

MAR THOMA SUNDAY SCHOOL SAMAJAM, THIRUVALLA

Details and General Instructions regarding the Annual, Birudh and Teachers Examination 2020.

Lessons for the Examination (Students and Teachers)

Nursery to Yuvavakup (Young Adults) classes: Sunday School text book Volume 2, 1-15 Lessons.

Prouda Vakup (Adults) class: From the book "Paul, the ambassador of Christ", 1-20 Chapters.

Date & Time of Examinations

India:

Annual Examination – November 15, 2020 (Sunday) 2.30 - 4pm.

Teachers Examination – November 29, 2020 (Sunday) 2.30 – 4pm.

Birudh Examination – December 6, 2020 (Sunday) 2.30 – 4pm.

Gulf region:

Annual Examination – November 20, 2020 (Friday) 2.30 - 4pm (Local Time).

Teachers Examination – December 4, 2020 (Friday) 2.30 – 4pm (Local Time).

Birudh Examination – December 11, 2020 (Friday) 2.30 – 4pm (Local Time).

*** Please note the following general instructions regarding the above examinations.**

1. Annual, Birudh & Teachers Examinations – Kerala

- a) The question papers for Annual, Birudh and teachers examinations will be handed over directly to the Vicar/ Headmaster (mistress) of the respective Sunday schools.
- b) Oral Examinations must be conducted for classes Nursery to Primary (Bala Vakup). The examinations must be conducted by the respective teachers for the students of those classes through Phone calls, WhatsApp Audio/Video Calls.
- c) If there are any relaxations concerning the Covid restrictions, the Sunday Schools may conduct the exams in their respective churches adhering to the Covid protocols, as per the direction given by the vicar.
- d) If not, the Vicar/Headmaster (mistress) must properly plan and make necessary arrangements beforehand in order to distribute the question papers to the children's respective homes on the day of the exam, for them to write the exam, under parental supervision. For the teachers writing the exam, the exam must be written in the place arranged and directed by the vicar in his supervision adhering to the Covid protocols.
- e) The answer sheets for writing the examinations must be arranged by the students/ Sunday schools respectively.
- f) Children who write their exam at home, must make sure to complete the exam on time and upload a copy of your answer sheets clearly via email or WhatsApp to your respective teachers within half

an hour after the end of the given time of the exam. These students must make sure to submit the hardcopy of their answer sheets directly to their respective teachers.

- g) Annual Examinations for classes from Kumara Vakup (Juniors) to Yuva Vakup (Young Adults) will be conducted for the first years.
- h) The register numbers for the students writing birudh exam and teachers writing teachers exam will be sent along with the annual exam question papers. The Sunday Schools must arrange to give these register numbers to the examinees before the day of the examinations.

2. Annual, Birudh & Teachers Examinations – Outside Kerala & Gulf Region.

- a) The question papers for the exams will be sent to the respective vicars on the day of the Exam in PDF format.
- b) The question papers must be sent to the examinees 10 minutes prior to the examination either via WhatsApp or e-mail.
- c) The teachers must make sure to create a WhatsApp group including all the children of their respective classes.
- d) Please make sure to follow all the exam related instructions as given to the Kerala region, omitting just the first clause [1(a)].
- e) The general instructions concerning the evaluation are as follows.

Evaluation:

- 1. The answer sheets for the annual and birudh examinations must be evaluated by the respective teachers. The answer keys for all the examinations will be published in the official website of the Samajam on the subsequent days after the examinations.
- 2. The respective teachers must evaluate the birudh examination papers accordingly and give the marks to the headmaster(mistress) before 5pm, December 20, 2020. The headmaster(mistress) must duly fill the birudh examination mark list attested by both the Vicar and the headmaster(mistress) and make sure to send to the Samajam Office on or before 5pm, December 30, 2020. A photocopy of the mark list being sent to the Samajam must be kept in the respective Sunday schools.
- 3. The vicars must make sure to send the teachers examination answer sheets and the report form to the Samajam office on or before 15 December 2020, 5pm. The evaluation for the teachers examination will be directly done by the Samajam and the marks will be informed to the respective Sunday schools.

Though the Covid 19 Pandemic limited the activities and challenged the work of the Sunday schools, let us pray and submit ourselves to our merciful God to help us conduct the examinations faithfully and without faults. Requesting your whole hearted co-operation.



Rev. George Cherian
General Secretary