

NEW DELHI MUNICIPAL COUNCIL
EDUCATION DEPARTMENT
//CIRCULAR//

D/AABVMM/II/2024

Date:-03/02/2024

Subject: Date Sheet & Guidelines for Distribution of Confidential Material and Conduct of Common Annual School Examination Academic Session 2023-24.

With the prior approval of Director Education (NDMC).

All the Heads of NDMC Schools are hereby informed that Common Annual School Examinations for the Academic Session 2023-24 are to be held as per the date sheet and timing details enclosed herewith for the students of classes III to IX & XI studying in NDMC schools of Delhi. For smooth conduct of Exams, the timings of Common Annual School Examinations are as mentioned below:

Timing of Examinations	
Classes	Timing
III to V	02:30 PM to 04:30 PM
VI to VIII	02:30 PM to 05:00 PM
IX & XI	02:30 PM to 05:30 PM

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 has no misprinting, overprinting and / or any other shortcoming in it. If there is any shortcoming, get it replaced immediately.
2. This is a descriptive examination. The paper has 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 IX & XI will write the answer in their answer sheet provided by the school.
5. Direct the students to give one line space to write the answer of the next question in the answer sheet.
6. Question Paper is bilingual (Hindi / English). In case of any variation in Hindi version, English version will be taken as final for evaluation purposes.
7. During the course of examination, if a student is found having 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. Invigilators 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. Examination of the subjects not covered in the Date Sheet is to be held at school level.

2. Heads of Schools may conduct the exam in any subject at their own level if it clashes with the other subjects in the date sheet. Priority must be given to the main subject and additional subject may be conducted at school level. Syllabus and pattern of question paper should be the same as is in Annual Examinations 2023-24.

3. Teaching work of classes III to VIII will be continued daily from 15/02/2024 to 28/02/2024 for all NDMC schools.

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. Class In-charges must ensure that each student of their respective class knows his/her examination roll number..

6. Head of School must ensure proper sanitation, lighting, drinking water & furniture etc.during the examination days and provide a stress free environment to the students.

7.Common 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.

8. 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.**

9. Seating plan must be displayed on the notice board well in advance.

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 for a maximum three rooms. Duty time of the reliever will be a minimum of 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 etc. must be kept in the 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 Exam.

15. 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.

16. Evaluation work will be completed within three working days. Posting of the marks of each question must be done in the given space at the first page by the evaluator in all the examinations.

17. Question Papers of the subject will be discussed with students by concerned subject teacher after the evaluation.

18. During the discussion, mistakes committed by students must be pointed out to them along with the correct and model answers. Mistakes made commonly by the majority of students must be explained in detail to the entire class by the concerned subject teachers so that students do not repeat them in the Board Exam.

19. **Guest Teachers/Contract teachers, Security guards, Visually Impaired Teachers & Group- D employees will not be authorized by the Head of School to collect the Question Paper Packets/material from Paper Distribution Center - AABV, Mandir Marg.**

20. Heads of Schools must attest the signature of the official deputed to collect Question Papers from the Distribution Centre (DC) and issue authority letters for collection of the same.

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

22. The distribution of sealed packets of Question Papers from DC will be done between 11:30 A.M and 12:30 P.M. to authorized official of the school.

23. In case of shortage or non-receipt of Question Papers or any other discrepancy, Head of School will inform the Common Examination In charge (C.E.I.) by mail on **mnd-ss@ndmc.gov.in** or contact **C.E.I. – Mr. Suresh Chandra, Principal-AABV, Mandir Marg at 9899744895.**

24. Invigilation must be strict and meticulous and in true spirit.

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

26. 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.



SURESH CHANDRA
C.E.I

DATE SHEET
COMMON ANNUAL EXAMINATION - 2023-24

Classes	Timings
Class III to V	02:30 PM to 04:30 PM
Class VI to VIII	02:30 PM to 05:00 PM
Class IX & XI	02:30 PM to 05:30 PM

DATE	DAY	III	IV	V	VI	VII	VIII	IX	XI
15.02.2024	Thursday	TEACHING DAYS						Maths	Economics
17.02.2024	Saturday							****	English Core
20.02.2024	Tuesday							Social Sc.	Physics/Pol. Science
22.02.2024	Thursday							****	Physical education
26.02.2024	Monday							Natural Sc	Accountancy/Chemistry/ History
28.02.2024	Wednesday							****	Hindi Elective
01.03.2024	Friday	Hindi	E.V.S.	****	Maths	****	Natural Sc.	English	Computer sciences/In. Practice
04.03.2024	Monday	****	Maths	Hindi	****	Hindi	Social Sc.	Sanskrit//Punjabi/Urdu-A/B	Mathematics
06.03.2024	Wednesday	E.V.S.	*****	*****	Sanskrit/Punjabi/Urdu-A/B	Social Sc.	English	****	Sociology / Engg. Graphics
11.03.2024	Monday	****	English	E.V.S.	Social Sc.	Natural Sc.	Maths	Hindi-A	Sanskrit Core/Biology
13.03.2024	Wednesday	Maths	****	English	Hindi	Sanskrit/Punjabi/Urdu-A/B	Hindi	****	Home Science
15.03.2024	Friday	****	Hindi	****	English	Maths	Sanskrit/Punjabi/Urdu-A/B	****	Geography
18.03.2024	Monday	English	****	Maths	Natural Sc.	English	****	****	Business Study

Note:

- 1.The Timings of the Examination are different as given above.
- 2.Examination of subjects not covered in the Date Sheet is to be held at School level.
- 3.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.
- 4.The students will start writing the answers at the specified time i.e. at 02:30 p.m.
- 5.Duration of time for each subject as given in the question paper to be followed meticulously.
- 6.Students will not be allowed to submit the answer sheet of the Exam before 04:30 P.M (classes III to V),/05:00 P.M (VI to VIII) /05:30 PM (IX & XI) except of 'Emergency Situation.



SURESH CHANDRA
C.E.I