



Academic Session: 2021-22
Instructions for Unit Test
Classes X and XII
First Term

For now, the Unit test will be conducted Online for both X and XII till any further guidelines from the Government.

On the day of the Unit test:

1. Following time schedule will be followed on all UT days:

	Classes X and XII
Google meet joining time	7:20 – 7:30 am
Instructions and Undertaking	7:30 – 7:35 am
Accessing and downloading the question paper	7:35 – 7:40 am
Writing time	7:40 – 9:10 am
Scanning and turning in the answer sheets	9:10 - 9:25 am
Children availing extra time can turn in the paper	By 9:55 am

2. Join the Google meet for the Unit test well on time.
3. The **camera must be ON, mic OFF** and earphones/headphones **ON** for the entire duration of the exam.
4. **The work of the children not in the Google meet for the exam, will not be accepted.**
5. At the start time of your exam, download your question paper.
6. Use A4 sheets to attempt the exam and write the following details on the first page of your answer script and keep it ready before the start of the exam.
 - a) Student Name
 - b) Class and Section
 - c) Subject
 - d) Number of continuation sheets used
7. Keep track of time.
8. Follow the instructions given by the teacher.
9. In case of any doubts, please use the chat box. **DO NOT UNMUTE** and disturb the others.
10. 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.

11. Once verified, save the PDF file and name the file carefully as-->**File name: Student's name_Class & Section_Subject.**
12. Before pressing the **TURN IN** button, make sure that the Attachment of the correct pdf file is showing in the assignment of the Unit Test.
13. Make sure that the pdf file is turned in on time.
14. **In case your subject teacher feels to check the genuineness of your work, you may be asked to stay back for extra time in the meet to answer her / his questions related to the exam paper.**
15. You will leave the Meet only after the teacher confirms all submissions are in, and allows you to leave the Meet.
16. 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, Unit test 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, will be intimated by the subject teachers before the UT.**