



**INDIAN SCHOOL DARSAIT**  
**FIRST TERM EXAMINATIONS, SEPTEMBER - 2020**  
**Classes: XI & XII (Commerce)**



Examination Guidelines

Marks	Writing Time	Uploading Time	Platform
As per Board Pattern	8.00 a.m. - 11.00 a.m.	11.00 a.m. - 11.30 a.m.	Class Teacher's Google Classroom

- Students should login to their Class Teacher's Google Classroom by 7:45 a.m.
- Question Paper link will be provided in the respective Class Teacher's Google Classroom by the Controller of the Examination @ 8:00 a.m.
- Students should keep their system ready with a proper battery backup and stable internet connection and check it prior to the examination and be seated in front of their devices at least 15 minutes before the exam commences.
- Once the students have logged in, parents should leave their wards to attempt the exam peacefully.
- It's mandatory for the students to enable their videos throughout the examination. If the video of the examinee is not turned on at the time of the examination, his/her result may not be released.
- Students must attend the examination in School Uniform.
- In case of any doubt, students are advised to seek help from the invigilators.
- All answers should be written in A4 ruled sheets of paper. Each page should contain the Name, GR. No., Class, Division, Subject and Page Number (E.g.: 1 of 5, 2 of 5 etc.) clearly mentioned at the top right corner of the page.
- Once all the questions are answered within the given time (3 hours), you must scan / click picture (clear, readable form) of all the pages of your answers and upload the same to the subject e-mail id, which will be provided in the Class Teacher's Google Classroom.
- Any type of scanner available in your mobile phone can be used to scan / click picture of the answer paper.
- Students should ensure that e-mail has been sent properly and a confirmation message should be sent to invigilator in the chat box of the Google Classroom before leaving the meeting.
- Students will not be allowed to leave the meeting before the stipulated time.
- File name of the answer paper uploaded should be in the following format:  
Class / Div – GR. No. – Subject  
XII D – 1111 – English

Alexander Gee Varghese  
Acting Principal

**All the Best!!!**

