



# SOUTH POINT SCHOOL

*An ISO 45001:2018 Certified Institution*

## NOTICE

### Classes IV & V

Dear Parents,

We have already shared with you the syllabus and Timetable for the Final Term Block Tests which will commence from February 7, 2022.

We are now sharing with you the guidelines that need to be followed for the same:

- ◆ These will be parent proctored tests which will be conducted through the respective Assignment platforms of MS Teams for the various subjects. Your wards will have to attempt papers of 35/25 marks, as applicable for the concerned subject.
- ◆ The question paper will be published at **6.00 pm** on the day scheduled.
- ◆ The pupils have to answer only through pen and paper in a neat handwriting using blue ink in single-ruled long exercise book/register for all subjects and square-ruled long exercise book/register for Mathematics.
- ◆ Pupils are strongly advised to number the sheets and arrange them in order before submission. The name of the pupil must be written on all the sheets. Parents must sign on each sheet and then scan or take a clear picture of the same. Questions must be answered in the same order as in the Question Paper and the answers must be numbered correctly.
- ◆ Kindly note the following details:

Marks	Publishing Time	Writing Time	Turning In Time
35 marks	6.00 pm	6.00 pm – 7.30 pm	7.30 – 8.00 pm
25 marks	6.00 pm	6.00 pm – 7.00 pm	7.00 pm – 7.30 pm

- ◆ No submission will be accepted after the stipulated time. Multiple submissions can be made within the due time. Previous submission will get deleted automatically.
- ◆ The answer script should be “TURNED IN” as a single PDF document which should be labelled in the following format:

“Pupil’s Name - Subject”

- ◆ At the top of the answer script, on the top sheet/Page No. 1, “Pupil’s Name-Class-Section-Session-ID Number-Subject” should be clearly mentioned.
- ◆ Students are strongly advised to check that the ‘Turning In’ of the PDF answer script has been done successfully to avoid incomplete or wrong submission. Please ensure that all the pages are aligned in the same way, clearly scanned and properly uploaded. Hazy scanning will not be accepted.

If the pupil fails to upload answer scripts through the Assignment platform of MS Teams, the same may be e-mailed to the following addresses **within 8.15 pm** on the evening of the proctored test :

- ◆ nsarkar.9406@southpoint.edu.in for Class V
- ◆ srajalakshmi.9503@southpoint.edu.in for Class IV
- ◆ The subject line should state the following:  
Name of Pupil, Class, Section and Session, Subject
- ◆ We would also like to emphasize that under no circumstances, will we accept the submission through any other portal other than the specified one and within the stipulated time. No submissions will be accepted through the Chat option or through any other mail ID.

The School reserves the decision of correcting scripts of pupils who cannot submit/ turn in answer scripts in the manner specified. Even if a script submitted after due time is evaluated a considerable percentage of the marks scored is likely to be deducted. **Submissions made after 8.15 pm will not be assessed at all.**

Parents are requested to assist their wards in the smooth submission of answer scripts. We would expect parents to help the pupils only in course of submission of the assignment and not otherwise. Rather, they are requested to make sure that the test is solely completed by the pupil themselves with no external help whatsoever. Information copied from the internet will not be accepted.

Any doubt/query may be clarified by sending messages to the concerned Class Teacher/ Subject Teacher through the chat option on MS Teams.

We wish your ward the very best for the upcoming Block Tests.

Thank you for your unstinted support.

**Principal**

01.02.2022