

LITTLE ANGELS SCHOOL, MVP COLONY, VISAKHAPATNAM

Date:20.02.2024

SUB: Standard Operating Procedure (SOP) for conducting Annual Examinations for the Students of Classes 1 to 5 (2023-24)

1. The School has been constituted as an examination centre for conducting **CBSE - Board Examinations for Class 10 (AISSE) and Class 12 (AISSCE) students (2023-2024)**. Therefore, the school annual examinations for the students of classes 1 to 5 will be conducted on those days when there are no Board Exams scheduled for Classes 10 and 12.

- **Annual Examinations** for the Academic Year 2023-24 for the students of Classes 1 to 5, will commence from **01.03.2024 (Friday)**.

Note: 29.02.2024 (Thursday) is a Preparatory Holiday

2. Assessment will be conducted as per the norms of Annual examinations and only **Written Test** shall be conducted.

3. Modalities of Assessment:

TYPE OF ASSESSMENT	DETAILS
I. Written Exam will be conducted in the school and students will be provided with exam stationery for writing the test.	
a. Marks Allotted	50 Marks
b. Time Allotted to answer the written test	2 ½ hrs
c. Exam Timings	From 8:00 am to 8:15 am (Reading Time) From 8:15 am to 10:45 am (Writing Time) Note: School timings during exam days shall be from 8:00 am to 10:45 am

4. **Revision Plan:** Revisions for Annual examinations in all subjects are being conducted in the school by the respective teachers as per the daily class timetable.

- **Portion Paper, Revision Plan and Date Sheet for Annual Examination are shared through Google Classroom in the Examination Class.**
- Subject teachers will revise the topics, make the students learn the topics and help them prepare for the examinations.
- Students should be present on all revision days to prepare for the examinations thoroughly.

Note: On the days when CBSE Board Exam is conducted in the school, students will be given preparatory holiday and revision will be conducted through GCR. Subject teachers will share revision worksheets in the GCR. Parents are informed to make their child practise and complete the revision worksheets.

5. Important Instructions for Written Test:

- Students must come to school on all exam days as per the examination timetable for writing the Annual examinations.

CLASSES	EXAMINATION DAYS
1 to 2	From 01.03.2024 (Friday) to 20.03.2024 (Wednesday)
3	From 01.03.2024 (Friday) to 21.03.2024 (Thursday)
4 and 5	From 01.03.2024 (Friday) to 22.03.2024 (Friday)

- Exams will be conducted in the morning session from 8:00 am to 10:45 am. All students must report to school by 7:50 am and must be seated in their allotted classrooms by 7:55 am as per the seating plan given.

- Kind attention of the parents for transport timings:**

School transport for students availing school bus facility will not be provided on few days at 11:00 a.m., due to secondary examination timings, instead the bus will start from school at 11:30 am. Details regarding the timings are given below.

Examination Dates	Bus timings after the examination	Monitoring session in the school
1 st , 5 th , 6 th , 14 th , 15 th , 16 th & 20 th March, 2024	11:30 am	Students who are availing school bus, will be made to prepare for the next exam by in-charge teachers till 11:25am
21 st & 22 nd March, 2024	11:00 am	--

Note:

- Details regarding the bus timings are also shared in the exam timetable.
- Parents are requested to send some snacks, water bottle and a rough notebook.

- Students have to write the exam in the exam stationery material provided by the school.
- Students have to bring their own stationery materials like writing pad, pencils, eraser and sharpener.

6. General Instructions to all Students:

- All students should write the Annual examinations without fail.
- If any student is absent for the examinations due to personal reasons, there will not be any considerations for re-examinations.
- In case a child is sick or has serious health issue due to which he/she is unable to write the exams, parents are advised to submit a leave letter, all medical reports, and a *Medical Certificate* certified by a medical practitioner to the concerned Academic Head immediately for verification so that an appropriate decision can be taken regarding the exams for which the child is absent.

- Students participating in any **sports event at District/State or National Level must immediately submit** valid documents like *Participation or Selection Letter and leave letter* to the concerned Academic Head for verification and approval of leave. An appropriate decision regarding re-examinations will be notified later.
- The leave letter must be submitted duly stating the reason through School Email. **School Email Id:** littleangelschoolsvizag@yahoo.co.in or may be submitted in person to the concerned Academic Head.
- **Consequences of being absent for any one or more subjects in the annual examinations.**
 - **Promotion to the next class will be withheld if the child is absent.**
 - **If applied for Transfer Certificate and the child is absent for the annual examinations, the remark in the Transfer Certificate will be given as 'DISCONTINUED AND DID NOT APPEAR FOR ANNUAL EXAMINATIONS - March 2024' in the class studied in the Academic year 2023-2024.**

VERY IMPORTANT- Reminder to the parents for the payment of fee dues for the Academic year 2023-2024.

- Those parents who are yet to clear the school fee dues of their ward(s) are reminded to clear all the outstanding fee dues before the commencement of the annual examinations.
- In case of default in the school fee payment, the annual result of the academic year (2023-2024) of the child will be withheld and enrollment for the next academic year (2024-2025) will not be considered.
- Results will be shared only after clearing the fee dues.
- Any parent who has applied for Transfer Certificate for their ward(s) must clear the school fees for the academic year 2023-2024, only after which the Transfer Certificate will be prepared and issued.

7. Important Dates:

DATE	INSTRUCTIONS
21.03.2024 (Thursday) to 05.04.2024 (Friday)	After examinations, students of Classes 1 and 2 have holidays and need not come to school during the short break.
21.03.2024 (Thursday) to 05.04.2024 (Friday)	After examinations, students of Class 3 (Hindi SL) have holidays and need not come to school during the short break.
22.03.2024 (Friday) to 05.04.2024 (Friday)	After examinations, students of Class 3 (Hindi TL) have holidays and need not come to school during the short break.
22.03.2024 (Friday) to 05.04.2024 (Friday)	After examinations, students of Classes 4 to 5 have holidays and need not come to school during the short break.
Annual Result Day 06.04.2024 (Saturday)	Attendance of all the students is compulsory and they must come along with their parents in School Blue Uniform and well-polished shoes to receive the report cards between 8:00 am and 12:30 pm.
Correction in Report Card 08.04.2024 (Monday)	Information to be given to School regarding corrections of marks in the report card between 8:30 am and 10:30 am.
Issue of Corrected Report Cards 10.04.2024 (Wednesday)	Corrected report cards will be issued between 10:00 am and 12:00 noon.
Commencement of 1st Spell of New Academic Session 2024-25 15.04.2024 (Monday)	Students of Classes 1 to 5 (Promoted to classes 2 to 6) must attend school from 15.04.2024 (Monday) to 30.04.2024 (Tuesday) . School timings: from 8:00 am to 1:30 pm.
Summer Vacation From 01.05.2024 to 12.06.2024 (Wednesday)	Summer vacation for students. School reopens after summer vacation on 13.06.2024 (Thursday)

Renuchi
HEADMISTRESS 20/4/24

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VICE-PRINCIPAL