



Online Assessment Policy

Dawood Public School

A. General Instructions:

a. Hardware and Software Requirements

1. A working laptop/desktop computer with a built-in webcam/external camera, microphone and speakers.
2. Reliable internet service as well as a back-up connection (phone data/wireless dongle).
3. CamScanner/mobile app on functioning camera for uploading images of students' work.

b. Workplace Requirements

1. Student must sit in a quiet, isolated and well-lit space for the exam. Warn family members not to enter the room during the exam.
2. Students of Grades IV and above must not have anyone else present in the exam room during the assessment. For our younger students (Grades II & III) parents may sit 6 feet behind the child, visible in the webcam. Purpose is to only provide technical assistance, if permitted by the invigilator. Parents under no circumstance should help their child with the academic content.
3. Clear desk of all non-exam materials, papers, notes, books, etc.; that would either distract students or raise suspicion.
4. Student must have a desk/table with enough room for their laptop, phone and working space. The desk must be close to a power source for charging of laptop.
5. Grades II-IV will only undergo one paper (1 hour).
6. Grades V – X will attempt two paper (each of 1 hour). Paper I will be set on the objective style with Paper II set on subjective style questions. Students will keep 15 sheets of lined paper with G.R. number, grade, section and subject written for the subjective part i.e. Paper II.
7. Stationery (**black felt pens**, pencils, eraser, sharpener, ruler).
8. Calculator (only if required for the exam).
9. Student should be clearly visible to the invigilator in the video feed. Place phones (screen-facing down) on the desk such that it is clearly visible to the invigilator. Students should not access their phone during examination except when the exam ends and invigilator prompts students to scan their papers. **Your phone should be switched to silent mode. Paper will be cancelled and marked zero if a student is found communicating or looking at the phone screen during the exam.**

c. Preparing your Electronic Devices before the Examination

1. Test microphone, webcam and speakers.
2. Test internet connection. Ensure internet modem is connected to UPS or an alternate internet source is available.
3. Ensure electronic devices are fully charged or plugged in.
4. Disable any chat, alerts, Bluetooth connections, virtual screens, or pop-up applications.
5. Close all tabs other than your Quizizz, Gmail and Google Meet. Students are strictly prohibited from browsing the net or communicating with others.

B. Detailed Examination Procedure:

a. Entering the Virtual Assessment Room and Receiving the Examination Paper

1. A unique Google Meet code for examination will be emailed to each student. Enter your Quizizz account and Google Meet session 5 minutes before the exam time. Duration of each paper is 60 minutes exclusive of 5 minutes for attendance prior to paper distribution and 10 minutes for paper submission.
2. Please ensure all the materials that are required during the examination are arranged beforehand as student will not be permitted to leave their seat during of the exam.
3. The reporting time for all examination will begin **5 minutes** prior to the start time. Example: If the examination starts at 8:30 a.m., Students should plan to be logged into the online examination room no later than 8:25 a.m.
4. Teachers will first take attendance. Please remember examination will not be accepted if students are not present in the online invigilation room i.e. Google Meet.
5. Invigilator will check for video and microphone to remain switched on for the entire duration of the paper.
6. The question paper will be shared by the subject teacher via Quizizz. Students will solve one question at a time.
7. Paper I will be viewed and attempted directly on Quizizz (Grades II-X). Whereas Paper II (V-X) will be viewed on the same portal but answered on lined papers - one question at a time, students will type 'done' and move to view the next question.
8. All communication with the invigilator should be done through chat. Complete silence will be maintained during the examination for the benefit of fellow students.
9. Each question has an indicative time shown via a shrinking bar on the screen. Please remember this is only the suggested time. Students may take longer or lesser. However, the paper will end in 60 minutes, therefore they should pace themselves well.
10. Ten minutes following completion of the paper will be used for organising the paper for submission. Students must only access their mobile devices at this point and not before.

b. Submission of Examination Paper II (Grades V-X)

1. At the end of Paper II, students must stop writing immediately when told to do so by the invigilator.
2. Place their answer sheets in the correct order and number each sheet.
3. Using CamScanner, take clear scans of each of their answer sheets.
4. All answer sheets should be scanned as one merged PDF file.
5. All Images on PDF should be upright.
6. The PDF should be named in the following format:

(Student name - Class + Sec – Subject)
7. Submit PDF by 'replying' to the email string generated by Exam cell. Kindly use the same string. Do not compose a new message as your paper may get lost in the email traffic.
8. Students will be given maximum 10 minutes after the examination has ended to complete the submission process. If a student completes her paper early, she must wait till the invigilator announces the scanning to begin. Under no circumstance should she access cell phone before the invigilator's instruction. Failing to do so will result in cancellation of paper.
9. Please note that student must only leave the online examination room once they have uploaded their answer sheets and received a confirmation.
10. Students must remain in the invigilator's view throughout.

11. Where the assessment has two parts (V-X), Students will submit the first part and rejoin the Meet link for the second section. All protocols will be repeated for the second part.

c. Invigilation Protocols – Google Meet

1. Once students are logged onto the Google Meet, they are not permitted to interact with anyone within the online examination room or otherwise, regardless of whether the exam has started or not.
2. You must always follow the instructions of the invigilator.
3. Instruction for each specific paper will be shared **5 minutes** prior to the starting time of the examination.
4. The exam session will be recorded, and the recording will be stored till all papers have been graded in case of any question about a possible breach of exam protocol.
5. In case of a query concerning the paper, please type a message in the chat window. If an invigilator feels the need to call the subject teacher, she/he will ask them to respond. Do not use the microphone as it may disturb the other students. Students should not respond to each other's questions on the chat.
6. Students' eyes should be focused on their workspace and not wander to other parts of the room. Do not communicate in any way with any other individual since this may lead to suspicion.
7. Student will not be permitted to leave their seat for the duration of the exam.
8. If the invigilator observes behavior consistent with using of unfair means, the exam will be terminated and marked 'zero'.
9. If the examiner has authorised the use of calculators, these must be self-powered, without data storage facilities, noiseless and handheld.
10. You must not have any unauthorized material (including bags, books/notebooks, notes etc.) in your workspace.

d. Exam Portal - Quizizz

Please read information related to the Quizizz shared in the same email.