



KIS/SEP/2021-22/144

03/09/21

**PROTOCOL AND GUIDELINES FOR CYCLIC ASSESSMENT-1**  
**SESSION: 2021-22**  
**GRADES: 9& 10**

Dear Parent,  
Namaskar!!

As informed earlier, the Cyclic Assessments are beginning from **Monday, 6<sup>th</sup> September 2021**. The schedule of the Assessment as well as the syllabi for the same has been shared earlier and posted on respective classrooms too.

Kindly make a note of some general instructions for the Assessments:-

1. Students are required to report at 7:50am by logging in to **Google Assessment Classroom**. Please note that **no student will be admitted after 7:55 a.m. It is the imperative that the student login using the G-suite ID only.**
2. Students will be able to view their question paper on Google Classroom at 8:00 am.
3. The duration of the Assessment (actual attempting time) will be **from 8:00 am to 9:15 am (75 minutes)**.  
1<sup>st</sup> period **will start from 9:25 am** (10 minutes break from 9:15 am – 9:25 am)
4. Students will attempt **Cyclic Assessment - 1 via Google Form**.
5. Students will be allowed to submit their response only once. **Multiple responses will not be accepted**. Students can **submit their responses before 9:15 am** if they have completed the Test. **However they will not be permitted to leave the Assessment Room before the stipulated time.**
6. For the duration of the Assessment, the students are required to be in a safe and secure place where there should be no disturbance or background noise.
7. The device should be positioned in such a way that the Invigilator has an **unobstructed view** of the students' hands and entire upper frame.
8. Nothing should be on the workplace other than material needed for the exam.
9. Make sure that your devices are charged, cameras are working and the Wi-Fi is fully functional.
10. **Students are expected to keep their cameras and audio on throughout the assessment. If the camera or the audio is not functional, the assessment will not be conducted for the specific student on that day.**
11. Students are expected to be alone (except for the presence of one Parent for supervision) while writing the test. Observance of multiple people in the webcam or voices can lead to the termination of the Assessment of the student.
12. Head phones/Ear phones are strictly not permitted.
13. All students will be remotely invigilated during the assessment. Students will be permitted to have access to **SINGLE** device only. Please see the minimum requirements given below :
14. **MINIMUM REQUIREMENTS :**
  - a. Machine: A laptop/ desktop
  - b. Video/Audio: Webcam and a good quality Mic is required. Webcam must have a minimum resolution of 640x480 @ 10fps.
  - c. Internet Connection: Stable 2 MPBS+ of Upload & Download speed or a 4G internet connection hotspot.
  - d. Battery backup: 2.5 hours of battery backup/UPS.
  - e. Virtual background should not be enabled.
15. No teaching of the subject will happen on the day its examination is scheduled. (e.g. there will be no class for English on September 06, 2021)

*Kindly note that we had instances of students using unfair practices while attempting Online Examinations; we will request either of the parents to collaborate with the School and invigilate the assessment at home.*

**Warm regards**  
**Dr Sangeeta Arora**  
**Principal**