

INSTRUCTIONS FOR ONLINE PRELIMINARY EXAMINATION X AND XII (SET I)

(2020 – 2021)

Procedure For Writing Online Preliminary Examination Classes X And XII:

1. Students will receive the link to access the Question Paper for the written examination a day before the exam.
2. The question paper accessed must be downloaded or screenshot taken immediately.
3. Students must write their answers on **A4 size ruled sheets**.
4. After completing the test, students need to scan or take a snapshot of the answer sheets and create a PDF file.
5. Pages must be numbered in serial order with class, section and admission number mentioned on each sheet.
6. The PDF file must be saved with : Class, Section, Admission No. and Subject, for example 10A_123456_EngLang.
7. **File size of the PDF should not exceed 5 MB.**
8. The PDF file created is to be sent to the respective E-mail Ids given below within 45 minutes after the concluding time of the examination.

Class X-A	SecA10.bhs@gmail.com	Class XII-A	SecA12.bhs@gmail.com
Class X-B	SecB10.bhs@gmail.com	Class XII-B	SecB12.bhs@gmail.com
Class X-C	SecC10.bhs@gmail.com	Class XII-C	SecC12.bhs@gmail.com
Class X-D	SecD10.bhs@gmail.com	Class XII-D	SecD12.bhs@gmail.com
Class X-E	SecE10.bhs@gmail.com	Class XII-E	SecE12.bhs@gmail.com
Class X-F	SecF10.bhs@gmail.com		
Class X-G	SecG10.bhs@gmail.com		

9. Subject of the E-mail must strictly be in the following format:

<NAME> <ADM NO> <CLASS&SEC>

For example: KAPIL KUMAR 246809 10A

10. Provision is to be made in advance for :

(i) 200 in number A4 size ruled sheets

(ii) Five sheets of graph paper (eg. 10mm x 10mm)

and write your admission number, page serial number on the top right hand corner of each sheet.