

**N.C.Jindal Public School- Punjabi Bagh West, New Delhi -110026**  
**Updated set of Instructions for attempting online Exam through**  
**School ERP:**

Class	Type of paper	Time Duration	Portal
6 <sup>th</sup> and 7 <sup>th</sup>	Objective paper only	1.00pm to 4.00 pm (Inclusive ofERP Login time)	ERP
8 <sup>th</sup>	Objective paper only	9.00 am to 12.00 pm (Inclusive of ERP Login time)	ERP
9 <sup>th</sup> and 11 <sup>th</sup>	Paper 1-Objective	11.00 am to 12.30 pm (Inclusive ofERP Login time)	ERP
9 <sup>th</sup> and 11 <sup>th</sup>	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 <sup>th</sup> and 12 <sup>th</sup>	Paper 1-Objective	9.00 am to 10.30 am (Inclusive of ERP Login time)	ERP
10 <sup>th</sup> and 12 <sup>th</sup>	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 6<sup>th</sup> to 8<sup>th</sup> and two papers per subject for classes 9<sup>th</sup> to 12<sup>th</sup> .
- 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
- After the completion of exam, students are advised to scan the handwritten answer sheet by using the applications -Adobe scan / Doc Scanner/ Easy Scanner / Tap-scanner etcto create a **SINGLE PDF** file and upload as a pdf file attachment on ERP subjective portal using mobile/laptop.(The uploading button is at the top of the ERP page).
- Before final submission please **PRECONFIRM** the pdf file.
- In case any student finds any problem in uploading pdf file on ERP portal then the same pdf file may be sent on the email id [ncjpsexam9@gmail.com](mailto:ncjpsexam9@gmail.com), [ncjpsexam10@gmail.com](mailto:ncjpsexam10@gmail.com), [ncjpsexam11@gmail.com](mailto:ncjpsexam11@gmail.com), [ncjpsexam12@gmail.com](mailto:ncjpsexam12@gmail.com) mentioning students name, rollno ,class and subject.
- Please make sure to have enough memory space in your mobile phone so that uploading of the exam sheet will be easier.
- Subjective paper may be attempted in Black ink.
- 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.
- Kindly adhere to the time limit else the responses won't be accepted.

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**School ERP:**

**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 your note book and scan the answers from your note book , make a single pdf and upload.
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**”.

**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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