



CTP-OOS/2020-2021/039  
19<sup>th</sup> January, 2021

**Circular to Parents (Grades 3 to 9)**

Dear Parents,

Greetings!

Further to the circulars dated 4<sup>th</sup> January 2021 and 18<sup>th</sup> January 2021, please note your ward will be attending the online ASSET test on 25<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> January 2021.

A mock test will be held by the school on 21<sup>st</sup> January 2021 in order to check the logistics and address any issues before the actual test.

Kindly go through the guidelines given below and complete the consent form in the following link before 21<sup>st</sup> January 2021.

<https://forms.office.com/Pages/ResponsePage.aspx?id=3Kez0n7Vf0GQrRSbhy6aoSwPbCdFnhpJp18mIXV5CstUNzBMOEowSjhCM0dJOUhLQjZHN1ZUUhWRy4u>

**Important guidelines to follow:**

**During the test:**

- Students must join the Asset test meeting on time.
- Students should use the Zoom platform allowed by the school and keep the audio and video on.
- Teacher on duty will provide unique log in details before the testing starts, and student must log in at the designated start time.
- School will unlock the test at the agreed schedule.
- Student activities will be monitored via audio and video feeds.
- The student should not receive any outside assistance whilst taking the test as this may lead to test cancellation. This can also result in disciplinary action by the school.
- All electronic objects including phones MUST be cleared from the students' table except for any devices used for the test.
- During the test, eating and drinking are prohibited; no breaks are allowed.
- In the event of disconnection, the student may reconnect if he or she informs the teacher on duty.
- No retest will be given to absentees.

**System requirements:**

- Computers/laptops (Windows 10) /tablets with 10" screen /MAC with updated browsers: Google Chrome, Microsoft Edge, Firefox etc.
- Mobile phones are not recommended
- Stable and fast internet connection, preferably 2 Mbps or more.

Thank you for your support and cooperation.

Regards

**Asma Gilani  
Principal/CEO**