

**NEW DELHI MUNICIPAL COUNCIL  
EDUCATION DEPARTMENT  
// CIRCULAR//**

**D/AABV/MM/2023**

**Date: 31/01/2023**

**Subject: Date Sheet & Guidelines for Distribution of Confidential Material and Conduct of  
Common Annual Examination Academic Session 2022-23**

With the prior approval of Director Education Sir (NDMC)

All the Heads of NDMC Schools are hereby informed that **Common Annual Examination** for the Academic Session 2022-23 are to be held as per the date sheet and timing details enclosed herewith for the students of classes III to IX and XI studying in NDMC schools, the timings of **Common Annual Examination** are as mentioned below:

**Timings for Common Annual Examination 2022- 23**

<b>Classes</b>	<b>Timings</b>
<b>III to VIII</b>	<b>2.30 PM to 5.00 PM</b>
<b>IX &amp; XI</b>	<b>2.30 PM to 5.30 PM</b>

**(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 format (Case-Based/Situation Based/Open Ended/Short Answer/Long Answer type).
3. Give one line space to write the answer of the next question in the answer sheet.
4. Question Paper is bilingual (Hindi / English). In case of any variation in Hindi Version, English version will be taken as final for evaluation purposes.
5. During the course of examination, if a student is found having possession of calculator, slide
6. 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.
7. The blank page/space in the answer scripts must be crossed by the invigilator to avoid any Manipulation when the exam is over.

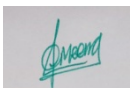
## **(B) FOR HEADS OF SCHOOLS**

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 **Common Annual Examination 2022- 23**
3. Duration of time for each subject as given on the question paper be followed meticulously.
4. 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..
5. 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.
6. Seating plan must be displayed on the notice board well in advance.
7. All the schools are advised to have a seating arrangement of not more than 24 students in one examination room.
8. 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.
9. No invigilator will leave the exam hall/room without being provided a reliever.
10. 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.
11. Student shall not be allowed to submit Answer Sheet before completion of Exam.
12. 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.
13. 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.
14. 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.
15. 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.**
16. 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.
17. 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.
18. The distribution of sealed packets of Question Papers from DC will be done between 07:00 a.m. and 08:00 a.m. to authorized official of the school.
19. 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.) **Suresh Chandra, Principal-AABV, Mandir Marg at 9899744895 or 8700887516**
20. Invigilation must be strict and meticulous and in true spirit.
21. 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.
22. 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.

## Common Annual School Examination Date Sheet 2022-2023

CLASS		TIMINGS							
III to VIII		2.30 PM to 5.00 PM							
IX & XI		2.30 PM to 5.30 PM							
DATE	DAY	III	IV	V	VI	VII	VIII	IX	XI
15/02/2023	WED	-	-	-	-	-	-	Natural Sc.	Physics/Pol. Science
17/02/2023	FRI	-	-	-	-	-	-	-	English(Core)
21/02/2023	TUE	-	-	-	-	-	-	English (Lang&Lit)	Physical Education
23/02/2023	THU	-	-	-	-	-	-	-	Mathematics
25/02/2023	SAT	-	-	-	-	-	-	Social Sc.	Hindi Elective
28/02/2023	TUE	-	-	-	-	-	-	-	Accountancy/ Chemistry/History
02/03/2023	THU	-	Maths	Hindi	Natural Sc.	English	Social Sc.	Maths	Sociology
04/03/2023	SAT	-	Hindi	EVS	Maths	Natural Sc.	English	Hindi -A	Economics
09/03/2023	THU	EVS	English	-	Sanskrit/Punjabi/ Urdu I & III	Social Sc.	Maths	Sanskrit/Punjabi/ Urdu A-B	Business Study
13/03/2023	MON	English	-	Maths	Hindi	Maths	Sanskrit/Punjab bi/Urdu I & III	-	Geography
15/03/2023	WED	Maths	EVS	-	English	Hindi	Natural Sc.	-	HOME SCIENCE
17/03/2023	FRI	Hindi	-	English	Social Sc.	Sanskrit/Punjabi /Urdu I & III	Hindi	-	Sanskrit ( Core)/Biology
18/03/2023	SAT	-	-	-	-	-	-	-	I.P.

1. **Examination of the subjects not covered in the Date Sheet is to be held at School level.**
2. The Question Papers will be distributed 15 minutes before the time given. The students would read the Question Paper and make plan to write the answers.
3. The Students will start writing the answers at the specified time i.e. at 02.30 p.m.
4. Duration of time for each subject as given on the question paper be followed meticulously.
5. Student will not be allowed to submit the answer sheet of the Exam before 05.00 p.m. (Classes III to VIII) and 05.30 pm (Classes IX & XI) except of 'Emergency Situation



**SURESH CHANDRA**

**C. E. I.**