



IIS/CIR/158/2023-2024
19/02/2024

Dear Parents,

“Greetings from IIS Family”

As the CBSE Board Examination 2024 for Grade X and XII is fast approaching, kindly be informed of the following important School information and Centre Guidelines to be followed by the parents and students:

- All the students are expected to report to school by 7.30 am on all Examination days and from the school the students will be dropped to the Centre. No student is permitted to report to the Centre directly. Parents must ensure this.
- Students must be well dressed in proper school uniform and hairstyle (trimmed/neatly plaited) and carry their school IDs to the Center.
- Students must carry their CBSE Admit card/Hall ticket to the Center on all examination days. Extreme care must be taken, as school will not issue a duplicate copy if the student loses the Admit card.
- Students must carry only transparent pencil pouch and own stationary. No sharing will be allowed.
- Students cannot carry writing pads for the examination.
- Students must not carry any electronic gadgets like mobile phones or smart watches with them to the Center.
- Students must not have any small pieces of papers with them apart from the Admit card/Hall ticket.
- Students must use only BLUE BALL PEN or BLUE GEL PENS to write the exam.
- Students must write their Roll Number on the question paper. Do not write any answers on the question paper.
- Students must make sure that they go to the washroom in their own school before leaving for the Center to save time.
- Students must be well disciplined and polite at all times at the Center.
- Bus students will be given transportation on examination days. OT students must be dropped and picked by parents to/from the school.
- The dispersal for bus students of Grade X & XII will be at 2.15 pm on Examination days. Parents of bus students who wish to pick their wards early can report to school by 12.30 pm.
- All OT parents must also pick their wards from the school by 12.30 pm sharp.
- Students have to follow the above Guidelines mandatorily. Failure to do so will result in strict disciplinary actions.

Note: Any changes in the timing during Ramadan will be notified accordingly.

Wishing the students all the very best for the upcoming Examination.

PRINCIPAL
Ms. Qurat Ul Ain

Stay safe & healthy!