

DAV CENTENARY PUBLIC SCHOOL, PASCHIM ENCLAVE, NEW DELHI 110087**CIRCULAR : CLASSES XII**

Dearest Students,

As you step towards CBSE Board Examination, the Principal and teachers of the school wish you best of luck and pray for your success in the examination. Here are a few guidelines for you:

PRIOR TO EXAM:

- Make proper time table for self-study. Keep in mind the curriculum, weightage of different chapters/units, your level of preparation till date and the datesheet for making the time table. If required, take support of your parents, elder siblings or teachers to frame customised time table for yourself.
- Must practice CBSE Sample Papers of previous years. Either get the papers checked by teachers or do self-evaluation on the basis of marking schemes given on CBSE Website.
- Feel free to approach subject teachers in case any conceptual clarity required or any learning resources required.
- Be focussed, stay away from distractions such as mobile phones, social media, movies and even friends. Use your social circle to resolve your doubts if required.
- Eat healthy diet, stay hydrated, sleep well and prepare well.
- Students must scan and save PDF or image of Admit Card in mail or google drive. Also, a photocopy of Admit Card must be retained at home. Ample care should be taken for Admit Card. It should not be torn or crumbled. No marks should be made on it.
- Students must ensure that parents, students and Principal's signature must be there on Admit Card received. This is required to ensure that the Admit Card is considered valid at the examination centre.

DURING EXAMINATION DAYS:

- Take adequate sleep prior to day of exam.
- Consume healthy breakfast before going to examination venue.
- Reach examination venue well in time, do not rush at last minutes. It will add to the stress.
- **Students must carry Admit Card, school Identity Card and all required stationery items in a transparent pouch. Transparent water bottles can also be carried. However, books, notes, mobile phones, calculators, wallets, goggles, handbags and even eatables are not allowed inside examination centre.**
- **Students must wear proper school uniform.**
- **Use of Unfair Means of any sort is strictly prohibited. CBSE has instructed Centre Superintendents to take strict action against any such students found using unfair means during examination.**

DURING EXAMINATION:

- Students must check the venue (room) as displayed at the examination centre. They must occupy allotted seat only, as per guidance received by invigilator.
- OMR sheet should be filled by the students carefully. In case of any queries, feel free to ask the invigilators.

- Students must mention Roll Number of Question Paper and QP code number on Answer Sheet.
- No rough work or marking of answers should be done on the Question Paper. A separate column may be made in the Answer Sheet or last sheet of Answer Book may be used for rough work.
- Reading time should be used judiciously, as guided by the subject teachers.
- Proper time management must be ensured while attempting the paper. It is suggestive that questions carrying more marks may be attempted first. Another suggestion is that questions for which students are confident about answers must be attempted first.
- All questions must be attempted. In any case, questions must not be left unattempted. Students must try to answer those questions also for which they are not sure about the answers.
- Good paper presentation is of utmost importance. Remember, 'your answer sheet should look like answer sheet of an intelligent student.' Give headings /captions to answers, points, underline value points, make diagrams, tables, notations wherever possible, leave appropriate space in between two answers and write answers legibly. Paper with good presentation is likely to fetch more marks from the examiners.
- Avoid cuttings and over-writings.
- Students must not mention name or school name or roll number in the answer book, except where required (on OMR sheet)
- Students must refrain from using any Unfair means during examination.

With lots and lots of love and blessings for our rising stars of DAVPE....

With best wishes and good luck,

Principal