

### Rules of examination (2015-16)

#### General rules :

1) There will be four Pen Paper Test (P.P.T) in May, July/August, November and December respectively.

Month of PPT	Classes	Marks of PPT and the time	Marks of Activity
May	I to V	20 (1 periods)	20
	VI to VIII	30 (2 periods)	10
	IX and X	40 (2 periods)	10
	XI and XII ( WEEKLY TEST )	50 ( 2 periods)	NIL
July/August	I to V	20 (1 periods)	20
	VI to VIII	30 (2 periods)	10
	IX and X	40 (2 periods)	10
	XI and XII ( WEEKLY TEST )	50 ( 2 periods)	NIL
Oct/November	I to V	20 (1 periods)	20
	VI to VIII	30 (2 periods)	10
	IX and X	40 (2 periods)	10
	XI and XII ( WEEKLY TEST )	50 ( 2 periods)	NIL
December	I to V	20 (1 periods)	20
	VI to VIII	30 (2 periods)	10
	IX and X	40 (2 periods)	10
	XI	50 ( 2 periods)	NIL
	XII ( PRE BOARDS )	BOARD PATTERN	

2) There will be two Summative Assessments in the months of September and March respectively.

Month of S.A	Classes	Marks of S.A
SEPTEMBER	I to X XI and XII	90 marks Board pattern
MARCH	I to X XI and XII	90 marks Board Pattern

3) The day before Seating

Furniture In charge should arrange the furniture one the exam, according to the plan received from the Examination In charge.

4) The language exams (Hindi and English) From classes I to VIII would be conducted in two parts in SA1 and SA2

EXAM	HINDI	MARKS	ENGLISH	MARKS	ASL
S.A- 1	Hindi Reader	40	English Reader	40	10 MARKS
	Hindi Grammar	40	English Grammar	40	
S.A- 2	Hindi Reader	40	English Reader	40	10 MARKS
	Hindi Grammar	40	English Grammar	40	

#### Rules for Question Paper Making :

- The Admission Tests** for the students should be of English, Hindi, Maths, S.St and Science which have to be prepared by the subject teacher and should carry 10 marks each. Language papers can be subjective but rest of the papers must be objective type. These should be submitted to the **respective H.O.D's** in the month of January.

2. **Office Test** should carry 20 marks each and should be submitted to the Examination In charge through respective H.O.D's. The photocopied papers, as per the scheduled date sheet, should be submitted three days in advance.
3. The photocopied **Summative Assessment / P.P.T.** papers should be submitted by the respective H.O.D's to the Examination In charge minimum one week and maximum 15 days prior to the scheduled date sheet.
4. The **P.P.T and Summative Assessments** should have different sets of question papers if there are Different sections of the same class.
5. The **P.P.T. / Summative Assessment** question papers should be prepared by the H.O.D's and then sent for photocopy to the person allotted for photocopy.
6. The photocopied bundles of question papers of **P.P.T and Summative Assessments** with two extra copies should be handed over to the examination in charge by the respective H.O.D's only.

**Points to be taken care of while making the question papers :**

Classes	Font size	Font type
I-IV	12 (header 14)	Calibri /bold for header
V-XII	11 (header 12)	Calibri/bold for header

- 1) Teachers should **not give extra margins** or space in question papers and formatting should be done Cautiously. (Proper usage of paper should be done in order to avoid wastage).
- 2) Options for **M.C.Q.**, if possible, should be **arranged in a single line.**
- 3) Self answering question paper should be there till class IV throughout the session and for Class V only up to P.P.T. 4 exams and S.A II will be in answer sheets.
- 4) Hand Written papers of Hindi and Sanskrit must be submitted to the examination in charge 15 days prior to the date of submission of question papers of other subjects.
- 5) Teachers of Hindi and Sanskrit must ensure that the papers of classes 6<sup>th</sup> to 10<sup>th</sup> must be in booklet form.

**Invigilator Duties:**

- 1) The invigilation duty is compulsory for all.
- 2) The invigilator should enter the examination room 10 minutes before the commencement of exam after Collecting the question papers, answer sheets and threads from the examination room.
- 3) All the personal belongings and bags must be deposited in the area indicated. The candidates should pray and made to sit as per the seating plan made by examination in charge.
- 4) The invigilator has to check the admit card daily before even distributing the answer sheets and then sign on admit card and answer sheets and the students who don't have the cards should not be allowed to appear for the exam without getting the permission from the concerned authority .
- 5) The question papers should be given to the students 15 minutes before the commencement of the Exam to read it thoroughly.
- 6) The invigilator is not allowed to sit during the exam and anyone found not following the same will be Answerable directly to the Examination In charge.
- 7) In case of faulty behavior or unfair means cases of candidate, examination in charge or P.T.I should be informed immediately for further action.
- 8) The teachers on relieving duty should ensure that they report to their respective classes on time.
- 9) In case , if the teacher who has been allotted the invigilation duty has to take a leave on the examination day, it should be brought into the notice of the examination in charge one day prior to the examination in case of emergency telephonic information must be provided so that the next suitable arrangement can be made. Failure would **be dealt strictly.**
- 10) The invigilator should set the answer sheets roll number wise before submitting it to the examination in charge and mention the class, subject, number of copies, absentees if any on the attendance slip and the invigilators signature should be done on the slip. It is expected that the invigilator has the correct specifications on the slip otherwise he/she will be held responsible for any discrepancy found.

### **Rules of paper checking:**

- 1) No extra marks for good handwriting or good presentation will be awarded separately.
- 2) Teachers have to submit the report of checked answer sheets by the next day of examination held to the H.O.D's AND Examination In charge. H.O.D's will make a schedule for rechecking.
- 3) Award list comparison would be done with the previous exam of the same year.( 1<sup>st</sup> P.P.T will be compared with the same exam of previous year.
- 4) Minimum 30 answer sheets must be checked by the subject teacher every day.
- 5) The re-checker must sign the award list along with the subject teacher. The H.O.D's must Ensure this before counter signing the same.
- 6) No retest will be taken for the absentee student in any examination. Only average marks will be awarded by the subject teacher according to the previous performance in exams.
- 7) Teachers have to make two lists of their subjects, first roll number wise and the second in descending Order. on both the award list's current average and previous average must be mentioned. Then the descending order list has to be signed by the H.O.D's then by the principal madam followed by director sir .
- 8) Teachers have to make two computerized bar graphs i.e. percentage wise and subject wise and have to attach them in cumulative record file.
- 9) The roll no. wise list with the grades has to be submitted to the class teacher for the preparation of The green list one week prior to the date of result declaration.
- 10) The grade wise list has to be sent to the website in charge four days prior to the result declaration Day which must have the admission number, name of the student, father's name and it will be the Ultimate responsibility of the H.O.D's that the same is done at the desired time.
- 11) The subject teachers will submit their checked bundles to the class teacher 2 days prior to the date of result declaration so that they are plugged together student wise to be handed over to the parents on the PTM day.
- 12) Teachers can take the bundles home to check them or can check them in the COMPUTER LAB only. **Checking in class is strictly prohibited.**
- 13) AVERAGE MARKS will be awarded to the Late **admission students** by subject teacher with the consent of H.O.D's during the session and after informing to examination in charge.

### **Rules of Result Declaration (preparation for PTM) :**

- 1) As per the CCE version of assessment and evaluation, there are some changes in the report cards. The present set up prohibits the declaration of marks in the report cards. Only grades have to be mentioned but the teachers should have proper green lists in the cumulative record file which must have the marks alongwith the grades and it should be handed over to the examination incharge at the end of every session.
- 2) Every class teacher must e-mail his/her result i.e. green list to the examination in charge before P.T.M positively throughout year.
- 3) The subject teachers must have a record of the marks in their teacher's diary.
- 4) Attendance record of the last month must be ready with the class teacher along with the award list, cumulative file (green list) on the PTM.

Note : All the above information is subject to change. For any further queries, contact the examination incharge.