

Circular  
Guidelines for Grades 10 and 12  
Term 1 Board Examination

No: HB/AC/21-22/58

Dated: 14/11/2021

Dear Parents,  
Greetings!

You are requested to follow strictly the guidelines given below for the CBSE Term 1 Board Examination and ensure that your child must upload the Negative PCR report which should be valid for 96 hours, in the link <https://bit.ly/2Xoi9z2>

**General guidelines to be followed by all the students**

- **No transportation** will be provided during the board examination.
- Students can collect their school ID and CBSE Admit cards on 16th and 17th November, 2021 during working hours from the reception counter.
- Kindly clear the fees dues,if any, before receiving the admit card..
- Students should wear complete school uniform during the Board Examination.
- Each student should bring his/her Admit Card without which he/she will not be allowed to enter the examination hall.
- Students should bring the required stationery items by themselves for each examination as exchange of the materials is not permitted.
- Mobile phones or other electronic gadgets are strictly prohibited inside the school on all examination days.
- Everyone should strictly follow the time schedule as penned down below and not the one given in the admit card which is **wrong**.

Action	Time Interval
1. Reporting time to school	8.30am
2. Start of entry by students to Examination Rooms	9am to 9.15am
3. Last entry in the Examination Rooms	9.15am (No student will be allowed to enter the school after this time)
4. A. Checking of admit cards by the invigilators B. Announcement to ensure that if the candidates have occupied correct seat only C. Entry of Question Paper Code in OMR Sheet D. Ensure that they are not in possession of barred items	9.15am to 9.30am
5. A. Opening of the question paper packets in the examination room B. Distribution of the question paper to the candidates	9.30am to 9.40am
6. Reading time	9.40am to 10am

7. A. Exam commences B. Return of unused question paper and envelopes by invigilators to the Asst.Superintendent	10am
8. Collection of question papers of absentee candidates from the Examination room by Asst..Superintendent	10am
9. Examination concludes	As per time allotted in the question paper (11.30am)
10. Dispersal of the students (parents should pick the students from the OT area)	11.35am

**Important features to be followed to fill the OMR Sheet ( [Sample OMR](#) )**

- There is a space for answering 60 questions in an OMR irrespective of total questions given in the Question Papers of any subject. Candidates will use maximum circles as per total questions given in the Question Paper for giving responses. This should be only in serial.
- Answers given after the maximum question number will not be evaluated. Meaning thereby, if there are 45 questions in some Question Papers and the candidate is changing Question no 46 in OMR and writing this question as 45 and then giving the answer, it will not be evaluated.
- For giving a response, 4 circles i.e. (a), (b), (c) & (d) are given in front of each question in a row. Candidates once confident about the correctness of reply should darken the circle with a **BLUE / BLACK ballpoint pen**.
- After 4 circles are over, a box is given in the same row.
- Candidates have to write the correct option in this box i.e; a or b or c or d as the answer.
- After the box, again a circle is given ahead of the box wherein the question number is also written inside the circle. This circle is to be darkened by the candidates only if they have **not attempted** this question.
- Candidates are advised that first of all they should mark the response by darkening the circle. If fully satisfied then they should write a response in the box. Purpose of giving a box is only that if any candidate wishes to change the response, the same shall be written in the box.
- Even if a candidate is satisfied with darkening the circle, this response has to be written in the box. Candidates have to reply both in a circle and in a box.
- Reply written in the box will be treated as **final**.
- If the box is empty and the response is marked in the circle, it will be considered that the Question **has not been attempted** by the candidate.
- If the response is given in a box and the circle is left blank, it will be considered that the Question **has been attempted** by the candidate.
- If all the three i.e. 4 circles, box and last circle are left blank, it will be considered that the question **has not been attempted**.



**Principal  
Bala Reddy Ambati**