

**Online Test and Onsite Retest Policy**

In our continued effort to support student learning in both online and onsite environments, and to uphold values of responsibility, academic integrity, continuous learning, and equitable access, the following guidelines are established for Online Tests and Onsite Retests:

**1. Eligibility for Online Test:**

Requests for online tests will be considered only in exceptional cases where the student is in India or abroad due to:

- Chronic medical treatment of the student or a parent
  - An emergency or unavoidable situation that necessitates travel
- Applications must include valid travel and/or medical documents along with the student's full details (Name, Class/Section, Class Teacher's name, and Subject(s)).

**2. Eligibility for Onsite Retest:**

Onsite retests will be allowed for students who miss exams due to:

- Participation in sports/competitions
- Medical or any other genuine reasons

Requests must be supported by relevant documents along with Parent Request letter which includes the student's full details (Name, Class/Section, Class Teacher's name, and Subject(s)).

**3. Grades 9–12 Specific Cases:**

For students in Grades 9 to 12, online tests or onsite retests will be approved only for genuine cases, based on the recommendation of the respective Grade Coordinators.

**4. Exclusion from Principal's Honors List:**

Students who take an online test or onsite retest will not be eligible for the Principal's Honors List.

**5. Support Measure, Not Entitlement:**

Online testing and onsite retesting are privileges extended to support students in difficult situations and are not to be considered as a matter of right.

**6. Retest Schedule:**

Onsite retests will be conducted within one week following the main examination.

  
**Rafia Zafar Ali**  
**Principal**