

BPS/EC/2020-21/15
27th May, 2020

Birla Public School, Doha - Qatar
Circular for Parents of Gr V to VIII

Dear Parent,

Sub: **Guidelines for Online Assessment**

We appreciate your co-operation with the online schooling procedure in the current situation. BPS has made every possible effort to ensure that every student is learning and continues to do so in the future as well.

In the process of learning and teaching it is imperative to evaluate the learning process. And here we take on the challenge of Evaluation through an online platform. We have successfully used the online platform to conduct the informal Assessment during May 2020. We extend the same for a Formal Assessment in the month of June 2020. Time Table for the Periodic Test 1 has been issued and can be viewed on the school website too.

A major responsibility regarding the integrity of an online Assessment lies on the student and parent. We trust our ever supporting parents to be vigilant during the PT 1 Assessment while your ward takes the online Assessment. You may assist the student to upload the Answer scripts if and when required.

To support the Online Assessment, please read the following instructions carefully:

1. Assessment type - Online.
2. The student has to join the online Zoom meeting as per Class teacher's instructions and further obtain the Question Paper online through the Google Classroom. The teacher will assist for the same.
3. Duration of the Assessment (Active Time) is 1 hour.
4. Reading time of 15 minutes will be provided before the Test begins.
5. Timings :-

11:00 am to 11:15 am:	Attendance and Instruction for the Test, by the teacher.
11:15 am to 11:30 am:	Reading Time. Student's to read the Question Paper.
11:30 am to 12:30 pm:	Examination. Student's to attempt the questions.
12:30 am to 12:45 pm:	Conclusion and Submission of Answer Paper online.
6. For online submission of Answers, we recommend using the mobile scanner application to upload the answers sheets in pdf or doc instead of jpeg format.
7. If you are using a scanner to upload any documents, we recommend – **Adobe Scan OR CamScanner App** to be used.
8. Listen carefully and comply with the instructions of the invigilators at all times.
9. **Students are expected to be HONEST and ETHICAL during the assessment. Academic dishonesty will be regarded as "an (intentional) act of deception".**
10. Parents are requested to invigilate the students during the assessment.
11. If you face any technical difficulty, the parent is advised to send email to the Class teacher immediately during or after the assessment, stating clearly the nature of difficulty faced. Please add screen shot of the screen wherever possible.

Please Note: Since this is an online Assessment, it will be time-bound. The Assessment will begin and end at the set time. So students are advised to be mindful of this factor and plan accordingly.

The Technical requirement is as follows:

Google Classroom - System Requirements

Operating System and Browser Versions

G Suite supports all major web browsers, but we strongly recommend using [Google Chrome](#) to access G Suite. For more information on supported browsers, please visit [Google's Supported Browsers page](#).

Google Classroom is supported on the following devices/browsers;

Operating Systems:

- Apple® mac OS® and mac iOS® (ipads/iphones)
- Microsoft® Windows®
- Chrome OS

Browsers: Use the most current versions of the following **browsers**;

- Chrome Browser - **Recommended Browser**
- Apple Safari
- Mozilla Firefox
- Microsoft Edge

Other Browser Settings:

Cookies must be enabled on the browser for many login methods to work.

Troubleshooting Tips

- Should you have issues using Google Classroom tools, try another browser or a mobile app if applicable.
- Chrome is the recommended Browser.
- Ensure that your browser default email id must be our school mail id.

For more help, contact us:

By phone: **77398120** - available weekdays 8: AM – 3:30 PM

By email: itteam@bpsdoha.com

(Sd/-)

A.P. Sharma
Principal