

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. 28/Date 10.02.2024

Dear Students,

As we approach the final examinations, it is imperative to ensure that the process is conducted smoothly and fairly. To uphold the integrity of the examinations and ensure a conducive environment, the following Standard Operating Procedures (SOP) must be adhered to:

Dress & Punctuality:

- Dress Code- School Uniform with ID card.
- Reporting time to school is 8:00am
- Exam Timings: Classes I & II – 8:45 am- 9:45am
- Classes III to V – 8:45am – 11:00am
- Classes VI to VIII – 8:45am 11:30am
- Classes IX & XI – 8:45 am- 12:00 noon
- Late entry will not be permitted under any circumstances.

Materials:

- Bring all necessary writing materials such as pens, pencils, erasers, and rulers in a transparent pouch.
- Electronic devices, mobile phones, smartwatches, and calculators, are strictly prohibited.

Exam Environment:

- Maintain silence in and around the examination hall.
- Avoid any form of communication with fellow students once inside the examination venue.

Seating Arrangement:

- Follow the seating plan, which will be provided by the class teacher.

Instructions:

- Listen attentively to the instructions provided by the invigilator.
- Seek clarification immediately if any instructions are unclear.

Academic Integrity:

- Absolutely no form of cheating will be tolerated.
- Any attempt to cheat will result in immediate disqualification from the examination and possible disciplinary action.

Time Management:

- Allocate time wisely for each section of the examination.
- Keep track of the time and pace yourself accordingly to complete the paper within the specified duration.

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

Submission:

- Stop writing immediately when instructed to do so by the invigilator.
- Ensure that you write your credentials, viz- your name, enrollno, and examination details before submission.

Adherence to these SOPs is essential to ensure a fair and smooth conduct of the final examinations. Any violation of these procedures may result in disciplinary action as per the school's regulations.

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

God Bless !!

Regards,



(Archana Singh)
Principal