

SOP of Examination Department 2025-26 1) Periodic Test 1 (PT-1) (For
classes 1-8)

- i) Maximum Marks will be 20 Marks. **Time :- 50 min**
- ii) Exam will be held between 14th July to 21 July.
- iii) In Marklist 50% of the marks obtained in the PT-1 exam need to be entered.
- iv) Rechecking of copies by teachers to be done after correction.
- v) Marks bifurcation in the following way:-

Marks (10)	N.S (5)	SEA (5)
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NS – Notebook Submission

SEA- Subject Enrichment Activity

- vi) N.S and SEA marks to be filled before Half yearly exam.
(Between 1Aug – 20 August)
- vii) For classes 1 and 2 worksheet Will be given during exam.
- viii) For classes 3 to 8 test copies will be given to the students during the test.

2) Unit Test Exam

- i. Unit test will be held in between 14th July to 21th July
- ii. For Classes 9-12 Maximum Marks will be **30 Marks. Time:- 1 hour.**
- iii. Rechecking of copies by the teachers to be done after correction.
- iv. Question paper will be submitted to Examination incharge before Summer vacation.

3) Half Yearly

- i. For Classes 1-12
- ii. For classes 1 to 10 maximum marks will be 80.
- iii. Time :- for classes 1 to 5 **(2 hours)**
- iv. Time :- for classes 6 to 12 **(3 hours)**
- v. For Classes 11 and 12 subject wise marks.
- vi. Exam will be held in between 20 Sep to 30 Sep
- vii. Question paper will be submitted to Examination incharge till 10 of August.

viii. **Secondary Paper**

	Written	Oral/ Practical
G.K	50	50
Life skills	50	50
Physical	50	50

Education		
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- 4) Art and Craft, Music , Discipline Grades will be allotted
- 5) Time allotted for secondary subjects:1hr. 30 mins.

6) Periodic Test – 2

For classes 1-8

- a)Maximum Marks will be 20 marks. **Time- 50mins.**
- b)Exam will be held between 10th Dec to 20th Dec.
- c)Question paper will be submitted to Examination incharge till 10 of nov.
- d)Rechecking of copies by the teachers to be done after correction.

Unit Test 2(Classes 9th to 11th)

- a)Class 9th will be of 30 Marks. **Time :- 1 hr**
- b)Class 11th Subject wise marks. **Time :- 1hr**

Pre - board

- a) Class 10th will be of 80 Marks. **Time:- 3 hours**
- b) Class 12th (Subject wise marks). **Time:- 3 hours**

3. ANNUAL

- 7) For classes 1st to 9th and 11th
- 8) Class 1 to 9 will be of 80 Marks
- 9) Class 11th subject wise marks

P. T- 1 and P T - 2

1. Question paper for classes 1 to 8 will be 20 marks
2. Time duration will be 50 Minutes

3. Subject – Hindi, English, Maths, EVS, Computer, Science, S.St, Sanskrit
4. In question paper for classes 5 to 8th no fill ups, match the following, True/False
5. While making Question paper please be careful regarding Question numbering (number X questions)

6. Submission of question paper to the E. I.
 - **P.T – 2-** (10th Nov 2024) (1st to 8th) 20 Marks
 - **Pre Board** – (10th Nov 2024) (10 and 12) (Subject wise)
 - **Unit Test 2–** (10th Nov 2024) (9and 11-30 marks)

7. Between (10th Nov to15th Nov) the entire question Paper will be finalized by E. I. Department.
 - Return the paper to HOD by 15 Nov by E.I
 - Submission => HOD to E.I by 18 Nov (**Final Paper**)

8. **Attendance** => For Classes 9th to 12th will be 75%
 - Below 75% attendance students will not be allowed to sit in the Exam.
 - For any medical issue students will have to submit Medical along with application to the class teacher before Exam (1 week).
 - Fee defaulter and Low Attendance students will be considered for **Late Registration.(classes 9 to 12).**
 - After Examination are over fee defaulter (Above Rs. 10000) students will not be allowed to sit in Class for regular classes.

9. 25 Days prior to every Exam Question paper have to be submitted to E.I by HOD.

10. After every exam separate attendance Sheet will be made of the absentees (Classes 9th to 12th).

MARKSHEET

1. For classes **1 to 8 and 11** final MARKSHEET will be issue.
(Whole years Marks.)
2. For classes **10 and 12 MARKSHEET** will be issue after pre-board exam.
(Only pre-board marks will be there.)
3. For 11 B only FINAL marks will be given on final MARKSHEET.

Practical exam

1. Practical exam of class 11 will be held before every exam..

Test copies

- 1** Test copy should be collected by the respective class teachers of classes 3 to 8 before 15th April.
- 2) Test copy will be submitted to the Ei on 13 July.
- 3) Ei will issue all the test copies to the class teacher with one day before examination.

Attendance

- 1.Attendance below 60% will not allowed to sit inhome exam
- 2.**registration will not be done below 80%.

Passing criteria

- 1.Pass all students (Classes nur to 8)

For classes 9 to 12

- 2.Fail in one subject = Pass
3. Fail in two subject = Compartment in one subject.

4. Fail in more than two subject = Fail.

5. For class 9 : Fail in two subjects will have to give compartment in both subjects.