



IIS/CIR/010/2021-2022
27/05/2021

Dear Parents,

“Greetings from IIS Family”

Kindly be informed the students of KG – XII, will have PAI/Unit 1 Examination as per the Assessment Date sheet, AY 21-22 shared earlier through circular (Ref No. IIS/CIR/006/2021-2022).

The details are as follows:

- The online Assessment Guidelines are given in **Annexure 1**. Parents are requested to go through the guidelines carefully and follow the instructions set for the online Examination strictly.
- Parents are requested to refer **Annexure 2** for the Staggered Timings for KG – XII.
- Class Teachers have uploaded the Portions to be assessed for PA1/Unit 1 Examination for KG-XII in the school portal.
- All the students are requested to prepare for the Examination and it is compulsory to attend all the subjects.
- Parents must note students' Absence during Examination without valid reason will be dealt strictly by the school authorities. This is applicable from KG-XII. For any medical/emergency reasons parents must inform School Heads.
- For KG, the Examination will be conducted in 1 hour time slots in batches. Parents will be notified by their respective ward's Class teachers about the time slots.
- There will be regular class for KG on **6th & 7th June 2021**.
- There will be regular class for Grade I & II from **16th June 2021** onwards.
- There will be regular class for Grade XI & XII – Science & Commerce from **15th June 2021** onwards.
- Open House for KG – XII is scheduled on 24th June 2021. Detailed guidelines will be issued shortly.

Note

- Parents are advised to clear the outstanding fee of their ward for Term 1 (April to May 2021) before the commencement of the PA1 Examination.
- Exam results will be published through the parent portal on the day of open house for students whose fee dues are clear.

Best wishes for the upcoming Examination.

Stay Safe & Healthy!

PRINCIPAL
Ms. Qurat Ul Ain

Annexure 1

Online PA1/Unit 1 Assessment Guidelines for KG – XII -AY 2021-22

1. The exam will be conducted through Cyber Square LMS.
2. Student should have a stable internet connection to attend the online exam.
3. Exam will happen during the live class. The video of the student should be **ON throughout the exam** as the teacher will be invigilating the session via video throughout the duration of the exam. Students are expected to be seated at their computer stations for the duration they are attempting the exam. Once the exam is submitted, students can leave after informing the invigilating teacher.
4. Once the exam starts, the timer will start running and will finish automatically by the time which it is set for.
5. The question paper will be based as per the **Final Assessment scheme, KG-XII, AY 2021-22** which students are already briefed on. Further guidelines will be given to students by teachers during Revision classes.
6. If the student is writing the answer in paper, it can be scanned using scanner or mobile phone (with applications like CamScanner) and the scanned file needs to be attached in the answer field. Additional time for scanning and attaching is included in the Exam time.
7. Students should complete the exam including submitting the scanned copies of written answers within the live class.
8. After attempting all the questions, students can review all the questions before clicking on the 'Finish exam' button.
9. Once the exam is finished, no change can be done.
10. For considering the internal marks weightage of a particular grade and subject, the Subject Teachers will select which assessments to choose in the modules from that the students has done, so that it benefits the child most. Internal marks will be given only for formative assessment (automated) that students have attempted.

Note

If any student is not able to complete the exam because of a technical issue, the parent will have to send a written request to the Class Teacher with genuine reason. Retest will be assigned to the student on a different date after reviewing the request. When giving a retest, a new set of question papers will be assigned.

Students will be disqualified if:

- Students switch off the video.
- Any other misconduct happens from the student's side during the exam.
- Students receive any help from parents, tuition teacher, siblings while attempting the tests, it's not permissible as per the Examination guidelines and the child will be disqualified, if reported by the invigilator or reliever duty teacher.
- Students are prohibited from copying answers from the internet, if reported during the evaluation no marks will be assigned; students of higher grades – VI-XII must be extra careful and take note of this point.
- Students should not open any other window or login to the LMS platform in any other window or device once the exam starts. This will lead to disqualification.

Annexure 2

The staggered timing for PA1/Unit 1 Examination KG – XII AY 2021-22

Section	Examination Timings	Duration of Exam
KG	9.00 am – 12.00 pm	NA
Grade I-II	11.00 am – 1.00 pm	2 hrs
Grade III - V	11.00 am – 01.30 pm	2.5 hrs
Grade VI – XII	8.00 am - 11.00 am	3 hrs