



# INDIAN SCHOOL SALALAH

## SULTANATE OF OMAN

**GUIDELINES FOR STUDENTS OF CLASSES V TO VII  
HOW TO ATTEND FIRST TERM EXAMINATION ONLINE**

## General Instructions:

- ***Students must join online class in Google Meet 5 minutes before the test time***
- ***Switch on the camera while attending the test and avoid any unfair means***
- ***Part A: MCQs or any type of 1 mark Questions***
- ***Part B: Descriptive Questions –***
  - Either → Type in the answers OR***
  - Write in A4 sheet and Upload using mobile***

## Devices Recommended for the subjects:

<b>English</b>	<b>STUDENTS CAN USE EITHER</b>  <b>LAPTOP OR MOBILE</b> To attend both Part A & B <b>(Students will type in the answers of Part B)</b>
<b>Science</b>	
<b>Social Science</b>	

<b>Second Language</b>	<b>USE</b> <b>MOBILE</b> To attend both Part A & B <b>(Students will upload handwritten answers of Part B)</b>
<b>Mathematics</b>	

- Mobile must be kept fully charged before the exam
- Camera settings must be set to standard quality ( File size above 10 MB will not be uploaded)
- Google Classroom and Google Meet app must be installed in Mobile and ensure these apps are working properly
- Messaging apps like Whatsapp must be stopped temporarily for the exam duration to avoid disturbance due to notification.

## Steps:

1. Join Google Meet - Online class
2. Wait for the instructions from the subject teacher
3. You will receive link of Question –(Google Form) in the **Google Meet chat box**
4. Open the link of Question-Form
5. Make sure you are logged in with your **school account**.  
If the account displayed is different, change account to school account using the option **switch**
6. **Answer MCQ questions.**

## HOW TO ANSWER DESCRIPTIVE QUESTIONS (English, Science & Social Science)

If you see Your answer below the question,

1. Type yours answers in the space provided in Google Form itself and finally
2. Click on **Submit** button

## HOW TO ANSWER DESCRIPTIVE QUESTIONS (Second Language & Maths)

If you see Add File button below the question,

1. Write answers of descriptive questions in A4 sheet paper
2. Every answer paper used must have the following details in a box in the top margin area.

Date of examination, Name of the student,  
Grno, Class/section, Subject and Page no

## HOW TO UPLOAD YOUR HANDWRITTEN ANSWERS ( of Second Language & Maths)

1. Touch the option- **Add file** (available below the descriptive questions)
2. Select the option **Select files from your device**
3. Select **Camera**  
(Adjust camera settings such that pics are captured with standard quality –size not more than 10 MB)
4. Position mobile camera properly on top of the answer sheet to capture image such that answers are visible and the letters are legible.
5. Touch on **OK**  
Image size will be visible next to file name (file name is set by default).  
If individual pic size is more than 10 MB, the file will not be uploaded.
8. Select **Add more** files to capture image of the remaining sheets.
9. Select **Upload**  
After the images of all answer sheets are captured and uploaded,
10. Touch on **Submit** Button.

## **Note:**

- **During test, if you encounter any technical difficulty to upload attachments or to submit answers due to network speed issues, it must be reported to the subject teacher before the allotted maximum time.**
- **Subject teacher will then guide you how to handle the situation.**

**Thank you**