



St. Lawrence High School

A Jesuit Christian Minority Institution
27, BALLYGUNGE CIRCULAR ROAD
KOLKATA - 700 019



Date: 7th September, 2021

Ref:SLHS/FJK/Guidelines/2021/41

GUIDELINES FOR PRE-TEST WRITTEN EXAMINATION OF CLASS 12

- STUDENTS ARE REQUESTED TO DOWNLOAD/TAKE SCREEN SHOTS OF THE QUESTION PAPER FOR THE WRITTEN EXAMINATION WITHIN 15 MINUTES.
CLASS 12 - 10:00 A.M. - 10:15 A.M.
- EXAM SHOULD BE GIVEN IN A4 SIZE PAPER. ON TOP OF THE SHEET NAME, CLASS, SECTION, SUBJECT, DATE OF THE EXAM, PAGE NUMBER SHOULD BE MENTIONED CLEARLY. PAPERS WITH TORN BORDERS WILL NOT BE ACCEPTED.
- ALL THE PAGES SHOULD BE STAPLED ACCORDING TO THE PAGE NUMBER.
- ANSWER SCRIPT SHOULD BE SENT IN PDF FORMAT IN THE MAIL ID MENTIONED BELOW 1 HOUR (60 MINUTES) OF THE COMPLETION OF THE EXAMINATION. OTHERWISE THE EXAMINATION FOR THAT PARTICULAR SUBJECT WILL BE CANCELLED.
STUDENTS OF A PARTICULAR CLASS ARE REQUESTED TO MAIL THEIR ANSWER SCRIPTS IN PDF FORMAT TO THEIR RESPECTIVE MAIL ID MENTIONED BELOW:
CLASS 12A1- slhs12a@stlawrencehighschool.edu.in
CLASS 12B- slhs12b@stlawrencehighschool.edu.in
CLASS 12D- slhs12d@stlawrencehighschool.edu.in
- IN THE SUBJECT AND BODY OF THE MAIL PLEASE MENTION THE DETAILS GIVEN BELOW:
 - SUBJECT OF THE MAIL**
NAME OF THE STUDENT_CLASS_SECTION_ROLL_NO_SUBJECT_NAME_DATE OF EXAM
Eg: ArkaDey_12A1_05_ENGB_17/9/2021
 - BODY PORTION**
NAME OF THE STUDENT:
CLASS, SECTION, ROLL NO:
SUBJECT:
DATE OF EXAM:
- STUDENTDS ARE REQUESTED TO INSTALL PAPER SCANNER APP OR ADOBE READER APP OR ANY OTHER SCANNER APPLICATION
 - OPEN THE SCANNER APPLICATION**
 - CLICK THE PHOTOGRAPH OF EACH PAGE OF THE ANSWER SCRIPT ENSURING PROPER QUALITY.**
 - THE WHOLE ANSWER SCRIPT WILL BE SAVED AS ONE PDF FILE AND THIS FILE SHOULD BE RENAMED WITH THE NAME OF THE STUDENT.**
 - SAVE THE PDF IN A PARTICULAR FOLDER FROM WHERE IT WILL BE ATTACHED IN YOUR MAIL LATER.**
- STEPS TO ATTACH THE PDF IN THE MAIL.
 - OPEN MAIL - CLICK COMPOSE**
 - ENTER THE CLASS E-MAIL ID**
 - COMPLETE THE DETAILS OF THE SUBJECT OF THE MAIL AS PER POINT NUMBER 5.**
 - COMPLETE THE BODY PORTION OF THE MAIL AS PER POINT NUMBER 5.**
 - CLICK ATTACHMENT**
 - BROWSE FOR THE FOLDER WHERE THE PDF FILE IS SAVED.**
 - OPEN THE FOLDER**
 - SELECT THE PDF FILE**
 - FOLLOW THE DIALOG BOX AND ATTACH THE FILE**
 - SEND**



For God & Country

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8. PARENTS NEED TO SUBMIT THE HARD COPY OF THE ANSWER SCRIPTS OF ALL THE SUBJECTS TO THE SCHOOL. EACH ANSWER SCRIPT SHOULD BE ENCLOSED IN SEPERATE SEALED ENVELOPES (**A4 SIZE**) WITH THE NAME OF THE STUDENT, CLASS, SECTION, ROLL NO, SUBJECT AND DATE OF THE EXAM. OPEN ANSWER SCRIPTS WITHOUT THE ENVELOPES WILL NOT BE ACCEPTED. **THE ANSWER SCRIPTS SHOULD NOT BE FOLDED.**

CLASS: 12 – 1ST OCTOBER, 2021

SECTION-12A1: 9:00 A.M. – 10:00 A.M.

SECTION-12B: 10:30 A.M. – 11:30 A.M.

SECTION-12D: 12:00 NOON – 01:00 P.M.

9. ANSWER SCRIPTS SHOULD BE IDENTICAL TO THE PDF SENT TO THE MAIL ID. INCASE OF ANY ALTERATION THE WHOLE EXAMINATION FOR THAT SUBJECT WILL BE CANCELLED FOR THAT STUDENT.
10. DECISION OF THE SUBJECT TEACHER WILL BE FINAL REGARDING AWARDDING MARKS.

JK81
Fr. Francis Jimmy Keepuram, S.J.

Principal

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