

BOYS' HIGH SCHOOL AND COLLEGE ANNEXE
HOLY TRINITY SCHOOL
PRAYAGRAJ



INSTRUCTIONS AND PROCEDURE FOR ONLINE FIRST TERM
EXAMINATION FOR CLASSES VI TO VIII
(2021 - 2022)

1. Students will receive the link to access the Question Paper for the First Term Examination a day before the exam.
2. On the day of the exam, students are recommended to download the question paper immediately at **the starting time, i.e. 8:00 am.**
3. Students must write their answers on **A4 size ruled sheets.** (Provision for the same should be made in advance)
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 must 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, Name, Admission No. and Subject, for example 6A_Raj_123456_EnglishLanguage.
7. **Size of the single PDF file should not exceed 10 MB.**
8. The single PDF file created is to be sent to the **respective** Email IDs given below within 30 minutes 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		

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

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

For example: KAPIL KUMAR 246809 6A ENG LANG

10. Students will be given ***two hours*** for writing their exam and ***30 minutes*** for sending their PDF file.

11. **It is compulsory for the students to appear in the examination in order to be promoted to the next class.**
