



**Instructions for the Annual Examination 2024-25**

**Class: IX & XI**

Dear Parents

Kindly make note of the instructions for the Annual Exam to be held from 18 February 2025 to 15 March 2025.

- **Duration of Exam:** 3 hours
- **Exam Timings:** 8:00 am- 11:15 am ( 8:00 am- 8:15 am- Question paper reading time )  
(8:15 am- 11:15 am Writing Time)
- **Reporting Time for the students is 7:30 am. The students will first report to the ground and then move to the examination room at 7:45am as per the seating plan.**
- **Students will have Preparatory Leave on 17.02.25, Monday.**
- The students will have preparatory leave on all non- exam days.
- The students will depart after the exam. The parents should make the necessary arrangements to pick their ward in the afternoon. However, the school bus will be available in the afternoon **(at 11:30 am) only from 1<sup>st</sup> March 2025 onwards.**
- The dispersal of students will be as follows:  
**All the Self-students:** Gate No 1 **Van Users:** Gate No 3
- School buses will ply as per the normal timings in the morning.
- All students to come in proper school uniform and must carry I- cards.
- **Items permitted inside the examination room:** Transparent water bottle, Transparent clip board, stationery in a transparent pouch and Analog watch.
- **Items not permitted inside the examination room:** Calculators, Mobile phones (**Strictly prohibited inside or outside the examination hall**), Smart Watches, Digital Watches, Fitbits, or any other electronic gadgets, notebooks and bags. School will not be responsible for loss of any electronic gadgets or valuables, if kept outside the examination room. If found possessing any of the above items then it would be considered use of unfair means.
- **Disciplinary action shall be taken if a student is found using any unfair means in the Examination.**
- **Parents are requested to instruct their ward to follow the instructions strictly.**

Regards

  
Geeta Gangwani  
(Principal)

