



BITL
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start a legacy, leave a legacy

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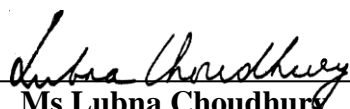
November 25, 2021

ONLINE EXAMINATION GUIDELINES CLASS IV – VIII

Dear Parents/ Guardians,

1. All examinees must sit in a quiet, well-lit room with their faces and hands clearly visible throughout the duration of the exam.
2. The video and audio must be switched ON during the exam – if the teacher and invigilator are unable to **clearly** see the student, he/she will be marked as Absent and the answer script(s) will not be graded.
3. Students must have their writing materials such as pens, pencils, eraser and sharpener beside them or in a transparent plastic pencil box/bag.
4. A4 papers will be required for the exams – students must write his/her full name, Gmail ID, Class, Section and Subject clearly on the top left hand corner of all papers used.
5. Examinees should write the page numbers at the bottom of the A4 papers and must correctly label answers to correspond with the questions.
6. No answer is to be written on the first page of the A4 answer scripts – students must start writing from page two onwards.
7. An unmarked answer will not be corrected/marked following the EDEXCEL/CAIE system.
8. Students must submit the soft copy of the exam script online **within 15 minutes** of the exam being over – **if the scripts are not received within the allocated time, marks may be deducted or it may result in an ungraded paper.**
9. The hard copies of the exam scripts must be submitted to the respective campus, **no later than 2:30pm every day. An admit card will be required at each time of submission.**
10. In case of any kind of technical disruption(s), **students must arrange for back up devices with data** i.e. a mobile phone, an IPS, a laptop, a notebook/iPad etc. and **they must notify the Class Teacher immediately.**

N.B. Any act of misconduct during the examinations (such as not following the above guidelines, plagiarism and/or not obeying teachers' instructions) may result in reduced marks or a zero for the paper.


Ms Lubna Choudhury
Founder Principal & Chairperson