



# KOTHARI INTERNATIONAL SCHOOL

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KIS/OCT/20-21/022/19.10.2020

## EXAMINATION GUIDELINES for PB 1( Gr 12) and Half Yearly (Gr 11)

Dear Parent,

**It is an endeavor of the school to give practice to students for 3 hours sit down paper as per Board Norms.**

In continuation with earlier circular **KIS/OCT/20-21/021/12.10.2020**, the school has now decided to conduct **the PB1 & HALF YEARLY** in the **School premises** as well **from home simultaneously** as per the schedule sent to you (also **ATTACHED BELOW**) and thereafter consent received from you. Some of you have allowed your ward to come to School and others have preferred Online Examination. We are sharing with you process for the same.

Instructions for "At School Assessment"	Instructions for "At Home Assessment"
The students report to school Grade 12 at 10:15 am                      Grade 11 at 11:15 am	Students join in their subject specific online classroom with their cameras switched on at: Grade 12 at 10:20 am                      Grade 11 at 11:20 am
The students will enter from Gate No 1, where arrangements have been and for sanitization as well as temperature check through Thermal Scanners.	They must be with enough blank ruled sheet and equipment needed for writing the assessment
The students will move to their respective Assessment Room in the Senior Building, Ground Floor following the floor markings taking care of social distance norms. (Respective Room Number will be informed through personal message).	The room where the child is writing the Examination should be disturbance free and one Parent must supervise the student at home.
12-16 students will be seated in all assessment rooms maintaining 6ft distance between them.	Students must sit at home on a well-lit, comfortable writing table visible to the teacher on the camera.
The Attendance would be taken and the paper will be distributed at Grade 12 at 10:30 am;                      Grade 11 at 11:30 am.	The attendance would be taken and the Question paper will be assigned in the online classroom for Grade 12 at 10:30 am;                      Grade 11 at 11:30 am.
The Students will get 15 minutes to read the Question paper and start writing Grade 12 at 10:45 am;                      Grade 11 at 11: 45 am.	The Students will get 15 minutes to read the Question paper and start writing Grade 12 at 10:45 am;                      Grade 11 at 11: 45 am.
The papers would be collected at: Grade 12 at 01: 45 pm;                      Grade 11 at 02 : 45 pm.	The students would be asked to put their pen down at: Grade 12 at 01: 45 pm ;                      Grade 11 at 02: 45 pm.
After the Assessment, the students will be escorted back to Gate No 1. Parents are requested to collect their wards by 2:00 pm (Grade 12); 3:00pm (Grade 11). Kindly wear mask & maintain social distancing outside the gate. (Parents are requested to make own transport arrangement as school transport will not be provided.)	The students will get 30 Minutes to scan their paper, make PDF of all written sheets and <b>TURN IN</b> the complete PDF of answer sheets to the teacher in the online class room. <b>No paper would be accepted after 02:15 pm</b>
The Student should <b>only</b> carry a <b>small sanitizer</b> , a <b>water bottle</b> and the <b>equipment</b> needed for Assessments for e.g., pens, pencils, rulers etc. in a transparent pouch.	The Teachers will be invigilating online, so students should <b>keep their cameras on throughout the Assessment till the scanned paper has been uploaded.</b>
The students are expected to <b>wear a mask at all times</b> and to maintain a <b>physical distance of 6ft</b> at all times while at school.	Kindly ensure good Wi-Fi connectivity throughout the assessment duration
The Students are expected to be in <b>School Uniform (Formal/Sports)</b> .	We had instances of students using unfair practices while attempting PA 1 Assessments, we will request either of the parent to collaborate with the school and invigilate the assessment at home.

### **Important :**

1. We will Strictly follow your consent sent to the Grade Tutor.
2. No change in consent would be permitted after 21<sup>st</sup> October 2020 so that proper arrangements can be made.
3. In case No consent is received from you, we will not be able to conducting his/ her Examination either IN SCHOOL or ONLINE. Please make sure to send in your consent.

**DATE SHEET GRADE: 11 (Half Yearly Exam) & 12 (Pre Board 1)**  
**SESSION 2020-2021**

	DAY	<u>GRADE - 12</u>	<u>GRADE – 11</u>
		<u>PRE BOARD EXAMINATION - 1</u>	<u>HALF YEARLY EXAMINATION</u>
	Timings	10:30 AM to 1: 45 PM	11:30 AM to 2: 45 PM
27/10/2020	Tuesday	ENGLISH	MATHEMATICS/ BIOLOGY / LEGAL STUDIES/ENTREPRENEURSHIP/ FASHION STUDIES
30/10/2020	Friday	POLITICAL SCIENCE/ PHYSICS/ BUSINESS STUDIES/ HIND MUSIC VOCAL/ PAINTING*(GROUP-II)	ENGLISH
03/11/2020	Tuesday	HISTORY/CHEMISTRY/ ACCOUNTANCY /HOME SCIENCE	COMPUTER SCIENCE/ ECONOMICS/ PHYSICAL EDUCATION / PSYCHOLOGY/ PAINTING*(GROUP-I)/ WEB APPLICATION
05/11/2020	Thursday	COMPUTER SCIENCE /ECONOMICS/ PHYSICAL EDUCATION/ PSYCHOLOGY/ PAINTING*(GROUP-I) /WEB APPLICATION	HISTORY/ CHEMISTRY/ ACCOUNTANCY/HOME SCIENCE
07/11/2020	Saturday	MATHEMATICS/ LEGAL STUDIES /BIOLOGY* ( <u>FOR THOSE STUDENTS WHO HAVE OPTED FOR 6<sup>th</sup> SUBJECT</u> )	FASHION STUDIES / PHYSICAL EDUCATION/ PAINTING/ BIOLOGY/ PSYCHOLOGY ( <u>FOR THOSE STUDENTS WHO HAVE OPTED FOR 6<sup>th</sup> SUBJECT</u> )
09/11/2020	Monday	MATHEMATICS/ BIOLOGY / LEGAL STUDIES/ ENTREPRENEURSHIP/ FASHION STUDIES	POLITICAL SCIENCE/ PHYSICS/ BUSINESS STUDIES/ HIND MUSIC VOCAL/ PAINTING*(GROUP-II)

**The Examinee is expected to adhere to the following guidelines:**

- i). Please come 15 minutes before the scheduled time on the days of Examination.***
- ii). Please bring equipment needed for examination for e.g., pens, pencils, rulers, calculators etc. in a transparent pouch.***
- iii). Please make own transport arrangement as school will not provide any transport facility.***
- iv). Please come in School uniform (formal / sports)***
- v). Result declaration will be from 24 -26 November, 2020.***

***We have taken all precautions and sanitized the school premises. Please help us incorporating certain measures.***

- i). As students enters school thermal scanning would be done and hand sanitization will be done.***
- ii). The student is expected to wear a mask at all times.***
- iii). S/HE should carry a small personal sanitizer and a water bottle.***
- iv). We have arranged the desks and chairs with proper physical distancing of 2m.***
- v). Please maintain physical distancing of 2m throughout the time they are in school***

**RASHMI KAUL  
(CONTROLLER EXAMINATIONS)**

**ANURADHA DUTTA  
( ACADEMIC COORDINATOR)**

**MANJU GUPTA  
(PRINCIPAL)**

