

NAVY CHILDREN SCHOOL, KOCHI

COMMON FINAL EXAMINATION-2020-21

INSTRUCTIONS TO STUDENTS & PARENTS

- On exam days, the student should enter in the Google Classroom at 8.35 am, download the question paper and join the google meet immediately.
- The reading time 08.45hrs to 09.00hrs and writing time from 09.00 hrs to 12 .00hrs.
- The papers to be uploaded before 12.15 hrs. Papers uploaded after 12.30 hrs will be checked only if the reason given by the parent is genuine and in that case the parent has to find alternate measures in submitting the paper for correction, either through whatsapp/email
- Any student anticipating any problem in attempting exam in “online Mode” need to inform the class teacher on Friday (26 feb) .
- These students will be given opportunity to write offline exam in the school.
- Ensure that the exam is written on ruled papers of size(used in exam) (Not in the note book)
- These exam papers to be submitted in the school by the parent after uploading the paper before 5pm on the same day. The papers should be tied/stapled neatly.
- Answer Papers will be submitted class wise/section wise in boxes placed at designated points. After submitting, ensure that the name of the child is marked in the class list provided.
- Only the hard copies will be checked, except one or two odd cases where the parents are not staying within the state (in Kerala).
- For MCQs, the option no and the answer to be written neatly.
- Complete the paper within the allotted time and check through your answers thoroughly.
- After completion of your paper ,convert your answer script into a single PDF in portrait orientation
- Rename the file with your Name, Class and Section (eg. Aravind- VIIA)
- If using Adobe scanner after scanning choose the option “original colour” before saving.
- Incase, if anybody ‘un submit’ and resubmit after the time duration given, the hard copy/soft copy of that paper will not be evaluated

- In case of any difficulty for uploading the paper on time, inform the respective subject teacher immediately.
- **Submission Of Papers**
- The Hard copies can be submitted in the box kept in the Academic block before 5pm on the day of the exam itself.
- First Floor Room No-1- VI A, B,C,D
- Room No-2- VII A,B,C,D
- Room No- 3- VIII A,B,C,D
- Room No-4- IX A,B,C,D
- Room No-5- XI A,B,C,D,E
- Students are to refrain from malpractices.
- All the Best for the Exams