

NEW DELHI MUNICIPAL COUNCIL
(EDUCATION DEPARTMENT)

No.D-8939/AABV/MM/2022

Date:-01/10/2022

// CIRCULAR //

Subject: Date Sheet & Guidelines for Distribution of Confidential Material and Conduct of Mid-Term & Pre-Board Examination 2022-23.

All the Heads of NDMC Schools are hereby informed that Mid Term Examination Session 2022-23 is to be held as per the date sheet and timing details enclosed herewith in Morning shift for the students of classes III to XII studying in NDMC Schools. For smooth conduct of Exams, the timings of Mid Term Examinations are as mentioned below:

Timings of Examinations		
School	For Classes III to VIII	For Classes IX to XII
Morning	09:30 a.m. to 12:00 Noon	09:30 a.m. to 12:30 Noon

Guidelines for all the concerned are given below:

(A) FOR INVIGILATORS

The Invigilator will make the announcement in the Examination Room:

1. Before starting to answer, check that the Question Paper/Booklet has no misprinting, overprinting and/or any other shortcoming in it. If there is any shortcoming get it replaced immediately.
2. This is descriptive examination. The paper has the questions of different formats (Case Based/Situation Based/Open Ended/Short Answer/Long Answer type).
3. Question Paper Booklets will be issued for the students of classes III to V. The students will write their answers in the space provided in the booklet for this purpose.
4. The students of classes VI to XII will write the correct answer in their answer sheet provided by the school.
5. Give one line space to write the answer of next question in the answer sheet.
6. Question Paper is bilingual (Hindi, Urdu/English). In case of any variation in Hindi/Urdu version, English version will be taken as final for evaluation purposes.
7. During the course of examination, if a student is found having in possession of

calculator, slide rules, mobile phones, calculator watches or any such devices and any other study material/ papers, books, notes or information relevant to the examination in the paper concerned/ giving or receiving assistance directly or indirectly of any kind or attempting to do so, he/she shall be deemed to have used unfair means at the examinations and his/her examination of that subject will be cancelled.

8. Invigilator in the Examination Room will check all the columns filled by the student and put his/her signature clearly in the space provided on the answer sheet and also at the end where the student finishes his/her answer /writing.

9. The blank page/space in the answer scripts must be crossed by the invigilator to avoid any manipulation when the exam is over.

(B) FOR HEADS OF SCHOOLS

1. The Date Sheet is common for Morning Schools. timings of Examinations are different as mentioned in the date sheet.

2. Examination of the subjects not covered in the Date Sheet is to be held at school level.

3. Heads of Schools may conduct the exam in any subject at their own level if it clashes with the other subject in the date sheet with the prior approval of the Additional Director of Education (Exam). Priority must be given to the main elective subject and additional subject may be conducted at school level. Syllabus and pattern of question paper should be the same as is in Mid Term Examinations 2022-23.

4. Duration of time for each subject as given on the question paper be followed meticulously.

5. It is mandatory to fill all the columns given in the Answer Sheet related to the student's details and the format with same columns of student's detail will be attached by the school with the Question Paper Booklets of classes III to V. Class In-charges must ensure that each student of their respective class knows his/her student roll numbers.

6. **Question Papers for classes III to V will be in the form of Booklets. The students will be required to write their answers in the Booklets itself. No extra sheet will be provided for answers.**

7. **Assessment for classes VI to VIII will be in the form of Question Papers. The students will be required to write their answers in the answer sheets.**

8. SEATING PLAN must be displayed on the notice board well in advance on the day of the exam.

9. Ensure proper sanitation, lighting, drinking water, furniture, etc during the examination days.

10. All the schools are advised to have a seating arrangement of not more than 24

students in one examination room.

11. Two invigilators should be deputed in one examination room. In case of shortage of staff, one invigilator may be deputed in a room with the provision of one reliever on maximum three rooms. Duty time of the invigilator will be minimum 30 minutes in one room.

12. No invigilator will leave the exam hall/room without being provided a reliever.

13. Proper record i.e. Account of Question Papers, Invigilation Duty Register, Seating Plan; Evaluation Record, record of Supplementary Answer Sheets etc must be kept in Examination/ Principal Room, in a systematic way, for inspection by the Higher Authorities.

14. Student shall not be allowed to submit Answer Sheet before completion of Exams as mentioned at point No 6 of the Date-Sheet. 16. Marking schemes will be supplied on the same day after the examination in digital modes. All the concerned are advised to be alert and update with the whatsapp group for any instructions/directions related to the examinations.

15. Security guards, Visually Impaired Teachers & Group-D employee will not be authorized by the Head of School to collect the Question Paper Packets/ Material from Zonal Distribution Centers.

16. Heads of Schools must attest the signature of the official deputed to collect Question Papers from the ZDCs and issue authority letter daily for collection of the same.

17. While receiving the confidential material from Zonal Distribution Centers, the authorized person will ensure that the packets of Question Papers/Booklets are properly packed and sealed.

18.. The distribution of sealed packets of Question Papers/Booklets will be **done between 7:00 a.m. and 08:00 a.m .Through distribution centre A.A.B.Vidyalaya Mandir Marg,New Delhi.**

19. In case of shortage or non-receipt of Question Papers/Booklets or any other discrepancy, Head of School will inform to **S.C.Meena C.E.I,Mobile No:- 9899744895,011-23363629.**

20. Invigilation must be strict and meticulous to conduct the exam in true spirit.

21. Packets of the Question Papers/Booklets will be opened only 30 minutes before the of the examination. In case of tempering in the packets of Question Papers/Booklets or opened before the scheduled time, Examination In-charges and Head of School will be held responsible.

22. The Head of School must ensure strict compliance of the instructions by the invigilators. In case of violation of these instructions, appropriate action will be initiated against the concerned Head of School.

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23. Supply of the question papers in Mid Term Examinations will be done based on

the subject combination created by the school up to 27/09/2022.

24. Ensure strict compliance of the instructions by the invigilators.

25. Assessment of the Mindset Curriculum of all the classes will be conducted at school level before or after the Mid Term Examination 2022-23 through observational techniques. Guidelines and assessment parameters in this regard will be issued separately in due course of time.

**DATE SHEET
MID TERM EXAMINATION - 2022-23**

Timings : Class III to VIII 9:30 a.m. to 12:00 p.m.

Class IX to XII 9:30 a.m. to 12:30 p.m.

DATE	DAY	III	IV	V	VI	VII	VIII	IX	X	XI	XII
17.10.2022	Monday								Social Sc.	English Core	Business Studies./ Pol. Sc.
18.10.2022	Tuesday							English (Lang & Lit.)		Sociology/ Engg. Graphics	Physical Education
19.10.2022	Wednesday								Sanskrit/ Punjabi/ Urdu-A/B	Physics/ Geography	English Core
20.10.2022	Thursday					Hindi	Maths	Maths		Physical Education	Sociology/Engg. Graphics
21.10.2022	Friday				Maths					Mathematics	Hindi Elective
22.10.2022	Saturday					English	Hindi		English (Lang & Lit.)	Sanskrit Core/ Biology	Accountancy/Chemistry
27.10.2022	Thursday				Social Sc.	Natural Sc.		Hindi-A		Accountancy/ Chemistry	
28.10.2022	Friday		Hindi	EVS			Natural Sc.		Maths (Basic/Standard)		Physics/Geography
29.10.2022	Saturday	EVS			English	Maths		Social Sc.		Economics	History
31.10.2022	Monday		Maths	Hindi	Sanskrit / Punjabi/ Urdu I/III		English			Hindi Elective	Economics
01.11.2022	Tuesday	English	EVS			Social Sc.	Sanskrit/ Punjabi/ Urdu I/III		Natural Sc.	Business Studies/ Pol. Sc.	Home Science
02.11.2022	Wednesday	Hindi		Maths	Hindi		Social Sc.	Natural Sc.			Mathematics
03.11.2022	Thursday		English			Sanskrit/Punjabi/Urdu			Hindi-A	History	

04.11.2022	Friday	Maths		English	Natural Sc.			Sanskrit/Punjabi/Urdu		Home Science	Sanskrit Core/Biology
05.11.2022	Saturday	-	-	-	-	-	-	-	-	I.P.	I.P.

Note:

- The Timings of the Examination are different as given above.
- Examination of subjects not covered in the Date Sheet is to be held at School level.
- The Question Papers will be distributed 15 minutes before the time given. The students will read the Question Paper & make plan to write the answers.
- The students will start writing the answers at the specified time i.e. at 09:30 a.m.
- Duration of time for each subject as given in the question paper to be followed meticulously.
- Students will not be allowed to submit the answer sheet of the Exam before 12:00 p.m. /12:30 p.m. except in Emergency cases.

This issues with the prior approval of Director (Edn.)



**Suresh Chandra
Principal/C.E.I**

Copy to :-

1. P.A to Dir.(Edn.) for information please.
2. All DEO's for information please.
3. All HOS of NDMC Schools.