



**ARMY PUBLIC SCHOOL, BATHINDA MIL. STN.**

**DATESHEET FOR ONLINE ANNUAL EXAMINATION (SESSION-2020-21)**

**CLASS: IV**

<b>Date / Day</b>	<b>Time / Subject ( 8:30 am -9:00 am )</b>
8/03/2021 ( Monday )	G.K
10/03/2021 (Wednesday)	Computer
<b>Date / Day</b>	<b>Time / Subject ( 8:30 am- 10:00 am )</b>
13/03/2021 (Saturday)	English
17/03/2021 (Wednesday)	Maths
19/03/2021 (Friday)	Hindi
22/03/2021 (Monday)	EVS

## General Instructions:-

1. Please ensure that your net connectivity is good and all the technical issues are resolved before the exam.
2. Students to log in to Microsoft Teams **15 minutes** earlier than the scheduled time. They are required to join the Teams meeting well in time.
3. Google form link (Question paper) will be shared in the class WhatsApp group as well as in the Microsoft Teams subject channel (chat window).
4. Students must be logged into the web browser through their Gmail id only.
5. Start the exam on time by clicking on the Google Form link provided. This will open the form in the web browser.
6. Please fill all the required information in the online exam to ensure the submission of the test.
7. Duration for G.K and Computer is 30 minutes.
8. Submit your test within the time limit otherwise you will not be able to submit it.
9. After you submit wait for the message to ensure that you have submitted the test successfully.
10. If any student is not able to submit the google form, then the child will clear the browsing google history of his/her device.
11. Only the first attempt submitted will be accepted.
12. Do not refresh or close the Google form (Question paper) once the test is started.
13. Students are not to exit the Teams meeting till the submission of the test.
14. If the child is not able to submit the exam on a particular day, due to any reason or any technical issue occurs, the parents will have to inform the class teacher in writing with reasons (if any) along with the screenshots of the device as evidence on the day of exam itself . In such cases, the decision of school authorities will be conveyed to the parent after the exam.
15. If siblings studying in the same class/different classes are having a clash of the exam time slots and are unable to take the exam at the same time due to lack of hardware , then one of them will be given a different time slot on the same day. The time slot will be intimated by the class teacher. In this case, the parents have to give a written application before **1 March 2021** to the class teacher.
16. There will be no classes during the exam schedule .