

**CONVENT OF JESUS & MARY, DEHRADUN**  
**GUIDELINES FOR STUDENTS FOR UNIT TEST I – JULY 2021**  
**FOR STUDENTS OF CLASSES IX – XII ONLY**

The following guidelines must be strictly adhered to, by the students while appearing for the online UNIT TESTS.

- ★ All students must login between 7.30 am - 7.40 am.
- ★ All students must write their exam on the school test sheets that they would have got with their book sets. It is MANDATORY to write **name, class, section and roll no.** on each side of the page. Total no. of sheets used must also be written on the first sheet .
- ★ Answers written on any other loose sheets will not be evaluated.
- ★ Question papers will be activated at 7.50 am. Students can access the question paper from Genius Corner.
- ★ Writing time : 7:50 – 8:30 am.
- ★ Your device camera must be placed at such an angle that it can capture you and your answer sheets.
- ★ It is advisable that for the Test, you arrange for a separate device to access the question paper.
- ★ Even if you use a single device, in no case, can you attend the Examination with your camera off. YOU HAVE TO BE PRESENT IN THE ZOOM CLASS WITH YOUR CAMERA ON.
- ★ You can keep Shifting to **GENIUS CORNER** to see the question paper, but eventually , you must get back to **ZOOM** while you write your answers.
- ★ You will be given 10 minutes to convert your file to PDF and forward the PDF to the email IDs of the concerned subject teachers.
- ★ Students who submit their PDF files without attending the zoom class, or having attended but with camera off, will be straight away given a ZERO . Their answer scripts will not be evaluated.
- ★ You are required to keep the hard copies of your answer sheets safely. The answer sheets are to be submitted in the presence of the Class Teachers. Schedule for submission will be shared. Any late submissions will not be entertained.
- ★ Refrain yourself from the use of 'Unfair Means' while appearing for an online examination. It is important that you prepare yourself well and do your work honestly.

**ALL THE BEST FOR YOUR TESTS!**

**KINDLY NOTE THAT CLASSES WILL CONTINUE AFTER THE TEST AS PER THE FOLLOWING TIMINGS**

| <b>PERIOD</b> | <b>TIMING</b>    |
|---------------|------------------|
| I             | 9.30 – 10.10 am  |
| II            | 10.20 - 11.00 am |
| III           | 11.10 – 11.50 am |
| IV            | 12.00 – 12.40 am |

