

N.C.Jindal Public School- Punjabi Bagh West, New Delhi -110026

Instructions for attempting online Exam through School ERP:

Class	Type of paper	Time Duration	Portal
6 th and 7 th	Objective paper only	1.00 pm to 4.00 pm (Inclusive of ERP Login time)	ERP
8 th	Objective paper only	9.00 am to 12.00 pm (Inclusive of ERP Login time)	ERP
9 th and 11 th	Paper 1-Objective	11.00 am to 12.30 pm (Inclusive of ERP Login time)	ERP
9 th and 11 th	Paper-2 Subjective	3.00 pm to 4.45 pm (Inclusive 15 mins for ERP login , writing personal details on class Note Book and uploading the answers)	ERP and Class Note Book
10 th and 12 th	Paper 1-Objective	9.00 am to 10.30 am (Inclusive of ERP Login time)	ERP
10 th and 12 th	Paper-2 Subjective	1.00 pm to 2.45 pm (inclusive of 15 mins for ERP login , writing personal details on class Note Book and uploading the answers)	ERP and Class Note Book

- There will be only one paper per subject for classes 6th to 8th and two papers per subject for classes 9th to 12th .
- Paper 1 is objective and is to be attempted on ERP in a manner similar to Periodic tests.
- Students may be prompted to login to ERP portal on mobile/Laptop
- Each handwritten sheet should have students details written on the left hand side of the paper and should have page number at the top of the page
- Students has to write the subjective paper on ruled sheets and then click the image (Question wise) and can upload on ERP portal.
- Alternatively, the student may directly type on ERP portal in the space provided on subjective portal and the content will be saved by pressing SAVE AND NEXT.
- Alternatively, the student may scan the handwritten answer sheet by using the applications - adobe scan / Doc Scanner/ Easy Scanner / Tap-scanner to create a SINGLE PDF file and upload as a pdf file attachment on ERP subjective portal using mobile/laptop.
- Subjective paper be attempted in Black ink.
- Note that the file size for uploading on ERP portal should not exceed by 7 -8 MB.
- If the answer to any question running in two pages then both the pages should be captured in one frame and uploaded.
- Please ensure about the clarity and alignment of the image /PDF and all sheets should be in order.
- Please do not upload rough work sheet.

Steps for attempting online Test through School ERP

For Objective (Class VI-XII)

1. Click on the **Student Portal**(<http://ncjindalps.org/school/student/studentlogin.aspx>)
2. Enter User ID and Password (provided by school through SMS)
3. Click on **Online Test** (on left Panel)
4. Click on Objective/Subjective according to your exam pattern.
5. Click on **'Start Option'** for test.
6. Questions and option will be displayed, please read the Question carefully and select the **Correct Option**. (For Objective)
7. After attempting the all questions click on **'Pre Verify'**.
8. For final submission Click on **Submit** button.
9. The below Message will displayed on the screen –**"Save Successfully"**.

For Subjective (Class IX-XII)

1. Click on the **Student portal**(<http://ncjindalps.org/school/student/studentlogin.aspx>)
2. Enter User ID and Password (provided by school through SMS)
3. Click on **Online Test** (on left Panel)
4. Click on Objective/Subjective according to your exam pattern.
5. Click on **'Start Option'** for test.
6. Questions will be displayed one by one, please read the Question carefully and write the answer in given box or our note book and click the photo of your answer from your note book and upload.
7. Click save and next (every question answer)
8. After attempting the all questions click on **'Pre Verify'**.
9. For final submission Click on **Submit** button.
10. The below Message will displayed on the screen –**"Save Successfully"**.

Important Notice for all students: -

Don't click on back button/arrow after final submit if you click back button/arrow then your marks will be zero.

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