAL POINTS TO REMEMBER:-

1. Exam will be conducted in **GOOGLE FORMS**. So for this every student should have a valid working **G-mail account** for opening the google form.
2. Those who don't have their gmail account are required to make an account on gmail and remain sign in.
3. Please remember your Gmail ID / password. Keep simple passwords that can be recalled.
4. Students must have their **admission number** with them.
5. When you click on the **LINK SENT BY THE RESPECTED CLASS TEACHERS** to open your question paper, let the page load completely.
6. Ensure that all questions are in order and visible (especially the ones with images). There are **25 QUESTIONS for classes III to IX** and **20 QUESTIONS for classes I and II**. **TIME DURATION** for the exam will be **45 minutes** for all classes (I to IX).
7. If questions are not completely/properly visible, wait a moment and Reload the page. (Make sure your Internet is working properly).
8. Again, check that all questions are loaded before attempting your exam.

P.T.O.

9 If the problem still persists, inform your respected class teacher along with screenshots.*

10. **VERY IMPORTANT:** Since Google Forms are not submitted automatically, you must click on Submit button.....

You can submit the form as soon as you finish. But note that only **ONE CHANCE** is given to click the submit button, **SO BE SURE / CAREFUL BEFORE CLICKING IT.**

11. Please also note that all the students attempting the exam on cell phones are required to record the screen throughout the conduct of the exam.

In PC/Laptop they are require to install the screen recording software , if they didn't have.

GENERAL POINTS TO REMEMBER

1. Parent must be sitting with the student throughout the examination time.
2. Ensure that no other window of computer or mobile is open/active throughout the duration of examination
3. Ensure that screen of the device is visible to you while maintaining a safe distance so that the student does not get bothered or distracted.
4. Ensure that student is not possessing any helping material (notebook, textbook, etc) during the examination.
5. Student can use a blank isolated/separate paper and a pen for rough work.
6. Ensure that student is not using headphones or Bluetooth devices.
7. Student is not supposed to talk to anyone during the entire examination duration.
8. Ensure that during examination time there should be no distractions like loud music, T.V. etc, at home.
9. All the other mobile phones at home must be put on silent mode
10. If the student is attempting the paper on mobile phone, then instruct him/her to discard any incoming call/messages during the duration of Examination.
11. Test will be conducted according to your mobile time. This time is set according to international standards and will be same on every mobile.

To RE-EMPHASIZE the point number no. 1 mentioned above, atleast one of the parent or responsible person must be physically monitoring the student throughout the examination.

Our collaboration will go a long way for smooth and fair conduct of examination and shaping the future of the student.

This methodology will also inculcate the value of **HONESTY AND MORALITY** among the students.

ALL THE BEST FOR THE EXAMS !

Regards,

Principal
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JALANDHAR