

DELHI MODEL VIRTUAL SCHOOL ADMISSION PROCESS-USER GUIDE

Admission Process: Admission to Class 11th in Delhi Model Virtual School (DMVS) is conducted through the following 4 steps -

Step 1 - Online Application Form & Document Submission

1. Registration -

- Interested applicants will open the DMVS Website using this link - <https://dmvs.ac.in>
- Applicants will click on the **Apply for Class 11** Button above the Menu and register themselves by filling the registration form on the left side of the page.
- As a first step of registration, applicants need to verify their mobile number by submitting the OTP sent to their registered mobile number/ email ID
- All applicants should fill their mobile number and email ID very carefully as the same would be used for future communications regarding admission.
- After filling the form, applicants should click on the “Register” button.
- After successful registration, a **pop up box** will appear with the following message *Registration successful. Your registration id is - _____ and password is _____*. Kindly note down the same and fill the application form using these login credentials. The same credentials have been sent on your email / mobile number."
- **Applicants will also receive an Email** on their registered email address and an **SMS** on their registered mobile number with their **login details** and next steps.

2. Application Form -

- Applicants can start **filling their application form** by logging in to the Applicant Portal by entering their login credentials on the **Login As Existing User Tab**.
- Applicants will fill in the necessary details (e.g., personal details, correspondence details, candidate details, mode of interaction, etc.) in the application form and upload the required documents.

3. Uploading Documents -

The following documents are to be uploaded along with the application form -

- A. Passport size photo with white/black background
- B. Photo ID proof
- C. Class 10th Marksheet
- D. Disability certificate (if applicable)
- E. Category certificate (if applicable)

The application form without the mandatory documents shall be considered incomplete.

4. Saving & Resuming the application -

- Applicants can **Save** their application at any time and resume/ edit it again by logging into their Applicant Portal through the DMVS Website.
- Applicants can save, edit and make corrections to their application form till the last date of the deadline. **Once the application deadline passes, applicants**

will not be able to make any further changes to their application form or documents uploaded.

- The **application will only be considered submitted only when the submit button has been clicked** to submit the form before the deadline.

5. **Submitting & Editing the Application -**

- Applicants can submit their application form only after successful completion of all mandatory fields in the application form.
- Applicants **CANNOT** edit or make any corrections to their application form after clicking on the **SUBMIT** button.
- No changes or corrections can be made to the application form once the deadline for application submission has passed.
- **Any application form that remains incomplete after the deadline will not be considered for any further steps.**

6. It is to be noted that the onus of submitting valid documents is on student/parent/guardian. If the information given by the student/parent/guardian is found to be invalid at any point in time, the admission shall be canceled and legal action may be taken against them.

7. All the applicants are hereby instructed to complete all the steps of registration process else their application will be canceled.

8. Kindly note mere submission of the online application form does not guarantee admission in the school.

Step 2 - DMVS Concept Webinar - All About Delhi Model Virtual School

A webinar will be organized for all parents, teachers and students who are interested in applying for admissions at DMVS. The Webinar is aimed to resolve student queries, explain the concept of DMVS and the structure of learning through live classes, recorded content and proctored assessments. Courses offered, school design, eligibility among other such aspects will also be explained in the Webinar.

All applicants shall attend the Webinar for better understanding of the Delhi Model Virtual School.

Step 3 - Online Proctored Aptitude Test

Overview

After successful submission of application form, all eligible candidates will be invited to appear for an online aptitude test. The admission to the school will be based on the results of the online aptitude test and verification of documents.

The **syllabus, guidelines, date and time of the online aptitude test** will be shared on the DMVS website and the Applicant Portal. All candidates are required to regularly check the **Admission Details** page and their **Applicant Portal** on the DMVS website regularly, to get updates about the online aptitude test.

All applicants are expected to read the Syllabus document and Guideline Document VERY CAREFULLY.

Mode of Aptitude Test

The aptitude test for DMVS will be conducted in **online mode** through remote proctoring. This means that all applicants will be required to take the test using their smartphone/ laptop/ tablet/ computer with good internet connectivity. The test will have live proctoring through which students will be monitored during the test. **The login details for the test portal will be shared with all the applicants over their registered email ID and applicant portal.**

Step 4 - Result Declaration & Admission Confirmation

The final phase includes the declaration of results and admission confirmation. After the online aptitude test a merit list will be released based on which students will be offered admission to the virtual school.

Final admission to DMVS is subject to successful verification of student details and documents submitted.
