

SUNBEAM WORLD SCHOOL

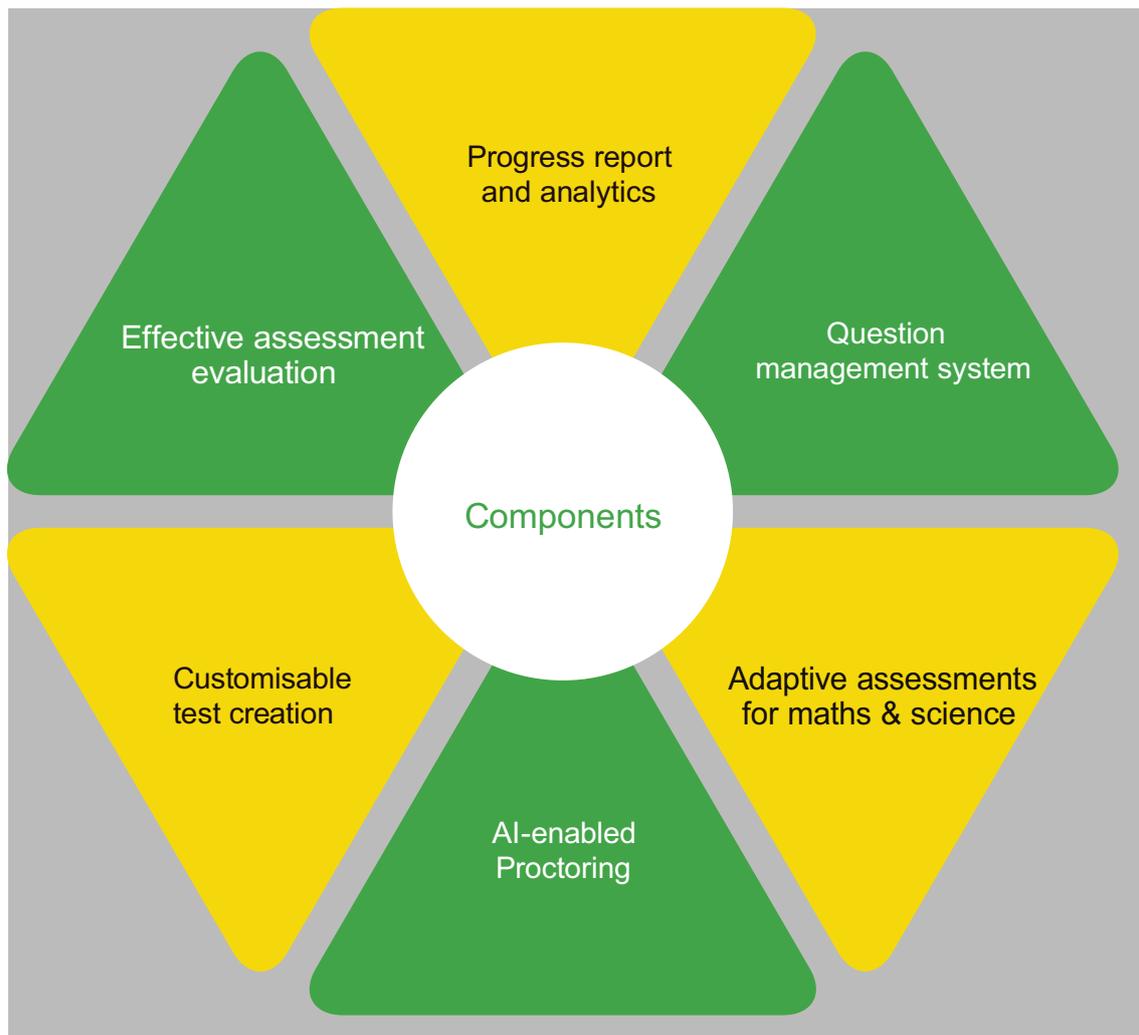
ASSESSMENT AND EXAMINATION SOP

UNIT TEST/PERIODIC TEST/
H.Y./ANNUAL EXAMINATION

Assessment

A complete assessment management solution.

Sunbeam World School Assessment is a assessment solution, allowing teachers to evaluate their students on the basis of various learning objectives, and according to the ability level of the students. Instead of following the same kind of evaluation for every exam, teachers can now customise tests according to the requirement.



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Question Management System

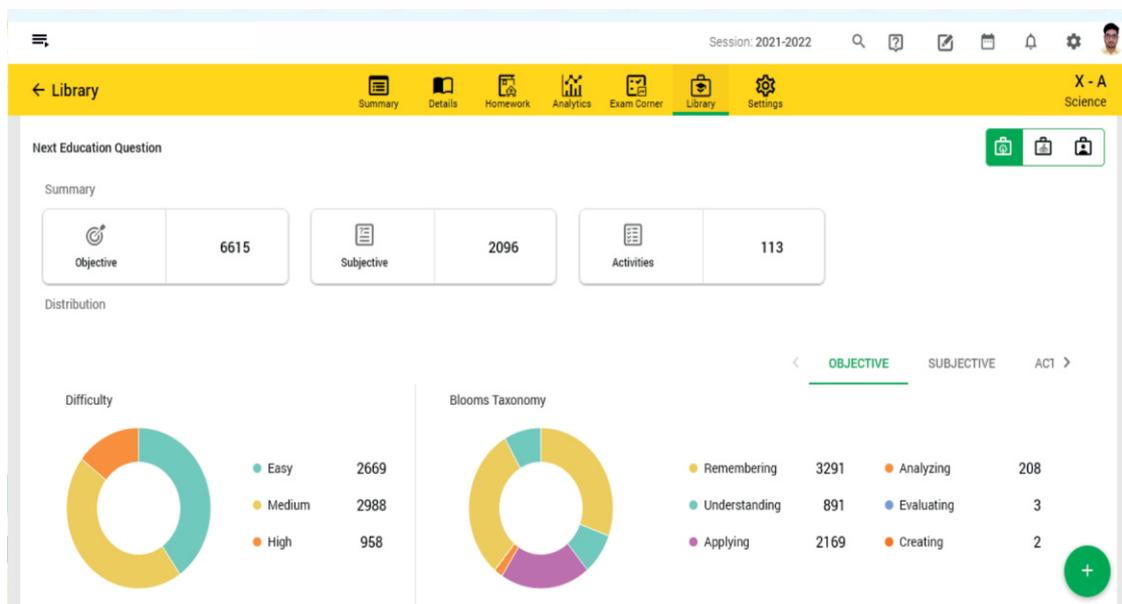
It ensures that teachers get a vast array of questions across all subjects in one place.

Question bank preloaded with 540,000+ questions.

MCQs, MMCQs, and subjective formats tagged according to Bloom's Taxonomy

Teachers can also upload custom questions based on their requirements

Identify the number of questions and their distribution based on difficulty

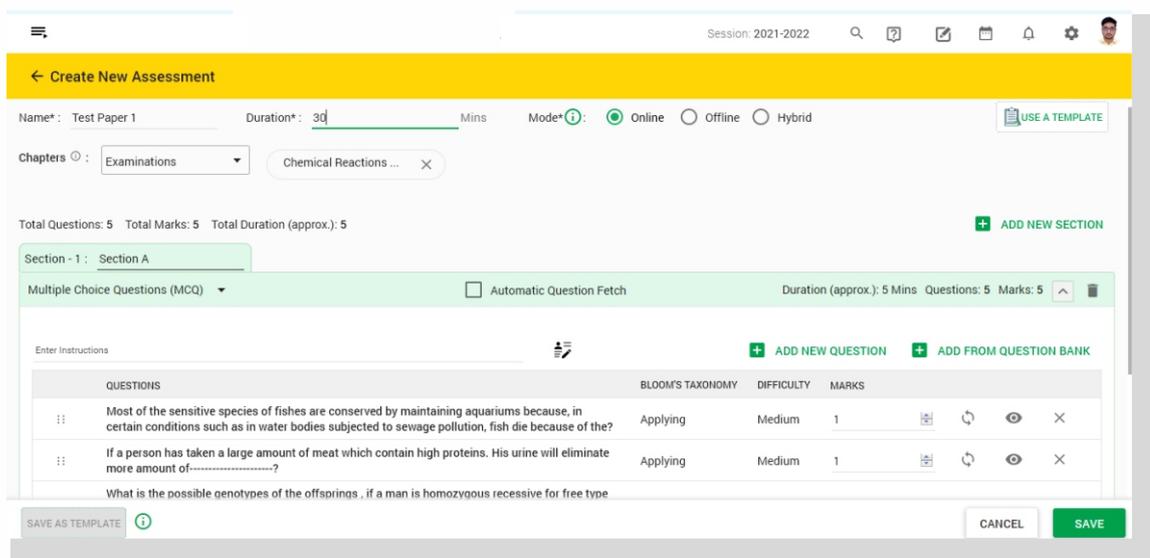


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Customisable Test Creation

Test creation is not a time-consuming process anymore, with Sunbeam World School Assessment customisable templates you can generate various types of tests in just three clicks.

- Teachers can customise tests in the online, offline and hybrid modes
- Freedom to choose the submission window, shuffle questions, allow multiple attempts and schedule a time for taking and submitting the test
- Modify the due date of the test and allow students to take retests
- Publish assignment windows for a particular set of students

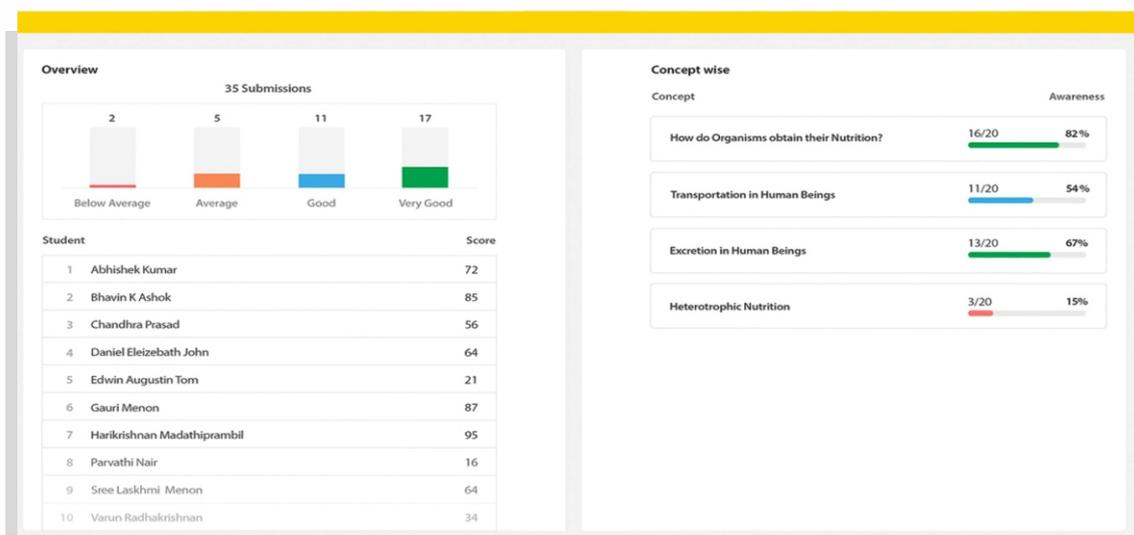


The screenshot shows the 'Create New Assessment' interface. At the top, there's a navigation bar with 'Session: 2021-2022' and various utility icons. Below that, a yellow header contains a back arrow and 'Create New Assessment'. The main form includes fields for 'Name*' (Test Paper 1), 'Duration*' (30 Mins), and 'Mode*' (Online, Offline, Hybrid). There are also 'Chapters' dropdowns and a 'USE A TEMPLATE' button. A summary row shows 'Total Questions: 5', 'Total Marks: 5', and 'Total Duration (approx.): 5'. Below this, a section for 'Section - 1: Section A' is visible, with a dropdown for 'Multiple Choice Questions (MCQ)' and an 'Automatic Question Fetch' checkbox. A table of questions is shown with columns for 'QUESTIONS', 'BLOOM'S TAXONOMY', 'DIFFICULTY', and 'MARKS'. The questions listed are about sensitive species of fish, protein in meat, and genotypes of offspring. At the bottom, there are 'SAVE AS TEMPLATE', 'CANCEL', and 'SAVE' buttons.

Adaptive Assessments for Maths & Science

Powered by AI-ML, it adjusts to the learning needs of individual students. It offers two kinds of understandings:

- Smart Concept Test based on Item Response Theory, which determines the concept-level understanding of a student in a particular chapter.
- Smart Revision Test based on Knowledge Space Theory, which gauges learners' ability to understand an entire chapter by linking various concepts within it.



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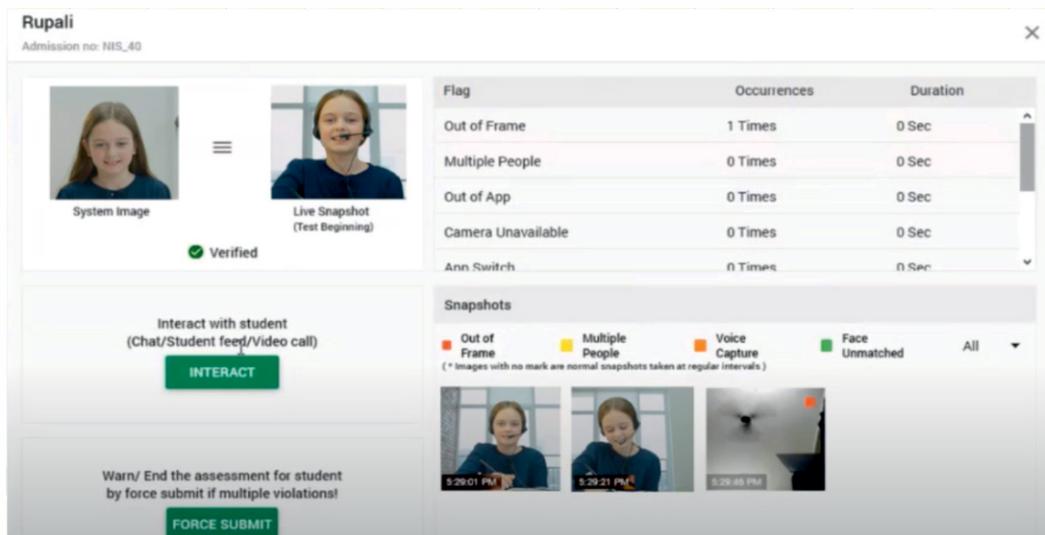
Online Proctoring

Sunbeam World School Proctored Exam gives teachers the relief of automated monitoring during their tests while notifying malpractice by raising flags and ensuring better control during online invigilation. A comprehensive proctoring report is generated at the end of every test which covers the total number of flags raised, the frequency of each flag and the overall activity of the students.

Ensures fair testing of knowledge with unique features like:

- Camera Infringement Checks
- Proctoring Window
- Safe-Browser
- Face Recognition
- Flags for Infringement
- AI-Monitoring
- Voice Capture
- Access to the students' video feed in supervision mode
- Group Announcements
- Live Chat one-to-one
- Video Call one-to-one

We have emulated a real-life invigilating experience for teachers. The teacher can interact, warn or make anouncements during the assessments through live chat or video call. They can also terminate the exam for a student indulging in malpractice.



The screenshot shows the proctoring interface for a student named Rupali (Admission no: NIS_40). It includes a 'System Image' and a 'Live Snapshot (Test Beginning)' with a 'Verified' status. A table lists flags and their occurrences and durations. Below the table are 'Snapshots' of the student's video feed with color-coded markers for various flags. At the bottom, there are buttons for 'INTERACT' and 'FORCE SUBMIT'.

| Flag | Occurrences | Duration |
|--------------------|-------------|----------|
| Out of Frame | 1 Times | 0 Sec |
| Multiple People | 0 Times | 0 Sec |
| Out of App | 0 Times | 0 Sec |
| Camera Unavailable | 0 Times | 0 Sec |
| Ann Switch | 0 Times | 0 Sec |

Snapshots

- Out of Frame (Red square)
- Multiple People (Yellow square)
- Voice Capture (Orange square)
- Face Unmatched (Green square)
- All (Dropdown menu)

(* Images with no mark are normal snapshots taken at regular intervals)

5:28:01 PM, 5:28:21 PM, 5:28:45 PM

Interact with student (Chat/Student feed/Video call) **INTERACT**

Warn/ End the assessment for student by force submit if multiple violations! **FORCE SUBMIT**

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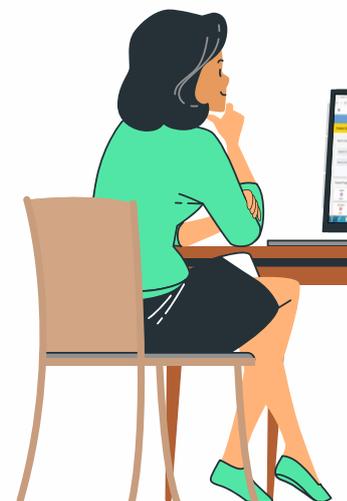
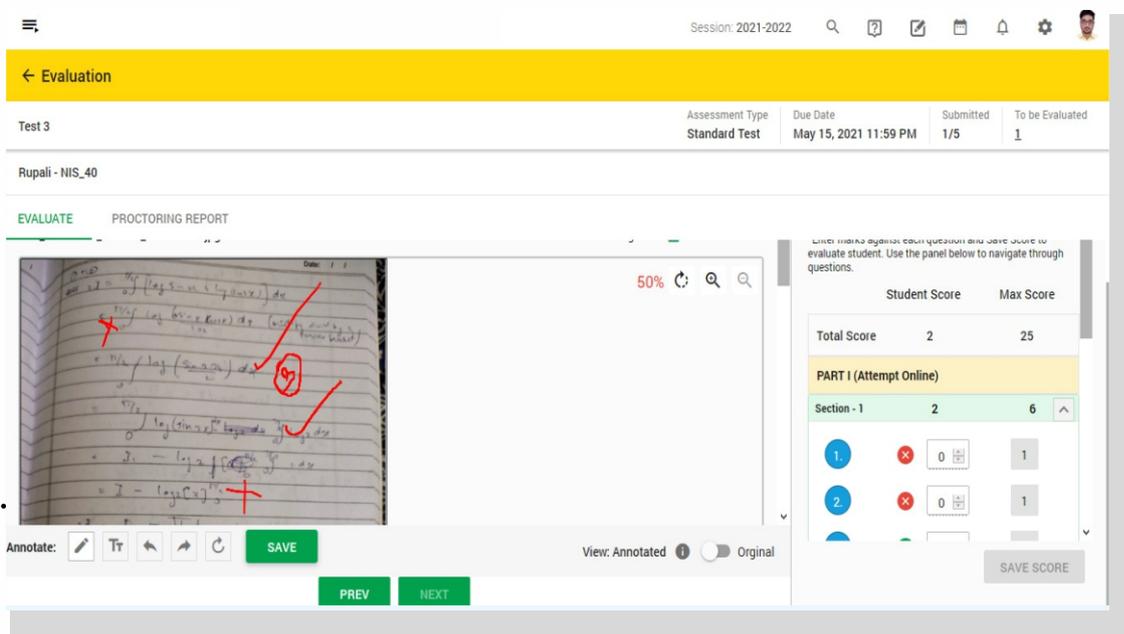
Effective Assessment Evaluation

Automated Evaluation

Automatic evaluation of objective questions i.e., MCQs, MMCQs, fill in the blanks, match the following, true & false, etc.

On-Screen Evaluation

Making a teacher's life easy is our job and we made sure we don't leave any stone unturned! Once students upload their answer sheets or attempt subjective tests, the teacher can make use of the annotation tools and correct them on-screen to avoid the hassle of manual correction.

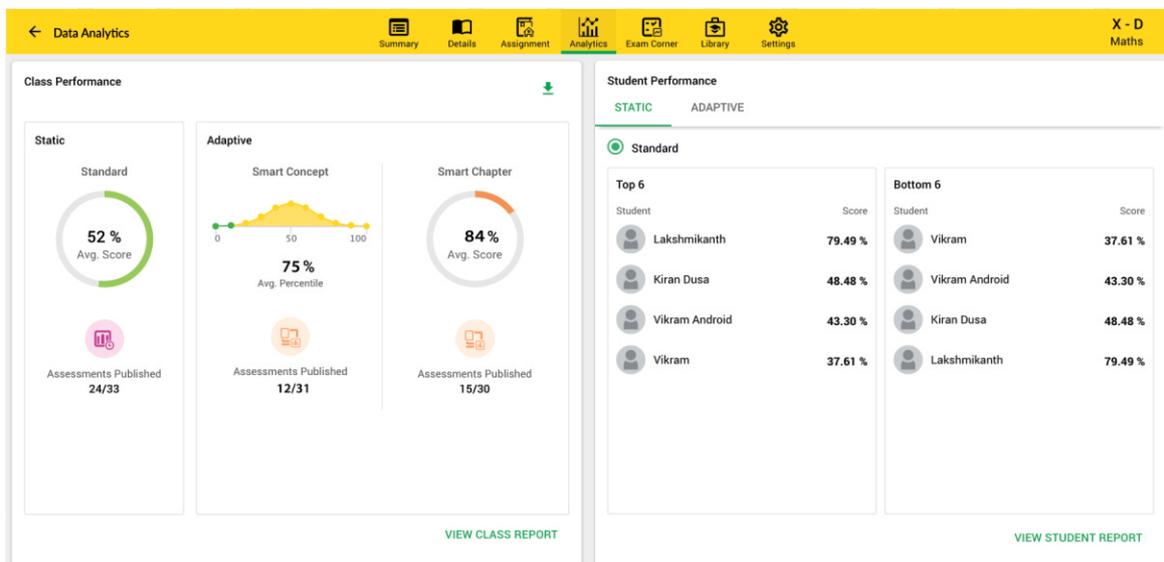


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Progress Reports & Analytics

Tracking a child's academic progress is an important step in learning. Sunbeam World School Assessment's intelligent and thorough reports help teachers give individualised attention and feedback to the child depending on the results.

- Teachers can create actionable, personalised report cards for every student while having access to a real-time view of the overall class performance.
- System-generated personalised remedial action plan for every student based on their performance
- Predictive analytics points out the strengths and weaknesses of students in different subjects which teachers can use to recommend corrective measures.
- Caliper analytics helps teachers get an idea of the educational resources used by students, their learning time, assessment scores and ERP data



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NUMBER OF EXAMINATION

- ★ 4 Assessment test to be conducted for PG-II.
- ★ 2 UNIT TEST to be conducted, one before half yearly and one after half yearly examination, as per commencement date given in school calendar. (Class III-VIII)

DATE SHEET

- ★ Date sheet to be Uploaded on ERP 20 days before the commencement of UNIT TEST/ PERIODIC TEST & 1 month before half yearly/Annual.
- ★ Unit test to be conducted on Continuous working days.
- ★ Unit test will be of 50 marks and of 2 hrs.
- ★ In the datesheet, general instruction i.e. duration of exam, fee dues reminder, date of publishing the mark sheet etc. should be mentioned.
- ★ Performance of the test would be a part of Annual Report Card.
- ★ No Re-test or Pre-test will be conducted.
- ★ Syllabus and blue print will be uploaded on ERP.
 - (i) PG – II (Soft copy through ERP)
 - (ii) III – VIII (Soft copy through ERP)

DATE SHEET SAMPLE

DATE SHEET FOR PERIODIC TEST – I / UNIT TEST – I (PG – V)

| Date | Day | PG - V |
|------------|-----------|-------------------|
| 17.07.2022 | Sunday | E.V.S. |
| 19.07.2022 | Tuesday | Computer Science |
| 20.07.2022 | Wednesday | English |
| 21.07.2022 | Thursday | Maths |
| 22.07.2022 | Friday | Hindi |
| 23.07.2022 | Saturday | Optional Language |

Note

- Total duration of test will be of 2 hrs.
- In order to avoid inconvenience, kindly clear all the dues before the examination.
- No re-test or Pre-test will be conducted.
- Syllabus & Blueprint will be uploaded on ERP.
- Performance of this test will be added in the year end examination.

DATE SHEET SAMPLE

DATE SHEET FOR PERIODIC TEST – I / UNIT TEST – I (VI – VIII)

| Date | Day | VI - VIII |
|------------|-----------|-------------------|
| 17.07.2022 | Sunday | Maths |
| 19.07.2022 | Tuesday | English |
| 20.07.2022 | Wednesday | Science |
| 21.07.2022 | Thursday | Computer Science |
| 22.07.2022 | Friday | Social Science |
| 23.07.2022 | Saturday | Hindi |
| 24.07.2022 | Sunday | - |
| 25.07.2022 | Monday | Optional Language |

Note

- Total duration of test will be of 2 hrs.
- In order to avoid inconvenience, kindly clear all the dues before the examination.
- No re-test or Pre-test will be conducted.
- Syllabus & Blueprint will be uploaded on ERP.
- Performance of this test will be added in the year end examination.

DATE SHEET SAMPLE

DATE SHEET FOR PERIODIC TEST – I / UNIT TEST – I (PG – VIII)

| Date | Day | PG - V | VI - VIII |
|------------|-----------|-------------------|-------------------|
| 17.07.2022 | Sunday | Maths | Maths |
| 19.07.2022 | Tuesday | E.V.S. | Science |
| 20.07.2022 | Wednesday | English | English |
| 21.07.2022 | Thursday | Hindi | Social Science |
| 22.07.2022 | Friday | - | Hindi |
| 23.07.2022 | Saturday | Computer Science | Computer Science |
| 24.07.2022 | Sunday | - | - |
| 25.07.2022 | Monday | Optional Subjects | Optional Subjects |

Note

- Total duration of test will be of 2 hrs.
- In order to avoid inconvenience, kindly clear all the dues till July, 2022 and collect admit card in advance.
- No re-test or Pre-test will be conducted.
- Syllabus & Blueprint will be shared with the students in class.
- Performance of this test will be added in the year end examination.

DECLARATION OF RESULT

- ★ Result of UNIT TEST/PERIODIC TEST should be published on 10th day after last exam date.
(i) PG – VIII (Soft copy through ERP.)
- ★ Compiled syllabus to be shared with the parent Along with date sheet 15 days before exam through ERP and Whatsapp.

DESIGNING OF BLUEPRINT

- ★ Class wise compiled blueprint of All subjects to be shared with the parent along with the date sheet through ERP for all classes.
- ★ Blueprint should be prepared by the School as per syllabus coverage.
- ★ Blue print should be made exactly as per the weightage of various levels of learning (Blooms Taxonomy) suggested by CBSE.

QUESTION PAPER MAKING UPLOADING & DISTRIBUTION

- ★ For UNIT TEST/PERODIC TEST question paper would be made by School itself.
- ★ To prepare balanced question paper, it should be made exactly as per the shared blueprint.
For Half yearly/ Annual Exam, Question paper should be ready with exam department 10 day before the commencement of examination.
- ★ For UNIT TEST/ PERODIC TEST Exam, Question paper should be uploaded after proof reading a week before the commitment of examination with exam department and will be accessible by Students 30 Min. before the exam starts.
- ★ For all examinations UNIT TEST/PERODIC TEST/HY/Annual, Question papers to be Uploaded and will be accessible by Students 30 Min. before the exam starts a day before the examination as per time table.
- ★ On the day of examination
 - I. The Uploaded question paper should be Cross-checked by the **(examination In-charge/ Academic head/ Co-ordinator)** before 45 minutes of commencement of examination.

ADMIT CARD

- ★ The admit card will be available on the ERP in student's Login a week before the commencement of examination.
- ★ This will be available only to those whose Fee dues is cleared up-to the month of examination.
- ★ Students should download the admit card on their own.
- ★ Those student whose admit card is not available on ERP should clear the dues before the commencement of examination or meet the examination incharge latest by 2 days before the commencement of the examination.

INVIGILATION

- ★ In UNIT TEST/ PERODIC TEST/ HY/ annual, the class teacher with the help of IT Technicians should preferably invigilate Online during the examination.

EVALUATION

- ★ For all examination evaluation of answer sheet would be done by the subject teacher teaching in the class.
- ★ After the evaluation by the subject teacher Re-checking of the answer sheet will carried out by the parallel teacher assigned by the examination department.
- ★ HOD is expected to do the sample checking of Re-checked answer sheet.

MARKS FEEDING

- ★ Marks of evaluated answer sheet should be feed in ERP on or before 5th day after the date of examination.
- ★ Cross list must be verified by the Subject Teacher, Class Teacher and by the Principal 5 days before publishing the Report Card.

ONLINE PUBLISHING & DISTRIBUTION OF REPORT CARD

- ★ For PERODIC TEST/ UNIT TEST/HY/ ANNUAL Report card will be published on the ERP as per given date in Date sheet.
(ii) Report card will automatically available on ERP after the PERODIC TEST.
- ★ Report card will not be publish if Fee dues for Any exam (UNIT TEST/PERODIC TEST/HY/Annual)