

NEW ERA PUBLIC SCHOOL
MAYAPURI, NEW DELHI-110064

For classes X & XII

NEPS/PAR.CIR./2020-21/27

17.12.2020

Dear Parents,

Please note the instructions for Pre-Board Examination (2020 -21) for classes X and XII to be conducted online.

1. The examination timings will be:
 - Student Login Time – 9:10 a.m.
 - Reading Time – 9:15 a.m. – 9:30 a.m.
 - Writing Time – 9:30 a.m. – 12:30 p.m.
 - Answer Sheet Uploading Time - 12:30 p.m. to 1 p.m.
2. Students must use full scape ruled sheets for examination. Name, Class, Section, Roll No., Date and Page No. should be written neatly on top right corner of every answer sheet.
3. For the Exam, students will need to switch on their videos and enter the Zoom meeting with their full name, class and section. Switching off the camera is not permitted during the exam. The camera should be positioned in such a way that the student's face is visible at all times.
4. The teacher will display the questions on the screen and students will keep writing the answers.
5. Students should make sure that they remain connected with their teachers via Zoom meeting during the exam.
6. Students will stop writing at 12:30 p.m. They will login to cloud 9 using their password and ID. The time given for uploading is 12:30 p.m. to 1:00 p.m.
7. In case of any technical issue, the concerned subject teacher should be informed immediately.
8. Students should use laptops / desktops for exams and ensure good internet connection.
9. Please ensure that room, in which the child is writing the examination, should be properly illuminated and no family member should be present.
10. Students are not allowed to leave the Zoom session until the examination is over.
11. Parents must ensure that their ward uses no unfair means during examination. Any misdemeanor on part of the student during examination will be dealt with very strictly.
12. In case of any sickness, a Medical Certificate along with an application should be mailed to the concerned class teacher within two days of the examination.
13. 16th, 17th and 18th December 2020 will be preparatory off for students of classes X & XII.
14. Remedial classes will be conducted from 4th January to 8th January 2021 for students of classes X & XII.

We look forward to your support during the examination for its smooth conduct. Your cooperation in this regard will be appreciated.

Vandana Chawla
PRINCIPAL