

**The Intellect School**  
**HIFZ Section**  
**Online Placement Test - 2020**

Dear Parents,  
Assalam o Alaikum!

This is to inform you that The Intellect School will be arranging Online Placement Test for HIFZ students on 29<sup>th</sup> July 2020 at 8 am.

**GUIDELINES FOR ARRANGEMENTS / DECORUM TO TAKE ONLINE EXAMS**

1. Parents should ensure that the student is sitting in a separate/quiet room while he is taking the online exam.
2. Students should be sitting on a table with enough space to keep their laptop in front of them with a camera facing at his face, hands and answering worksheet to be seen by the remote invigilator at the school.
3. Picture attached on the right is an example.
4. Students should keep the video and speaker turned on.
5. Parents are advised to supervise as a physical invigilator during the examination.
6. Parents are requested to make internet and electricity backup arrangements.



**PROCEDURE FOR JOINING ONLINE EXAMINATION**

1. Students will have to check their names in class lists to identify their group #.
2. In "**GROUP AND TEACHERS ID FILE**", students will check the class group and teacher's name.
3. Student will connect to teacher's ZOOM ID for the examination mentioned in the file.
4. All students must connect to teacher ID till 7:45 am. Otherwise, students will not be allowed to join teacher ID after 8:05 am
5. All students will keep their **Mic. & Cameras on**.
6. Teacher will share a link of the examination file exactly at 8:05 am.
7. Students will download the file and complete their work within the given time slot.
8. For example if the first paper will be over at 8:40 am, all students will email or whatsapp the pictures of their work till 8:50 am. Any work submitted after 8:50 am will not be accepted. Similarly, students will repeat the same procedure for the other papers.
9. If you are using Cam Scanner/Adobe Scan/Microsoft Lens software, you can convert your work and share the .pdf file with us.
10. Students have to connect 15 minutes before the given time i-e: 7:45 am. Remote invigilator will guide you before the start of the exam.
11. Students should use a full-scape or A4 sheets to answer the question.
12. It is **mandatory** to mention Student Name, Grade, Section, GR number and page number on top of each answer sheet. As stated below.

Student name: Abdul Samad

Class: VIII

Sec: D

GR #: 5397

Page#:

13. MCQs have to be answered as stated below with the question number and your answer, as described below. Do NOT copy questions in your answer sheets.

Q1	b
Q2	c
Q3	a
Q4	c

15. Once a student is done with the exam, all answer sheets should be captured with a mobile camera and submitted on:

E-mail ID for submission of work: [tisboys12@gmail.com](mailto:tisboys12@gmail.com)

16. Students would be provided a 10 minutes time window to submit their answer sheets before further assessments.

17. Answer sheets received after the Submission time will not be considered for assessment.

18. If the picture or scanned file is not readable than that answer sheet will “**Stand Cancelled**”.

19. In case of zoom session expiry, students are required to rejoin session within 3 minutes of the last meeting.

20. Those who are using IOS (IPhone,IPad and MAC) or any other gadgets are requested to make sure to have a G-mail ID and Google Drive downloaded prior to the examination.

#### **TOOLS & SOFTWARE AS PREREQUISITE**

1. Laptop with Microphone, Camera and Speaker in working condition.
2. Smartphone: Android/IOS/Window phones with Camera.
3. Internet Connection: Broadband, Local Cable Net, 4G Devices. (Mobile Data is not good enough for examinations but can be used in case of an emergency).
4. Software: Zoom Meeting, Adobe Acrobat Reader, Google Drive.

#### **OTHER STATIONERY REQUIRED FOR EXAMS**

1. Full-scape sheets with Student Name, GR and page number as mentioned above.
2. Graph Paper & Geometrical Instruments - for subjects applicable
3. Calculator - for subjects applicable (Class IX only)

In case of power/internet outage, we expect the parent to contact us IMMEDIATELY on WhatsApp Number and e-mail ID mentioned above.

We are trying to conduct the online examination in the easiest possible manner. We are looking forward to your cooperation.

In case you have any questions/concerns, we will be happy to assist you.

Good Luck & God Bless You All

Regards

Management .