

DAV PUBLIC SCHOOL, CANTT. AREA, GAYA

Guidelines for Mid – Term Examination (Online) 2020 – 2021

1. The students who have registered themselves for the Mid – Term Examination 2020 – 2021 are **only eligible** to appear in the examination.
2. The students need to **access URL** <http://davcanttgaya.org/Exam> or follow the link available in the notice board section of the school's website to appear in the exam. The students are advised to **use Google Chrome browser** only for the same.
3. The students need to login the above-mentioned URL by using Admission number as USER ID and Date of Birth as PASSWORD. Please don't share your admission number and date of birth to anyone under any circumstances.
4. The students need to provide their **latest Email Id** for getting all the exam related notifications.
5. No link of the question paper will be shared via any mode of communication. The students can only appear in the examination via URL mentioned at S. No. 2 above.
6. During the examination, the *camera of the smartphone/tablet/laptop will be accessed randomly to review the activities* of the students.
7. Be ready with your Gmail ID & password and enter the same as and when asked for during the examination.
8. While submitting the question paper, follow the captcha code if generated.
9. The **duration of the examination is 1½ hours**. However, *30 minutes extra* time will be given in the subjects (*Like maths*) where the students have to upload the solution/rough sheets. The students must **write admission number, class & Section and name on each sheet**.
10. In case of any **problem in uploading the sheets**, the students need to *inform on helpline numbers or to the online helpdesk without any delay*.
Helpline No.: +91 91998 17196 (Mr S K Nayak)
11. If any student **fails to submit the answer**, he/she need to report to the helpline number given below without any delay with screenshot and complete details.
Helpline No.: +91 88253 93346 (Mr Subhash Kumar Keshri)
12. To provide technical assistance during the examination, **online helpdesk** will starts functioning **w.e.f. 7th September 2020** as per the timings given below.
 - a) 7:40 – 8:20 am : Ms Supriya Kumari, Mrs Shailja Singh, Mr Nalin Kr Verma
 - b) 9:30 – 10:30 am : Ms Supriya Kumari, Mrs Shailja Singh, Mr Nalin Kr Verma
 - c) 11:40 – 12:20 pm : Mr Jitendra Kumar, Mrs Shobha, Mr Neeraj Kumar
 - d) 1:20 – 2:20 pm : Mr Jitendra Kumar, Mrs Richa Singh, Mr Neeraj Kumar
 - e) 3:20 – 4:20 pm : Mr Ankit Kumar Nirala, Mr R R Pandeya, Mr Raju Prasad
 - f) 5:20 – 6:00 pm : Mr Ankit Kumar Nirala, Mr S K Nayak, Mr Manish Kr Sinha

The meeting Id & password/link of online helpdesk will be sent to the students on their registered E-mail ID.

NOTE:

1. URL for exams: <http://www.davcanttgaya.org/Exam>
2. School's website: <http://www.davcanttgaya.com>
3. **Helpline Nos.:**

For issue related to rough sheet (Maths) upload only	: +91 91998 17196
For issue related to non – submission of answer sheet only	: +91 88253 93346
For other non - technical query	: 0631 222 4514
4. **Email IDs** (For feedback) : 1) davcanttarea@gmail.com
2) academics.davcanttgaya@gmail.com