Midterm / Periodic Test 2

General Information to the Students/Parents/Guardian

Duration: One and half hours for Classes 4 to 7 (out of 40) and 3 hours for Classes 8 to 10 (out of 80).

Time: 6:00 pm to 7:35 for Classes 4 to 7 and 6:00 pm to 9.15 pm for all classes.

Uploading Time: Within 30 minutes after the exam.

Reading Time: 8 minutes for exams out of 40 and 15 minutes for exams out of 80.

Internal Marks: 10 marks (5 marks for notebooks and 5 marks for test papers/oral test) for exams out of 40 and 20 marks (5 marks for oral test, 5 marks for Subject Enrichment, 5 marks Portfolio and 5 marks for notebooks) for exams out of 80. Students of Std IX and VIII will be doing their portfolio only after the exam. Therefore, marks of notebooks will be given to portfolio too.

Maximum Marks: 50 (40+10) for classes 4 to 7 and 100 (80 + 20) for classes 8 to 10.

Question Paper: Question Paper will be mailed to students by 5:40 pm and the same will be available in the student's dashboard of Olash by 5:55 pm.

Study Leave: There will not be regular classes from 08-Oct-2020 until the completion of the examinations for classes 04 to 10.

General Instruction

- Ruled papers must be used for exams as far as possible.
- On the first sheet, Name, Class, Division, Admission Number, Date of Exam and Subject should be properly written.
- Paper numbers must be written in the top right corner clearly.
- Parents should sign on the last page of the answer sheets.

Time Assigned for Examination out of 40

- Reading Time - 6:00 pm to 6:08 pm
- Writing Time – 6:08 pm to 7:40 pm
- Uploading Time – 7:40 pm to 8:10 pm. All answer sheets uploaded after 8:10 pm will be considered as late submissions.

Time Assigned for Examination out of 80

- Reading Time - 6:00 pm to 6:15 pm
- Writing Time – 6:15 pm to 9:15 pm
- Uploading Time – 9:15 pm to 9:45 pm. All answer sheets uploaded after 9:45 pm will be considered as late submissions.

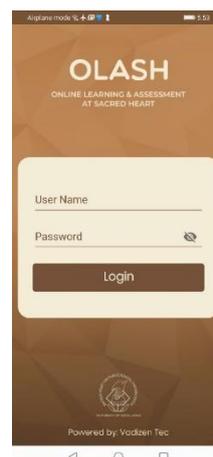# How to Upload the Answer Sheets

- All students must download an android app 'OLASH' from the play store to upload the answer sheets. Parents please help the students for the same.
- After the exam, students must take a photo of the answer sheets in the order of the page numbers.
- Upload the answer sheets to the app 'OLASH' from the gallery of the phone.
- Select the menu Active Exams. Select the exam, click on 'Select Image'. Now, you select the images of the answer sheets in the order of page numbers. If you are opening the app after the expiry of the upload time, then you will have to select Missed Exams.
- Verify the page number order.
- Make sure that all pages are uploaded. It is the duty of the student/parent to upload all sheets. Once submitted, there will not be a second chance to upload the missed answer sheet.
- Click on 'Upload Image' The time of uploading the images is considered as the time of submission of answer sheets.
- Mobile phones should be connected to internet until you get a message that answer sheets are received and a mail is sent to the student mail id confirming the receipt of the answer sheets.
- If you do not receive the acknowledgement, please check the app again after sometime – both in Active Exams and in Missed Exams. If you find 'Upload Image', then click on that again and be connected to internet. Time of submission of answer sheets will be the time at which you clicked on 'Upload Image' first.
- No excuses like net connectivity will be accepted. Even if you have no connectivity, you can submit the answer sheets in the app and click on 'Upload Image' when you come to internet connection.
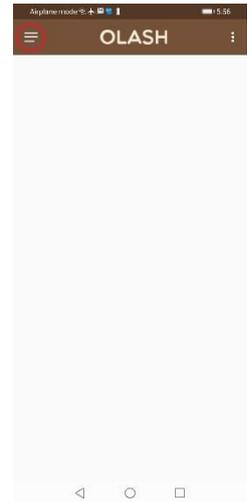
Role of Parents

- Please assist the students in installing the android app in the mobile device.
- Parents must see that no unfair means are used during the examination.
- In the last page of the answer sheets, one of the parents/guardian has to sign with name, relation and date.
- Together with signing on the last page, parent/guardian must also write that student has completed the notes fully / student has completed the notes 50%, … It will be used for the marks of the notebooks.

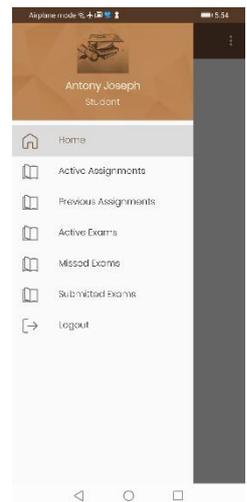# Help to Upload the Answer Sheets

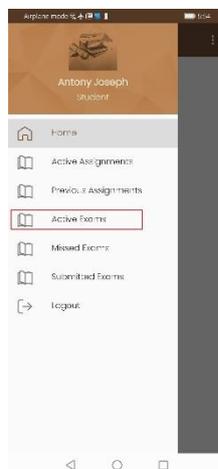- Open the OLASH app. You will get the following screen.

- Enter the Username and password of OLASH and click on 'Login'. It will take you to the next screen.
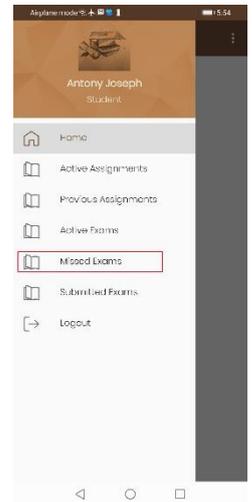
- Now click on the menu icon which is circled in red colour in the above image. Next screen will look like
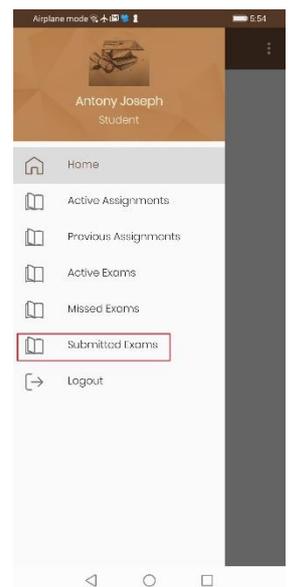
- Now, select Active Exams

- Then select the examination and follow the onscreen instructions.
- Click on 'Select Images'. It may ask for permission to use the gallery/album of your device. Permit the app to use the gallery/album.
- Select the images in the order of the page number.
- In some of the mobile device, you may find the selected images as 45degree rotated. Don't worry. Let it be 45 degree rotated.
- Make sure that you have selected all pages in the order of the page numbers. Once you click on 'Upload Image', there is no other chance to upload another page. Once you are sure that all pages are selected in the order of pages, click on 'Upload Images' and continue to be in internet connectivity until you get the receipt.
- If you are trying to upload the answer sheets after the given time, you will not find the examination in the Active Exams. You will have to select the examination from Missed Exams to upload the answer sheets and it will be considered as late submission.

- Once you upload the answer sheets and answer sheets are received in the server, you will get an email acknowledging the receipt of the answer sheets. Please check the mail in inbox and spam folders. If you find the mail in spam, please move it to inbox. At the same time, you will find the status update in the menu 'Submitted Exams'.

Attention Please

A dummy examination shall be defined for the students for tomorrow (11-Oct-2020). By this, students can do trial upload and see what is happening. Students may get ready with 2 or

more sheets to take photo in mobile to upload. By the time, please install OLASH android app. Username and password of the android app is same as **www.olash.co.in**.

Students of Class 04, 06 and 09 will have to upload the answer sheets for the dummy exam tomorrow between 6:45 pm and 7:15 pm and students of Class 05, 07, 08, 10 will have to upload between 8:00 pm and 8:30 pm.

This only a dummy examination. Students need not write an exam. Students can upload any previously written sheets too.