

BOYS' HIGH SCHOOL AND COLLEGE ANNEXE

HOLY TRINITY SCHOOL

INSTRUCTIONS/PROCEDURE FOR ONLINE FINAL EXAMINATION FOR CLASSES VI - VIII **(2020 – 2021)**

1. Students will receive the link to access the Question Paper for the written Final Examination a day before the exam.
2. The question paper must be downloaded or a screenshot should be 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 each answer sheet and create a **single PDF file** for the complete set.
5. Pages must be numbered in serial order with name, class, section and admission number mentioned on top of each sheet.
6. The single PDF file must be saved with: Class, Section, Admission No. and Subject, for example 6A_123456_EnglishLanguage.
7. **Size of the single PDF file should not exceed 5 MB.**
8. The single PDF file created is to be sent to the respective Email IDs given below within an hour after the concluding time of the examination.

CLASS	EMAIL ID	CLASS	EMAIL ID	CLASS	EMAIL ID
VI-A	Class6A.hts@gmail.com	VII-A	Class7A.hts@gmail.com	VIII-A	Class8A.hts@gmail.com
VI-B	Class6B.hts@gmail.com	VII-B	Class7B.hts@gmail.com	VIII-B	Class8B.hts@gmail.com
VI -C	Class6C.hts@gmail.com	VII -C	Class7C.hts@gmail.com	VIII -C	Class8C.hts@gmail.com
VI -D	Class6D.hts@gmail.com	VII -D	Class7D.hts@gmail.com	VIII -D	Class8D.hts@gmail.com
VI -E	Class6E.hts@gmail.com	VII -E	Class7E.hts@gmail.com	VIII -E	Class8E.hts@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 6A
10. Students will be given **two hours** for writing and **an hour** for sending their PDF file.
11. A Mock Test for Mathematics will be scheduled on Friday, 26th February 2021 from 8 am to 10 am. An hour will be given for submission.
12. Provision is to be made in advance for A4 size ruled sheets.
