



**SOUTH POINT HIGH SCHOOL**  
**An OHSAS 18001:2007 Certified Institution**  
Affiliated to Central Board of Secondary Education

Dear Parents and Guardians,

We hope all is well at your end. We would like to draw your attention to an important aspect of any teaching – learning process, which is assessing the learning outcome of individual students. Since April we have been hosting classes online and setting assignments etc. digitally, and we feel it is time now to pause and check what has been assimilated by your child. In doing that we will require your active cooperation and at times participation.

We would like to devote the second half of August and the 1st week of September to the said assessment. The assessment process will be simple and is designed in a manner that it will not be stressful for a student. We request you not to be anxious about it either. It will be a process by which you, the teachers and the learner will understand how much of the concepts that have been taught over the past few months he / she has been able to grasp. It is important to point out that it will be the progress of your ward which will be of significance to you. The ranking system will NOT be a part of this assessment process at any level. Nor will it affect any other criteria like promotion or admission to the next level etc. That is the very reason why we urge you not to be stressed about the assessment process and instead help us to conduct it smoothly and in an ethical manner. We also expect all students to diligently follow the Code of Honour, for the sake of their own self. The Code of Honour is attached herewith.

We have identified different tools by which our teachers will be assessing the pupils' learning outcomes, and they remain the same for Classes VI to XII. These tools are:

**1. Assignments:**

As you are aware, Assignments 10 and 11 are being marked and any of them or an average of them will be taken into consideration for assessment. Assignment 11 has to be submitted by August 10, and it is perhaps better to not wait till the last date to submit assignments. By this time, you are completely aware that Assignments can be submitted only through the browser using the student's login credentials. The accepted file types are doc, pdf, jpeg and png only. Please ensure that the pupils **do not** upload the assignments to any drive and send the link. The assignments will be corrected and comments from the teachers on the scope of improvement will be sent back to the pupils / parents. Marks / grades will not be sent to pupils / parents, with the feedback, as we reiterate that understanding on an absolute basis how well the pupil has adapted to this form of learning is important to you and to us as teachers, and not the comparative position he / she holds in the class / section.

**2. Oral Tests:**

A detailed schedule for Oral Tests, will be posted, which will be held after August 15. Oral Tests will have a gap of minimum one day in between two subjects. Every pupil will be sent a link and a password to take the Oral Test. They will be given a slot for which they have to remain prepared to be in the Waiting Room. We would expect the pupils to be patient in the Waiting Room as they wait for their turn to come into the virtual class. They will be allowed by the respective teachers, to enter the Meeting Room and appear for the Oral Test. It is mandatory that the camera



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of the devices have to be “ON” during the time of Oral. All pupils appearing for the Orals must be in School Uniform and should have their previous class Identity Card for the purpose of verification.

**For Classes VI – X:** Oral Tests will be conducted in the five main subjects English, Bengali / Hindi, Mathematics, Science and Social Science.

**For Classes XI – XII:** Oral Tests will be conducted for all compulsory and elective subjects the pupil has opted for.

### 3. **Quizzes:**

Two Quizzes for each major subject will be administered during the same period, when Oral Tests are being conducted. The Quiz 1 for a subject will be published at 7 pm in the evening, with a deadline of completion till midnight. On the following day an Oral test will be held on the same subject in the Morning/Afternoon. Quiz 2 will be published at 7 pm on the same evening with a deadline of completion till midnight. There will be two separate syllabi for each quiz, which may approximately divide the entire syllabus of a subject into two equal halves.

All the quizzes that our pupils have been attempting till now have been for their practice. So, by now the pupils have already understood that the quizzes can be attempted only through the browser using the pupil’s login credentials. Both Quiz 1 and Quiz 2 will be timed quizzes which once started cannot be paused, and after the given time the quiz will get auto-submitted. Pupils are advised to go through the Quiz instructions properly which will indicate the time limit to answer the quiz. Once a pupil has that much time in hand, then only he / she should start answering the quiz but it has to be between 7 pm and 12 midnight of that particular day. **Pupils will not be able to see the Quiz results immediately and we will publish the Quiz results at a later date, which will be duly informed to you.**

**For Classes VI – VIII:** There will be two quizzes i.e Quiz 1 and Quiz 2 for English, Bengali / Hindi, Mathematics, Science and Social Science. For subjects like Computer Studies and Lower Bengali / Lower Hindi there will be only one quiz i.e Quiz 1, which will be clearly indicated in the schedule that will be given to pupils.

**For Classes IX – X:** There will be two quizzes i.e Quiz 1 and Quiz 2 for English, Bengali / Hindi and Mathematics. The subjects Science and Social Science will have Quiz 1A, Quiz 1B, Quiz 1C and Quiz 1D conducted in the first evening. On the next day after the Orals, Quiz 2A, Quiz 2B, Quiz 2C and Quiz 2D for Science and Social Science will be published at 7 pm and the pupils have to answer by 12 midnight. In Science and Social Science the Quizzes will be of very short duration which the pupils will come to know through the Quiz instructions.

**For Classes XI – XII:** There will be two quizzes i.e Quiz 1 and Quiz 2 for all compulsory and elective subjects, a pupil has opted for. The schedule for Computer Science may slightly vary in pattern from the rest of the subjects.



#### 4. **Project work:**

By August 10, we will post the different topics for the Project Work for each of the subjects. We do not want the pupils to make fancy or over embellished projects. The thrust will be on investigatory Projects, which will be an individual effort of a pupil.

The Project Work will be published through the Assignment channel of every class-subject on August 10, 2020 within 5 pm. The Project Works, as assignments, can only be submitted from the browser using the student's login credentials. The accepted file types are doc, pdf, jpeg and png only. Please ensure that the pupils do not upload the assignments to any drive and send the link. A maximum of 3 MB can be uploaded by a pupil for each of the projects. The due date of the Project Work Assignment will indicate the last date of submission of the Project Work, after which it will not be accepted.

**For Classes VI – X:** Project Work will be required to be submitted in the five main subjects English, Bengali / Hindi, Mathematics, Science and Social Science.

**For Classes XI – XII:** Project Work will be required to be submitted for all compulsory and elective subjects, the pupil has opted for.

We wish to complete the above process by the end of August. You will agree that the pupils by then would have gone through the portion taught till August 14 or earlier, thoroughly.

#### **Pen and paper parent proctored test:**

In the first week of September we will need you to be our eyes and ears in proctoring or invigilating a written and timed assignment to be attempted from home, which will follow the Board pattern for Classes IX to XII, and for the other classes will follow the usual pattern of our formal examinations. Pupils of Classes X and XII will attempt full papers, as applicable for the concerned subject. For all other classes the parent proctored assessment will be of half of the actual marks, as applicable for all major subjects.

These assignments will not have any bearing anywhere in our scheme of assessment as mentioned above, but on the other hand will give the pupil, parent and the teacher a deep understanding of how much each individual pupil has been able to assimilate via the online transactions. It will also keep the students attuned to the practice of writing pen and paper test, which unfortunately we cannot conduct in these extra-ordinary circumstances. A schedule for such parent proctored assessments will be published in advance. The question paper will be published through the assignment channel of the school app. The paper will be published at 6 pm on the day scheduled. Here the pupils have to answer only through pen-paper. Pupils are strongly advised to number the sheets once the same is completed and then scan or take a clear picture and submit the assignment within 10 pm of the day. Only pdf, Jpeg and png files will be accepted here. We would expect the parents to help the pupils only in course of submission of the assignment and



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not otherwise. Rather, they are requested to make sure that the test is solely completed by the pupils following the Code of Honour.

To us it is extremely important to understand the learning outcome of each student and thus we request your sincere cooperation in helping us achieve the same. Under these unusual and unpredictable circumstances, the collaboration between the parents and us teachers has taken a more meaningful turn, and based on that strength we hope to make the above described process a complete success. Any outside help the child gets during this assessment process will only harm his or her academic progress.

In case of any doubt regarding the Assessment, or any doubts should your ward have in any subject may be clarified by sending direct messages through the school app to the Class Teacher / Subject Teacher concerned. This feature has been enabled from the parent's logins only. We would like to request all parents to write the name of the pupil in the subject line of the direct message. Please ensure that this feature should not be used to submit assignments.

We wish your ward the very best for the upcoming assessments.

Thank you

Principal

08.08.2020

## CODE OF HONOUR

I .....am a student of Class ... of South Point High School. I do understand that I will be undertaking a set of tests to assess my learning outcome without the direct supervision of my teachers and my school. I promise that I will uphold my teachers' faith in me and shall conduct myself with honesty and in the manner befitting a Pointer. I hope to live up to my teachers' and parents' expectations, now and always, to bring about a better World.