

Birla Public School, Doha - Qatar
Circular for Parents of Gr I and II

Dear Parent,

Sub: Guidelines for Online Assessment

We appreciate your co-operation with the online schooling procedure in the current situation. BPS has made every possible effort to ensure that every student is learning and continues to do so in the future as well.

In the process of learning and teaching it is imperative to evaluate the learning process. And here we take on the challenge of Evaluation through an online platform. We have successfully used the online platform to conduct the informal Assessment during May 2020. We extend the same for a Formal Assessment in the month of June 2020. Time Table for the Periodic Test 1 has been issued and can be viewed on the school website too.

A major responsibility regarding the integrity of an online Assessment lies on the student and parent. We trust our ever supporting parents to be vigilant during the PT 1 Assessment while your ward takes the online Assessment. You may assist the student if and when required.

**To support the Online Assessment, please read the following instructions carefully:
For the Subjects: English, Mathematics, EVS and Language (written component only)**

1. Assessment type – Online through ICR and online zoom meeting
2. The class teacher will give detailed instructions. The student is expected to join an online meeting at 4.15pm. Parent may assist the student for the same.
3. The teacher will take attendance and give instructions. The MCQ paper (Alike - Birla Bay Bridge) will be available at 4.30 pm.
4. Duration of the Assessment (Active Time) is 30 minutes.
5. Timings :-

4:15 pm to 4:30 pm:	Attendance and Instruction for the Test, by the teacher.
4:30 pm to 5:00 pm:	Test time. Student's to attempt the MCQ questions.
5:00 pm to 5:10 pm	Conclusion and Submission online.
6. The teacher will be available online through the Test timing for support. Listen carefully and comply with the instructions of the teacher at all times. Parent may assist the student as and when required only.
7. **Students are expected to be HONEST and ETHICAL during the assessment. Academic dishonesty will be regarded as "an (intentional) act of deception". Parents are expected to adhere to non-academic support only.**
8. Parents are requested to invigilate the students during the assessment.
9. If you face any technical difficulty, the parent is advised to send email to the Class teacher immediately during or after the assessment, stating clearly the nature of difficulty faced. Please add screen shot of the screen wherever possible. Due consideration will be given in such cases.

For the Subjects: Language - Oral component :

1. Assessment type – Online through Zoom meeting
2. The Language teacher will give detailed instructions. The student is expected to join an online meeting at specified time. Parent may assist the student for the same.
3. The Oral assessment will be conducted for approximately 10 minutes for each student.
4. The portion and timing for each student will be informed in advance.
5. Parents are expected to give technical support only. Please avoid prompting or giving academic support. We request parents to be mindful during the oral assessment.

Please Note: Since this is an online Assessment, it will be time-bound. The Assessment will begin and end at the set time. So parents and students are advised to be mindful of this factor and plan accordingly.

(Sd/-)
A.P. Sharma
Principal