(DEPARTMENT OF EXAMINATIONS)

EXAMINATION & ASSESSMENT POLICY

In accordance with CBSE guidelines, the following framework governs examinations, assessments, and promotion criteria at Delhi Public School, Baramulla.

1. General Guidelines

RULE	DETAILS
MANDATORY ATTENDANCE	STUDENTS MUST APPEAR FOR ALL UNIT TESTS, PERIODIC ASSESSMENTS, TERM EXAMINATIONS, AND INTERNAL ASSESSMENTS AS PER THE SCHOOL'S ACADEMIC CALENDAR.
REPORTING TIME	STUDENTS MUST REPORT 15 MINUTES BEFORE THE COMMENCEMENT OF EXAMINATIONS. LATE ENTRY WILL NOT BE ENTERTAINED WITHOUT VALID JUSTIFICATION.
STATIONERY	ONLY PRESCRIBED STATIONERY ITEMS ARE ALLOWED. BORROWING OR LENDING IS STRICTLY PROHIBITED.
WINTER ASSIGNMENT	MUST BE SUBMITTED WITHIN THE FIRST WEEK AFTER REOPENING OF SCHOOL POST-WINTER BREAK. NON-SUBMISSION SHALL RESULT IN ZERO MARKS.

2. Attendance & Eligibility

- As per CBSE norms, a minimum of 75% attendance is mandatory for eligibility to appear in final examinations and for promotion to the next class.
- Students falling short of the required attendance will not be permitted to appear in examinations, unless condoned under CBSE rules.

3. Absence from Examinations

- No re-examination/re-test will be conducted under any circumstances.
- If a student remains absent from any examination for any reason, they will be marked Absent (AB) and awarded zero marks in that paper.

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- Absence on account of medical issues, travel, personal reasons, or social functions will not be entertained.

4. Use of Unfair Means

- Any student found using unfair means (cheating, possession of chits, copying, use of electronic gadgets, or assisting others) will have their answer script cancelled.
- The case will be referred to the Disciplinary Committee, and the student may face suspension/expulsion depending on the gravity of the misconduct.

5. Board Examination Eligibility (Classes X & XII)

- Students aspiring to appear for the CBSE Board Examinations must demonstrate consistent academic performance.
- It is mandatory for such students to have:
  - Secured at least 80% marks in the previous class (IX/XI).
  - Secured at least 80% marks in Pre-Board Examinations of the current academic session.
- Students failing to meet the above criteria may be withheld from Board Examination registration, and their case will be subject to review by the School Examination Committee.

6. Promotion Criteria

- Promotion is strictly in accordance with the CBSE Examination & Assessment Framework.
- A student must secure the minimum pass percentage prescribed by CBSE (currently 33%) in each subject.
- Performance in internal assessments, projects, and subject enrichment activities will also be considered.
- Consistent poor performance and indiscipline may result in detention in the same class.

7. Student Responsibilities

- Students must maintain academic honesty in all examinations, assessments, and projects.
- Correct details (name, roll number, subject code, etc.) must be filled on answer sheets.
- Silence and orderly conduct must be observed in examination halls.

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8. Parental Responsibilities

- Parents must ensure regular attendance, timely preparation, and adherence to examination rules by their wards.
- No requests for rescheduling, exemption, or re-examination will be entertained.

9. Authority to Amend

The School Management reserves the right to amend or review this policy as per future CBSE guidelines and academic requirements.

POLICY FOR NON-APPEARANCE IN EXAMINATIONS

In line with CBSE norms and the school's commitment to academic fairness, this policy addresses the protocol for students who miss examinations due to various reasons.

1. PARTICIPATION IN NATIONAL/STATE-LEVEL EVENTS

ELIGIBILITY:

- Students officially representing school/state/nation in recognized activities (sports, cultural, academic).

REQUIREMENTS:

- Prior approval from the Principal.
- Official invitation letter and post-event participation certificate.

PROVISIONS:

- Exemption from the exam.
- Average marks based on past performance.

2. DELIBERATE ABSENTEEISM OR NON-SERIOUS ATTITUDE

REQUIREMENTS:

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- Written explanation by both student and parent.

PROVISIONS:

- No retest or average will be granted.
- Student shall be marked absent and awarded zero.
- Repetition leads to disciplinary action/ expulsion from the school.

3. SUDDEN SITUATIONAL/LOCAL DISTURBANCE

ELIGIBILITY:

- Transport strikes, curfews, weather issues, etc.

REQUIREMENTS:

- Written request with evidence (e.g., newspaper clip, parent note).

PROVISIONS:

- Case-by-case decision by the Examination Committee.
- Alternate assessments or adjusted weightage considered.

4. New Admissions (Missed Periodic Assessment I)

ELIGIBILITY:

- Students who joined the school after the Periodic Assessment I was conducted.

REQUIREMENTS:

- Official admission record showing the date of joining
- Approval from the Academic Coordinator/ HM

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PROVISIONS:

- Performance in class tests, notebooks, and assignments shall be considered
- Student's first official assessment shall begin from Periodic Assessment II
- No retest for Periodic Assessment I shall be conducted

EXAMINATION PLANNER (2026)

S.NO	EXAM	DATES
1	PA – I	MARCH (ON THE BASIS OF SEP SUBMISSION) NO SEPARATE PEN PAPER TEST
2	PA – II	APRIL
3	TERM – I	03rd OF JUNE
4	PA – III	AUGUST
5	TERM – II	1ST OF NOVEMBER
6	PREBOARD – I	15TH OF NOVEMBER
7	PREBOARD – II	1ST OF DECEMBER
8	DUMMY EXAMS IAS, KAS, CDS, NDA, LIC, RAILWAY, BANKING, ISRO, BARC, JEE MAINS/ ADVANCE, CA, NEET, SSC	AUGUST
9	NEW SESSION (2027)	18TH OF NOVEMBER

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SYLLABUS POLICY

1. SYLLABUS COVERAGE

A) CLASSES NURSERY TO VII

TERM	COMPONENTS INCLUDED	SYLLABUS COVERAGE
TERM – I	PA-I + PA-II + TERM – I	APPROXIMATELY 60% OF THE SYLLABUS
TERM – II	PA-III + TERM – II	ONLY TERM-II SYLLABUS (TAUGHT AFTER TERM-I)

B) CLASSES VIII TO XII

TERM	COMPONENTS INCLUDED	SYLLABUS COVERAGE
TERM – I	PA-I + PA-II + TERM – I EXAMINATION	60% OF THE SYLLABUS
TERM – II	PA-I + PA-II + TERM-I + PA-III + TERM-II	100% OF THE SYLLABUS

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(DEPARTMENT OF EXAMINATIONS)

IN CONSONANCE WITH THE OFFICE OF PRINCIPAL

INSTRUCTIONS TO INVIGILATORS DURING EXAMINATION (APPLICABLE TO BOTH THE WINGS):

- Examination duty is compulsory. In case of emergency, alternative arrangement to be made (Please, inform the Examination Department, in case on leave).
- All the invigilators must report within time to Academic Section and must reach to the respective examination hall before 15 minutes of the examination scheduled time.
- Please ensure to collect Question Papers, Answer Books from the Strong/Secrecy Room of the assigned Exam Hall before 10:00 AM.
- Verify the admit cards of the students and ensure their Frisking also (Check for smart gadgets, mobile phone, calculators, chits etc.)
- Don't use mobile phones in the Exam Hall and keep it on silent mode.
- Distribute the Question papers at 10:15 AM and answer books at 10:25 AM to the student (the students shall write the test at 10:30 AM).
- Take the signature of the students on the attendance sheet and maintain attendance record.
- Please move in the examination hall to prevent indiscipline/copying.
- Invigilators must watch the students continuously and should be vigilant.
- In case of UFM, please report it to the Examination Department and attach the chits with answer book.
- Provide the continuation sheets to the students only after making sure that they have used the previous one completely to avoid wastage of paper.
- No supplementary answer booklet (continuation sheet) shall be issued to any student during the last 20 minutes of the examination.
- Invigilators should not leave the examination hall during examination. In case of urgency, may be allowed for maximum 15 minutes with the permission from Examination Controller.
- Other invigilators/ faculty are not allowed to enter into other examination halls without the consent of concerned Hall/room-in-charge.
- COLLECT THE ANSWER SCRIPTS IN SERIES ACCORDING TO ALLOCATED ROLL NUMBERS.
- NO COLLECTION OF ANSWER SCRIPTS, FROM STUDENTS BEFORE THE EXPIRY OF ALLOTTED TIME.
- Invigilators should ensure that all the students leave the Exam Hall after taking the exam (ensure zero damage to the school property).

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Submit the answer scripts at the Strong/Secrecy room.

(DEPARTMENT OF EXAMINATIONS)

IMPORTANT INSTRUCTIONS FOR STUDENTS TO BE STRICTLY COMPLIED WITH -

1. Examination will start at 10.30 AM (IST). Entry is not permitted after 10.15 AM (IST). You must report to the exam Centre latest by 10:00 AM (IST). The time of commencement of the examination is 10:30 AM (IST). To confirm the time and date(s) of the examination, please check the date sheet. No candidate shall be allowed thereafter. Also, no candidate shall be allowed to leave the examination Centre before the exam is over.

2. Kindly follow the instructions given by invigilators, especially for writing the Roll Number in your Answer Book.

3. MOBILE, and other communication devices are not allowed inside the examination Centre. You should not indulge in any unfair practice. If found, you will be booked under unfair means (UFM) activity and action will be taken as per the rules of the School.

4. You should carry only Blue/Royal Blue ballpoint/Gel/Fountain Pen, Pencil, Eraser, Scale, Sharpener, Geometry Instruments, Colours, Brushes, Admit Card & Identity-Card of the School etc. in a transparent pouch.

5. Follow the instructions of the invigilator at all times.

6. Be respectful and courteous to fellow students and exam staff.

7. Report any issues or concerns to the invigilator.
8. No supplementary answer booklet (continuation sheet) shall be issued to any student during the last 20 minutes of the examination. Students must ensure that they request and obtain any required supplementary answer booklet well before this stipulated period.

9. You should wear a school uniform to appear in the examinations.

10. In case of any ambiguity found in the question paper, the same will be addressed to invigilator on duty.

(Believe in yourself and give your best shot in the exams. Good luck!)

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GENERAL:

Remember, these instructions are in place to ensure a fair and smooth exam experience for all students. By following these do's and don'ts, you can help ensure a successful exam.

BEFORE THE EXAM:

- Read and understand the exam rules and instructions.
- Plan to arrive at least 30 minutes before the exam starts.
- Bring all required materials, such as pens, pencils, calculator, and ID.
- Review the exam schedule and format.

DURING THE EXAM:

DO'S	DON'TS
➢ Read the questions carefully and understand what is being asked. ➢ Manage your time effectively and allocate time for each question. ➢ Answer questions to the best of your ability. ➢ Stay calm and focused.	➢ Talk to or disturb other students. ➢ Use electronic devices, such as phones or smart watches. ➢ Share materials or cheat. ➢ Leave the exam room without permission. ➢ Skip questions or leave them blank. ➢ Write outside the designated answer space. ➢ Use unnecessary language or jargon.

AFTER THE EXAM:

DO'S	DON'TS
➢ Review your work to ensure completeness and accuracy. ➢ Hand in your exam paper and materials to the invigilator. ➢ Leave the exam room quietly and calmly.	➢ Talk about the exam questions or answers. ➢ Remove any exam materials from the room. ➢ Congregate outside the exam room.

Prohibited Items:

1. Mobile phones with internet connectivity
2. Notes/Study materials
3. Wallets/Purses
4. Jewelry
5. Food (except snacks allowed by the exam authority)



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GUIDELINES FOR UNFAIR MEANS / MALPRACTICES DURING EXAMINATIONS

(a) No student shall use unfair means or indulge in disorderly conduct at examinations. In case of unfair means / malpractices observed by Invigilator, the respective Answer Book shall be sealed along with the concerned material belongings with the undertaking signed by the student and by Invigilator.

(b) The unfair means / malpractices shall include the following:

- Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.
- Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which shall potentially be used for communication or copying.
- Anything written on the question paper which may have relevance to the syllabus of the examination the concerned course.
- Giving or receiving assistance in answering the question papers to or from any other student in the examination hall or outside during the examination hours.

If a student is caught using unfair means during the course of his/ her examination by the invigilator or any other member of faculty on examination duty, the following sequence of steps must be taken:

I. The answer book and the material used for unfair means will be confiscated by the invigilator and a statement to the effect may be got recorded from the student who possessed the material and was taking help from the same. In case the student refuses to record such a statement, then the invigilator may record that the student had refused to record such a statement.

II. If the candidate was found having in his/her possession or accessible to him/her papers, books or notes which do not relate to the subject of examination and which could not possibly be of any assistance to him, no action may be taken against the candidate, otherwise, in case of first such offence by the student, the student be awarded zero marks only in the concerned examination.

III. If a student argues with the invigilator on duty, he/she shall be liable for cancellation of paper.

(NOTE: INCASE OF UFM, CONTACT EXAMINATION CELL)

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INSTRUCTIONS TO INVIGILATORS DURING EXAMINATION

- PLEASE IMPLEMENT THE CODE OF CONDUCT FOR STUDENTS DURING EXAMINATION.
- EXAMINATION DUTY IS COMPULSORY. IN CASE OF EMERGENCY, ALTERNATIVE ARRANGEMENT TO BE MADE.
- ALL INVIGILATORS MUST REPORT WITHIN TIME TO ACADEMIC SECTION AND MUST REACH TO RESPECTIVE EXAMINATION HALL BEFORE 15 MINUTES OF THE EXAMINATION SCHEDULE TIME.
- ALL INVIGILATORS MUST MAINTAIN SILENCE IN THE EXAMINATION HALL.
- YOUR MOBILE PHONE WILL BE SILENT MODE BUT YOU SHOULD NOT USE IN THE EXAMINATION HALL.
- PLEASE CHECK THE STUDENTS HAVE OCCUPIED THEIR RESPECTIVE SEATS ACCORDING TO SEATING PLAN.
- DISTRIBUTE THE ANSWER BOOKS TO THE STUDENTS BEFORE 10 MINUTES OF THE EXAMINATION AND ASK THEM TO FILL ALL THE DETAILS IN THE ANSWER BOOK.
- DISTRIBUTE THE QUESTION PAPER TO THE STUDENTS BEFORE 5 MINUTES OF THE EXAMINATION.
- VERIFY THE ADMIT CARD / I CARD OF THE STUDENTS IN THE EXAMINATION HALL.
- TAKE THE SIGNATURE OF THE STUDENTS ON THE ATTENDANCE SHEET AND MAINTAIN ATTENDANCE RECORD OF THE EXAMINATION HALL.
- INVIGILATORS MUST WATCH THE STUDENTS CONTINUOUSLY AND SHOULD BE VIGILANT.
- PLEASE MOVE IN THE EXAMINATION HALL TO PREVENT INDISCIPLINE/COPYING.
- SHOULD NOT LEAVE EXAMINATION HALL DURING EXAMINATION PERIOD. IN CASE OF URGENCY, MAY BE ALLOWED FOR MAXIMUM 15 MINUTES WITH PERMISSION FROM EXAMINATION CONTROLLER.

OTHER INVIGILATORS / FACULTY ARE NOT ALLOWED TO ENTER INTO OTHER EXAMINATION HALLS WITHOUT CONSENT OF CONCERNED HALL/ROOM-IN-CHARGE.

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