

NEW DELHI MUNICIPAL COUNCIL
EDUCATION DEPARTMENT
// CIRCULAR //

D/8951/AABV/MM/2022

Date: 08/12/2022

Subject: Date Sheet & Guidelines for Distribution of Confidential Material and Conduct of Pre-Board Examination Academic Session 2022-23

All the Heads of NDMC Schools are hereby informed that Pre-Board Examinations 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 X and XII studying in NDMC schools of Delhi. For smooth conduct of Exams, the timings of Pre-Board Examinations are as mentioned below:

Timings for Pre Board Examinations	Morning: 09:30 a.m. To 12:30 p.m.
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(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 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. 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 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.
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 Pre-Board Examinations 2022-23.
3. Duration of time for each subject as given on the question paper be followed meticulously.
4. Teaching work will also be continued daily during examination days for all the classes including the class for which the exam is scheduled on the day.

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. Seating plan must be displayed on the notice board well in advance.
8. All the schools are advised to have a seating arrangement of not more than 24 students in one examination room.
9. 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.
10. No invigilator will leave the exam hall/room without being provided a reliever.
11. 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.
12. Student shall not be allowed to submit Answer Sheet before completion of Exam.
13. 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.
14. 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.
15. Question Papers of the subject will be discussed with students by concerned subject teacher after the evaluation.
16. 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.
17. 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.**
18. 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.
19. 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.
20. 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.
21. 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. – Suresh Chandra, Principal-AABV, Mandir Marg at 9899744895.**
22. Invigilation must be strict and meticulous and in true spirit.
23. 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.
24. 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.

DATE SHEET PRE BOARD EXAMINATION 2022-23

Morning		09:30 a.m. to 12:30 p.m.	
Date	Day	X	XII
15/12/2022	Thursday	English (Language & Literature)	Economics
16/12/2022	Friday		English (Core)
17/12/2022	Saturday	Hindi-A	Mathematics
19/12/2022	Monday		History
20/12/2022	Tuesday	Social Science	Sanskrit (Core)/ Biology
21/12/2022	Wednesday		Accountancy / Chemistry
22/12/2022	Thursday	Math (Basic/Standard)	Sociology
23/12/2022	Friday		Physics/ Political Science
24/12/2022	Saturday	Natural Science	Business Study/ Geography
26/12/2022	Monday		Physical Education
27/12/2022	Tuesday	Sanskrit/Punjabi/URDU - A/B	HOME SCIENCE
28/12/2022	Wednesday		Hindi Elective
29/12/2022	Thursday		I.P.



SURESH CHANDRA

C.E.I