

**BURNPUR RIVERSIDE SCHOOL, BURNPUR**  
**GUIDELINES FOR STUDENTS FOR EV-1 / PT-1 ONLINE**  
**EXAMINATION : 2021-2022**

**GENERAL INSTRUCTIONS :**

1. Test your device before the examination to ensure that it is working well, processing speed is good and the camera and microphone are working properly.
2. Do not attend phone calls during the examination and keep the mobile on “DO NOT DISTURB” mode.
3. Login with your own id and password. Please do not share your Login details with any one.
4. Sit straight in front of the device with no one else other than you in view of the camera.
5. Sit at a quiet place. There should not be any verbal communication / noise around you.
6. Browser should have the test screen only. Close all other applications.
7. If candidates have had to discontinue the test for whatever reason, they are requested to re-login within the stipulated time by using the same login credentials.
8. The students are advised to keep all the answer scripts safely in a channel file. The answer scripts will be deposited to the respective class teachers as per the date to be notified by the School.
9. Students must write their details of NAME, CLASS, SECTION, ROLL NUMBER, ADMISSION NUMBER and SUBJECT on the first page of their answer scripts.
10. On the top right hand corner they must number all the pages of their answer scripts.
11. They must mention their name, class, section and roll number on each page of the answer sheet .

**ANSWER SHEET TO BE USED AS PER THE FOLLOWING SPECIFICATIONS:-**

**CLASSES: - PRE-NURSERY TO I :**

- The question papers for all classes (Pre Nursery –Class 1)of all the subjects will be sent in the BRS App shortly and also uploaded in the school website.
- The question papers for all the subjects to be downloaded and the printouts are to be used for writing the answers.

**CLASSES II TO V :**

- Students should write the answer on the loose sheets taken from their subject wise class work copies.

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**CLASSES VI TO XII :**

- Students should write the answer on the ruled A-4 size paper. They can also use loose sheets from their big sized note books. Graph paper should be kept ready for Mathematics.

**HOW TO START THE TEST**

01. After login
  - Please check your name
  - Then click on test
02.
  - Click on 'READY CHECK'
  - If 'IF NO TEST FOUND' then wait for few seconds and refresh the screen . If still the test is not appearing then they must post their problem in the WhatsApp number of their respective class.
  - They may also contact on the class wise phone numbers given below.
03.
  - Allow the 'Access for camera and microphone'.
  - Click on 'proceed', if everything is fine.
04.
  - After Click on 'proceed' scroll down & click on 'checkbox' to accept the terms and condition .
  - Click on the 'START'.
  - 'START' button will be activated according to the test timing.

**HOW TO ATTEMPT THE TEST**

- Click on 'Go full screen' option as soon as you see it.
- Now your test has started and you can start answering the questions.
- Click on 'SAVE' to go to the next question.

**HOW TO UPLOAD THE ANSWER SHEETS**

- Write your answers on the answer sheet as instructed.
- Click a 'photograph' of the answer sheets by clicking on ' CAPTURE IMAGE'
- Focus the image properly and click on **"UPLOAD" to upload it.**



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### HOW TO SUBMIT TEST

- Check the summary of your test if everything is O.K , click on “SUBMIT” to submit the test.
- Click on the final submit button and your test is submitted .
- You can attempt the test only once .
- If you are not able to submit within the stipulated examination time, your test will be ‘**AUTO SUBMITTED**’ due to time out.

### LIST OF CONTACT NUMBERS:

SL NO.	EXAMINATION TIME	CLASS	NAME OF THE TEACHER	CONTACT NO.
1	08:30 AM TO 10:00 AM	3	Mrs. Amrita Ghosh	7319125019
		4	Ms. Jhulik Ghosal	6296150259
		5	Mr. Monojit Maji	8944801960
		9	Mr. Monojit Maji	8944801960
		10	Mr Debdeep Chatterjee	9832238578
2	10:30 AM TO 12:00 NOON	PRE-NUR	Mrs. Amrita Ghosh	7319125019
		NUR	Ms. Jhulik Ghosal	6296150259
		PREP	Mr. Monojit Maji	8944801960
		6	Mr Debdeep Chatterjee	9832238578
		7	Mrs. Amrita Ghosh	7319125019
		8	Ms. Jhulik Ghosal	6296150259
3	12:30 PM TO 02:00 PM	1	Mrs. Amrita Ghosh	7319125019
		2	Ms. Jhulik Ghosal	6296150259
		11	Mr. Monojit Maji	8944801960
		12	Mr Debdeep Chatterjee	9832238578

