

**CIRCULAR FOR PARENTS**

Ref No- Cir/RBS/2020-21/No. 32

Date- 10.09.2020

**To:** Parents (Class 7A - Academic Year 2020-2021)**From:** The Principal**Subject: Semester 1 Examination**

Dear Parents,

As we progress through the academic year which has been riddled with challenges both for the students as well as the school, we would like to thank you for your support, which has helped us to keep the zeal of teaching-learning on.

We have completed a substantial part of the syllabus and we now need to have a round of formal Summative Assessments as they ensure accountability for learning. Also, it is important to give students practice on the pattern of examination as advocated by the Council.

As a part of the assessment cycle, we would like to focus on both formative and summative assessment. As informed earlier the school will be conducting the first-semester end exam for class 7-10 beginning from Wednesday, September 16, 2020.

Considering the current scenario and the remote learning we have tried to restructure the assessment pattern to accommodate the remote learning model.

The assessment pattern will be as given below: Kindly go through the important guidelines regarding the conduct of the examinations.

- 1) The exams will be conducted online in **two parts** (except for English Literature)  
Part A-Objective portion(using Google Form)  
Part B-Subjective portion(using Google Form and Handwritten test with PDF submission)
- 2) Students will join the respective classes by 8:30 am. They will be given 10 min to settle down. The exams will start sharp at 8:40 am. There will be a break of 30 min between Part A & Part B of the exam.
- 3) Syllabus for the examination has been shared with the students through their respective Google Classrooms.
- 4) Students will be given 15 min time to convert the answer script into pdf and submit it at the end. After this time there will be no submission accepted by the subject teachers.
- 5) English Oral/Aural Exams will be conducted on 14th September 2020. The details will be shared by the subject teacher through Google Classroom.
- 6) Practical examinations will be conducted by giving them practical performance tasks during Monday, 03 October 2020 to Friday to 9th October 2020. Subject teachers will share the details of the same with students in the google classroom.
- 7) The maximum marks and duration for each subject will be as follows.

<b>Subject</b>	<b>Maximum Marks</b>
English Literature	80
English Language	80
Hindi	80
History-Civics	50
Geography	50
Maths	50
Physics	50
Chemistry	50
Biology	50
ICT	50
Gujarati	50

Date sheet along with detailed timings for the Semester End Examination is given below:

Date	Subject	Timing
16.09.2020	Geography	Part A-Objective portion: 8:40 am to 9:20 am Part B-Subjective portion: 09:50 am to 11:30 am
17.09.2020	Chemistry	
18.09.2020	ICT	
19.09.2020	Gujarati	
21.09.2020	Maths	
22.09.2020	Hindi	Part A-Objective portion: 8:40 am to 10:15 am Part B-Subjective portion: 10:45 am to 1:00 am
23.09.2020	Biology	Part A-Objective portion: 8:40 am to 9:20 am Part B-Subjective portion: 09:50 am to 11:30 am
24.09.2020	English Literature	Full exam in one slot: 8:40 am to 11:15 am
25.09.2020	History-Civics	Part A-Objective portion: 8:40 am to 9:20 am Part B-Subjective portion: 09:50 am to 11:30 am
28.09.2020	Physics	
29.09.2020	English Language	Part A-Objective portion: 8:40 am to 9:40 am Part B-Subjective portion: 10:10 am to 12:00 am

**Meeting details for examination:**

Meeting ID: 5409847173

Password: 12345

**Technological Support:**

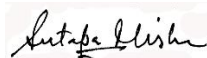
AutoProctor will be used as a tool for invigilation of the Part A-Objective portion. AutoProctor is an add-on for Google Form that allows users to prevent and gather evidence of malpractice during an online test. (Detailed information is attached at the end of the circular)

**Orientation:**

Students will be sent detailed guidelines for using the platform and they will also be given the practice to use the same by the teachers. **We will be organizing an orientation for parents on this during the HRT virtual PTM on Saturday i.e. 12/09/20. Kindly be available for the same.**

We trust that our students will be sincere and practice honesty while attempting this examination because it is in their best interest. We wish our students all the best for the exam.

Best regards,



Sutapa Mishra

Principal

Redbricks School

## FAQs about Auto Proctor

### What is Auto Proctor?

Auto Proctor is an automated proctor for online assessments to ensure equitable test conditions for all students and record instances where students have not followed guidelines for online tests. This tool will be used on Google forms for students' summative assessments.

### How does it work?

As students take the tests, this program monitors the student's environment and actions in real-time to determine if instances of malpractice. The information collected is communicated to the student to prevent further occurrences. It also records evidence of these incidents so that students and teachers can review them later.

This program accesses the camera and microphone of the student's test device to monitor the following:

1. Background noise and instances when the student speaks. This noise is recorded and stored by AutoProctor
2. Instances when the camera detects no face or multiple faces. Random photos of these instances are recorded by AutoProctor.
3. Instances when the student switches to another application. Auto Proctor records this with the time and duration of this switch.

At the end of the test, it calculates a trust score based on all the instances evidence gathered. This trust score factors in the frequency and duration of these violations. Please find below a test link for your reference.

<https://www.autoproctor.co/tests/start-test/GFICZZZA>

### What are the software/hardware requirements?

Here are a few guidelines on what kind of browser/device to use for a proctored test:

- On iPhone and iPad: Use Safari (at least version 13, or higher)
- On Windows, Android, Macbook and other devices: Use Google Chrome Browser (at least version 83, or higher)
- Updated Browser: If your device has a lower version of the browser, update the browser to the latest version. If you cannot update it to the versions mentioned above, you will have to upgrade your Operating System. If that also doesn't work, you will have to try a different device.
- Incognito: If the test still doesn't load, try opening the test in Incognito or Private Mode. Sometimes, you may be logged in to multiple Google accounts, and the test will not load correctly. Opening it in Incognito mode will make you log in to the correct account.
- Hardware: It helps to have a phone or laptop that isn't more than 3 years old. AutoProctor is constantly monitoring your camera and audio feeds, and is running Artificial Intelligence algorithms on them. That requires a lot of processing power. It is important that your device can handle it.

### What will be the role of the trust Score?

The trust score will not be reported in the child's report card, but will be used by teachers to determine the testing conditions for a child. In cases where the test score is low, teachers will go through the list of violations to understand and differentiate between genuine issues (eg background construction sound) and instances of academic dishonesty (seeking support from textbook, Google or another person). The school will enforce grace consequences only in the latter case. All in all, the purpose of the AutoProctor is just to help as a tool to proctor and not replace the examiner.

**Will this program cause any privacy issues for us?**

Auto Proctor is a browser based program that will not be stored or installed in your device. The data capture will only apply for the duration of the assessment. By default, these data are stored on the cloud and only the test administrator can access these data, via a unique URL. After having reviewed the data, the administrator can choose to delete them, which will permanently erase all the files from the cloud storage.

**Checklist for students and parents for a seamless test experience.**

- Students should login to their Zoom ID at least 10 min before the exam starts.
- The students are expected to be ready with all the requisite materials for the test.
- For part A exam, students will switch off their videos and audios on Zoom and move to this test.
- Ensure that the student is sitting in a well-lit place with a plain background.
- Make sure that there is no bright light or window directly behind the child
- Sit in a quiet place with little or no background sound.
- If there is anyone near you or you speak to anyone, the camera and microphone will capture that.
- Close all tabs before the test. Only Zoom should be open to clarify doubts. In case you face network issues and Auto Proctor does not function properly, try closing the Zoom application and trying
- Do not switch or open tabs between the tests. If you do, it will be captured by AutoProctor.
- In case of any doubts, teachers / invigilators will be present on Zoom and they can be reached through chat / audio-video.
- For Part B, students will keep the device camera on and at a position from where they are clearly visible.
- During the exam, only one device should be kept with the students. Another device(a smart phone) will be needed towards the end to scan the handwritten answer script and submit it.