



ONLINE ASSESSMENTS

Dear Students

Since the last session we have been conducting the online assessments in partnership with **AssessPrep**. The following are the guidelines regarding the conduct of the tests/ examinations and the use of AssessPrep as a portal for the same:

TECH. REQUIREMENTS –

- Laptop or Desktop with a good internet connection and a working webcam.
- Windows 8 and above Operating System for a trouble-free attempt of the examination.
- A smartphone with a QR code reader for clicking pictures of answers to upload at the end of the examination. This is over and above the laptop.

GENERAL GUIDELINES-

Pre-Test/ Examination Instructions:

- You should be dressed appropriately to sit for the test/ examination.
- Ensure the room is well lit with ample light on your face. Ideally, face a window.
- Avoid having any bright light behind you.
- Ensure that the area where you are attempting the paper is disturbance-free.
- You are expected to keep sheets of paper and stationery items ready for the test/ examination.
- You are required to login to app.assessprep.com 10 minutes before the commencement of the examination. Then join the Google Meet link embedded in the portal.
- The invigilator will take attendance after you have joined Google Meet.
- When you login using your id and password, you will get access to the Question-paper.
- Do not leave your seat, for any reason, once the test/ examination begins.
- You are not allowed to make or receive phone calls during the test/ examination.
- Your smartphone should be in airplane mode all through the test/ examination time.

Invigilation:

- The test/ examination will be invigilated by a teacher. You should be visible to the teacher at all times.
- You may be asked to rotate the camera and show the room where you are attempting the paper at any time.
- In case of connectivity issues, the question paper will still be visible on the screen. You will be able to type in the objective answers in offline mode.
- In case of a power failure, you can switch over to a mobile phone. **When you switch devices, just remember that you should not click the refresh button or close the tab. If you do so, your data will be lost.**

Post-Test/ Examination instructions:

- The **last 10 minutes** should be exclusively used to click and upload pictures of the answers **in the sequence given in the question paper**.
- For uploading the answers, students using a laptop or desktop have to scan the QR code given on the portal using their mobile phone. This will open the paper on their mobile phone and show the upload option. You can click each page and upload.
- For those students who have logged in using a mobile phone, you need to just click the picture of the answer and click the upload button.
- For better organization of the answer script, please click the picture of every answer separately.
- You must save the sheets of answer scripts for each subject in a folder. These may be required to be submitted in the school as and when the authorities allow the schools to reopen physically.

The following is the schedule of the Weekly Tests:

	IX	X	XI A	XI B	XI C/ D	XII A	XII B	XII C/ D
July Fri. 09.07.21 Fri.16.07. 21 Fri. 23.07.21 Fri. 30.07.21	Math Hin/Sans/Fr English S. Science	English S.Science. Hin/Sans/Fr Science	- English Economics B. Studies	-- English Eco ./Home Sc. Pol Sc	-- English Bio/Eco/C. Sc Chemistry	English Economics B. Studies Math	English Eco/ Home Sc Hist/Painting Geo/Psych./Math	English Bio./ Eco./ C. Sc Physics Math/ Psych
August Fri. 06.08.21 Fri. 13.08.21	Science ----	Math ----	Math Accounts	Geog/Psych/Math Hist./Painting	Math/Psych Physics	Accountancy ----	Pol. Sc ----	Chemistry ----

SPECIFIC GUIDELINES FOR WEEKLY TESTS

1. You must login on AssessPrep at 7:50 am. All students are expected to login at the designated time.
2. The test will begin at 8:00 am sharp. The duration of writing the test is 45 mins.
3. You should submit the paper after scanning and converting into pdf from 8:45-8:55 am as per the steps mentioned in General Guidelines.

Important:

- We expect you to take the Weekly Tests with complete honesty and integrity; trusting your own capabilities.
- For any issues that you may face during the Test, please type your concern in the chat box of AssessPrep for the invigilator to address.
- **DO NOT GO TO THE GOOGLE MEET LINK DURING THE EXAMINATION AS YOUR EXAM WILL GET LOCKED IF YOU DO SO.**
- Only in case of network issue, you may contact the Dean-Academics, Saroj ma'am on the number-9818004286.
- Visually challenged and students with Special Needs will not be using AssessPrep. They would receive their paper through Google Classroom and will be in a separate Google Meet (The link will be shared).
- We are also attaching a checklist for your reference so that there are no mistakes made while uploading the answer script.

Note:

Mock test is scheduled on Friday, 2 July 2021 for class IX students and new admissions of class XI in the Test period to provide hands-on training on Assessprep.

Please preserve this circular for ready reference during the test/ examinations.

Stay safe and healthy.

Shafalee Gupta
Principal

CHECKLIST

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To ensure that I upload the paper correctly for my teacher to evaluate, I have –

- attempted all objective type questions on the portal itself.
- answered each question separately.
- ensured that the picture clicked is clear and visible for the examiner to check.
- ensured that all answers have been uploaded sequentially.
- clicked on the submit button at the end.