



IIS/CIR/130/2024-2025
10/02/2025

Dear Parents,

“Greetings from IIS Family”

As the CBSE Board Examination 2025 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 Parents are advised to refer **Annexure 1** for Dispersal Timings during CBSE Board Examination.
- In case the students are having exam on Saturdays the Reporting time of the students will remain the same (7.30am)
- **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!

Annexure 1: Students Dispersal Timings During CBSE Board Examination for Grade X and XII – AY 2024-25

Examination Days	Bus students	OT Students
Monday – Thursday	12.10 pm	12.30 pm
Friday	2.15 pm	12.10 pm
Saturday	12.30 pm	12.10 pm

- Parents are advised to take note of their wards dispersal timings as indicated above.
- Parents of bus students who wish to pick their wards early on Fridays can report to school by 12.10 pm.
- All OT parents must ensure to pick up their wards from the school as per the timings mentioned, no delays will be appreciated in this regard.