

CIR/08/2020-21

Date: 4th August, 2020

Dear Parents,

Greetings from Amanora School!

We hope that you are safe and healthy! We whole-heartedly acknowledge your co-operation and support in tough COVID times! When all things came to a sudden halt and the learning spaces had no clues about the way teaching-learning would happen, we ensured that it continued in our schools, and now, it is the new normal! The teachers have supported the new endeavour, adapted suitable pedagogy, appropriate strategies and resources, to make teaching learning a remarkable experience. You too have supported your wards and trained them to learn the new way.

It is time now to assess the learners. Appended below are details regarding the same:

Online Assessments Guidelines for Grades V to X.

- Periodic Tests will be conducted on Zoom Platform.
- Two tests for each subject will be conducted for these grades.
- The tests will be conducted using Google Form.
- Students should login using their class IDs and Passwords.
- The link for the scheduled test will be shared by teachers once the students login to the class.
- There will be a gap of 40 minutes between Test1 and Test 2
- It is compulsory to attempt all the questions.
- Even if a student does not know the answer to any question he/she will have to select/ write an answer to move on to the subsequent question.
- Question Papers of all subjects including II language and III language may have an objective and subjective component.
- There will be certain questions for which the students will need to upload the handwritten answers. This will be specified in the question. The answers to these questions will have to be handwritten by the students on a separate sheet and an image of the same will have to be uploaded through the tab provided in the Google Form itself. Your support may be required for this.
- **The detailed steps to upload the images are mentioned at the end of the circular**
- The images of the answer sheets should have student's full name, class and section mentioned clearly failing which it will be considered invalid.
- It is mandatory for the students to keep their video on while taking the test.
- The students will be monitored by the teachers while they take the test.
- Kindly note the submission of the form has to be done within the stipulated time. In case a student misses out on deadline, the form will be inactive and the parent will have to write a mail to the respective coordinator with a valid reason.
- Only the first response to the Google Form will be considered valid.

The assessment portion and schedule is being shared separately.

We request your support in conducting the assessments fairly and effectively. Please do monitor your ward while he/she is taking the assessment.

Kindly ensure that they do not resort to any unfair means in case the answers are not known to them. It is an assessment and we solicit your support in encouraging them to attempt the same judiciously.

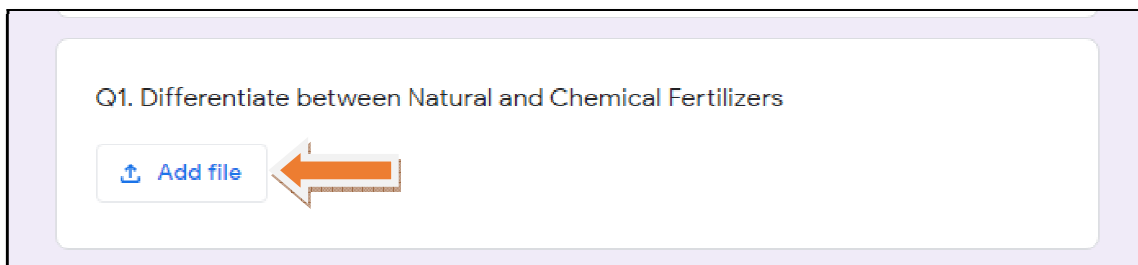
Best regards,
For Amanora School



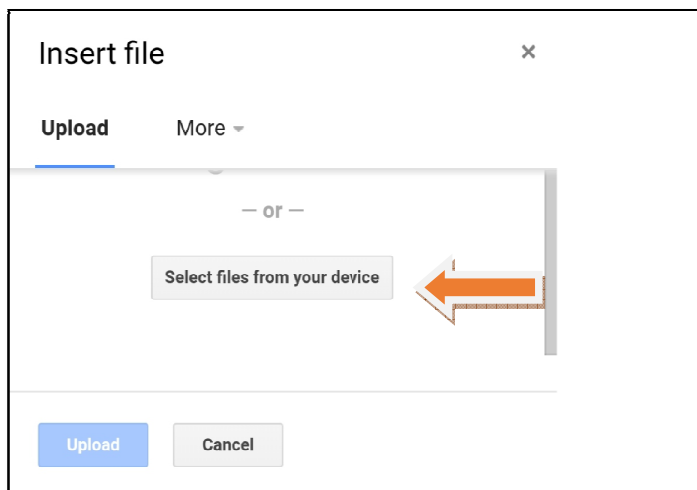
Meera Nair
Principal

The detailed steps to upload the images if the student is appearing the test using mobile

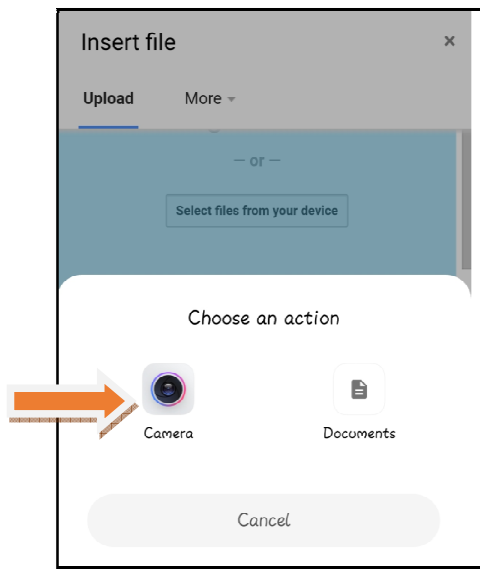
The question for which the answer has to be uploaded, click on add file



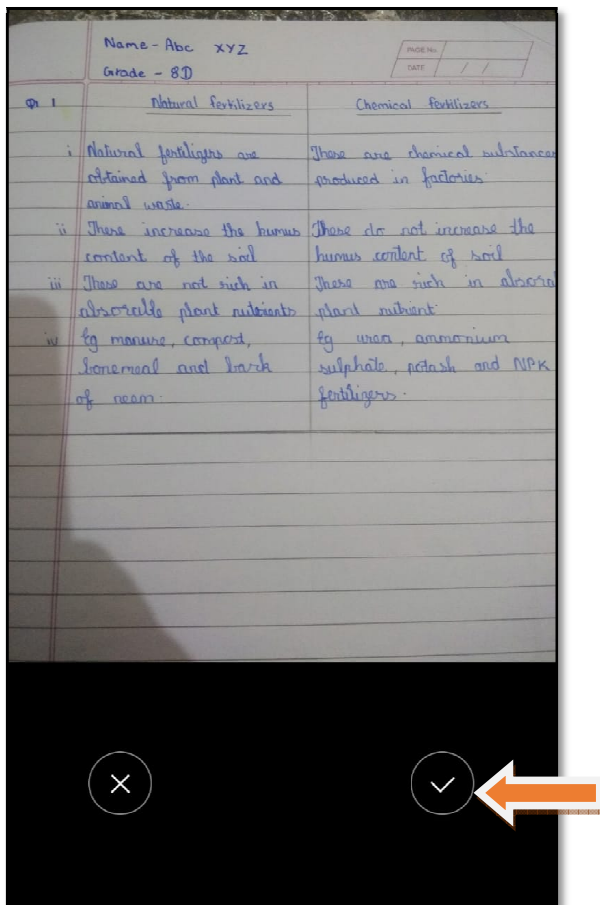
You will get the following pop up. Choose Select files from your device



It will ask you to choose an action. It is advisable to choose camera as it will be easier and less time consuming.

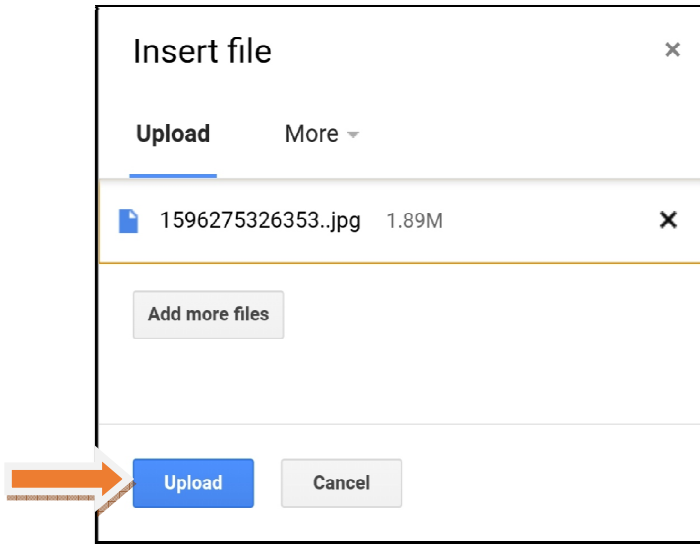


Click the picture of the hand written answer and click on the tick

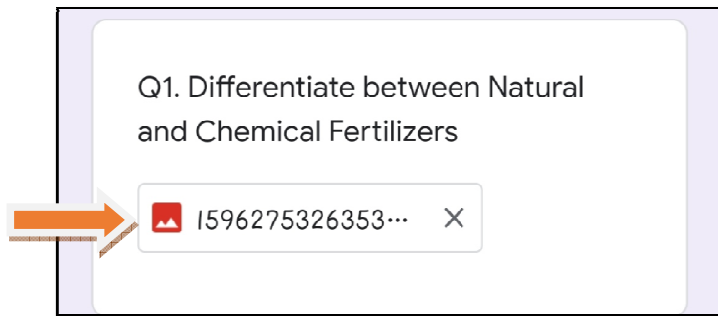


Please ensure that the picture clicked is clear and legible and the student's name and grade section is mentioned on the answer sheet

The following dialog box will appear. Click on upload.



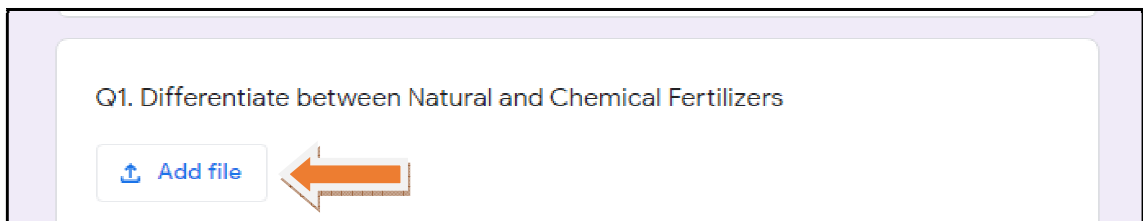
Once the file gets uploaded, you get the file name with the image icon. This indicates that the file has been uploaded.



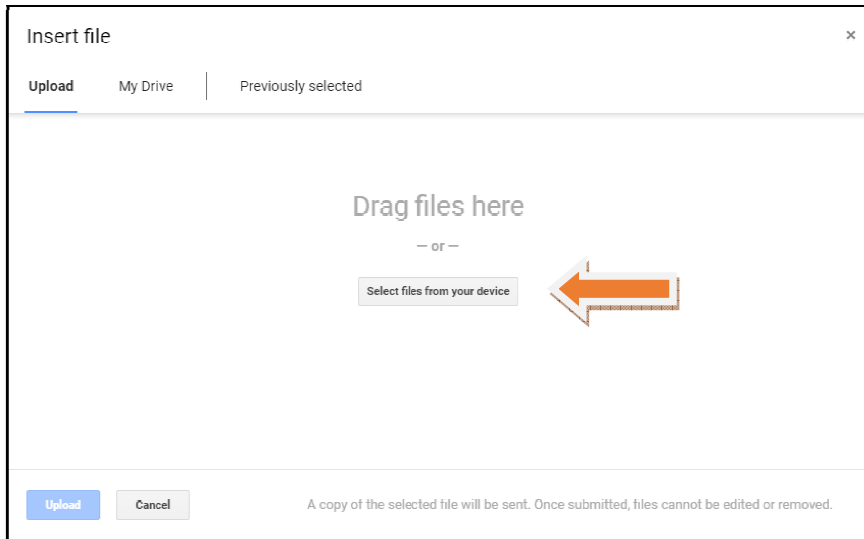
The detailed steps to upload the images if the student is appearing the test using desktop or laptop

- Click a clear picture of the answer with the help of mobile and mail it on your email id
- Open your email and download the image sent.

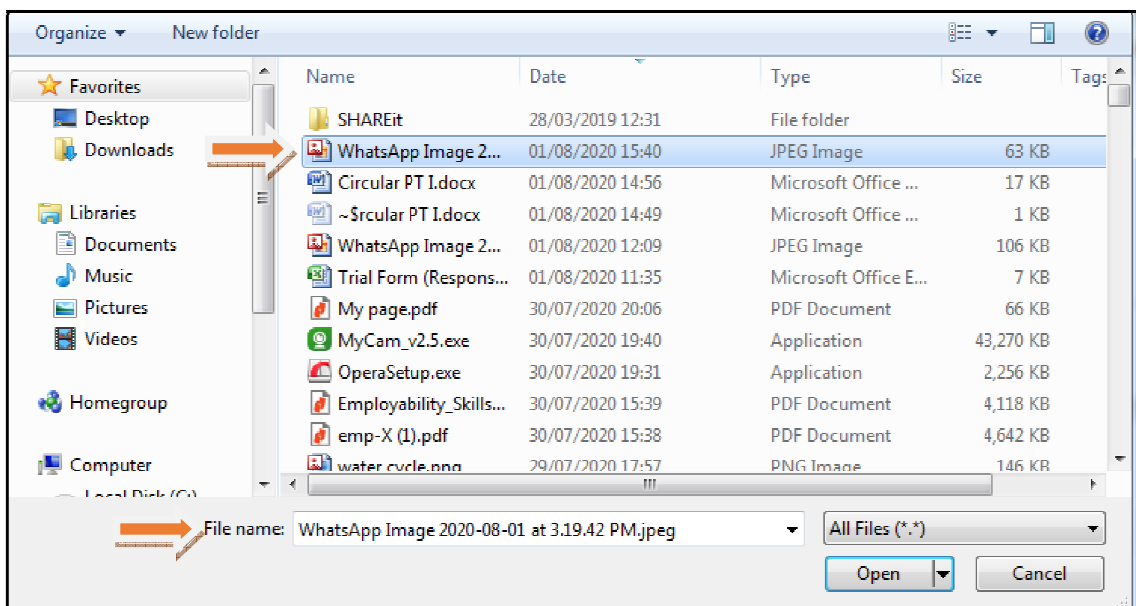
The question for which the answer has to be uploaded, click on add file



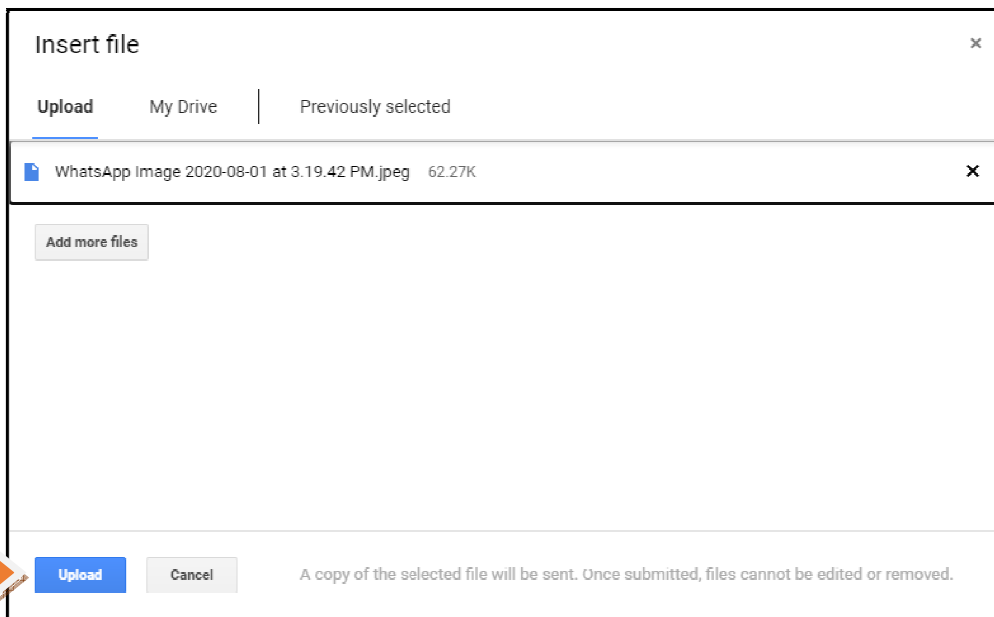
You will get the following pop up. Choose Select files from your device



Select the correct file from where you have downloaded. The name of the file appears in the File name dialogue box. Click on Open button.



Click on the Upload button



Once the file gets uploaded, you will get an image icon and the file name below that question

