

**JERMEL'S ACADEMY, SILIGURI**  
**UNIT II**

**01.12.2020**

Dear Parents,

Kindly take note of the Assessment Scheme of TERM - II:


Assessment Scheme					
Unit Test (JCR)	Final Assessment (JCR)		Class Room Interaction (JCR)	Project	Total
	Objective	Descriptive		GCR	
20 marks	20 marks	40 marks	10 marks	10 marks	100 marks
14 <sup>th</sup> to 21 <sup>st</sup> December 2020	Children will write the answer in the exercise book and parents will have to upload pictures of the answers.		To be scheduled in February 2021	To be given on 18.12.2020 and submitted to class teachers in the GCR by 08.01.2021	

**TIME - TABLE for UNIT TEST - 2**

UNIT TEST - 2		
Date	Subject	Time
15-12-2020 (Tuesday)	English	<b>10:30 am to 11:15 am</b>
17-12-2020 (Thursday)	Environmental Science	
19-12-2020 (Saturday)	Arithmetic	

**Procedure for Exam will be as follows:**

- a) Teacher will initiate a Google Meet Meeting. The link will be shared in the WA groups.
- b) It is compulsory for students to join the Meeting as **Attendance for the Test will be Marked.**
- c) PDF of the Question Paper will be shared by the Teacher on WhatsApp group AFTER ATTENDANCE.
- d) Students will begin attempting the paper and submit the paper to the Teacher on the given email address within 10 minutes of completion of paper.
- e) Student may be asked at any time to switch the video on and show their surroundings as they attempt the paper.
- f) Please follow the given steps for uploading the answers in the mail ID

Step 1 → Download **Adobe Scan** on your phone from the **Play Store**. 

Step 2 → Take picture of the page.

Step 3 → press **CONTINUE** and take the next picture


Step 4 → Click on the icon that shows the number of pictures that have been clicked.

Step 5 → Rename the File as – Name of the student, Class, Section and Subject

Step 6 → Save the pdf

Step 7 → select the Share  option

Step 8 → Select **Share a copy** option

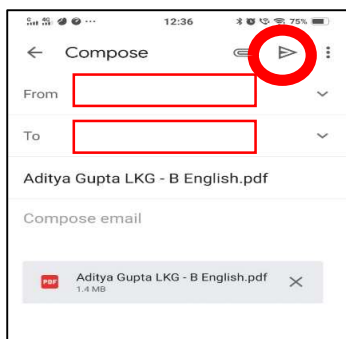
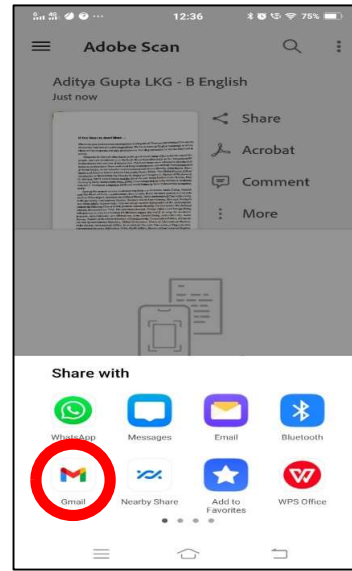
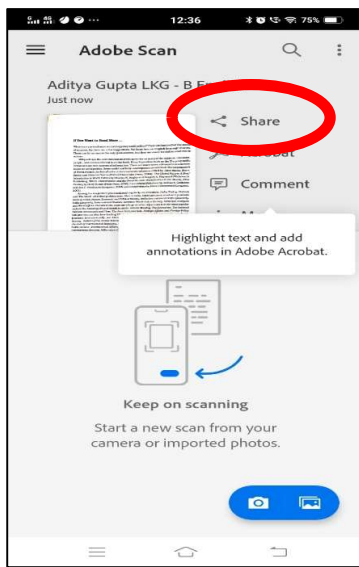
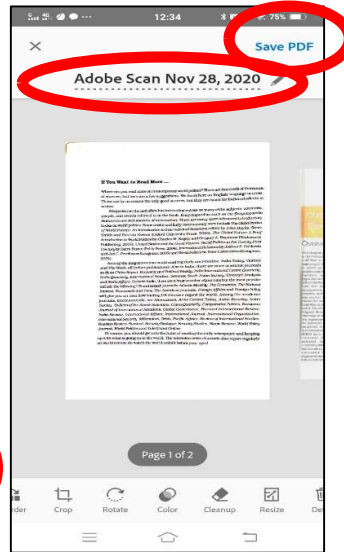
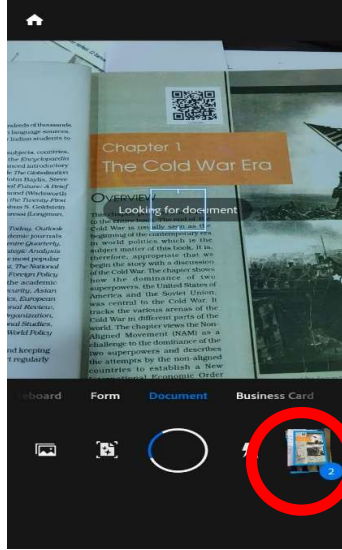
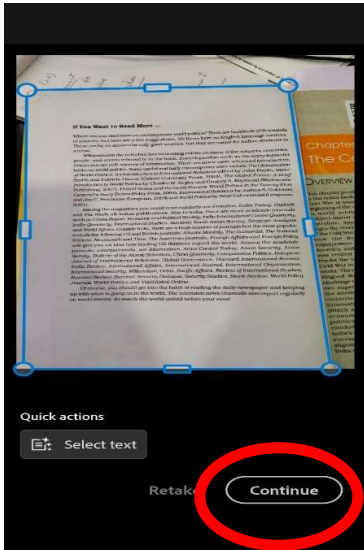
Step 9 → Select the mail option 

Step 10 → Enter the mail id given by the teacher

Step 11 → Write the Name of the student, Class, Section and Subject in the Subject of the mail

Step 12 → Send the mail.

There are other apps also available in the play store, for example – Doc Scan, that you may use. Adobe Scan app has been used as an example here.



With regards,  
*Aditya Gupta*  
Headmistress  
Kindergarten Section