

**ASN Senior Secondary School**  
Mayur Vihar-I, Delhi

**Circular No. ASN/P/2021/34**

**Date: 03.02.2021**

Dear Parent

Warm Greetings!

As per the latest circular received from Directorate of Education the Schools are being permitted to call the students of Classes IX and XI.

The school will physically reopen w.e.f. 5<sup>th</sup> February 2021 for the classes IX and XI. Since the annual examination is beginning w.e.f. 8<sup>th</sup> February 2021 (Date sheet of the same has also been issued), students may come to school to clear their doubts with parents' consent on all Non-Exam working days w.e.f. **5<sup>th</sup> February 2021**.

Keeping in mind the safety of the students, **School has decided to conduct Annual Examination of Classes IX and XI through ONLINE mode**. Invigilator for subjective review will be a family member. Parents/Invigilator will ensure that their ward does not use any unfair means to attempt the Final Examination. Detail guidelines for the Annual Examination are attached herewith.

All parents are requested to fill the attached form to send their ward for clearing their doubts


Link: <http://bit.ly/3tpnGB0> and submit it positively by 4<sup>th</sup> February 2021.

You are requested to note the following points for the smooth conduct of offline classes.

- Please ensure that your ward does not attend the school if
  - She/he has come in contact with any COVID patient in the last 10 days,
  - She/he is suffering from the fever or has any symptom of COVID.
  - Your residence is in containment zone.
- Kindly send adequate drinking water light tiffin, hand sanitizer and an extra mask with your ward to school.
- Students should attend the school in proper uniform and carry their own books, notebook and stationery. Borrowing and exchange is strictly not allowed.
- Since the **buses will not ply, the parents are requested to pick and drop their ward.**

We look forward for your positive support and Co-operation.

Best wishes to all the Students.



Swarnima Luthra  
PRINCIPAL

## NOTIFICATION

**Annual Examination for students is scheduled to be conducted online w.e.f. 8<sup>th</sup> February 2021.** Please read and follow the guidelines issued for the same.

### Guidelines for Final Examination

1. Attendance is mandatory for the students.
2. Annual Examination will be conducted online in two parts. Both the parts will be conducted on same date/day for each subject.
  - Objective Review (via Microsoft Forms)
  - Subjective Review (by emailing answer scripts)
3. For 80 Marks Theory (Accountancy, Business Studies, Economics, Sociology, History, Political Science, Applied Mathematics, Mathematics, English, Hindi )
  - Objective Review 30 Marks for 30 Minutes
    - Timings will be from 8:30 am to 9:20am.
      - Instructions : 8:30 am-8:45 am
      - Writing Time : 8:45 am-9:15 am.
      - Submission Time : 9:15 am -9:20 am.
  - Subjective Review 50 Marks for 2 Hrs.
4. For 70 Marks Theory (Physics, Chemistry, Biology, Psychology, Home Science, Computer Science, Physical Education )
  - Objective Review 20 Marks for 20 Minutes
    - Timings will be from 8:30 am to 9:10 am.
      - Instructions : 8:30 am-8:45 am
      - Writing Time : 8:45 am-9:05 am.
      - Submission Time : 9:05 am -9:10am.
  - Subjective Review 50 Marks for 2 Hrs.
5. For 60 Marks Theory (Marketing, Information Technology)
  - Objective Review 20 Marks for 20 Minutes
    - Timings will be from 8:30 am to 9:10am.
      - Instructions : 8:30 am-8:45 am
      - Writing Time : 8:45 am-9:05 am.
      - Submission Time : 9:05 am -9:10am.
  - Subjective Review 40 Marks for 2 Hrs.
6. Subjective Review (For all Subjects) : Timings will be from 9: 45 am to 12:20 pm.
  - Instructions : 9: 45 am-10:00 am
  - Writing Time : 10:00am - 12:00 noon.
  - Submission Time : 12:00 noon -12:20 pm.
7. Invigilator for subjective review will be a family member.
8. Parents/Invigilator will ensure that their ward does not use any unfair means to attempt the Final Examination.
9. Students will follow the given steps for emailing the subjective review answer scripts:
  - **Only Hand written Answer scripts have to be emailed.** Typed / Printed answer scripts will not be accepted.
  - Write page no/total no of pages at the top right corner of each page. e.g. 1 /14, 2/14, 3/14 and so on.
  - Write Name and Admission Number on all pages of answer script along with page number.
  - Scan the answer sheets page by page and insert it into a single word file. Please note that images should be clearly visible.
  - Convert this word file into PDF.
  - E-mail the word file and PDF to both the email ids mentioned on the question paper.
  - Write the Name, Admission No., Class-Section and Subject in the subject line of their emails, e.g. Aarti-14790-XI-A-English.
  - In the body of the email containing answer scripts, write the following:

- a) Student Name:
- b) Subject:
- c) Class:
- d) Section:
- e) Total No of Questions (attempted):
- f) Total No of Pages in the file:

- 10. Students must adhere to the timings strictly, and will maintain highest level of discipline and moral ethics.
- 11. All the answer sheets will be evaluated for plagiarism.
- 12. Only the first mail received per student per subject will be accepted. Please avoid sending multiple mails.

Class	8 <sup>th</sup> February 2021	11 <sup>th</sup> February 2021	15 <sup>th</sup> February 2021	19 <sup>th</sup> February 2021	22 <sup>nd</sup> February 2021	24 <sup>th</sup> February 2021
XI	Physics / Business Studies / Political Science	Math / Applied Math / I.T/ Home Science/ Psychology/ Marketing	Biology/ Computer Sc./ Economics / History	Chemistry/ Accountancy / Sociology	English	Physical Education

- **6<sup>th</sup> Additional subject** exam will be conducted on **26<sup>th</sup> February 2021**.
- It is mandatory for the students to appear in the Annual Examination.



**Shalin Vadhera**  
Sr.Wing Incharge



**Swarnima Luthra**  
Principal