Guidelines for Third Term Online Evaluation

For Subject Teachers:

1. Students must be clearly informed about the platforms used for the online evaluation (Zoom/Google Form/Quizzes)
2. All subject teachers must send ID, Password and Link (given format) to the class teachers and class teacher compiles it and sends it to the students as well as in the Teachers Viber Group.

Date	Time	Subject	Class	Meeting ID	Password	Teachers Assigned	Contact No

3. Co-teacher of the exam duty also should keep track of these id and password.
4. During the exam, zoom meeting should not be locked.
5. If there is NO ELECTIRICITY (Host-Teacher), please inform the students, co-teacher about it.
6. Make student feel comfortable. Students can take screenshot of writing test question. Answer sheet must be submitted with in the extra time. Guide students not to get panicked in case they get disconnected due to various reasons. Reconnect it back as soon as possible.
7. Students must write Name Roll No, Class, and Subject in each page of subjective answer sheet.
8. Create Assignment, set the time (allow late submission) in the Veda Guru for the students to submit written test. This way we can track all the written test and their submission time.

For Co-Teacher:

1. Co-teachers need to fully and responsibly coordinate with subject teachers for the smooth conduction of the Online Evaluation.
2. Take the attendance of the Students and check their Audio/Video (which should be always on)
3. Check the students if they are leaving and rejoining the meeting. Mark such students and reason for the issue.
4. Consult with the subject teachers for ID/Password and other necessary information at least a day earlier to the assessment.
5. You can conduct the MOC exams for the junior school specially class 3.

For Student:

1. If any student is absent in the term exam, there will not be re-test provision for them.
2. If you are disconnected due to electricity and internet problem, log in right away and continue the test. Your exam will be rescheduled only if it is a genuine case relating to such matter.
3. If any student comes late for the assessment, he/she will not get extra time. He/She gets only remaining time.
4. Students are not allowed to use earphone during the exam.
5. The students must be ready with the blank answer sheet and required materials prior to the assessment. Students must write Name, Class/Section, and Subject on top of each page of subjective answer sheet.
6. Student must submit the written test answer-sheet through the school app assignment section in the given time.

Online Evaluation Planning

Question Coverage:

Objective/Oral :   **First Term : 20% Second Term : 20% Third Term : 60%** -
Written Test :   **Important Questions**

Classes 1,2   **CAS: 50 Marks x 2 = 100 Marks**
Class 1, 2 :   CAS (Continuous Assessment/Internal Evaluations)

Classes 3 ~ 12   **CAS: 50 + Term: 50 = 100 Marks**

CAS (Internal Evaluation)   (50 Marks)
(Following or any five category decided by the faculty/teacher)
- **Project**
- **Presentation**
- **Participation**
- **Assignments**
- **Subjective - open ended questions in the class**
- **Quiz/any other test/evaluation decided by the subject teacher**

Term Test (Online Exam)   (50 Marks)

Part A : Objective and Written Test (40 Marks):

Class 3 ~ 12 :   Part I: Objective Questions (30 Marks)   : 30 Minutes : 30 MCQ   (First Zoom Session)

Part II: Written Test   (10 Marks)   : 15-20 Minutes : 2 Questions   (Second Zoom Session)
(Depending upon subject written test : 15-20 Minuets)
(Creative Q/A & must be submitted through sxg app)

Part III: Submission Part   -   : 5 Minuets   (Second Zoom Session)

Part B: Oral Test (10 Marks):

Class 3 ~ 12:   (Group – shift wise)   (10 Marks)   : Tentatively 180 Minutes for whole class

Subject teacher will create groups and send notification to students so students will not have to wait. Group time difference can be 3-5 minutes.

Rules and regulation about the exams, marks scheme will be explained in the revision classes before the exam.

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