

BOYS' HIGH SCHOOL AND COLLEGE HOLY TRINITY SCHOOL PRAYAGRAJ



INSTRUCTIONS AND PROCEDURE FOR ONLINE FIRST TERM EXAMINATION FOR CLASSES I TO V (2021 - 2022)

1. Students will receive the link to access the Question Paper for the written 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/pages.** (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 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, Name, Admission No. and Subject, for example 1A_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
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> <SUBJECT>
For example: KAPIL KUMAR 246809 1A ENG LANG
10. Students will be given ***one and half an hour*** for writing and ***30 minutes*** for sending their PDF file.
11. A Mock Test for **Class I only** for Mathematics will be scheduled on 5th July 2021 from 8 am to 9.30 am. An hour will be given for submission.
12. **It is compulsory for the students to appear in the examination in order to be promoted to the next class.**
