

**SAINIK SCHOOL, REWA (MP)**  
**CIRCULAR NO. 60/TRG/2021 DATED 16 OCT 2021**

**PRE-TERM-1 EXAMINATION : 2021-22**

1. The Date sheet for Pre Term-I Examination for Class X & XII for the session 2021-22 is as follows :-

Date	X	XII	Timings
21 Oct 2021	--	Physics	0840- Joining in respective Google Exam Room by invigilators (for online candidates only).
22 Oct 2021	Mathematics	--	
23 Oct 2021	--	Chemistry	
25 Oct 2021	Science	--	
26 Oct 2021	--	Mathematics	
27 Oct 2021	Social Science	--	0850 to 1020hrs – Conduct of Exam
28 Oct 2021	--	Biology / Computer	
29 Oct 2021	English	--	
30 Oct 2021	--	English	
01 Nov 2021	Hindi	--	

**Instructions for Pre Term-I Examination**

1. Online Conduct of Exam will be monitored through google meet by online invigilators deputed for the same. The invigilators to join 8-10 cadets as per details to be prepared by exam cell 10 minutes before start of exam and carry out a briefing on the modalities of conduct of exam viz action in case a cadet is found engaged in unfair practices, time line for submission of OMR sheet, focusing of camera (Mobile, Web camera etc), negative marking awarded to cadets in case of warning given by invigilators during exam.
2. The invigilators will share question paper through screen sharing in google meet and also on class whatsapp group and ask the cadets to attempt the question paper in OMR sheet and continuously keep his video unmuted; at regular intervals; the invigilators has to ask each cadet to show his video and meticulously observe the surrounding for any manipulation the cadets might have made to benefit.
3. Those cadets who have internet connectivity issues are advised to report to school with pre-requisite documents and follow all COVID protocol as briefed in PTMs conducted vide school letter number SSR/1225/Trg dated 03 Sep 2021. Alternatively, cadets are advised to ensure good internet connectivity at their place of residence. They might also change their place to have better internet connectivity. In case a cadet fails to submit his response within 5 minutes of conduct of exam i.e. 1025 hrs; his answer script will not be evaluated and he will be awarded zero marks. Also, it is instructed that the exam will not be conducted again for such cadets and absentees. Further, any pro-rata marking will not be given in such cases.
4. The Pre-Term-1 Exams to be taken seriously by cadets as it will be strictly as per the format of CBSE. On the day of exam classes will remains suspended. However, evening prep will be conducted. During non examination days cadets to report to academic block during morning hours and evening prep for their preparation.
5. A dry run for online invigilators / cadets to be conducted by respective Class Teacher on 20 Oct 2021 at 0850 hrs.
6. A sample OMR Sheet to be shared with all Cadets by IC Exam by 16 Oct 2021. The printout of the same to be kept ready for each day of exam. In case a cadet wants to change his answer he can do as follows :-

✘   ●   ○   ○  
A   B   C   D

Earlier marked response was 'A', which was changed to 'B'

Only Ball Pen, Blue or Black to be used to mark answers by darkening the circles correspondings to options / choices. Cadets to fill his particulars viz School No, Name, Class etc on the OMR sheet between 0840 to 0850 hrs on the day of exam.

7. The ownership of successful submission of OMR Sheet and fair appearance in the exam rests will the examinee. Cadets are advised to abide by the following :-

- (a) Cadet should preferbly use two mobile phones one connected (on Laptop / Desktop / One Mobile Phone) on Google Meet for online video / audio and other to access question papers on Whatsapp group.
- (b) Cadets to join the Google Meet with their School Number and Name. No other user ID is permissible.
- (c) Cadet has to immediately take snapshots of the OMR Sheet, Convert in PDF and post to the subject teachers instantly while the video is still on. Whatsapp number as per the following :-

Names of Subject Teachers 'X'	Names of Subject Teachers 'XII'
Eng-Dr RK Sharma, Mr TM Rao	Computer Sc.-Dr RS Pandey
Maths-Mrs Neha Randeo, Mr Shridhar	Eng-Dr RK Sharma, Mr RPM Tripathi
Sci-Mr RK Gupta, Dr R Samar, Mrs Rashmi	Maths-Dr NK Jha, Mr Ajay Shrivastava
Hindi-Mr AK Sharma	Physics-Mr SK Pandey, Mr P Chakravarty
SST- Mr SK Mishra, Mr NK Tiwari	Chemistry-Mr DVN Rao, Bio-Mr Nagesh

(d) Unfair mean will be dealt as per following rules :-

- (i) First Warning by Invigilator (-) 05 Marks
- (ii) Second Warning by Invigilator (-) 10 Marks
- (iii) Third Warning by Invigilator (-) 15 Marks
- (iv) Fourth Warning by Invigilator Zero marks will be awarded

8. Seating Plan for Online Candidates:

Class XII		
Room 1	Room 2	Room 3
4700, 4702, 4703, 4722, 4724, 4725, 4728, 4729, 4723, 4730, 4731, 4735, 4739, 4748, 4749, 4750	4738, 4741, 4742, 4744, 4757, 4759, 4764, 4766, 4710, 4713, 4717, 4718, 4720, 4755, 4758, 4761	4767, 4796, 4798, 4799, 4807, 4813, 5271, 4697, 4704, 4705, 4706, 4762, 4769, 4801, 4802, 4686
Class X		
4889, 4907, 4952, 4934, 5279, 5284	--	--

(AN Thakur)  
Sqn Ldr  
Vice Principal

16 Oct 2021

Principal *[Signature]*

Administrative Officer *[Signature]*

Senior Master *[Signature]*

Exam I/C *[Signature]*

Circulation to

SSR/Trg/1220 (Circular)/Amit

} For information please.

} For information please.

- For information and necessary action please.

- All concerned.