

LEADERS PRIVATE SCHOOL, SHARJAH

Periodic Test-2

Guidelines to the Students and Parents (Grade 6 -12)

Dear Parents,

It is mandatory for all students to appear for the Periodic Test. Kindly go through the following instructions carefully for the upcoming Periodic Test-2.

1. The Periodic Test Date Sheets and portions are uploaded on the school website.
2. Test timings : From 8:15am to 9:15am.
3. No Retest shall be conducted for students who miss the Periodic Test.
4. Question paper shall be for 25 Marks and for 1 hour.
5. All subject question papers for Grade 9 to 12 shall be prepared as per CBSE norms.
6. Question Paper pattern for grade 6 to 12 will be given by the concerned subject teachers.

General Rules during Exam Days :

1. Once the students reach the school, students should straight away go to their respective examination room as per the seating arrangement provided by the class teacher.
2. Students must put on their mask properly (with the nose, mouth and chin fully covered) all the time and rub their hands by using alcohol sanitizer-gel placed in front of the classroom and entrance.
3. No sharing of stationery, water or food is allowed.
4. The use of wash rooms must be limited to one student at a time, and loitering inside school is strictly prohibited. Students should space out while queuing up outside toilets to prevent overcrowding and infection.
5. Students shall take a break following safety and social distance protocols and the classes will start from third period onwards as per the Time Table.
6. Students who are attending classes onsite already need not submit the PCR test result.

For the students attending Online Classes from UAE

1. It is mandatory to appear for the Periodic test in the school.
2. Students must submit their **PCR test report** and [Undertaking Form](#) to the class teachers on / before 18.09.2021.

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3. Students who wish to avail school transport should fill up the below link on / before 15.09.2021. Transportation fee has to be paid accordingly.

TRANSPORT REQUISITION FORM

4. Students opting for school transport should bring their personal laptop / tablet to attend the classes from school after the Test.
5. Own transport students shall reach school at the earliest by 7:50am and straight away go to the rooms allocated as per the seating arrangement.
6. After completing the test, own transport students will disperse at 9:15am following safety and social distance protocols and reach home early to join the online classes from third period onwards.

For the students attending Online (Abroad/India)

Students will appear for the Periodic Test-2 online during exam days and once they are back to UAE, it is mandatory for the students to appear for the test in the school.

Note for the students appearing test Online (Abroad/India):

1. Strong Wi-Fi connection is mandatory during exam time.
2. During the entire duration of the Exam, students are instructed to enter the invigilators **ZOOM** id and keep their **Cameras ON** and **Audio Muted**.
3. Students must enter the Invigilator's Zoom Meeting ID 10 min prior to the test, mute the microphone and be ready. The Invigilator's Zoom Meeting ID shall be shared through the website, one day prior to the test.
4. For Core subjects & Languages (English, Hindi, French, Urdu, Malayalam & Arabic), the question paper will be shared through MS Teams.
5.
 - a. Students shall read the questions and write the answers on an A4 / Ruled Paper.
 - b. Students must be ready with the necessary stationery and answer sheets (A4 / Ruled Paper) prior to the start of the test.
 - c. No calculators shall be used for any of the tests and video camera must be ON, at all times.
 - d. Students must write their name, class & section and page number, on all the pages of the answer sheet.
 - e. Students must mention the correct question number against the answers.

5. After the completion of the test, the answer sheet must be scanned (preferably using **Microsoft Lens**) and uploaded on TEAMS, before the deadline. [Click Here](#) for steps to upload on TEAMS.
6. While scanning the answer scripts, students are instructed to scan it properly in portrait orientation and convert it to pdf format with a suitable file name. (Name/Subject)
7. No other form of submission of answer sheet shall be allowed (like e-mail / WhatsApp). Late submission shall not be accepted.
8. Parents shall provide only technical support for their wards and guide them to take the test with utmost sincerity.
9. Remember, the invigilator shall be closely monitoring the students and the test for the student shall be cancelled / not graded and shall be considered null, if caught under any of the following circumstances.
 - a. Tries to communicate with other students.
 - b. Receives help from parents or any other person.
 - c. Video camera is turned off.
 - d. Takes the screenshot / photo of the questions.
 - e. Browse for answers online or through any other Apps.
10. The school's IT Department shall be available at hand to provide any technical support, during the test.
11. Please send an email to e-learning@leadersprivateschool.com immediately, in case you have any issue with **TEAMS**.

Sd/-

Rafia Zafar Ali

Principal