

PARENTAL CIRCULAR – CLASSES VI TO XII

Dear Parent

We have reached a very critical juncture in the academic cycle, with the Half Yearly Examinations just around the corner for the students. Examinations are not just about marks but are a way to self-evaluate our learning and test for ourselves the clarity and understanding we need to build a strong foundation. That being said, let us, also, remember that examinations are not about cramming but about putting in hard work regularly and diligently.

In these testing times, with disruption in regular school, the onus for the children's learning falls equally, if not more, on the parents' shoulders and we continue to seek your cooperation in ensuring that the children sail through these turbulent times smoothly. We would request you to ensure a calm, stress free environment for your ward so that he/she can sit for the examination with focus and utmost concentration.

Please pay attention to the points mentioned below:

1. **Preparation:** Well begun is half done. Good preparation will be the key to success, therefore, please ensure that your ward follows a regular study routine to prepare for the exam. He/ she would require your support as well as your motivation to help them do well.
2. **Devices:** It is important that you ensure adequate backup for devices and network so that the entire process is stress and hassle free for your ward.
3. **Exam Decorum:** Please ensure that your ward attempts the paper in a quiet corner, with good connectivity and should have a proper table and chair to sit on since they have to write neatly and clearly for a longer duration. Students should be dressed up neatly, preferably in school uniform.
4. **Admission No.:** The Admission Number will be required in all examinations, so please keep it handy along with the password of your ward's school email id.
5. **Exam Stationary:** Keep all the stationary items the child needs for the exams handy so that there is no rush or shortfall during the examinations. This would ensure that your ward focuses entirely on the task at hand.
6. **Assessment:** The assessment would be conducted in the following ways:
 - a) Objective : The students will be assessed through Google Forms.
 - b) Subjective : The students will download the question paper, attempt the question paper on the answer sheets as per given specifications and then upload them in the PDF format only in the given time frame.

The objective paper will be followed by subjective paper with a break time between them. The entire assessment process is time bound hence students must complete the writing part and uploading part in the allotted time.

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- 7. Monitoring:** Examinations can only be of relevance when their sanctity and integrity are maintained. You, as parents, have the onerous task of ensuring that your ward sits for these examinations following all rules and regulations and with full honesty and integrity. Your cooperation and due diligence in monitoring your ward's activity is absolutely vital for the success of the online assessment.
- 8. Query Sessions:** In case, your ward has any doubt regarding a particular topic or has a query, please feel free to use the classroom stream to connect with the relevant teachers. The teachers will be daily reviewing the classrooms to help solve the problems.
- 9. Instructions:** Follow all the instructions and advice given by the school to have a smooth conduct of examinations. Please make it a habit to check the classroom streams, school login id and emails atleast twice daily to keep up to date with any new information being given.

At all times, please support your child and remain calm. The school is there to help you and your ward manage the examination time with as little stress as possible. Do not allow yourself or your child to panic, since that would only make it difficult for them to give their best.

Hard work puts you where good luck can find you.

All the best to all the students!

Stay safe, stay healthy.

(MONA RASTOGI)
Principal