

Dear Parents,

Kindly note the following points carefully for the smooth conduct of the **Block Test 2 (2020-21)** –

1. **Block Test 2 commences on Monday, 08.02.2021** as per the schedule given.

Assessment plays a major role in understanding learning of the child. In these prevailing difficult times & with the changed methods of teaching assessments, it is all the more important that we help our students to be future ready. Managing the time while assessing oneself also goes a long way towards the fruitful purpose.

Hence, parents are requested to counsel and guide their wards. It should be also ensured that the children undertake this BT2 Examination with all sincerity and honesty.

2. **Block Test 2 will be home parent / self – invigilated pen and paper test.**

3. **EXAMINATION TIMINGS–**

Login Time into Online Exam portal	Viewing & Downloading of the BT2 Exam Question Paper scheduled for the day	Reading Time	Writing Time	Time allotted for scanning / taking photos of answer sheets, converting into PDF file format & uploading of Answer sheet into the Online Exam portal
	(10 mins)	(15 mins)		(50mins)
12:40pm	12:50 pm to 1:00 pm	1:00pm to 1:15 pm	(3Hours) 1:15 pm to 4:15 pm	4:15pm to 5:05pm

4. **INSTRUCTIONS RELATED TO EXAMINATION–**

- a) **Students will login** to the Online Exam System using **URL: dpsdurgapur.net/exam** using their login ID & password for the online exam web portal.
- b) Click on **Take Exam** button.
- c) **BT2 Question Paper** scheduled for the day **will appear**. Students should **save the Question Paper as PDF** or take the screen shot of the Question Paper to keep the additional offline copy of the Question Paper to avoid problems related to network connectivity.
- d) After downloading the Question Paper, the students must **read the paper** thoroughly during the allotted **reading time**.
- e) At the end of the reading time, the student should **start answering the questions** in the long single lined sheets/one single lined ruled long notebook and finish attempting the paper within the allotted **writing time**.

- f) Once the writing time is over, **parents are requested to help the students in this scanning & uploading of the answer sheets.**
5. **Steps** for uploading the answer sheet–
- Click on the **Submit button** (Student may need to re-login to Exam portal in case the webpage has become passive)
  - Click on **Choose File button**
  - Select the answer sheet PDF file from the file location to upload
  - Click on the **Upload button**
  - After uploading is over, click on the **Submit Answer Script button**
6. Close tab and **re-login**. Click on **Review Exams Already Taken button** to check whether answer sheet is present and uploaded properly. You may download the answer sheet to verify for future reference.
7. **Ensure that the answer sheet is uploaded within the given time period allotted for uploading.**
8. **No online classes will be held on exam days & on non-exam days.**

## **FAQs**

### **Q1. What will be the User ID and password for accessing the online exam portal?**

Ans. It is the same User ID and password that you have used to access the online exam portal during Online Test 1.

### **Q2. Can the question paper for the written exam be printed?**

Ans. **Yes.** It can be printed during the allotted time for downloading the question paper.

### **Q3. Where should we answer the questions?**

Ans. Students will write the answers of all the exams in **single lined large sheets**/one single lined ruled long notebook. **Graphs and maps must be kept ready according to need. The pages must be numbered.**

### **Q4. What are the students' details that are needed to be mentioned on the answer sheet?**

Ans. Students must ensure that he/she has written the following details **on the top sheet of the main answer sheet before he/she starts answering.**

		Name -
		Class-                      Section -                      Roll No. -
		Subject -
		Date -
		PageNo- _____ to _____
		<b>Answers</b> <b>(start writing from below)</b>

**Important note:** Once the students have finished writing their exam, they must ensure that the details regarding starting page number and the ending page number is duly filled in before they start scanning.

### **Q5. How should the questions be answered?**

Ans. It is advisable that **all questions are answered serially** as per the question paper.

If the question paper is divided into various sections, the student must **finish writing the answers to a particular section before proceeding to the next section.** If needed, the child may **leave some space for the question he/she is unable to recall** while answering and can always come back to the question after he/she has finished writing all the answers.

**Q6. How can we scan the pages & in what format we need to save it?**

Ans. After the students finish their exam; they need to take a snapshot / photo / scan the answer sheets using the scanning App. Ensure that the camera position is in appropriate alignment such that the **pages are scanned vertically**.

You need to then **combine all the pages into one single PDF file**.

**Q7. Which apps can be used to scan the pages?**

Ans. Students may download the **Self Scan (preferably) / Adobe Scan** or any other suitable app for scanning and making a PDF from photos:

<https://play.google.com/store/apps/details?id=com.ditewb.safe.selfscan>

<https://play.google.com/store/apps/details?id=com.adobe.scan.android>

It is advisable that the students practice scanning with the app at home beforehand so that they are familiar with the process and do not face any difficulty on the Exam day.

**Q8. What are the added points we need to keep in mind while scanning?**

Ans. The following points are should be carefully noted –

- \*Capture the image of the answer sheets using the option from the scanning app itself. This reduces the file size.

- \* Do not take snapshots using the mobile camera. File size should be less than 10 MB.

**Q9. How should the PDF file be named /renamed?**

Ans. The parents / students must ensure that the scanned **pdf file** should be **named / renamed** as - '**Class & Sec - Name of the Student - Subject**' in the similar manner as you have been doing for the Online Worksheets.

For e.g., if a student named Abhirup Maity is studying in 11B and is appearing for Mathematics, **the file name** will be '**11B – Abhirup Maity – Mathematics**'.

**Q10. Whom shall we contact if we face problem during login into the online exam portal/downloading the question paper / uploading of scanned answer sheet?**

Ans. In both the situation, parents must **inform the Class Teacher immediately**.

**Q11. What needs to be done if I cannot appear for any exam due to health issues or an emergency?**

Ans. If you are absent for any exam due to health issues or any unforeseen emergency, then **a formal letter needs to be sent to the class teacher** stating her reason for absenteeism and requesting for the retest **on the same day of the scheduled exam but before the exam starts**. The letter should be addressed to the Principal from the parents 'side.

**Q12. In case of absenteeism, will there be a retest?**

Ans. For taking a retest due to absenteeism, the letter as stated above must be sent to the class teacher on the same day. It will be reviewed and the retest **may or may not be granted**.

**Q13. What will be the maximum file size of the answer script pdf?**

Ans. File size should not be more than 10 MB.

**Q14. Can we login from multiple devices for downloading question paper and uploading Answer script?**

Ans. Do not login from multiple devices.

**Q15. What to do if the webpage become passive or session out?**

Ans. Re login again.

**Q16. What to do if it is showing invalid roll number while login?**

Ans. You need to leave the webpage and login immediately using another tab.

**Q17. Where pdf of answer scripts need to save while uploading it?**

Ans. When uploading from desktop/laptop pdf needs to save in device itself. When uploading from mobile pdf needs to save in device or SD card. If it is saved in Google drive or drop box or any external devices, then browser will reject the upload and throw error.

**Q18. What to do if uploading options is not showing while uploading the pdf?**

Ans. In this scenario he/she needs to login and click on review exam button to upload for the pending exam.

**Q19. Should mobile phone camera directly be used to capture the image of answer scripts?**

Ans. No don't take snap shot using mobile phone camera directly. Capture the image of the answer sheet using the options from the **Self Scan / Adobe Scan app**. This will reduce the file size.

**Q20. Under what circumstances we should re-login?**

Ans. You have already started exam => this message comes if the student has already submitted the answer and is trying again to take the exam. He cannot take exam once he has clicked on the submit answer button. He will need to click on Review exam, locate the "(pending)" exam, click on it and upload/submit his answer sheet.

**Q21. While uploading by mobile, what shall we do if upon clicking the 'choose file' button, the mobile camera opens up?**

Ans. In such a case, close the tab in the mobile. Locate the file in the file manager on your mobile and mail it to yourself. Download the file on your laptop/desktop from your mail. Re-login in the exam portal with your laptop/desktop and upload from there.