

# BOYS' HIGH SCHOOL AND COLLEGE ANNEXE

## HOLY TRINITY SCHOOL

### INSTRUCTIONS/PROCEDURE FOR ONLINE FINAL EXAMINATION FOR CLASSES I – V (HTS) **(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/pages**.
4. Pages must be numbered in serial order with Name, Class, Section and Admission number mentioned on top of each sheet.
5. 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.
6. The single PDF file must be saved with : Class, Section, Admission No. and Subject, for example 2A\_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
I-A	Class1A.hts@gmail.com	II-A	Class2A.hts@gmail.com	III-A	Class3A.hts@gmail.com
I-B	Class1B.hts@gmail.com	II-B	Class2B.hts@gmail.com	III-B	Class3B.hts@gmail.com
I-C	Class1C.hts@gmail.com	II-C	Class2C.hts@gmail.com	III-C	Class3C.hts@gmail.com
I-D	Class1D.hts@gmail.com	II-D	Class2D.hts@gmail.com	III-D	Class3D.hts@gmail.com
I-E	Class1E.hts@gmail.com	II-E	Class2E.hts@gmail.com	III-E	Class3E.hts@gmail.com

CLASS	EMAIL ID	CLASS	EMAIL ID
IV-A	Class4A.hts@gmail.com	V-A	Class5A.hts@gmail.com
IV-B	Class4B.hts@gmail.com	V-B	Class5B.hts@gmail.com
IV-C	Class4C.hts@gmail.com	V-C	Class5C.hts@gmail.com
IV-D	Class4D.hts@gmail.com	V-D	Class5D.hts@gmail.com
IV-E	Class4E.hts@gmail.com	V-E	Class5E.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 2A
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 10<sup>th</sup> March 2021 from 8 am to 10.00 am. An hour will be given for submission.
12. Provision is to be made in advance for A4 size ruled sheets.

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