

## **GUIDE LINES FOR XII-PRE BOARD (OFFLINE ) EXAMINATION :2020-21**

### **General Instructions:**

1. Write your answers on **Long Register Papers**.
2. Write your **Name, Roll no., Class, Subject, Date & PRE BOARD EXAMS – I** on the top of your first page.
3. Write your name, date, class and page no (in the right corner of every supplementary sheet.)
4. Mark the end of your answer sheet by drawing line and by putting your signature with date and time and total number of pages used.
5. Question paper will be visible from 8.40AM onwards on the school website as well as on your subject what's app group.
6. Note the following information:
  - (i) Check the exam schedule on the school website.
  - (ii) Examination Time : 9AM to 12 Noon
  - (iii) Uploading of PDF on teachers personal number : Before 12:15 PM on the exam day itself.
  - (iv) Submitting answer sheets at the school on the same day (properly stapled or tied) by 2PM.
  - (v) Please note that the PDF file uploaded after 12:15 PM will not be considered & the answer sheet submitted at the school after 2PM will not be accepted.
  - (vi) The marks of the pre - board exam will be considered for internal assessment as well.
  - (vii) There should not be any changes or corrections in the hard copy of answer sheet which are not in the PDF file.
  - (viii) Parents are kindly requested to supervise the off line exam of their wards at your home. No unfair means should be used.
  - (ix) The date of returning of your corrected answer sheets will be informed to you soon.

Best of Luck

Principal