

# **St. Xavier's School Doranda, Ranchi**

## **First Terminal Assessment Test** **Guidelines for SXD Students & Parents**

- 1. Kindly follow the routine well and verify the days on which your ward has to take the Test.**
- 2. Students of classes KG, PREP, I and II will be required to write their Tests in Test copies separately for each subject. (This would require parents to procure from the market, 6 FOUR LINED copies and 1 SQUARE LINED copy (for Maths)).**
- 3. Students of classes III to VIII will be answering their Tests on DISTA PAPER. Parents are requested to arrange for the same.**
- 4. All the question papers will be available ONLINE from 8:45 A.M. (Reading time of 15 minutes is allotted for each examination). Writing time starts at 9:00 a.m.**
- 5. The teacher will share the question paper through screen sharing with the students during the Test which students may copy or save. A link for the same will also be sent in the chat.**
- 6. Test Questions will be available only for the period of time stipulated for the test.**
- 7. Parents are requested to create a conducive atmosphere for the test wherein the student may take his/her tests seriously and sincerely.**
- 8. Parents are requested to attest the answer scripts of their wards at the end of each test certifying that the test was taken with all sincerity and integrity.**
- 9. Students will be expected to mail a copy of their answer scripts [PDF] file to their respective Subject Teachers, within 20 minutes of the end of the examination.**
- 10. Mails received after the above-mentioned time period shall not be accepted.**
- 11. The school will not entertain any excuses with regard to Poor Internet services. Parents are requested to arrange accordingly.**
- 12. Answer scripts/Test Copies should be kept in the safe custody of the parents and submitted to the school on the specified dates.**
- 13. Parents of K.G., Prep. & 1 will be expected to GUIDE (but not prompt the answers) their wards considering that they may be too young to follow certain instructions given on the question paper.**

**Principal**