

Date: 16/03/2020

C 116 (2019-20)

To

Primary Parents (Grade 1 - 7)

Ref: Exam-At-Home Guidelines

Dear Parents,

We commence our Exam-At-Home protocols from tomorrow with Grade wise subject teachers, as per the time-table, sharing with you questions papers and answer keys via email and whats app on daily basis.

Some guide-lines for you:

1. Inform your children today about the process to be followed during the week
2. If you have access to a printer at home and are able to take a printout of the question paper, please print this and share with your children. In case this is difficult, please download the question paper and allow children to view it on a gadget.
3. This is a time-bound test, and it best to adhere to the stipulated time assigned. Therefore ensure that children are fresh, have eaten a meal and have some quiet time when taking the test.
4. Please use any unused books at home as answer booklets so that we help children recycle as well. These books/papers will come back to us when children return to school. These are important for us as teachers as we analyse the progress of the children in the manner that they have answered.
5. After they have completed the paper, you may share the answer key sent along with the question paper and discuss it with them. This will help them real time to understand their errors and bring clarity.
6. These exams will not be counted in the final report card but are important learning tools and a demonstration of what they have learnt and revised and therefore, encourage your children to approach these examinations with seriousness it deserves.
7. Assign a particular time each day for this test to be administered at home, and let children know that they cannot open books to research or ask you for the answers. In case they are unable to understand the question, let them leave it blank. The teacher will address this when school re-opens.
8. Be supportive and encourage children to revise daily for examinations. They must recognise that these are unusual circumstances and we must find alternative ways to cope. But these are their final presentation to the teachers and therefore they must pay attention.
9. The report card comments will factor in this attitude to examinations and their overall progress and we are scheduling these after a review of their papers in April and therefore these examinations count in many ways.
10. Reach out to us any stage should you have a query or a doubt. Our teachers would be happy to help

Thank you for your patience and understanding.

Stay safe!

Yours truly,

The Principal

SVM