



Delhi Public School (Joka), South Kolkata

Affiliated to C.B.S.E. ■ Affiliation Code : 2430198

Under the aegis of THE DELHI PUBLIC SCHOOL SOCIETY, Registered under Societies Registration Act. 1860

DPSJSK/cir/20/01

31.07.20

Dear Parents/Guardians,

At the outset let me convey my sincere regards and warm wishes.

We are indeed thankful to you for providing all possible support to our students to cope with the virtual mode of 'teaching- learning' process. We also appreciate our students for their desire to accept and adapt with the new learning environment and adore the new system of technology- based learning.

Assessment of the learning outcome is an integral part of the 'teaching- learning' process, which helps in reinforcement of learning for the purpose of higher achievement.

In these three months, our students have been acquainted with the virtual platform and are quite comfortable now in taking instructions and communicating with their teachers in the online mode. We would like to take them a step ahead in their journey with technology- based learning by giving them the exposure to online assessments. This will help them experience the online examination system, which might become imperative for all students in years to come.

An online Revision Assignment for English will be uploaded by the teachers for all classes (III to XII) on www.exam.net. Students should log in to the said website on 06.08.20, Thursday at 9:00 am, to have an access to the Assignment and write (type) the answers within the stipulated time. For logging in, an Exam Key will be required which will be uploaded on the website before 6th of August 2020. All students should also go through the detailed guideline comprising of the Do's & Don'ts attached below, for using the said platform and completing their assignment.

We look forward to your co-operation in all our future endeavors.

Yours sincerely,



Principal

Guidelines for Effective Use of www.exam.net

Dos & DON'Ts

1. Students have to visit the webpage : <http://www.exam.net>
2. In the home page there would be two options: Student & Teacher. Students have to select the **Student tab**.
3. Once they click on the student tab, then it would ask for the **Exam key**. The **Exam key** would be available in the schools website before the commencement of the exam.
4. The students will enter the Exam Key in the designated place and then enter their **First Name, Last Name, Class and Admission Number**.
5. After entering the details, students would click on **Fetch The Exam** button.
6. The main window will open and a message would be displayed *"The exam is ready."* *"You are not allowed to leave the exam, and your teacher will be notified if you do so"*. The students have to click on **Begin Exam** button.
7. On doing this the entire window will shift to a **FULL SCREEN MODE** and students are not allowed to switch to any other window unless they do the Final Submission.
8. The window consists of three parts: **Left Panel, Top Panel and Bottom Panel**.
9. **Left Panel:** Consists of the student's name, other details like – **Show Exam, Teacher Chat, Submit exam** on the top followed by the **TIMER CLOCK** which will automatically start as soon as the student enters the window. The clock will display the time that has been officially allotted for the exam. And by default will freeze on **00.00**. Hence students have to ensure that they complete the exam in the stipulated time and do the final submission subsequently.
10. Students have to begin the exam at the **designated time** mentioned, because the **countdown** of the clock timer will start automatically. Any delay in the login will be a loss for the individual only.
11. **Top Panel:** Consists of all the questions for that particular subject.
12. **Bottom panel:** the area where students have to type the answers.
In the Answer area, students have to type their Name, Class, Section and Roll Number positively before answering the questions. It is a simple interface, same like any other word processing software, which consists of a few editing and modifying tools.
13. Students will type the answers in the writing area, and once completed would then only click on **Submit Exam** Key on the Left Panel. On doing so again a message would appear asking for confirmation. Students have to click **Submit** again. A message would appear that the **exam has been successfully submitted** and that the student can leave that page.
 - As soon as the students enter the exam page, the page then switches to **Full Screen Mode** and in no way students should try to modify that, else the exam page would **FREEZE** and he/she will not be able to continue with the exam.
 - The **clock timer** will display the stipulated **duration** of the exam and the **countdown** will start as soon as the student enters the page. The Timer stops as soon as the time gets over, and students have to do the **final submission** before that.
 - During the examination, students have to ensure not to switch to any other tab/window or applications, else the window will **FREEZE** automatically thus not allowing the child to continue further. Unless it is unlocked by the Administrator/Invigilator.
 - Students will enter the **EXAM KEY** and their **First Name, Last Name, Class and Admission Number** correctly before clicking on **FETCH THE EXAM** Button. The exam key is **case sensitive** and comprises of a mix of alphabets and numbers.
 - Students have to be very particular before clicking on the submit button. Once finally submitted, students cannot retrieve back the exam.

NOTE: For further reference, students may visit <https://www.youtube.com/watch?v=UiAYPbwREMc>