

## **ARMY PUBLIC SCHOOL SUKNA**

### **RE TEST – ( Session 2019 – 20 )**

#### **GENERAL INSTRUCTION TO STUDENTS**

- 1. This is an online test. Students will see question through google classroom and write answers in their answer script.**
- 2. Student should use only foolscap paper to write answer. Each page should be numbered and at the top of every page you have to write your name and roll number. And before you start writing you have to show your paper to the invigilator.**
- 3. Students have to keep their answer script properly after submitting their paper online. You may be asked to produce your paper once school re- opens. Any type of mishandling can not be accepted.**
- 4. Students will upload their answer in google meet as well as in the whatsapp group of the concerned teacher/ invigilator.**
- 5. Throughout the examination time you need to keep your audio and video on. If your videos goes off your paper will not be accepted and evaluated. You will not be allowed to reappear in the test again for the same subject.**
- 6. Sitting position : you should be sitting in such a position that you, your writing table, your paper and your background should be visible properly. You should arrange your sitting in such a way that light should not come from behind. It should come from front.**
- 7. During examination time you will wear your school uniform.**
- 8. Since this is an online test you should write your paper properly in big and good handwriting. In case your teacher did not understand your handwriting you may lose marks and same will not be compensated later.**
- 9. If you indulge in any type of unfair activity and if you are caught doing so or teachers find out afterwards while checking your papers your papers will be canceled and the same will not be evaluated and you will be awarded ZERO on the paper. So do not try to indulge in any of such practices.**

**10. Following practices can / will be considered as online unfair practices.....**

- i. Not sitting in proper position while writing online test. You, your writing table and your paper should be properly visible to the invigilator.**
- ii. Switching off your video. If you switch off your video while you are writing it will be considered as practicing unfair means.**
- iii. Using audio and trying to talk to your friends online.**
- iv. One of your parents should sit with you while you are writing exam.**
- v. You are not allowed to use other mobile phone or computer or laptop then the one you are using for test. You should not keep or have another mobile with you while writing exam.**
- vi. You should wear your school uniform. You are not allowed to wear cap/ hat or any other clothes covering your head.**
- vii. You are not allowed to use head phone.**
- viii. If any of your act is found suspicious by invigilator you will be warned once, and if repeated without second warning he/ she will write a note and report to the examination department. If not possible to report immediately they can do it after examination also. So students should be very careful about it.**
- ix. Students those who could not make it to the higher class on their first chance (for some after writing retest also) were given this second chance by the school to improve their performance and go to the next higher class. So you should be sincerely writing your examination to prove your ability. You have been informed well in advance and have been given enough time to prepare. So we expect that all of you are well prepared and write your exam properly.**