



St. Lawrence High School

27, Ballygunge Circular Road, Kolkata - 700019



Dt. 9th December, 2021

Ref: SLHS/PPL/Gdlns-Cls3&4/2021/55

GUIDELINES FOR ORAL EXAMINATION OF MINOR SUBJECTS FOR CLASSES 3 AND 4

- a) Examination for Minor subjects will be Scheduled as a New Meeting, lasting for about an hour, with a group of about 10/12 students at a time.
- b) These students have to wait in the Lobby patiently for their turn as the teacher would take the examination for one student at a time, from the students waiting in the Lobby.
- c) These meetings will be scheduled the day before the examination. If you do not get a notification even by 9:00 am on the day of the examination, send a WhatsApp message to the school office. They will help you.
- d) You will get the notifications only for your meeting.
- e) These notifications will be available on your Microsoft Teams Calender or on in your Microsoft Teams Activities Menu.
- f) Actual time of examination for different groups will not be the same.
- g) Your examination may be at any time between 9:00 am and 3:30 pm on the examination day.
- h) Each child will be examined for about 5 minutes within the scheduled hour.
- i) Examination timing will be on a rotational basis. The student who gets examination at 10.00 am today, might get the examination at 11:00 am tomorrow and so on.
- j) There are multiple sets of questions. So the questions will not be repeated.
- k) If you miss the examination for some reason when teacher calls you, please wait to be called again by the teacher within the scheduled time.
- l) Please do not call the teacher or school office, during the scheduled time.
- m) Please wait patiently for your turn.
- n) Please do not call the teacher after the examination either, as she has scheduled examination for other groups. She will not able to attend to you at that time.
- o) If your scheduled time is over and you are not called, please send a WhatsApp message to school. The school office will try to help you.
- p) Students may not get another chance or call if the students leave the examination without answering all the questions. Please do not call the teachers continuously in such situations.
- q) The concerned teacher will decide if a re-examination is to be taken and at what time.
- r) Message in the WhatsApp number to school only if it is really necessary. Remember, the number is used for nearly 2000 students.
- s) Principal regrets his inability to consider individual requests for change of timings.

Fr. Francis Jimmy Keepuram, S.J.
Principal