



CAREER ACADEMY



GUIDLINES FOR ONLINE EXAMINATION

- Remain prepare and login in time for your online exam.
- Fill all correct particulars: Name, Section, Roll No, as per school records.
- Login for a particular exam single time only. In case any student open online exam and leaves it without clicking on submit button, then too it will recorded as an attempt.
- Refrain from filling fake names, wrong section, roll no, as online server will automatically fetch IP address (Internet address) of login gadget.
- Online exam portal will automatically get over as per the time allotted so students must maintain their time limit for attempting the exam and submit it within given time slot from online assessment.
- After subjective online assessment click your answers and send PDF with name and class to subject teacher within stipulated time slot.
- Keep all your answer sheets safe and intact, any answer sheet can be demanded by the subject teacher, if teacher smells any foul practice or copied attempt.
- On each subjective answer sheet, Date, subject, student name, class – section, roll no should be clearly mentioned.
- Refresh your internet before commencement of online exams.
- Update your gadgets well in advance to overcome any last minute glitches.
- Appearing in all pre-exams and subjective online exams is mandatory for successful completion of terminal – I assessment.
- Prepare well for your exams, don't rely on random clicks on options, Minimum pass percentage is 35 percent.
- It is mandatory during online subjective exams on zoom to keep camera on, 'ON Mode' otherwise attempt of such candidate will not be accepted by online invigilator and culprit student will be removed.