

### **GUIDELINES FOR ONLINE UNIT TEST ORALS/ PERIODIC WRITTEN TEST**

1. There will be a written test of 25 marks for Classes 6 to 12 the schedule for which is uploaded in the website [www.collegiate.in](http://www.collegiate.in)
2. Classes Nur to 5 will have an oral test of 5 marks. Link for the same will be sent separately with the time slot.
3. Students are expected to attempt the paper honestly under the guidance and supervision of the parents.
4. The test papers for classes 6 to 12 will be uploaded subject wise in the assignment section of Microsoft Teams at 2 p.m. on the date of the test as per schedule. Students may download the same from there for taking the test.
5. The test is to be done in the test note books and questions need not be copied but the question number/ part/section/ sub section etc. to be specified clearly for every answer. Thereafter, a snapshot of the answer sheet or image scanned (PDF) should be uploaded for corrections before 9 a.m. the next day in the same assignment - students section in Microsoft Teams. Each sheet should carry the name of the students with class and section. The submission of answer sheets in assignment section will be locked at 9 am the following day of the test, hence the same must be done and uploaded well in time. In case of any problem the answer sheet can also be sent on the whatsapp number of the class teacher.