

**D.A.V. CENTENARY PUBLIC SCHOOL, PASCHIM ENCLAVE, NEW DELHI-87**

Dear Parent,

December 15, 2017

Here are a few guidelines from the examination department that parents and students must take care.

- For Classes IX to XII, full syllabus will be tested in the final exams. And for classes V to VIII, 10% to 25% syllabus of Term I will be included in Term II.
- Minimum 75% attendance is required to be eligible for appearing in the examination.
- Please note that NO WEIGHTAGE will be given in case of absenteeism during exam days.
- During exam days, if a student is absent on medical grounds, a medical certificate duly signed by the doctor, and an application duly signed by the parents must be submitted on or before the day of examination.
- If there is any other very-very urgent, unavoidable reason, due to which the student cannot take the exam, an application, duly signed by the parents must be submitted, in person, to the Supervisory Heads : Ms. Anvita Wahi – IX to XII/Ms. Nimisha Sharma – V to VIII (Senior School) & Ms. Usha Gupta (Junior Wing), on or before the same day.
- PLEASE NOTE THAT IT IS UP TO THE DISCRETION OF THE SCHOOL AUTHORITIES TO SANCTION/NOT SANCTION THE LEAVE.
- If the medical certificate/sanctioned application is submitted, the student may be considered eligible for retest, otherwise zero (0) will be awarded.
- If the student is absent on the day of retest, another retest will NOT be given. In that case, zero will be awarded.
- Hence, parents must ensure that the students should not miss any exam, at any cost.



Manju Malik  
Principal