

**Directorate of Education, Govt. of NCT of Delhi**  
**Examination Branch, Old Secretariat, Delhi-110054**

No.DE.5/43/04/Exam/Part-1/2021/909-915

Date: 28/11/2022

**// CIRCULAR //**

**Sub: Date Sheet & Guidelines for Distribution of Confidential Material and Conduct of Pre-Board Examination Academic Session 2022-23**

All the Heads of Govt., Govt. Aided & NDMC Schools are hereby informed that Pre-Board Examinations Academic Session 2022-23 is to be held as per the date sheet and timing details enclosed herewith in Morning/General & Evening shifts for the students of classes X and XII studying in the above mentioned schools of Delhi. For smooth conduct of Exams, the timings of Pre-Board Examinations are as mentioned below:

| <b>Timings For Pre-Board Examinations</b> |                          |
|-------------------------------------------|--------------------------|
| Morning/General Shift Schools             | 09:30 a.m. To 12:30 p.m. |
| Evening Shift Schools                     | 02:00 p.m. To 05:00 p.m. |

Guidelines for all the concerned are given below:

**(A) FOR INVIGILATORS**

**The Invigilator will make the announcement in the Examination Room:**

1. Before starting to answer, check that the Question Paper has no misprinting, overprinting and/or any other shortcoming in it. If there is any shortcoming get it replaced immediately.
2. This is descriptive examination. The paper has the questions of different formats (Case-Based/Situation Based/Open Ended/Short Answer/Long Answer type).
3. Give one line space to write the answer of next question in the answer sheet.
4. Question Paper is bilingual (Hindi, Urdu/English). In case of any variation in Hindi/Urdu version, English version will be taken as final for evaluation purposes.
5. During the course of examination, if a student is found having in possession of calculator, slide rules, mobile phones, calculator watches or any such devices and any other study material/ papers, books, notes or information relevant to the examination in the paper concerned/ giving or receiving assistance directly or indirectly of any kind or attempting to do so, he/she shall be deemed to have used unfair means at the examinations and his/her examination of that subject will be cancelled.
6. Invigilator in the Examination Room will check all the columns filled by the student and put his/her signature clearly in the space provided on the answer sheet and also at the end where the student finishes his/her answer / writing.
7. The blank page/space in the answer scripts must be crossed by the invigilator to avoid any manipulation when the exam is over.

**(B) FOR HEADS OF SCHOOLS**

1. The Date Sheet is common for Morning, Evening and General Shift Schools. However, the Timings of Pre-Board Examinations are different.
2. Examination of the subjects not covered in the Date Sheet is to be held at school level.
3. Heads of Schools may conduct the exam in any subject at their own level if it clashes with the other subjects in the date sheet. Priority must be given to the main subject and additional subject may be conducted at school level. Syllabus and pattern of question paper should be the same as is in Pre-Board Examinations 2022-23.



4. Duration of time for each subject as given on the question paper be followed meticulously.
5. **Teaching work will also be continued daily during examination days for all the classes including the class for which the exam is scheduled on the day.**
6. It is mandatory to fill all the columns given in the Answer sheet related to the student's details. Class In-charges must ensure that each student of their respective class knows his/her student ID.
7. Head of School must ensure proper sanitation, lighting, drinking water & furniture etc during the examination days and provide stress free environment to the students.
8. Seating plan must be displayed on the notice board well in advance.
9. All the schools are advised to have a seating arrangement of not more than 24 students in one examination room.
10. Two invigilators should be deputed in one examination room. In case of shortage of staff, one invigilator may be deputed in a room with the provision of one reliever on maximum three rooms. Duty time of the reliever will be minimum 30 minutes in one room.
11. No invigilator will leave the exam hall/room without being provided a reliever.
12. Proper record i.e. Account of Question Papers, Invigilation Duty Register, Seating Plan; Evaluation Record etc must be kept in Examination / Principal Room, in a systematic way, for inspection by the higher authorities.
13. **Student shall not be allowed to submit Answer Sheet before completion of Exam.**
14. Marking schemes will be supplied on the same day after the examination in digital modes. All the concerned are advised to be alert and update with the whatsapp group for any instructions/directions related to the examinations.
15. Evaluation work will be completed within three working days. Posting of the marks of each question must be done in the given space at first page by the evaluator in all the examinations.
16. Question Papers of the subject will be discussed with students by concerned subject teacher after the evaluation.
17. During the discussion, mistakes committed by students must be pointed out to them along with the correct and model answers. Mistakes made commonly by majority of students must be explained in detail to entire class by the concerned subject teachers so that students do not repeat them in the Board Exam.
18. Guest Teachers/Contract teachers, Security guards, Visually Impaired Teachers & Group-D employee will not be authorized by the Head of School to collect the Question Paper Packets/ material from Zonal Distribution Centers.
19. Heads of Schools must attest the signature of the official deputed to collect Question Papers from the ZDCs and issue authority letter daily for collection of the same.
20. While receiving the confidential material from Zonal Distribution Centers, the authorized person will ensure that the packets of Question Paper Booklets are properly packed and sealed.
21. **The distribution of sealed packets of Question Papers from ZDC will be done between 7:00 a.m. and 08:00 a.m. (Morning & General Shift Schools) and between 11:00 a.m. and 12:00 Noon (Evening Shift Schools) to authorized official of the school.**
22. **In case of shortage or non-receipt of Question Papers or any other discrepancy, Head of School will inform to Exam Branch by mail on [osdexamdoe@gmail.com](mailto:osdexamdoe@gmail.com) and contact may be made without any loss of time with the concerned ZDC. If the demand is not fulfilled, contact may be made with the HQ, dial 23890010.**
23. Invigilation must be strict and meticulous to conduct the exam in true spirit.





24. Packets of the Question Papers will be opened only 30 minutes before the commencement of the examination. In case of tempering in the packets of Question Papers or opened before the scheduled time, Examination In-charges and Head of School will be held responsible.
25. **The Head of School must ensure strict compliance of the instructions by the invigilators. In case of violation of these instructions, appropriate action will be initiated against the concerned Head of School.**
26. **Link for online uploading the name of the subject teachers at school level (Phase-III) will be available from 16<sup>th</sup> December, 2022 to 4<sup>th</sup> January 2023. If the name of teacher is not reflecting in the drop down list, it indicates that the teacher does not have employee ID and is not enrolled in Directorate of Education or in the school. Such situation may occur in the case of teachers provided by Academy (Sanskrit, Urdu & Punjabi)/ Vocational Teachers etc. For such cases, an option of 12 times 9 is selected from drop down menu. Teachers who do not have the tablets should be given the facility to login from school login for all the result related work by Head of School.**
27. **Link for online uploading the name of the subject teachers and entry of the marks of Theory at Subject Teacher Level/School Level (Phase-IV) will be available from 16<sup>th</sup> December, 2022 to 4<sup>th</sup> January 2023. The link will be blocked on 4<sup>th</sup> January 2023 at 05:00 pm.**

#### (C) FOR ZONAL DISTRIBUTION CENTER INCHARGES

1. Sealed cartons of Question Papers for Pre-Board Examinations shall be delivered at all Zonal Distribution Centers (ZDCs) between 6:00 a.m. and 7:00 a.m. on all the exam days.
2. All the ZDC In-charges must be present at their centers to receive the cartons by 6:00 a.m. positively on all the examination days.
3. **The distribution of sealed packets of Question Papers to authorized official of the school will be done from 7:00 a.m. to 08:00 a.m. for Morning & General Shift Schools and from 11:00 a.m. to 12:00 Noon for Evening Shift Schools.**
4. Proper Receipt/Authority Letter of the sealed packets of question papers shall be obtained by ZDC In-charges on every examination day and kept in safe custody for further correspondence/record.
5. **In case of delay on the part of schools in receiving the packets of Question Papers, ZDC In charges will inform Exam Branch immediately by e-mail on osdexamdoe@gmail.com**
6. It is essential for Zonal Distribution Center In-charges to give preference to far flung schools of the zone so that the examination may commence in all the schools at the scheduled time.
7. One sealed packet per subject per class containing the **Question Papers (5% of total enrolment or 100 Question Papers whichever is less in that subject and class) shall be available as Extra** at each ZDC to meet out shortage if any.
8. Proper Record of Date-wise Distribution of Question Papers including Extra Packets of question papers (Used/ Unused) shall be maintained by the Zonal Distribution Centers and submit the report to Exam Branch (HQ), when directed.
9. Unused Question Papers of all the subjects and classes will be distributed among the schools under their jurisdiction after completion of Examinations for the practice of the students and record will also be maintained accordingly.
10. **Cartons of Question Papers are not to be left unlocked or unattended at any cost. Its violation will be viewed seriously and strict action will be initiated against erring officer(s)/official(s).**



(D) FOR DEPUTY DIRECTORS OF EDUCATION (DISTRICT & ZONE)

1. Distt. DDEs are requested to ensure that each ZDC and Govt., Govt. Aided Schools under their jurisdiction receives the question papers as per schedule.
2. The question papers for the examination will be provided to each school through concerned Zonal Distribution Centre (ZDC), **from 7:00 a.m. to 08:00 a.m. for Morning & General Shift Schools and from 11:00 a.m. to 12:00 noon for Evening Shift Schools** on each day of the Exam. Distt. & Zonal DDEs are requested to ensure that these packets of question papers are received by ZDC In-charge (Head of School)/ Teacher In-charge at the ZDC.
3. Teacher In-charge at the ZDC should handover of question papers to the individual school on receipt of the "**Authority Letter**" duly signed and stamped by the concerned HOS. The signature given as acknowledgement by the receiving official must match the signature attested by the HOS on the authority letter.
4. **As earlier noticed, some schools create hindrance at Zonal Distribution Centers pressurizing to issue the packets of question papers before the time or arrive late to receive the packets. This practice does not support a smooth examination system. District DDEs are directed to take strict action against such officer/official and submit the report to DDE (Exam) within two days.**
5. DDEs (Zone) should monitor the distribution work at the Zonal Distribution Center and ensure that Packets of Question Papers must not be opened before 30 minutes of commencing the examination.
6. Zonal DDEs & SPEs shall conduct surprise inspections of ZDCs and schools during examination days in coordination with the concerned DDE (District).
7. The officers from the HQ will also conduct surprise inspections of ZDCs and the schools during the examination days and take necessary action if such a need arises.

**Note:- Question Papers will be supplied in all the coming examinations based on the updated subject combination and shift reflected on MIS. If any school wants to change the shift for the supply of question papers i.e. Morning/General to Evening or vice versa due to scarcity of rooms, construction work, renovation work etc, the concerned school will contact to Examination Branch within two days of issuing this circular in person with the recommendation letter of DDE (District) concerned.**

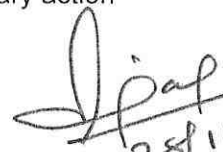
Enclosure:- Copy of Date Sheet

  
28/11/22  
(DR. RITA SHARMA)  
ADDL. DE (Exam)

All Heads of Govt., Govt. Aided & NDMC Schools through DEL E

Copy to:

1. PA to Secretary (Education) for information.
2. PA to Director (Education).
3. All RDEs/ DDEs (Distt. & Zone)/ DDE (ASB) through DEL E for necessary action
4. Education Officer (Computer Cell) NDMC
5. ADE/SO (IT) to get it placed on DEL E.
6. Guard File.

  
28/11/2022  
(SANJAY SUBHAS KUMAR)  
DDE (EXAM)



**GOVT. OF NCT OF DELHI: DIRECTORATE OF EDUCATION**  
**EXAMINATION BRANCH, OLD SECRETARIAT, DELHI-110054**

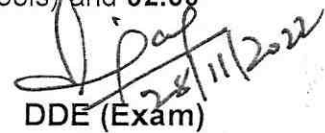
**DATE SHEET**  
**PRE BOARD EXAMINATION 2022-23**

| Morning/General Shift Schools | Evening Shift Schools    |
|-------------------------------|--------------------------|
| 09:30 a.m. to 12:30 p.m.      | 02:00 p.m. to 05:00 p.m. |

| Date       | Day       | X                          | XII                        |
|------------|-----------|----------------------------|----------------------------|
| 15/12/2022 | Thursday  | English (Lang & Lit)       | Economics                  |
| 16/12/2022 | Friday    |                            | English (Core)             |
| 17/12/2022 | Saturday  | Hindi-A                    | Mathematics                |
| 19/12/2022 | Monday    |                            | History                    |
| 20/12/2022 | Tuesday   | Social Science             | Sanskrit (Core)/ Biology   |
| 21/12/2022 | Wednesday |                            | Accountancy / Chemistry    |
| 22/12/2022 | Thursday  | Maths (Basic/Standard)     | Sociology / Engg. Graphics |
| 23/12/2022 | Friday    |                            | Physics/ Political Science |
| 24/12/2022 | Saturday  | Natural Science            | Business Study/ Geography  |
| 26/12/2022 | Monday    |                            | Physical Education         |
| 27/12/2022 | Tuesday   | Sanskrit/Punjabi/Urdu- A/B | Home Science               |
| 28/12/2022 | Wednesday |                            | Hindi Elective             |

**Note:**

1. The Date Sheet is common for Morning/ General and Evening Shift Schools. However, the Timings of Examination are different as mentioned above.
2. Examination of the subjects not covered in the Date Sheet is to be held at School level.
3. The Question Papers will be distributed 15 minutes before the time given. The students would read the Question Paper and make plan to write the answers.
4. The Students will start writing the answers at the specified time i.e. at **09.30 a.m.** (Morning/ General Shift Schools) and **02.00 p.m.** (Evening Shift Schools).

  
DDE (Exam)