

# ONLINE TESTS JULY 2020



SOMERVILLE SCHOOL NOIDA

## WHAT SHOULD YOU DO AS A PARENT?



1. ENSURE YOUR WARD LOGS IN AT LEAST 15 MINUTES BEFORE THE TEST.

2. ENSURE YOUR CHILD IS PROVIDED WITH ALL THE DEVICES REQUIRED FOR WRITING THE TEST- A LAPTOP OR A MOBILE

3. MAKE SURE THE DEVICES ARE SUFFICIENTLY CHARGED.

4. BE READY WITH REQUIRED STATIONERY FOR WRITING.

5. INVIGILATE WHILE YOUR WARD IS WRITING THE TEST.

6. PROVIDE THE SPACE WHERE PROPER NETWORK IS AVAILABLE TO WRITE THE TEST.

1. REMEMBER TO LOGIN WITH MICROSOFT IDS ONLY AFTER DOWNLOADING MS TEAMS IN YOUR DEVICE.

2. KEEP THE NEW PASSWORD OF MICROSOFT ACCOUNT SAFELY IN A NOTEPAD FILE OR MEMORIZE IT.

3. YOU MAY ALSO USE THE OPTION OF REMEMBER PASSWORD TO AVOID SIGNING IN EVERYTIME.

4. LOGIN TO MICROSOFT ACCOUNT AND KEEP IT READY FOR THE TEST A DAY BEFORE TO AVOID LAST MINUTE PANIC.

# INSTRUCTIONS FOR THE EXAM DAY

1. SIGN IN TO JOIN THE ASSEMBLY MEETING AT 8:45 AM FROM THE POST TAB OF YOUR CLASS TEAM.
2. EXIT THE MEETING AFTER THE PRAYER.
3. GO TO ASSIGNMENTS TAB OF YOUR CLASS TEAM TO VIEW/ DOWNLOAD THE QUESTION PAPER.
4. THE PAPER CAN BE DOWNLOADED/ VIEWED AT 8:55 AM.
5. WRITING TIME OF THE TEST: **9:00 AM TO 10:30 AM**
6. TIME ALLOTTED FOR UPLOADING THE ANSWER SHEET PDF (FOR CLASSES IX-XII): **10:30 AM – 11:00 AM.**



INSTRUCTIONS  
FOR  
CLASSES VI-VIII  
(ONLINE FORM)

# ONLINE FORM

The screenshot displays the Blackboard LMS interface. At the top, a navigation bar includes the 'UM' logo and several tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Website', 'COMPUTER CHAPTER 2', and 'ENGLISH ASSIGNMENT'. A blue arrow points from the 'Assignments' tab down to a 'View assignment' button in a card above. Below this is a 'Reply' button. Further down, a notification card for 'Assignments' is shown, dated '6/13 5:12 PM'. The card contains the text 'COMPUTER MCQ' and 'Due Jun 13'. A blue arrow points from the right side of the card to its 'View assignment' button.

**SCHEDULED ASSIGNMENT WILL SHOW UNDER ASSIGNMENTS TAB IN THE CLASS TEAM.**

**CLICK ON VIEW ASSIGNMENT TO START THE TEST.**

# ONLINE FORM

Submit

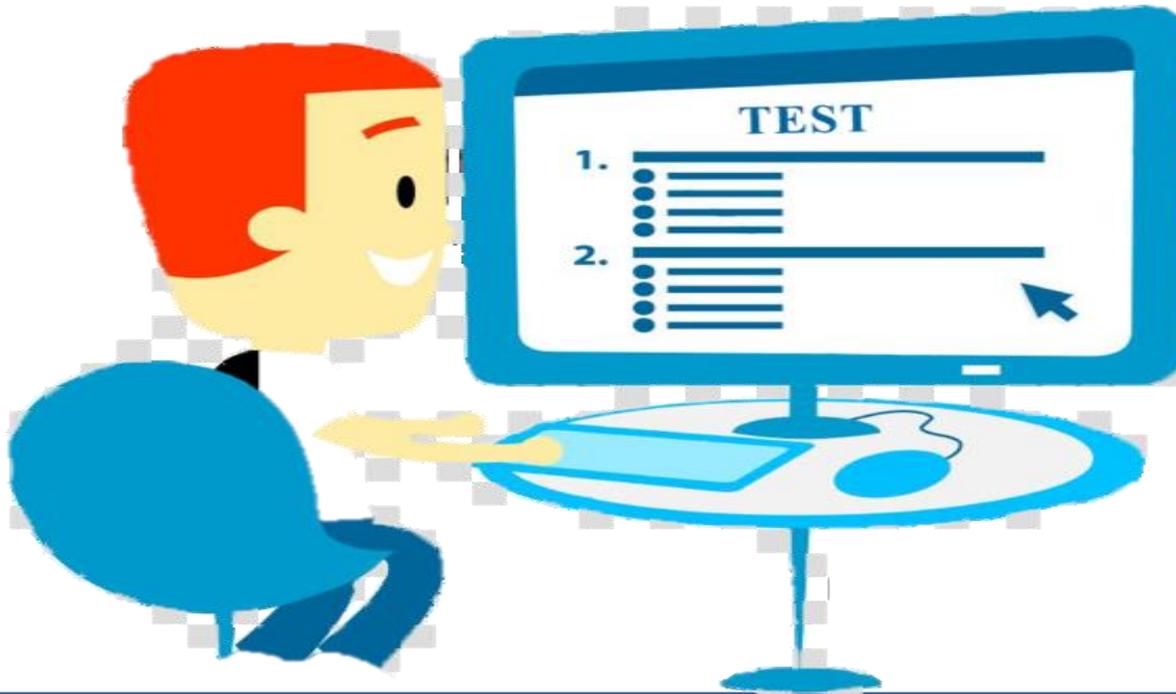
CLICK ON SUBMIT BUTTON TO  
SUBMIT THE PAPER.



The background of the slide is a composite image. The top half shows a close-up profile of a person's face, looking downwards, with a green color overlay. The bottom half shows a computer monitor on a desk, also with a green color overlay. The overall color scheme is a gradient from purple on the left to green on the right.

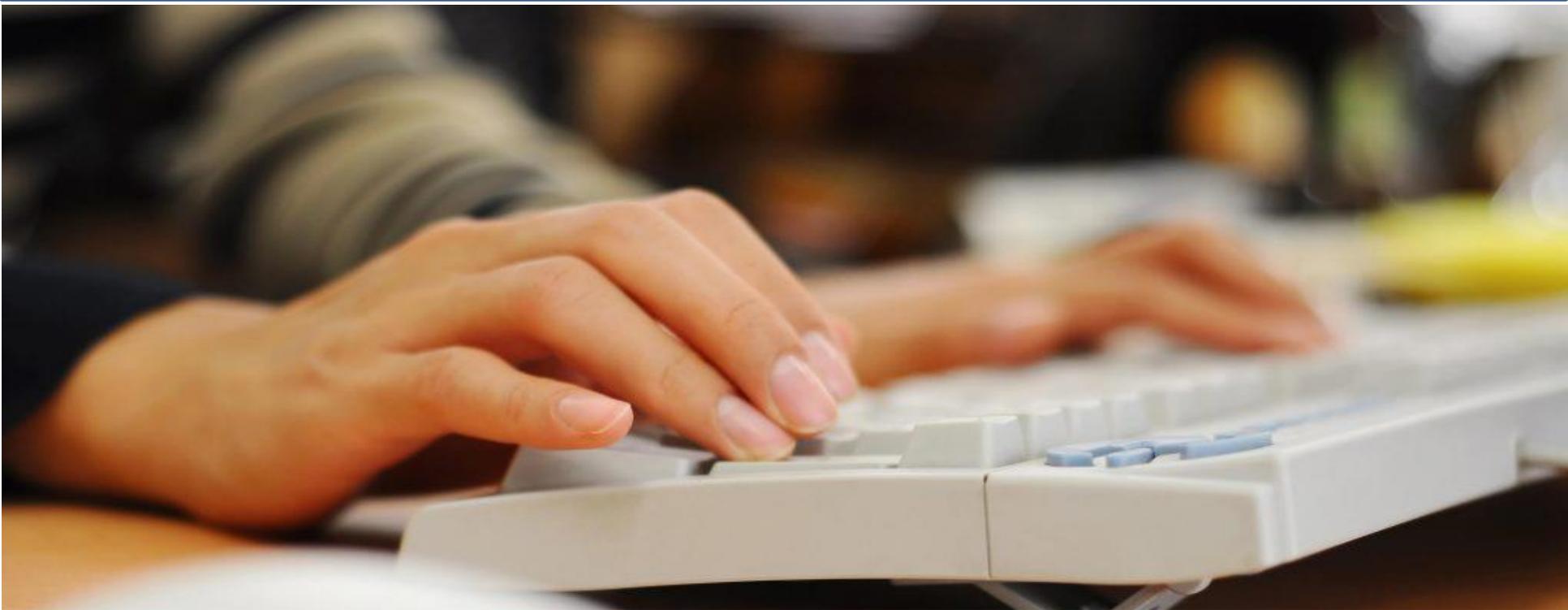
## **FAQ'S FOR SUBMISSION OF ONLINE FORMS**

# 1. What should I do IN CASE I have left one answer by mistake and pressed the submit button?



**THE PAPER ONCE SUBMITTED CANNOT BE RESUBMITTED, SO PRESS THE SUBMIT BUTTON ONLY AFTER REVISING THE PAPER PROPERLY.**

## 2. What should I do IN CASE my PAPER IS NOT SUBMITTING?



**PLEASE SCROLL UP AND CHECK IF YOU HAVE LEFT ANY REQUIRED QUESTION (THAT HAS \* MARK) UNANSWERED, ANSWER THE QUESTION AND PRESS THE SUBMIT BUTTON AGAIN.**

INSTRUCTIONS  
FOR  
CLASSES IX-XII  
(QUESTION PAPER PDF)

# QUESTION PAPER PDF

ot **General** Posts Files Class Notebook **Assignments** Grades computer test new test

Upcoming

Assigned (2)

networking test 4 points  
Due June 18, 2020 4:30 PM Past due

Networking Test  
Due tomorrow at 11:59 PM

Completed

## IN CASE OF PEN-PAPER TEST

1. STUDENTS CAN VIEW THE PAPER UNDER ASSIGNED SECTION OF ASSIGNMENTS TAB.
2. CLICK ON THE TEST.

# QUESTION PAPER PDF

ot **General** Posts Files Class Notebook Assignments Grades computer test new test



< Back



Turn in

## Networking Test

Points  
No points

Due tomorrow at 11:59 PM

Instructions  
None

Reference materials

 Computer networks Test.pdf



My work  
+ Add work

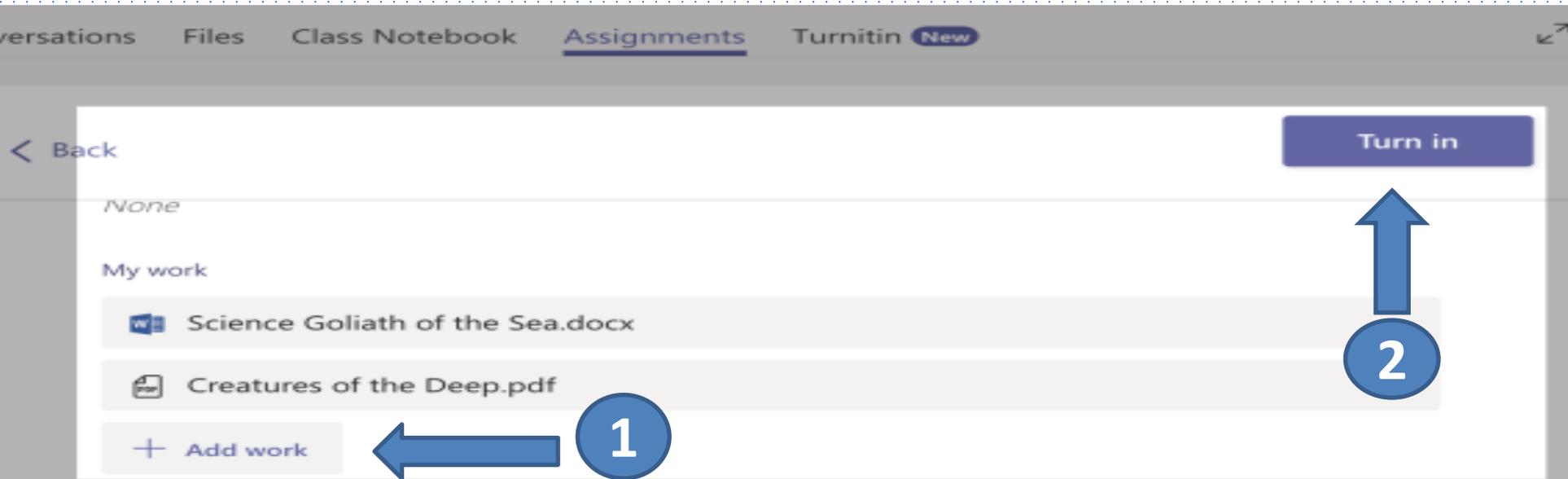
1. STUDENTS CAN VIEW THE PAPER BY CLICKING ON IT

OR

2. THEY MAY DOWNLOAD IT BY USING THE FOLLOWING STEPS :

- a. CLICK ON ... AT THE END OF THE PDF FILE.
- b. CLICK ON DOWNLOAD FILE.

# QUESTION PAPER PDF



## FOLLOW THESE STEPS TO SUBMIT THE WORK:

1. CLICK ON “**ADD WORK**” BUTTON UNDER THE **ASSIGNMENTS** TAB ONLY TO ATTACH THE PDF OF THE FILE.

2. PRESS “TURN IN” OR “HAND IN” AFTER ADDING THE WORK.  
**REMEMBER THE WORK THAT HAS NOT BEEN TURNED IN/HANDED IN , WILL NOT BE ACCEPTED BY THE TEACHER.**



**Please Note!**

## **For Microsoft Forms (Classes VI-VIII)**

1. You need to submit within the given period of time or else Microsoft forms will not accept it. Press the submit button only once in Microsoft Forms since one student can submit only one response.

## **For pen-paper test (classes IX – XII)**

2. Write your name, class, section, admission number clearly on top of each answer sheet.

3. Number each and every page.

4. Please click the picture of the answer sheet properly. You are responsible for the sheets submitted by you.

5. Remember to press turn-in/ hand-in button after uploading the paper.

# STEPS TO CREATE PDF

1. SCAN THE ANSWER SHEETS USING SCANNER OR CLICK A PICTURE USING MOBILE CAMERA USE A MOBILE APP LIKE MICROSOFT LENS TO DO SO.

2. SAVE IT AS A PDF.



1. NUMBER THE SHEETS.
2. CLICK THE PICTURE PROPERLY.
3. FILE NAME SHOULD BE STUDENT NAME FOLLOWED BY ADMISSION NUMBER AND CLASS  
EG. RUCHI10029IXB.



**WHAT SHOULD YOU DO WHEN THE NETWORK GOES OFF :  
WHILE YOU ARE WORKING IN MICROSOFT FORMS?**

**OR**

**WHILE YOU ARE USING QUESTION PAPER PDF AND THE NETWORK  
GOES OFF AT THE TIME OF ADDING WORK?**



1. DON'T PANIC.
2. INFORM THE TEACHER INVIGILATING IMMEDIATELY FOR PROMPT ACTION.
3. YOU MAY USE MOBILE HOTSPOT TO GET ACCESS TO NETWORK.
4. ADD WORK (IX-XII) / START THE TEST (VI – VIII) AS SOON AS THE SESSION RESUMES.
5. DON'T FORGET TO INFORM THE TEACHER ABOUT IT.



*There is no substitute  
for hard work.*

*- Thomas Edison*

