

## **INSTRUCTIONS**

- We feel pleasure to inform you that Final Term Oral Examination of Primary and Secondary classes will commence from 15<sup>st</sup> February 2016 and Written Examination will commence from 1<sup>st</sup> March, 2016.
- You are requested to prepare your ward according to the syllabus.
- All the work done in copies and books will be included in examination.
- The school timings during Final Term Oral Exams will remain same and timings during written examination will be from 8:00 am to 11:00 am.
- School will provide examination papers and answer sheet/ scripts to the students. The students themselves will arrange other requirements such as pen/pencil, eraser, sharpener, scale, drawing colours etc.
- No leave to the student will be granted during examination period and no Re-examination will be conducted.
- Defaulter of January fees will not be allowed to appear in oral and defaulters of February fees will not be allowed to appear in written examinations.
- Any information regarding examination may be obtained only from the concerned incharge during their visiting hours.
- No matter will be discussed on phone.
- If any student is caught cheating, the paper will be cancelled and that student will get zero marks in that particular subject.
- Parents will not be entertained during and two days before examinations.
- No absent work will be given two days before examinations.
- Extra time will not be given to late comers.
- In case of cancellation of any paper due to the circumstances of the city, the paper will be taken as last paper.
- We are pleased to inform you that we are arranging **Annual Function** this year.
- If you are interested for the participation of your ward in “Annual Function”, kindly send permission to respective class teacher before oral exam.
- Result will be declared for Grade 1 & II on Saturday, 19<sup>th</sup> March, 2016 and for Grade III to V will be on Saturday, 26<sup>th</sup> March, 2016.
- For your convenience we have arranged SMS alert. Kindly save the number (**0304-7176128**). Use it for SMS only, no call will be received on this number.