

Directorate of Education, Govt. of NCT of Delhi
Examination Branch, Old Secretariat, Delhi-110054

No.DE.5/43/04/Exam/2018/ 264-270

Date: 04-03-2021

// CIRCULAR //

**Sub: Date Sheet & Guidelines for Distribution of Confidential Material and
Conduct of Mid Term & Pre-Board Examination 2020-21**

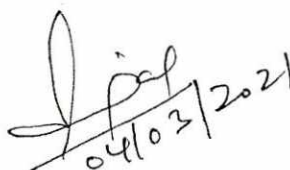
All the Heads of Schools are hereby informed that Mid Term & Pre-Board Examinations 2020-21 are to be held as per the date sheet enclosed herewith in Morning & Evening shifts simultaneously for the students of classes IX to XII studying in Govt. & participating Govt. Aided & NDMC Schools of Delhi. For smooth conduct of both the Exams, the timings of Mid Term & Pre-Board Exam are as mentioned below:

Schools Covered	Classes	Timing	Examination
All Morning & General Shift Schools	IX to XII	09:00 a.m. to 12:00 Noon	Pre- Board & Mid Term Exams
Evening Shift Schools	IX to XII	02:00 p.m. to 05:00 p.m.	Pre- Board & Mid Term Exams

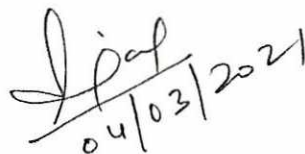
Guidelines for all concerned are given below:

(A) FOR HEADS OF SCHOOLS

1. Examination in the subjects not covered in the Date Sheet is to be conducted at school level.
2. It is mandatory to fill all the columns given at the first page of the answer sheet. Class In-charges must ensure that each student of their respective class knows his/her ID.
3. Invigilator in the Examination Room must put his/her signature clearly in the space provided on the answer sheet and also at the end where the student finishes his/her answer / writing.
4. The blank page/space in the answer sheet must be crossed by the invigilator just after the exam to avoid any manipulation.
5. **Cutting / overwriting in marks in award list as well as in the answer sheet by examiner is not acceptable in any exam, the same must be avoided.**
6. Head of School must ensure proper sanitation, lighting, drinking water & furniture etc during the examination days and provide stress free environment to the students maintaining COVID Appropriate Behavior (CAB).
7. **All the schools to follow the Standard Operating Procedure (SOP) for Examinations issued vide circular No DE.5/43/04/ Exam/2019-20/93-103 dated 29/01/2021.**
8. **SEATING PLAN** must be displayed on the notice board well in advance on the day of the exam. As far as possible, students should be seated in examination room maintaining social distancing.
9. Proper record i.e. Account of Question Papers, Invigilation Duty Register, Seating Plan, Supplementary sheets issued to student in exam, Evaluation Record etc must be kept in Examination / Principal Room, in a systematic way, for inspection by the higher authorities.


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10. **Student shall not be allowed to submit his / her answer sheet before 12:00 Noon (For Morning & General Shift Schools) and 05:00 p.m. (For Evening Shift Schools).** The invigilator should not compel the student for the submission of the answer sheets before time.
11. Marking schemes in sealed envelopes will be supplied on the next working day of the examination.
12. Guest Teachers/Contract teachers, Security guards, Visually Impaired Teachers & Group-D employee will not be authorized by the Head of School to collect the Question Papers Packets/ material from Zonal Distribution Centers.
13. Heads of Schools must attest the signature of the official deputed to collect Question Papers from the ZDCs and issue authority letter daily for collection of the same.
14. While receiving the confidential material from Zonal Distribution Centers, the authorized person will ensure that the packets of Question Papers are properly packed, sealed and as per enrollment of his/her school.
15. **The distribution of sealed packets of Question Papers from ZDC will be done from 7:00 a.m. to 08:00 a.m. (Morning & General Shift Schools) and from 12:00 noon to 01:00 p.m. (Evening Shift Schools) to authorized official of the school.**
16. **In case of shortage or non-receipt of Question Papers or any other discrepancy, Head of School will inform to Exam Branch by mail on osdexamdoo@gmail.com and contact may be made without any loss of time, with the concerned ZDC and if the demand is not fulfilled, contact may be made with the HQ, dial 23890010.**
17. Students may be allowed to enter the examination room 30 minutes before the commencement of the examination. At the time of entry of students, invigilator must be present therein.
18. It must be ensured that invigilators give 15 minutes, before the beginning of the exam, to students for reading the question paper and planning for writing the answers. These 15 minutes will be in addition to the 3 hours duration of the exam.
19. Invigilation must be strict and meticulous to conduct the exam in true spirit.
20. No invigilator will leave the exam room without a reliever provided by Head of School.
21. Packets of the Question Papers will be opened only 45 minutes before of the commencement of the examination. In case of tempering in the packets of Question Papers or opened before the scheduled time, Examination In-charges and Head of School will be held responsible.
22. It is not obligatory for Head of School to assign the evaluation work to the teacher teaching the subject in the section. However, they may assign the evaluation work to one/two subject teachers of one class to maintain the uniformity in evaluation.
23. **The HOS must ensure strict compliance of the instructions by the invigilators. In case of violation of these instructions, appropriate action will be initiated against the concerned Head of School.**
24. **Conversion in the marks in respect of any subject and class will not be done at school level.**
25. **Mid Term Examination for the students of class X will be treated as Periodic Test-III and weightage of the marks will be considered accordingly (Average of Best Two Periodic Tests out of 05 Marks) for onward submission to CBSE.**
26. **Evaluated answer sheets of the subjects will be discussed with students by concerned subject teachers on 17/04/2021.**

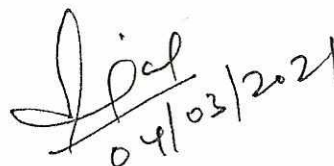

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(B) FOR ZONAL DISTRIBUTION CENTER INCHARGES

1. Sealed cartons of Question Papers for Mid Term & Pre-Board Examinations shall be delivered at all Zonal Distribution Centers (ZDCs) between 6:00 a.m. and 7:00 a.m. on all the exam days.
2. All the ZDC In-charges must be present at their centers to receive the cartons by 6:00 a.m. positively on all the examination days.
3. **The distribution of sealed packets of Question Papers to authorized official of the school will be done from 7:00 a.m. to 08:00 a.m. for Morning & General Shift Schools and from 12:00 noon to 01:00 p.m. for Evening Shift Schools.**
4. Proper Receipt/Authority Letter of the sealed packets of question papers shall be obtained by ZDC In-charges on every examination day and kept in safe custody for further correspondence/record.
5. **In case of delay on the part of schools in receiving the packets of Question Papers, ZDC In charges will inform Exam Branch immediately by e-mail on osdexamdoe@gmail.com.**
6. It is essential for Zonal Distribution Center In-charges to give preference to far flung schools of the zone so that the examination may commence in all the schools at the scheduled time.
7. One sealed packet per subject per class containing the **Question Papers (5% of total enrolment or 100 Question Papers whichever is less in that subject and class) shall be available as Extra** at each ZDC to meet out shortage if any.
8. Proper Record of Date-wise Distribution of Question Papers shall be maintained by the Zonal Distribution Centers and submit it to the Exam Branch (HQ), when directed.

(C) FOR DEPUTY DIRECTORS OF EDUCATION (DISTRICT & ZONE)

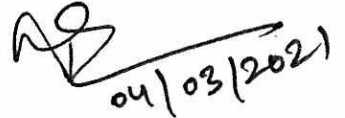
1. Distt. DDEs are requested to ensure that each ZDC and Govt. / participating Govt. Aided School under their jurisdiction receives the question papers as per schedule given at point No 1, 2 & 3 of Part- B.
2. The question papers for the examination will be provided to each school through concerned Zonal Distribution Centre (ZDC), **from 7:00 a.m. to 08:00 a.m. for Morning & General Shift Schools and from 12:00 noon to 01:00 p.m. for Evening Shift Schools** on each day of the Exam. Distt. & Zonal DDEs are requested to ensure that these packets of question papers are received by ZDC In-charge (Head of School)/ Teacher In-charge at the ZDC.
3. Teacher In-charge at the ZDC should handover of question papers to the individual school on receipt of the "Authority Letter" duly signed and stamped by the concerned HOS. The signature given as acknowledgement by the receiving official must match the signature attested by the HOS on the authority letter.
4. **As earlier noticed, some schools create hindrance at Zonal Distribution Centers pressurizing to issue the packets of question papers before the time or arrive late to receive the packets. This practice does not support a smooth examination system. District DDEs are directed to take strict action against such officer/official and submit the report to DDE (Exam) within two days.**


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5. As noticed at the time of uploading the marks of Annual Examination, DDE (Zone) changes the stream of the students of class XI after the Mid Term Exam which not only disrupts the online module but also creates problem in uploading the marks. **All the DDEs (Zone) are directed not to change the stream after the Mid Term Exam without the approval of the Competent Authority.**
6. **DDEs (Zone) will ensure that invigilator will not allow/compel any student to submit the answer sheets before 12:00 noon for Morning & General Shift Schools and before 05:00 p.m. for Evening Shift Schools.**
7. Zonal DDEs/SPEs of the concerned Zone should monitor the distribution work at the Zonal Distribution Center and ensure that Packets of Question Papers must not be opened before 45 minutes of commencing the examination.
8. Zonal DDEs & SPEs shall conduct surprise inspections of ZDCs and schools during examination days in coordination with the concerned District DDE and send their report at osdexamdde@gmail.com in the prescribed proforma to DDE (Exam) HQ.
9. The officers from the HQ will also conduct surprise inspections of ZDCs and the schools during the examination days and take necessary action if such a need arises.

Enclosure:-

1. Copy of Date Sheet
2. Copy of Inspection Performa

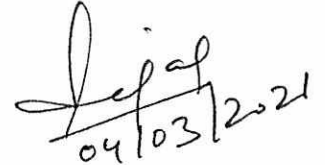

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(DR. RITA SHARMA)
ADDL. DE (Exam)

All Heads of Govt., participating Govt. Aided & NDMC Schools through DEL E

Copy to:

1. PA to Pr. Secretary (Education) for information.
2. PA to Director (Education).
3. All RDEs/ DDEs (Distt. & Zone) /SPEs through DEL E for necessary action
4. Education Officer (Computer Cell) NDMC
5. ADE (IT) to get it placed on DEL E.
6. Guard File.


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(SANJAY SUBHAS KUMAR)
DDE (EXAM)

Govt. of NCT of Delhi: Directorate of Education
Examination Branch, Old Secretariat, Delhi-110054
"DATE SHEET FOR PRE-BOARD / MID TERM EXAMINATION 2020-21"

Date	Day	Morning & General Shift Schools (Timing: 09.00 AM to 12.00 NOON)				Evening Shift Schools (Timing: 02.00 PM to 05.00 PM)			
		Class IX	Class X	Class XI	Class XII	Class IX	Class X	Class XI	Class XII
20.03.2021	Sat	-----	-----	Hindi Elective	Maths	-----	-----	Hindi Elective	Maths
22.03.2021	Mon	-----	-----	Maths	Physical Education	-----	-----	Maths	Physical Education
23.03.2021	Tues	-----	-----	English (Core)	Geography	-----	-----	English (Core)	Geography
24.03.2021	Wed	-----	-----	Political Science	Business Study	-----	-----	Political Science	Business Study
25.03.2021	Thurs	-----	-----	Physical Edn.	Sociology / Engg. Graphics	-----	-----	Physical Edn.	Sociology / Engg. Graphics
26.03.2021	Fri	-----	-----	Home Science	Sanskrit (Core)/ Biology	-----	-----	Home Science	Sanskrit (Core)/ Biology
27.03.2021	Sat	-----	-----	Economics	English (Core)	-----	-----	Economics	English (Core)
30.03.2021	Tues	-----	Natural Science	-----	Accountancy / Chemistry	-----	Natural Science	-----	Accountancy / Chemistry
31.03.2021	Wed	-----	English (Lang. & Lit)	-----	Economics	-----	English (Lang. & Lit)	-----	Economics
01.04.2021	Thurs	Maths	-----	Accountancy / Chemistry	-----	Maths	-----	Accountancy / Chemistry	-----
03.04.2021	Sat	-----	Skt / Urdu/A/B/ Punjabi	-----	Political Science	-----	Skt / Urdu/A/B/ Punjabi	-----	Political Science
05.04.2021	Mon	Natural Sc	-----	Sanskrit (Core)/ Biology	-----	Natural Sc	-----	Sanskrit (Core)/ Biology	-----
06.04.2021	Tues	-----	Hindi -A	-----	Physics / History	-----	Hindi -A	-----	Physics / History
07.04.2021	Wed	English (Lang. & Lit)	-----	Sociology / Engg. Graphics	-----	English (Lang. & Lit)	-----	Sociology / Engg. Graphics	-----
08.04.2021	Thurs	-----	Social Science	-----	Hindi Elective	-----	Social Science	-----	Hindi Elective
09.04.2021	Fri	Hindi -A	-----	Physics / History	-----	Hindi -A	-----	Physics / History	-----
12.04.2021	Mon	Social Science	-----	Geography	-----	Social Science	-----	Geography	-----
14.04.2021	Wed	-----	Maths (Basic /Standard)	-----	Home Science	-----	Maths (Basic /Standard)	-----	Home Science
15.04.2021	Thurs	Sanskrit / Urdu A/B/ Punjabi	-----	Business Studies	-----	Sanskrit / Urdu A/B/ Punjabi	-----	Business Studies	-----

1. Examination of the subjects not covered in the Date Sheet is to be held at School level.
2. The Question Papers are to be distributed 15 minutes before the time given. The students be given this time to read the Question Paper and make plan to write the answers.
3. The Students will start writing the answers at the specified time i.e. at 09.00 a.m. (Morning & General Shift Schools) and 02.00 p.m. (Evening Shift Schools).
4. Duration of time for each subject as given on the question paper be followed meticulously.
5. Student will not be allowed to submit the answer sheet of the Exam before 12.00 Noon (Morning & General Shift Schools) and 05.00 p.m. (Evening Shift Schools) except in 'Emergency Situation'.

[Signature]
04/03/2021
DDE (Exam)

MID TERM & PRE-BOARD EXAMINATION 2021 INSPECTION REPORT

1. Name of School :
2. School I.D. :
3. Date & Time of Inspection:
4. Name of Head of School:
5. Mobile No. of Head of School:
6. HOS is present in the School : Yes/No
- (i) If No, reason for absence: On Duty/ Sanctioned Leave/ Without Intimation

Class	Subject	Details of Question Papers			Details of Students			
		Received	Distributed	Balance	Enrolled	Appeared	Not Appeared	
							Absent	Medical

7. Whether envelop(s) of QP have been signed by HOS & Exam In-charge Yes / No
8. Record of Account of QPs is properly maintained- Yes / No
9. Whether students are allowed to submit Ans. sheets before stipulated time. Yes / No
10. Whether CAB/SOPs are followed Yes / No
11. Proper seating arrangements in the examination rooms Yes / No
12. Invigilation during Exam satisfactory/ Unsatisfactory
13. Whether supervision of Head of School is found satisfactory in the Yes / No
conduct of the Exam? If not, specify the shortcomings and attach
copies of documentary proof in support of the same.

14. Any specific event to be reported.

INSPECTING OFFICER(S)

- 1.
- 2.
- 3.