

## **INSTRUCTIONS**

- We feel pleasure to inform you that Oral Papers of Final Term Examination will commence from 21<sup>st</sup> February 2014 and Written Papers will commence from 1<sup>st</sup> March 2014. 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 (written) examination will be from 8:00 am to 10:30 am (Morning).
- School will provide examination papers and answer sheet/ scripts to the students. It is mandatory for students to bring other required items such as pen/pencil, eraser, sharpener, scale drawing colours, geometry box etc.
- No leave to the student will be granted during examination period and no Re-examination will be conducted.
- Defaulters of January will not be allowed to appear in oral examination and defaulters of February will not be allowed to appear in written examination.
- Any information regarding examination may be obtained only from the concerned incharge during their visiting hours.
- Any complain regarding result will be discussed with Principal within three days after the announcement of result between 8:00 am to 10:00 am.
- No matter will be discussed on phone.
- If any student caught in 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.
- If you are interested for the participation of your ward in “Annual Function”, kindly send permission letter to the respective class teacher before exams.
- Result will be declared on Saturday, 22<sup>nd</sup> March 2014 at 9:00 am.
- The school will be closed on the last working day of January and February i.e. Friday 31st January 2014 and Friday, 28th February 2014.