

ADVICE TO EXAM CANDIDATES

Students are advised to adhere following points before, during and after a test or exam.

- a. Note down the date sheet / time table of test or exam from the school notice board, school website or any authentic sources. Do not believe on WhatsApp messages and any message coming from social media platform.
- b. In case of any doubt about the exam date sheet / time table, students or parent should contact concerned class teacher and get authentic information.
- c. On the day of test / exam, the candidate must reach the school at least 10 minutes before. Enter the exam room only when they are asked to do so.
- d. Occupy your seating place as given in the Seating Plan outside. Do not exchange the place without information of the invigilator.
- e. Bring necessary and allowed stationaries for yourself like writing board, water bottle, blue and black pen, extra pen, pencil, eraser, sharpener, ruler, compass etc.
- f. Candidates are NOT allowed to bring calculator, log book, maps, earphone, mobile or any electronic gadget inside the exam room.
- g. A candidate can be physically checked [frisked] by any teacher at any time before, during and after the examination. His / her place of sitting can also be changed at any point of time.
- h. In case, a candidate need to borrow a pen or pencil from other examinee, he/she must not talk directly and borrow pen / pencil. Instead, candidate should inform the invigilator that he/she needs a pen/pencil. Invigilator will try to manage and help you.

- i. Write your name, class, section, roll, date, subjects etc on the answer sheet clearly. Put your signature and get your answer book signed by the invigilator.
- j. Do not write your name, class, section here and there. Write it properly at the place given for it.
- k. Do not put any stray mark on the answer sheet which may reveal your identity [especially when you are writing on special answer sheets.]
- l. Read the question carefully. Subject teachers are not supposed to come to exam room to explain the question. Candidate should not expect from a subject teacher that he/she should tell you what exactly to be written as answer for any question.
- m. If there is any misprint in the question paper, subject teacher will come in the exam room and rectify it.
- n. Before the final bell, candidate should tie tag/thread attaching extra sheets, maps, graphs etc. Once final bell is given, they should stop writing.
- o. Leave the exam room when the invigilator ask you to go. Before that be inside the exam room and sit patiently.
- p. You must submit your answer book to invigilator. You should not carry it outside with you in any circumstances.
- q. Listen carefully and follow the instruction if any announce is made in your exam room during the examination.
- r. If a candidate is sick and not in a position to appear in the exam, his/her parent must inform the school about it in writing and with proper document. Only genuine cases will be allowed for re-test.