

Guidelines for the teachers for 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 the 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 ELECTRICITY (Teacher), please inform the students, co-teacher about it.
6. Make student feel comfortable. Student can take screenshot of written round question. Answer sheet must be submitted during 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. Student must write Name Roll No, Class, and Subject in each page of subjective answer sheet.

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 its reason.
4. Consult with the subject teachers for ID/Password and other necessary information at least a day earlier to the assessment.

For Student:

1. If you are disconnected due to electricity and internet, log in right away and if not possible to connect, please inform your teacher on time and your exam will be rescheduled if it's a genuine case only.
2. If any students comes late for the assessment, he/she will not get extra time. He/She gets only remaining time.
3. Students are not allowed to use earphone during the exam.
4. During the oral exam students give their answer with eyes closed.
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.

Online Assessment Schedule

Junior:

Class 2 and 3: Internal Assessment

Senior:

Part I : Written Test:

Class 4 and 5 :	Part I: Objective Questions (20 M) : 15 Minutes	(First Zoom Session)
	Part II: Written Test (20 M) : 15 Minutes	(Second Zoom Session)
	Part III: Submission Part : 15 Minuets	(Second Zoom Session Extra Time) E/V answer
Class 6 - 12 :	Part I: Objective Questions (20 M) : 20 Minutes	(First Zoom Session)
	Part II: Written Test (20 M) : 20 Minutes	(Second Zoom Session)
	Part II: Submission Part : 15 Minuets	(Third Zoom Session Extra Time) E/V answer

Part II: Oral Test:

Class 4-12: (Group – shift wise) (10 M) : 120 Minutes

Evaluation Criteria:

Regular Assignments/Quiz/any form of tests	:	50 Marks
Online Assessment	:	50 Marks