KERALA ENGLISH MEDIUM SCHOOL, CHAMPUA
Instruction to the students

- The online Term-II Exam shall be conducted as per the following schedule:

Class	Date
Nursery – V	1 / 03 / 2021 – 09 / 03 / 2021
VI - VIII	22 / 02 / 2021 – 02 / 03 / 2021

- The examination shall be conducted online as per following timings:

CLASS	TIMINGS
NURSERY	10 AM – 12 PM
LKG	11 AM – 1 PM
UKG	4 PM – 6 PM
I A&B	4 PM – 6 PM
II A& B	9 AM
III A&B	9 AM
STD IV TO VIII	8 AM ONWARDS

- Students have to join the class 10 minutes before the schedule time for attendance.
- Attendance will be taken 5minutes before the Exam.
- Sec- A and Sec – B students have to join for the exam in the above timing in their respective class ID.
- Students should be in school uniform during the exam period and must keep their video ON during their exam.
- The online Term-II exam is compulsory for all the students.
- No online class shall take place during the exam days.
- There shall be no re-examination for Term-II Exam on any Ground.
- The question paper will be shared with the students after the attendance as per the scheduled time.
- Students should send / submit the answer sheet to the mobile number mentioned in the question paper within the Scheduled time. Late responses will not be considered.
- Since children shall be appearing for Exam from their individual home, Parents are requested to guide their ward to take the online Term-II Exam with full seriousness and Integrity.
- For any information please refer to the respective WhatsApp Group.
- Make sure you have logged in to your google account on the particular browser. (Ex - Chrome, UC Browser, etc)
- Make sure you have a good internet connection.

<u>DURING THE EXAM</u>

- Do not resize (minimize) the browser during the test.
- Never click back button on the browser.
- Click the submit button to submit the exam, don't press enter key to submit.

<u>INSTRUCTIONS TO ACCESS THE EXAM</u>

- Read the instructions properly.
- When ready to begin, click on the link provided to give the test.
- The exam must be started in time as per the time schedule given to you.
- You have to complete the exam in time. After that the link will automatically expire and you won't be able to submit your answers.
- The exam must be completed in one sitting. You can submit your response only one time.
- Answer all the questions in the exam
- Click the submit button at last when you have done your work.
- Only one response per student will be allowed. If more than one response is found of a student he/she will be disqualified from the exams.

NOTE- There will be no re-examination.