

DAV PUBLIC SCHOOL, ROHINI
General instructions for Online Unit Test-1
CLASSES VI TO VIII



- ❖ Exam will be conducted as per the **date sheet** already provided to the students.
- ❖ Timings for exam will be Class VI- 12:00 to 1:00 p.m
Class VII- 10:30 to 11:30 a.m
Class VIII- 9:00 to 10:00 a.m
- ❖ The duration of the Unit test will be **one hour**.
- ❖ You must log in to your **Microsoft Teams Account**, at least **15 mins before** the starting time.
- ❖ Join through the calendar option in your respective teams.
- ❖ To avoid any login issues, you must remember your **Microsoft login id and password** thoroughly.
- ❖ No login issues will be solved after the exam starts, as the teachers would be on **online invigilation duty**.
- ❖ To avoid login problems you may follow the **following steps**, one day prior to the Exam. **Logout** of any Gmail account that you are by default signed in (especially those who will be attempting through **mobile phones**) This is because that may sometimes hinder the **Microsoft sign-in process**. Clear the **history, cookies and cache memory of your web browser** by going to three dots on top right side of Google chrome , selecting settings option and choosing the command clear browsing data.
- ❖ Select the **assignment/activity tab** and click on the **test notification** to open your test, at the **designated time only**.
- ❖ **Do not try to attempt it prior to the scheduled time** since your time will be recorded automatically in the teacher's response sheet.
- ❖ Make sure that you complete and **submit** the test once you open it, as **second chance will not be allowed** by the software.
- ❖ Recheck the paper thoroughly before submitting and try to submit the paper at least 5 min before the close time to avoid last minute confusion .
- ❖ **Do not unmute** your mic during the exam unless you are asked to do so by the teacher.
- ❖ You **can be asked to turn on your video** anytime during the exam.
- ❖ You may type your queries in the **chat-box** that will be answered by the teachers there only.
- ❖ **No phone calls** will be entertained in the middle of the test.
- ❖ **Do not exceed the time limit** otherwise your response won't be recorded by the software.
- ❖ **Do not use any unfair means** during the exam.
- ❖ The parents are requested to ensure that the child does not cheat during the exams **on moral and ethical grounds**.