



NOTICE

GENERAL GUIDELINES FOR PARENTS/STUDENTS PERIODIC TEST/UNIT TEST 1

- The PT/UT will be conducted in **four different time slots**, they are as under:-
 - XII - 0730 hrs to 0900 hrs
 - IX-X - 0930 hrs to 1100 hrs
 - VI-VIII - 1130 hrs to 1300 hrs
 - III – V - 1330 hrs to 1500 hrs

Please read the Date Sheet provided to you and Time Schedule carefully.
- Link of the question paper will be provided to the students 05 mins before the time of the commencement of the examination as per the Date Sheet.
- The examination of a particular subject can be submitted only once. Once the response of the examination is submitted, it cannot be resubmitted.
- Kindly submit the Examination Google Form before the end of examination time, otherwise you will not be able to submit your exam and the response of your exam will not be recorded.
- Questions related to descriptive types which cannot be answered by using the keyboard, there will be **File Upload Option** for such questions. For answering such questions, the students will be required to follow the given steps:
 - Write the answer in a loose page using pen, then take the picture of that page.
 - Click on File Upload option provided in the Google Form for that question.
 - Select Files from Your Device. The option will appear, click on it.
 - Select the file to be uploaded and click on Open option.
 - Click on Upload button at the bottom of the screen.
- Parents/students will make their mobile phones/laptops fully charged before the examination starts and ensure Internet connectivity and adequate data. Further, they will ensure the availability of all needful stationery for the tests. The students may note down their admission number and telephone numbers on a paper for ready use while entering their information on the first page of the e-question papers.
- Parents as major stakeholders in these tests are asked to be extra careful and vigilant during the tests for the sanctity and transparency of these formal tests under their direct supervision while ensuring no unfair means and also helping their ward(s) for effective time management. They may set a watch or wall clock at alert 10 minutes before the test time is over, and thereby enable their ward(s) to stay aware on how much time is left to complete the tests and submit the responses within the allotted duration. They may set aside or turn off 'distractions' like television sets, any sound system or any other things.

Best Wishes!

Principal
Army Public School Gwalior
Date : 22 Jun 2020