

Maheshwari Public School International (MPS International)

Bhabha Marg, Tilak Nagar, Jaipur
Governed by: The Education Committee of The Maheshwari Samaj (Society), Jaipur
A Co-educational CBSE English Medium School

No. 27/Date 09.02.2024

STANDARD OPERATING PROCEDURES (SOP) FOR STUDENTS APPEARING FOR BOARD EXAMINATIONS (CLASS X AND XII)

PERMITTED ITEMS

ADMIT CARD & SCHOOL IDENTITY CARD

STATIONERY ITEM –

Blue/Royal Blue ballpoint/Gel/Fountain Pen, Pencil, Eraser, Scale, Sharpener, Geometry Instruments, Colours, Brushes in a Transparent Pouch , Writing Pad, Transparent Water Bottle.

BARRED ITEMS

That candidates should **not carry mobile with GPS or any electronics** items and all barred items to the examination center.

That candidates should refrain themselves from spreading rumors and hosting any material on social websites including **WhatsApp Facebook, X etc**

Dear Students,

As the board examinations for classes X and XII approach, it is imperative to ensure that we maintain the highest standards of conduct and preparation. These examinations are a crucial milestone in your academic journey and require dedicated focus and adherence to established procedures. To facilitate a smooth and fair examination process, the following Standard Operating Procedures (SOP) are to be strictly followed:

Timely Arrival:

- Arrive at the examination center well before the reporting time mentioned on the admit card i.e. by 9:30am. You must visit the examination center at least one day prior to the date of examination so that you can reach in time. Keep in mind the weather conditions, traffic condition etc.
- Latecomers will not be permitted to enter the examination hall under any circumstances.

Adherence to Dress Code:

- Wear the complete school uniform with ID card mandatorily.
- Avoid wearing any kind of jewellery or accessories that may violate the uniform rules.

About Admit Card and Time Table

- The admit card is to be carried to the examination hall daily.
- Make sure that the data mentioned in the admit card is correct including your photo and is signed by you and your parents, i.e. Mother/Father/Guardian positively.
- Check the timetable given on the admit card before preparing for the exam. Don't forget the schedule of the examination dates and subjects.

Compliance with Examination Hall Regulations:

- Follow all instructions given by the invigilators , especially for writing the Roll Number in your Answer Book. Mention the correct Question Paper Set in the Answer Book and Attendance Sheet.
- Maintain silence in the examination hall and avoid any form of communication with other students.

- Refrain from any kind of malpractice, including cheating or unauthorized use of materials. In case you are found using Unfair means, you will be barred from appearing Board Examination for atleast 5 years.

Use of Stationery:

- Bring all necessary stationery items such as blue pens, pencils, erasers, rulers as required for the examination in a transparent pouch, writing pad and transparent water bottle.
- Avoid borrowing or lending stationery during the examination to prevent any disruptions.

Barred Items:

- You should not carry mobile with GPS or any electronic items with you in the examination hall.
- You should refrain yourself from spreading rumors and hosting any material on social websites including WhatsApp, Facebook, X, etc

Handling of Question Papers:

- Read the instructions on the question paper carefully before attempting to answer any questions.
- Write your examination roll number, name, and other required details clearly and legibly on the answer sheets.

Time Management:

- Allocate time judiciously to each question according to the marks allotted and your level of preparation.
- Ensure that you complete the examination within the specified time limit without rushing through or leaving any questions unanswered.

Health and Well-being:

- Prioritize your health and well-being during the examination period.
- Get adequate rest, eat well and exercise to maintain peak performance and concentration levels.
- In case you are diabetic, kindly carry a certificate by your doctor about the same. You are allowed to carry the following the examination hall:
 - ✓ Sugar tablets/Chocolate/Candy
 - ✓ Fruits like Banana/Apple/Orange
 - ✓ Snack items like sandwich and any high protein diet
 - ✓ Medicines as per doctor's prescription
 - ✓ Glucometer and glucose testing strips

Feedback and Suggestions:

- Provide constructive feedback and suggestions to your subject teacher regarding any issues or concerns related to the examination process.

Remember, your performance in these board examinations not only reflects your academic abilities but also your integrity and discipline as students of MPS International. By adhering to these SOPs diligently, you contribute to the smooth and successful conduct of the examinations.

Wishing you all the best for your upcoming board examinations. May you excel with flying colors!

God Bless !!

Regards,



(Archana Singh)
Principal