

NEW DELHI MUNICIPAL COUNCIL EDUCATION DEPARTMENT

Date: 11.07.2022

CIRCULAR

Sub.: Guidelines to conduct Unit Test - I for classes Nur. to VIII in NDMC Schools for the academic session 2022-2023

The Schools under NDMC follow the Guidelines and Instructions about the Syllabus, Examination Pattern and Promotion Rules as per the Directorate of Education, GNCTD. In order to draw feedback and evaluate the students, it is necessary to conduct the Unit Tests of the student.

2. Common unit tests for classes 3 to 8 will be conducted to improve the academic level and bring uniformity among the students of NDMC. Guidelines have been prepared by the Department in consultation with HoS and DEO's for smooth conduction of Unit Tests.

3. Common syllabus for the Unit Tests:

- The complete syllabus for all unit tests from classes III to V has been attached at **Annexure-I (for classes III to V)** and **Annexure-II (for classes VI to VIII)**.
- If any information is received from DoE regarding rationalization of curriculum, it will be informed accordingly.

4. Datesheet for UT-I (Time: 08:00 am to 09:00 am)

DATE	DAY	Nurse ry (4+ yrs)	I	II	III	IV	V	VI	VII	VIII
01-08-22	MONDAY	Hindi (ORAL)	English	Maths	Hindi	No Exam	Maths	Maths	Science	Maths
02-08-22	TUESDAY	No Exam	EVS (ORAL)	EVS (ORAL)	No Exam	Hindi	No Exam	English	Hindi	Hindi
03-08-22	WEDNESDAY	English (ORAL)	Maths	Hindi	English	No Exam	English	Social Science	English	Science
04-08-22	THURSDAY	No Exam	No Exam	No Exam	EVS	English	No Exam	Hindi	Social Science	Sanskrit
05-08-22	FRIDAY	Maths (ORAL)	Hindi	English	No Exam	EVS	Hindi	Science	Sanskrit	English
06-08-22	SATURDAY	No Exam	No Exam	No Exam	No Exam	No Exam	No Exam	Sanskrit	Maths	Social Science

5. Weightage of Unit Tests

The weightage of Unit Test for Nursery to VIII is as follows:

The Unit Test for Class Nursery and Class 2 will be conducted at the school level and will be of 10 marks.

The Unit Test from Class 3 and Class 8 will be conducted through common question paper and will be of 20 marks each.

5.1 Nursery and Class I: Students will be evaluated in Hindi and English lessons, recognition exercises, counting etc.

5.2 Class II to Class V: Students will be evaluated in the following subjects - Hindi, English and Mathematics and EVS.

5.3 Class VI to Class VIII: Students will be evaluated in the following subjects - Hindi, English, Mathematics, Natural Science, Social Science and Sanskrit.

6. The guidelines for the conduct of Unit Tests in NDMC Schools will be as follows:

- Unit tests for classes Nur. to VIII will commenced as per the scheduled date sheet.
- The Unit Test will have 20 marks questions for each subject for class III to VIII.
- Schools will strictly follow the COVID-19 protocol while planning the seating arrangement for the students.
- As per the datesheet, the question paper will be shared on the official email of the school/HoS one day before the commencement of the examination. The question paper for the rest of the classes will be prepared at the school level.
- **HoS is required to obtain the question paper photostat in advance as per the enrollment of the student. The expenses will be borne out of school Imprest, if required.**
- HoS will assign duties of two teachers in each class during the unit test and maintain proper records in the examination room/HoS's office.
- The question papers of the subjects Urdu and Punjabi will be prepared by the schools on their own.
- The duration of each unit test will be 60 minutes and students will be provided 15 minutes to read the question paper.
- Classes will continue as usual after unit test. The Rest of the day will be utilized for study work.
- Students will write down the responses neatly on a sheet of paper and submit it on time.
- Teachers will check these papers and submit the result to their HOS.
- HOS are required to maintain this record for one year. Records can be maintained in the form of hard copy (printout).

- The examination in-charge issued clear instructions to the invigilator such as distribution of answer sheets and question papers, attesting student details on answer sheets, etc.
- Team/s from NDMC Headquarters will visit the school during the examination and confirm that all the examinations have been conducted in a fair and proper manner.

7. Nodal Incharge & Compilation of the Result

Ms. Simmi Sachdeva, HM, AAPV, Moti Bagh is appointed as the nodal in-charge for conduct of Unit Tests in NDMC schools for session 2022-23 and she will also be responsible for presenting the compiled results of students of all NDMC schools in a tabular form to the Director (Education) and abbreviated form with graph of achievement of past results.

This issues with the prior approval of competent authority, NDMC.



(Dinesh Kumar Tanwar)
Dy. Education Officer (Science)

To:

1. HoS of all NDMC schools

Copy for information to:

1. PA to the Director (Education)
2. Jt. Director (Education)
3. AO (Education)
4. Consultants Academics
5. DEO(A/B) / DEO (C) / DEO (G)
6. File No. E - 43040