



# St. Lawrence High School

A JESUIT CHRISTIAN MINORITY INSTITUTION



Date: 26<sup>th</sup> July, 2021

Ref:SLHS/FJK/Guidelines/Notice:35/2021

## GUIDELINES FOR WRITTEN EXAMINATION OF CLASSES 9 & 10

- STUDENTS ARE REQUESTED TO DOWNLOAD/TAKE SCREEN SHOTS OF THE QUESTION PAPER FOR THE WRITTEN EXAMINATION WITHIN 15 MINUTES.  
**CLASS 10 - 8:45 A.M. - 9:00 A.M.**  
**CLASS 9 - 9:00 A.M. - 9:15 A.M.**
- EXAM SHOULD BE GIVEN IN A4 SIZE PAPER. ON TOP OF THE SHEET NAME, CLASS, SECTION, SUBJECT, DATE OF THE EXAM, PAGE NUMBER SHOULD BE MENTIONED CLEARLY. PAPERS WITH TORN BORDERS WILL NOT BE ACCEPTED.
- ALL THE PAGES SHOULD BE STAPLED ACCORDING TO THE PAGE NUMBER.
- ANSWER SCRIPT SHOULD BE SENT IN PDF FORMAT IN THE MAIL ID MENTIONED BELOW 30 MINUTES OF THE COMPLETION OF THE EXAMINATION. OTHERWISE THE EXAMINATION FOR THAT PARTICULAR SUBJECT WILL BE CANCELLED.  
STUDENTS OF A PARTICULAR CLASS ARE REQUESTED TO MAIL THEIR ANSWER SCRIPTS IN PDF FORMAT TO THEIR RESPECTIVE MAIL ID MENTIONED BELOW:  

<b>CLASS 9A-<a href="mailto:slhs9a@gmail.com">slhs9a@gmail.com</a></b>	<b>CLASS 10A-<a href="mailto:slhs10a@gmail.com">slhs10a@gmail.com</a></b>
<b>CLASS 9B-<a href="mailto:slhs9b@gmail.com">slhs9b@gmail.com</a></b>	<b>CLASS 10B-<a href="mailto:slhs10b@gmail.com">slhs10b@gmail.com</a></b>
<b>CLASS 9C-<a href="mailto:slhs9c@gmail.com">slhs9c@gmail.com</a></b>	<b>CLASS 10C-<a href="mailto:slhs10c@gmail.com">slhs10c@gmail.com</a></b>
<b>CLASS 9D-<a href="mailto:slhs9d1@gmail.com">slhs9d1@gmail.com</a></b>	<b>CLASS 10D-<a href="mailto:slhs10d@gmail.com">slhs10d@gmail.com</a></b>
- IN THE SUBJECT AND BODY OF THE MAIL PLEASE MENTION THE DETAILS GIVEN BELOW:
  - SUBJECT OF THE MAIL**  
**NAME OF THE STUDENT\_CLASS\_SECTION\_ROLL NO\_SUBJECT NAME\_DATE OF EXAM**  
Eg: ArkaDey\_10A\_05\_HIST\_18/8/2021
  - BODY PORTION**  
NAME OF THE STUDENT:  
CLASS, SECTION, ROLL NO:  
SUBJECT:  
DATE OF EXAM:
- STUDENTDS ARE REQUESTED TO INSTALL PAPER SCANNER APP OR ADOBE READER APP OR ANY OTHER SCANNER APPLICATION
  - OPEN THE SCANNER APPLICATION**
  - CLICK THE PHOTOGRAPH OF EACH PAGE OF THE ANSWER SCRIPT ENSURING PROPER QUALITY.**
  - THE WHOLE ANSWER SCRIPT WILL BE SAVED AS ONE PDF FILE AND THIS FILE SHOULD BE RENAMED WITH THE NAME OF THE STUDENT.**
  - SAVE THE PDF IN A PARTICULAR FOLDER FROM WHERE IT WILL BE ATTACHED IN YOUR MAIL LATER.**
- STEPS TO ATTACH THE PDF IN THE MAIL.
  - OPEN MAIL - CLICK COMPOSE**
  - ENTER THE CLASS E-MAIL ID**
  - COMPLETE THE DETAILS OF THE SUBJECT OF THE MAIL AS PER POINT NUMBER 5.**
  - COMPLETE THE BODY PORTION OF THE MAIL AS PER POINT NUMBER 5.**
  - CLICK ATTACHMENT**
  - BROWSE FOR THE FOLDER WHERE THE PDF FILE IS SAVED.**
  - OPEN THE FOLDER**
  - SELECT THE PDF FILE**
  - FOLLOW THE DIALOG BOX AND ATTACH THE FILE**
  - SEND**



8. PARENTS NEED TO SUBMIT THE HARD COPY OF THE ANSWER SCRIPTS OF ALL THE SUBJECTS TO THE SCHOOL. EACH ANSWER SCRIPT SHOULD BE ENCLOSED IN SEPERATE SEALED ENVELOPE WITH THE NAME OF THE STUDENT, CLASS, SECTION, ROLL NO, SUBJECT AND DATE OF THE EXAM. OPEN ANSWER SCRIPTS WITHOUT THE ENVELOPES WILL NOT BE ACCEPTED.

**CLASS: 9- 23<sup>RD</sup> AUGUST, 2021**

SECTION-9A (ROLL NO 1-22): 9:00 A.M. – 9:30 A.M.  
SECTION-9A (ROLL NO 23-43): 9:30 A.M. – 10:00 A.M.  
SECTION-9B (ROLL NO 1-22): 10:00 A.M. – 10:30 A.M.  
SECTION-9B (ROLL NO 23-45): 10:30 A.M. – 11:00 A.M.  
SECTION-9C (ROLL NO 1-22): 11:00 A.M. – 11:30 A.M.  
SECTION-9C (ROLL NO 23-45): 11:30 A.M. – 12:00 NOON.  
SECTION-9D (ROLL NO 1-22): 12:00 NOON – 12:30 P.M  
SECTION-9D (ROLL NO 23-43): 12:30 P.M. – 1:00 P.M

**CLASS:10- 24<sup>TH</sup> AUGUST, 2021**

SECTION-10A (ROLL NO 1-22): 9:00 A.M. – 9:30 A.M.  
SECTION-10A (ROLL NO 23-41): 9:30 A.M. – 10:00 A.M.  
SECTION-10B (ROLL NO 1-20): 10:00 A.M. – 10:30 A.M.  
SECTION-10B (ROLL NO 21-36): 10:30 A.M. – 11:00 A.M.  
SECTION-10C (ROLL NO 1-20): 11:00 A.M. – 11:30 A.M.  
SECTION-10C (ROLL NO 21-40): 11:30 A.M. – 12:00 NOON.  
SECTION-10D (ROLL NO 1-20): 12:00 NOON – 12:30 P.M  
SECTION-10D (ROLL NO 21-36): 12:30 P.M. – 1:00 P.M

9. ANSWER SCRIPTS SHOULD BE IDENTICAL TO THE PDF SENT TO THE MAIL ID. INCASE OF ANY ALTERATION THE WHOLE EXAMINATION FOR THAT SUBJECT WILL BE CANCELLED FOR THAT STUDENT.
10. DECISION OF THE SUBJECT TEACHER WILL BE FINAL REGARDING AWARDDING MARKS.

*JFK*

**Fr. Francis J Keepuram, S.J.  
Principal**

