



GREENFIELDS SCHOOL, SIRHIND

INSTRUCTIONS FOR STUDENTS DURING EXAMS



- 1) Students must enter the examination hall/room 10 minutes before the start of the examination and get seated according to seating plan arranged for a paper for the day.
- 2) Students are allowed to leave if they finish their exam early, but after first half.
- 3) No student will be allowed to appear in an examination without Admit Card and student ID Card. ID Cards must be kept displayed during the examination.
- 4) Each student is required to bring his/her own pencil, ruler, pen etc. during the examination; borrowing of these items is strictly prohibited.
- 5) All working i.e. rough work, graph-papers, and tables should be attached to the answer book.
- 6) Writing anything on the question paper, except examination details, is prohibited.
- 7) Use of digital diary, note-book computer, mobile phone, smart watch or any kind of electronic device during examination is prohibited.
- 8) A student caught using unfair mean will be penalized as per the Institute rules.
- 9) Students are not allowed to talk to each other inside the examination hall / room.
- 10) Students must read the question paper carefully and make sure to observe/ follow the instructions given therein.
- 11) No written material in any form is allowed inside the examination hall .
- 12) A student's misbehavior, disturbance in and outside the examination hall/room may lead to his expulsion from the hall / room and shall be proceeded against as per the Institute rules.
- 13) Students shall ensure that the invigilator signs the main answer book after the verification. Also all addition sheets are to be signed by the invigilator. Any answer books submitted without the signatures of the invigilator will be treated as invalid.
- 14) Students should mark their attendance in the relevant form provided by the invigilator.
- 15) School timings during exams days will be 9:00a.m.to 1:00p.m.
- 16) No leave will be admissible.
- 17) Exam will neither be propponed or postponed for any personal reasons of candidate.
- 18) If child does not appear, absent will be marked and there is no provision to reconduct the same exams, except for failures.

BEST OF LUCK FOR FINAL EXAMS!

Jaivinder Kaur
Examination Incharge

Shankar
Princip