

Guidelines for Online Second Terminal Examination (2021-22)

1. Second Terminal Examination will be taken live in MS Teams. You will find the link in Teams Calendar.
2. The duration time of each paper will be 1 hour 30 minutes, which includes the reading and writing time. The total marks for each paper will be 50.
3. The question paper will be uploaded in the Assignment section at 9:00 a.m. The PDF of the Question Paper will also be posted in Teams Posts at 9:00 a.m.
4. The writing time is till 10:30 a.m. The paper will be locked at 10:45 a.m.
5. The Second Terminal Examination will be scheduled as an Assignment either as Quiz in Forms or as an Assignment with OneNote Answer sheet.
6. **Your camera must be on during the entire time period of the examination. If you do not keep your camera on, your paper will not be accepted.**
7. After the examination, you must write the method of submission in the official WhatsApp group.

Example: -

Quiz-Forms	Anish Mukherjee submitted the Quiz- Forms.
OneNote Assignment	Aarish Agarwal submitted through Hand In/ Turn In. Pratham Modi submitted through email.

8. If it is QUIZ in MS FORMS –

- The **total number of questions** will be mentioned in the beginning of the question paper.
- The **total marks** will also be mentioned in the header of the question paper.
- All questions will be compulsory. In case, you wish to skip a question that needs to be typed, you may put a **hyphen (-)**. In multiple choices, you should select an option to proceed.
- The question paper will be divided into sections for different category of questions. After completing one section you have to click on **NEXT** to proceed to the next section.
- You can click on the **BACK** button to recheck your answers before you submit.
- Finally, you need to click on the **SUBMIT button** to turn in the quiz.
- *Check your work before clicking on the SUBMIT button as changes cannot be made after you have clicked the submit button at the end of the quiz.*

9. If it is an Assignment with Question paper as PDF and OneNote Answer sheet –

- Open and view the question paper in the assignment.
- **Write down your answers in the notebook. 2 marks** will be given for **neat handwriting and presentation.**
- Click upright portrait pictures and convert it into a **single PDF.**
- Open the OneNote Answer page attached.
- Attach the pdf as a **printout.**
- Close the Answer Page and finally **Turn In / Hand In** the assignment.

SECOND TERMINAL EXAMINATION SCHEDULE 2021 - 22

DATE	DAY	VI	VII	VIII
12.2.22	Saturday	English Language	Vern. Language	Mathematics
19.2.22	Saturday	Vern. Language	Computer	English Language
22.2.22	Tuesday	Mathematics	Chemistry	Biology
23.2.22	Wednesday	History	Vern. Literature	Physics
24.2.22	Thursday	Computer	English Language	Geography
25.2.22	Friday	English Literature	Physics	Chemistry
26.2.22	Saturday	Biology	Geography	English Literature
28.2.22	Monday	Vern. Literature	History	Vernacular
2.3.22	Wednesday	Chemistry	Mathematics	History
3.3.22	Thursday	Geography	Biology	Computer
4.3.22	Friday	Physics	English Literature	-