



**Mount Litera Zee School, Besa**  
**Academic Year 2021-2022**  
**Guidelines for Periodic Test 1**

**MLZSB/2021-22/EXAM/29/Pri(I and II)**

**Date: 17, August 2021**

Dear Parents,

Greetings from Mount Litera Zee School, Besa!

We are pleased to announce that we will be beginning with our Periodic Test 1 from 23 August 2021. As we would be conducting Online Assessment because of this pandemic situation, we are requesting cooperation from the parents for the smooth and stress-free conduction of Periodic Test 1. For this, kindly follow the guidelines mentioned below.

**Guidelines for Conduction of PT 1**

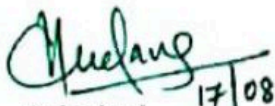
- The Google form links for Periodic Test 1 will be available in your WhatsApp class group on the day of exam 10 minutes before commencement.
- The Subjective Paper will be conducted through Google Meet Class.
- Parents are requested to send photographs of the Subjective paper within 15 minutes after completion of each subjective paper in pdf format.
- Parents are requested to submit all the answer sheets of the child in a labelled folder provided in the book set with name, class, section, roll number and submit in the office between September 1 to 3, 2021 during 9:00 a.m. to 5:00 p.m.
- The scoresheet of the child will be shown on Saturday 18, September 2021 in the PFM during paper showing.


Guidelines for Parents	Guidelines for Students
<ul style="list-style-type: none"> <li>✓ Make sure your child has taken proper sleep the previous night.</li> <li>✓ Your child should wake up early and take healthy breakfast.</li> <li>✓ Ensure phone/laptop is charged and network is available.</li> <li>✓ See that room is silent and bright.</li> <li>✓ Parents are requested to be the <u>invigilator</u> and ensure to keep a rough notebook and pen/pencil near the child. The textbooks, LRs and notebooks should <u>not be</u> with the child.</li> <li>✓ The time slot for Google Form is of 30 minutes, however, if there are any technical issues, parents need not worry. They can contact the following helpline numbers.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Make sure you have done proper revision.</li> <li>✓ You had proper sleep and had healthy breakfast.</li> <li>✓ You should handover your notebook, textbook and LRs to your parents 10 minutes before exam starts.</li> <li>✓ Open WhatsApp group – Click the link- Open the PT1 exam Google form- Read all the instructions carefully – Fill all the details and then only click next –Start answering the paper.</li> <li>✓ Don't see answer in the book.</li> <li>✓ Don't ask answers from your parents.</li> <li>✓ For any queries, let your parents ask questions to the teacher. You can continue with your paper.</li> </ul>

**Exam Timings – 11:30 A.M. – 1:00 P.M.**

Grade	Date	Link will be sent to students	Google form Test timing	Subjective paper Timing
IA, IB, IC, ID, IIA and IIB	23 August to 31 August 2021	11:20 a.m.	11:30 a.m. to 12:00 p.m.	Login to G-meet regular class link at 12:15p.m. Paper-timing- 12:30 p.m.to 1:00 p.m.

**Note:** Subjects related queries will be addressed by respective subject educators. For any other general queries contact Academic-Coordinator (9823052660).

  
 Principal  
 Dr. Vandana Paul

  
 Academic Coordinator  
 Ms. Vandana Menon

  
 Examination In charge  
 Ms. Manjiri Chorghade