



# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION  
27, Ballygunge Circular Rd, Kolkata- 700019



28.09.2020

## ONLINE EXAM GUIDELINES – 2020

Dear Students and Parents,

Since the second week of April, we have been having Online classes so that students do not suffer academically by the onslaught of Covid-19. Any academic activity must be punctuated by evaluation. Evaluation in academics, just as in life, is not to find what one does not know, but reveal to oneself how well he has understood a subject and ways to move forward therefrom. In this context, we have in our resource pool nearly 11,400 study materials, content, worksheets and videos. These resources will surely help you to prepare for the forthcoming Online Exam.

In order to familiarize/acclimatize our students to the Online Exam, we shall have a dry run (Mock Test) for our students on the days mentioned below. We believe this will ease out any anxiety or doubts you may have, before you actually sit for the Online Exam. Considering this, the previously proposed exam date is rescheduled to 8<sup>th</sup> October, 2020. The revised schedule is already in the website.

Kindly pay attention to the following guidelines and adhere to them in letter and spirit:

1. Log onto the school website <https://stlawrencehighschool.edu.in>
2. [Click on Online Exam](#).
3. The Online Exam Login Page will open up.
4. The duration of Exam i. Class 3-4: MCQ 40 questions to be answered in 40 minutes.  
ii. Class 5-12: MCQ 60 questions to be answered in 30 minutes

Pay attention to login Time and Exam Time. A student can login again, if by any chance logged out of the exam due to poor connectivity at the examinee's end. However, the duration of exam will not alter on account of this. Hence, kindly ensure that you have a good network connectivity. No excuse of poor connectivity or otherwise will be entertained for a re-exam of a candidate.

5. Enter your user id and password. You will get access to Student Dash Board.
6. In the Student Dash Board click on Academics – Online Exam. The Relevant Subject and related exam will appear as per the Online Exam Time Table at the scheduled date and time.
7. The Exam page will be visible only at the allotted time. The Exam Time Table has been uploaded on the school website and dashboard.  
[https://stlawrencehighschool.edu.in/uploads/files/First\\_Term\\_Online\\_time\\_table-Classes\\_3-12\\_REV.pdf](https://stlawrencehighschool.edu.in/uploads/files/First_Term_Online_time_table-Classes_3-12_REV.pdf)
8. Click on the “Subject” and then on “Start Exam.” The Online Exam will then get initiated. Student are to attempt all questions within the specified time frame. The timer, reflected on top of the screen, will show the count down.
9. The nature of Exam is MCQ (Multiple Choice Question Format) where students have to choose the right answer amidst multiple options. You are requested to read the instructions carefully.
10. The Online Exam is for students only, to understand how much they have comprehended the particular subject. Any sort of prompting or use of unfair means to gain edge over will only defeat the objective of Self Evaluation.
11. The results of the exam will be notified to you in due course of time after Puja Vacation.
12. In order to facilitate and help students during exam, the school Help Desk will be operational in the following numbers, exclusively between 8:00 a.m. to 3:30 p.m. on exam days.
13. Please contact the school office or help desk if you have not received / forgotten your user name and password before the scheduled online exam.

## Help Desk

CLASS	STAFF AT HELP DESK	MOBILE NUMBER
3 - 4	Mr. Paul Pradeep Lal	7449639815
5 - 6	Mr. Debasis Maity	8436025264
7 - 8	Mr. Aniruddha Roy	8420599733
9 - 10	Mr. Suphal Ghosh	6290166990
11	Ms. Sunipa D'Cruze	7439388967
12	Mr. Sudip Sanpui	7439437596

## Mock Test Schedule

DATE	DAY	CLASS	SUBJECT	LOGIN TIME	EXAM TIME
28.09.2020	Monday	12	English	3:03 p.m.	3:05 p.m. - 3:35 p. m.
03.10.2020	Saturday	3	English	7:57 a.m.	8:00 a.m. - 8:40 a.m.
03.10.2020	Saturday	4	English	8:52 a.m.	8:55 a.m. - 9:35 a.m.
03.10.2020	Saturday	5	English	9:48 a.m.	9:50a.m. - 10:20 a.m.
03.10.2020	Saturday	6	English	10:33 a.m.	10:35a.m - 11:05 a.m.
03.10.2020	Saturday	7	English	11;18 a.m.	11:20 a.m. - 11:50a.m.
03.10.2020	Saturday	8	English	12:03 p.m.	12:05 p.m. - 12:35 p.m.
03.10.2020	Saturday	9	English	12:48 p.m.	12:50 p.m. -1:20 p. m.
03.10.2020	Saturday	10	English	1:33 p.m.	1:35 p.m. - 2:05 p. m.
03.10.2020	Saturday	11	English	2:18 p.m.	2:20 p.m. - 2:50 p. m.

**“Destroying any nation does not require the use of atomic bombs or the use of long range missiles  
It only requires lowering the quality of education and allowing cheating in the examinations by  
the students.”**

**Patients die at the hands of such doctors.**

**Buildings collapse at the hands of such engineers.**

**Money is lost at the hands of such economists & accountants.**

**Humanity dies at the hands of religious scholars.**

**Justice is lost at the hands of such judges.**

**“The collapse of education is the collapse of the nation.”**