

INSTRUCTIONS

- We feel pleasure to inform you that Oral Papers of Final Term Examination will commence from Monday, 15th February 2016 and Written Papers will commence from Tuesday, 1st 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 sheets/ 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 is caught cheating, the paper will be cancelled and that student will get zero mark in that particular subject.
- Parents will not be entertained during and three days before examinations.
- No absent work will be given three 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 given 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 oral exam.
- Result will be declared on Saturday, 26th March 2016 at 9:00 am.
- 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.