

Circular No : VH20-CIRNO4181

Dated : 25 / 8 / 2020

Subject : CISCE – Grade – VIII – Guidelines for Review – II

Dear Parents ,

Greetings from VIBGYOR Group of Schools

We had already shared details of Mode of Corrections in our circular No. VH20-CIRNO4088 dated 28th July, 2020. The process of correction has helped us ensure the quantum of learning that has taken place over the virtual platform.

Kindly find below the guidelines for Review 2:

- Students of CISCE - Grade - VIII will be appearing for a 30 marks paper using MS Team Scheduled Assignment and the duration of the paper will be one hour. The practice for the same will be provided during regular class.
- The Question paper will consist of objective and subjective type questions.
- The students will attempt the examination on the loose ruled answer sheet.
- The students will then be uploading the scanned copy of the answer paper at the platform in a pdf format, as per the stipulated time mentioned in the examination time table.
- All the answer sheets need to be couriered / dropped at school within 3 days of the last examination.

Please find below a few important instructions regarding use of Scheduled assignment on MS Teams:

- Students will be required to join the meeting using their MS Team ID and keep the camera on for the entire duration of the test.
- Student must adhere to the scheduled start and end timings as mentioned in the timetable. (Annexure_1 attached)
- No breaks will be permitted during the review.
- You are requested to undertake the responsibility to supervise the students and ensure that they do not adopt unfair means.
- School reserves the right to reject any work that has been completed using unfair means and the student will be subject to disciplinary action as per the school policy.



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BEFORE THE TEST

- A stable internet connection is required.
- Students are requested to log onto the Microsoft Teams at least 5 minutes prior to the scheduled time.
- No extra time will be provided to candidates.
- Students must arrange all the required stationery. (Notebook / loose ruled sheets, rough sheets, pens, pencils, geometry box etc.)
- Instant messaging tools and email need to be disabled on the phone or laptop.

DURING THE TEST

- View / Download the relevant paper at the scheduled time from the Assignment section of the Microsoft Teams. (Step wise details given in the Annexure_2)
- Write your Name, Grade, Division, Subject, Date and Roll No on the right hand corner of the ruled answer sheet.
- Remember to write the Question No. and Page no. on each page.

AFTER THE EXAM

- Scan the solved assignment as a single PDF file using a scanning app.
- An additional time of 15 minutes as mentioned in the timetable, will be provided to upload images of the answer scripts after the writing time is over.
- While saving the test document to be submitted, save as Subject Name_Name of the student e.g. Mathematics_Sarah
- Do not post the answer script in the Chat section of Microsoft Teams. The submissions posted on Chat group will not be accepted.
- LATE SUBMISSIONS WILL NOT BE ACCEPTED.

In case of any queries or technical concerns, you may connect with the Teacher in the class or the Section Coordinator.

Please find attached 2 annexures with this circular:

1. Annexure_1 Timetable



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2. Annexure_2 Steps for using scheduled assignment on MS Teams

Best wishes!

Regards

Principal

Attachments :

[VH20-CIRNO4181 - Annexure 2 Steps for using scheduled assignment on MS Teams.pdf](#)

[VH20-CIRNO4181 - CISCE - Grade - VIII - Review - II - PORTION.pdf](#)

[VH20-CIRNO4181 - Annexure 1 ICSE-Gr-VIII-Review-II-TT .pdf](#)



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