

**X-17011/251/2019-Dir.(Education)  
NEW DELHI MUNICIPAL COUNCIL  
EDUCATION DEPARTMENT**

**dated: 12.01.2023**

**CIRCULAR**

**Sub.: Guidelines for conducting common UT-IV for classes III to VIII in all AAV schools for A.Y. 2022-2023**

Common Unit Tests will be conducted to improve the academic standards and bring uniformity amongst the students of AAV schools. The following guidelines have been framed in this regard by the department in consultation with Dy.EOs and Consultant (Academics) for smooth conduct of Unit Tests.

**2.** Common Unit Tests-IV will be conducted from 06<sup>th</sup> February, 2023 in all AAV schools (Class III to VIII).

**3. Common datesheet for Unit Test – IV A.Y. 2022-23**

		<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
<b>06/02/23</b>	<b>Mon.</b>	Hindi	Maths	Maths	English	Maths	Social Science
<b>07/02/23</b>	<b>Tues.</b>	Eng.	Hindi	Eng.	Sanskrit	Natural Science	Hindi
<b>08/02/23</b>	<b>Wed.</b>	EVS	Eng.	EVS	Maths	English	Natural Science
<b>09/02/23</b>	<b>Thurs.</b>	Maths	EVS	Hindi	Natural Science	Sanskrit	English
<b>10/02/23</b>	<b>Fri.</b>	-	-	-	Social Science	Hindi	Maths
<b>13/02/23</b>	<b>Mon.</b>	-	-	-	Hindi	Social Science	Sanskrit

**4. Pattern of question papers for UT-IV**

The total duration of the exam will be of 1 (one) hour plus additional up to 15 minutes, which will be utilized for reading of the question paper. **UT-IV will start from 08:00 am and will continue till 09:15 am. In compliance of RPwD Act, 2016, additional 15 min. will be provided to the disabled students.**

**4.1** Questions papers will be devised to assess student's ability of interpretation and application of knowledge, comprehension skills, and critical thinking skills rather than only knowledge recall.

**4.2 Weightage of Question Paper**

- a)** The commonly prepared question paper will be of 20 marks for classes III to VIII.
- b)** For classes IX to XII, the question paper will be prepared and conducted at school level.

**5. Common syllabus for the Unit Tests:**

The tentative syllabus for classes III to VIII is attached at **Annexure-I**.

**6. Subjects to be assessed for Unit Tests**

**Nursery to Class II:** Students performance will be assessed in Hindi, English lessons, recognition exercises, counting etc informally by the respective teacher.

**Class III to Class V:** Students will be evaluated in the following subjects -Hindi, English and Mathematics and EVS.

**Class VI to Class VIII:** Students will be evaluated in the following subjects - Hindi, English, Mathematics, Natural Science, Social Science and Sanskrit. Question Paper of other subjects will be prepared and conducted at school level.

**7. Common guidelines for the conduct of Unit Tests in AAV Schools will be as follows:**

1. Unit tests for classes III to VIII will be convened as per the scheduled date sheet.
2. As per the date sheet, the question paper will be shared on the official email of the school/HoS one day before the commencement of the examination.
3. HoS will assign duties of two teachers in each class during the unit test and maintain proper records in the examination room/HoS's office.
4. Classes will continue as usual after unit test. The Rest of the day will be utilized for study work.
5. Students will write down the responses neatly on a sheet of paper and submit it on time.
6. Teachers will check these papers within 2 days and submit the result to their examination in-charge/HOS.
7. HOS are required to maintain this record for one year. Records may be maintained in the form of hard copy.
8. The examination in-charge issued clear instructions to the invigilator such as distribution of answer sheets and question papers, attesting student details on answer sheets, etc.
9. Team/s from NDMC Headquarters will visit the school during the examination and confirm that all the examinations have been conducted in a fair and proper manner.
10. HoS is required to obtain the question paper in advance as per the enrollment of the student. The expenses will be borne out of Examination Advance/school Imprest, if required.

**8. Nodal Incharge & Compilation of the Result**

Smt. Simmi Sachdeva, HM, AAPV, Moti Bagh has been appointed as the nodal in-charge for conduct of Unit Tests in NDMC schools for session 2022-23 and she will also be responsible for compiling the results and submitting to the undersigned for further submitting to the Director (Edn.) in a tabular and summarized form with a graph of achievement of previous results.

This issues with the prior approval of the Director (Education).



**(Dinesh Kumar Tanwar)**  
**Dy. Education Officer (Hum.)**

**To**  
**HoS of concerned AAV schools**

**Copy to:**

1. PA to the Director (Edn.) for kind information, please
2. AO (Edn.)/ Accounts Department
3. All Education Officers
4. Consultant (Academics)
5. **E-43040**