

**DEEP PUBLIC SCHOOL
SESSION 2024-25
HALF YEARLY EXAMINATION INSTRUCTIONS**

- 1- Half Yearly Examination for classes Nursery to XII is scheduled from 14-9-24.
- 2- Class Teachers are requested to note the Seating Plan & inform the same to the students of their respective class.
- 3- All class Display Boards to be covered before the exams.
- 4- Class Teachers are required to inform the ROLL Nos. (UPDATED, If any) to the students of their respective class.
- 5- Teachers will be intimated of the Invigilation Duty Day before or in the morning on the day of examination.
- 6- Teachers to collect their Room Envelopes (containing Question Papers, Answer Sheets, & other material) from the Examination Room in the morning & to reach their respective classes by 7.55 a.m.
- 7- Teachers on duty will mark Roll Nos. and Names of ABSENTEES on the small Attendance slip & hand it over to the appointed person for marking ONLINE attendance by 9.00 a.m.
- 8- Kindly check all the details filled by the students in the answer sheet thoroughly.
- 9- **SCHEDULE : -**

SCHEDULE	TIMING
Reporting for Assembly	7:55 a.m - 8:00 a.m
Assembly	8:00 a.m - 8:10 a.m
Reporting to Exam room	8:10 a.m - 8:20 a.m
Distribution of question papers	8:20 a.m - 8:25 a.m
Reading time	8:25 a.m - 8:40 a.m
Sign by invigilator/Attendance	8:40 a.m - 8:45 a.m
Response time	8:45 a.m - 11:45 a.m
Collection of response sheets from students and making report for submission	11:45 a.m - 12:00 p.m.
Dispersal	12:00 p.m.- 12:20 p.m.
Collection of response sheet from invigilators (IX-XII)	12:20 p.m.- 12:40 p.m.
Collection of response sheet from invigilators (Nursery to VIII)	12:40 p.m.- 1:00 p.m.

- Kindly note that students will not go out of the rooms after writing time of exam gets

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**Director
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over i.e. between 11.45 a.m. to 12.00 p.m

10- Invigilators are required to make bundles of their respective room with following details:

- Room No. /Class & Section / Roll No.- From ----- To/ Subject
- Attendance – Present - / Absent – (with Roll Nos.) /Total / Signature

11- Invigilators will submit the answer sheet bundles to the class teachers & thereafter class teachers will make complete answer sheet bundles of their respective class & hand it over to the subject teacher on the same day. (If any teacher is ABSENT. then bundle to be submitted to the Exam Deptt.

13- Kindly ensure that all teachers on duty and class teachers are required to fill the Record Registers kept in the Examination Room after dispersal on the same day.

14- Teachers on duty are required to maintain discipline for the fair & smooth conduction of the examination.

Thanks, in anticipation for cooperation from all.

Examination Department

Khy
13/9/24
Nidaw
13/9

Sakshi
13/9/24

Rasni
13/9

R. Bedi

Director
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SCHEDULE AND BELL TIMINGS HALF YEARLY EXAM

SCHEDULE	BELL TIMING
Reporting for Assembly	7:55 a.m. LONG BELL
Reporting to Exam room	8:10 a.m. LONG BELL
Distribution of question papers	8:20 a.m. SHORT BELL
Response time	8:45 a.m. LONG BELL
Collection of response sheets from students and making report for submission	11:45 a.m. LONG BELL
Dispersal	12:00 p.m. LONG BELL

SCHEDULE	TIMING
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R. Vaidya
 Director — 130924
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13-09-24
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FOLLOWING ITEMS ARE NOT ALLOWED
DURING EXAMINATION

- **ELECTRONIC EQUIPMENTS: LIKE**
- **MOBILE PHONES**
- **CALCULATORS**
- **PAGERS**
- **CAMERAS**
- **BLUETOOTH**
- **SMART WATCHES**

AND ANY OTHER GADGET USED FOR
UNFAIR MEANS ETC

EXAM DEPARTMENT

R. K. Singh
13-09-24
Director
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