



## Guidelines for Online Final Term Assessment

### Grade IX

#### Girls Section

Dear Parents,

Assalam o Alaikum

This is to inform you that The Intellect School will be arranging Online Final Term Assessments for Grade IX.

We have been working vigorously to take measures for our students of grades VIII and IX to appear for the school exams. Since, this is a new experience, we request and expect your cooperation in order to get it successfully done. We have attached the time table of the Online Examination.

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

1. Parents should ensure that the student is sitting in a separate/quiet room while he/she 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/her 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. Mic should remain turned off unless there is a need to talk.
5. Parents are advised to supervise as a physical invigilator during the exam.



## PROCEDURE FOR JOINING ONLINE EXAMINATION

### For grade IX:

1. All the students have been provided school's email IDs. This would be used as an official channel for communication on Google classroom and Google Meet.
2. Students have to join their respective subject's Google Classroom.
3. Click on the Meet link with cameras and speakers turned on and mics should be muted.
4. The question paper will be uploaded on Google classroom.
5. Students have to connect 15 minutes before the given time. Remote invigilator will guide you before the start of the exam.
6. Students should use a foolscap sheet to answer the question.
7. It is mandatory to mention Student Name, Grade, GR number and page number on top of each answer sheet. As stated below.

Student name: Abdul Samad

Class: VIII

GR # 5397

Sec: D

Q1 b

Q2 c

Q3 a

Q4 c

8. MCQs have to be answered on a foolscap sheet as stated above with the question number and your answer, as described above.
9. Once a student is done with the exam, all answer sheets should be captured with a mobile camera and submitted on Google classroom.
10. Students would be provided a 15 minutes time window to submit their answer sheets before further assessments.
11. Answer sheets received after the Submission time window, will not be considered for assessment.

## **TOOLS & SOFTWARE AS PREREQUISITE**

1. Laptop with Mic, Camera and Speaker in working condition.
2. Smartphone: Android phone with Camera
3. Internet Connection: Broadband, Local Cable Net, 4G Devices. (Mobile Data isn't good enough for exams).
4. Laptop: Adobe Acrobat Reader – for viewing exam papers (Laptop)
5. Smartphone: Google classroom and Google Hangouts Meet App. (As backup option, if laptop doesn't work)

## **OTHER STATIONERY REQUIRED FOR EXAMS**

1. Foolscap sheets with Student Name, GR no. 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 on following **e-mail**.

[rafiarehan@theintellect.edu.pk](mailto:rafiarehan@theintellect.edu.pk)

Based on the parent's justification, we will allow extra time to the student for submitting their answer sheets.

We are trying to perform the online exams in the easiest possible manner. We are looking forward to your cooperation.

Should you have any questions/concerns we will be happy to assist you.

**FINAL ASSESSMENT TIMETABLE FOR GRADE VIII -IX  
(June 2020)**

<b>Date</b>	<b>Day</b>	<b>IX 11:00 AM– 12:30 Noon</b>
<b>19/6/20</b>	<b>Friday</b>	<b>Geography</b>
<b>22/6/20</b>	<b>Monday</b>	<b>History</b>
<b>23/6/20</b>	<b>Tuesday</b>	<b>English</b>
<b>24/6/20</b>	<b>Wednesday</b>	<b>Islamiyat</b>
<b>25/6/20</b>	<b>Thursday</b>	<b>Urdu</b>
<b>26/6/20</b>	<b>Friday</b>	<b>Maths</b>

Note: **Regular classes will be resumed from 29<sup>th</sup> June 2020, Monday.**