



Academic Session:2021-22
Instructions for Pre board 1 Examination
Classes X and XII (Offline/Online)

To prepare class X and XII students for Board 1 examination, School is making effort to take Offline Pre board 1 and responses will be captured on OMR sheets for practice. Those who still don't decide to take Offline Pre board 1, can take it Online. The Question paper will be purely objective with the format exactly same as the sample papers issued by CBSE for all subjects.

On the day of the Exam:

1. Following time schedule will be followed on all Exam days for Offline / Online Examination:

PRE BOARD 1 EXAMINATION-2021-22				
	Class XII		Class X	
	Offline	Online	Offline	Online
Google Meet joining time/Seating in the classroom	By 7:45 am	7:40 -7:45 am	By 10:45 am	10:40-10:45 am
Instructions	7:45-7:50 am	7:45-7:48 am	10:45-10:50 am	10:45-10:48 am
Undertaking	-----	7:48 am	-----	10:48 am
Reading time	7:50-8:00 am	7:50-8:00 am	10:50 -11:00 am	10:50 -11:00 am
Working time	8:00 - 9:30 am	8:00 - 9:30 am	11:00 - 12:30 pm	11:00 - 12:30 pm
Scan and Upload time	-----	9:30 to 9:40 am	-----	12:30-12:40 pm
Children with special needs	By 10:00 am	By 10:10 am	By 1:00 pm	By 1:10 pm

2. Class X,XII Offline Examination:

- Students of class XII will be allowed to enter from Gate Number 4 and class X from the Main Gate and reach the senior block. Children must reach on time according to the specified time given for X /XII.
- Children will only be allowed to enter with the consent form from parents. Body temperature needs to be recorded and mentioned for every exam day.
- Children must ensure that the masks are worn at all time in school premises. Any sneezing, coughing to be done inside the mask only. Mask worn shouldn't be loose. Carry spare mask. This is for your own safety.
- Seating plan to be checked on the day of the exam.

- Mobile phones if brought must be kept in the bag on silent.
- Children must get their own stationery. No exchange will be allowed.

3. Children who will appear Online:

- Join the Google meet for the Exam well on time.
- The **camera must be ON, mic OFF** and earphones/headphones **ON** for the entire duration of the exam.
- The work of the children not in the Google meet for the exam, will not be accepted.**
- At the start time of your exam, download your question paper.
- Children appearing online may be given a Google form or a pdf of the objective paper. Instructions will be given by the subject teacher/class teacher / invigilator regarding the same.
- If the pdf of the subjective paper is given; use A4 sheets to attempt the exam. Write the following details on the first page of your answer script and keep it ready before the start of the exam.
 - *Student Name
 - *Class and Section
 - *Subject
 - *Total number of sheets used
- Keep track of time.
- Follow the instructions given by the teacher.
- In case of any doubts, please use the chat box. **DO NOT UNMUTE** and disturb the others.
- Scan all the answer sheets in portrait mode in correct order. Before saving the document as pdf, cross check if all the pages are showing in portrait mode and the entire page length is scanned for all the pages of the answer sheets.
- Once verified, save the PDF file and name the file carefully as-->

File name: Subject_Pre board 1_Student's name_Class & Section.
- Before pressing the **TURN IN** button, make sure that the Attachment of the correct pdf file is showing in the assignment of the Pre board 1 Examination.
- Make sure that the pdf file is turned in on time.
- If Google form is given, while submitting it, students must ensure to click on **Submit** button of the Google form and then **Turn it in** the assignment of the Google Form for the Pre board 1Examination.
- You will leave the Meet only after the teacher confirms all submissions are in, and allows you to leave the Meet.
- In case of a connectivity issue, **DO NOT PANIC**, click pictures of the paper and send it to your teacher immediately. You can turn in your paper as soon as the connection is restored.
- For class X, Science and Social Science exam will happen as one paper with different sections. The Google Classroom amongst P/C/B for Science and His-Pol**

Sc/Geo-Eco for SSc through which the Meet link and question paper will be accessible are as follows:

	X A	X B	X C	X D	X E	X F	X G	X H
Science	Biology Geetika	Physics Shampa	Biology Molina	Biology Geetika	Chem Rekha	Biology Molina	Phyaiscs Shampa	Physics Nupur
Social Sc	History Mona	History Jaya	Geog Nilakshi	History Manisha	Geog Shilpi	History Minakshi	History Jaya	Geog Yogita

All the Best!