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DAV PUBLIC SCHOOL SAMANA

(SENIOR SECONDARY)

CBSE Affiliated - 1630571

NEAR CHAK AMRITSARIA PATRAN ROAD, SAMANA - 147101, DIST. PATIALA (PB)



Session-2022-23

Instructions Regarding Oral / Practical Examination

1. The Examiner should have complete awareness of the Oral/ Practical Criteria.
2. No use of pencil should be on Award list. **Marks / Grades must be filled with Pen** on Award list during examination only. No rough record will be prepared.
3. Duty Teacher / The Examiner will be completely responsible for the discipline among students.
4. Examination Committee will provide the complete material i.e questionnaire, criteria, any worksheet (if required) etc.
5. Oral / Practical Paper must be conducted round wise.
6. No one will assign the duty of Prefect to mind the class during the conduction of papers.
7. Each child will be questioned in balanced way.
8. Use of Correction tape/Fluid will not be accepted
9. **Appreciation and Shortcomings** must be written at the end of the Award list.
10. List must be duly signed by Duty Teacher and then it is to be submitted to Examination Committee with in one day only. **Late submission should not be accepted.**
11. If any student does not respond, call the Class Coordinator or Examination Committee member before awarding Zero to him/her.
12. Examiner must conduct the paper in stipulated time limit.
13. Fill **Absent/ On Leave** with **Red Ink** in case of any student is **Absent/On Leave**. Don't leave the column left blank.
14. Class Incharges and Subject Teachers will instruct their students one day advance regarding :
 - a) **To bring concerned subject books, notebooks or scrap file.**
 - b) **Books and notebooks should be in good condition. It should be properly covered.**
 - c) **To bring diary daily.**
 - d) **Students will come in proper uniform.**
15. Subject Representatives, Class Coordinator and Examination Committee members must take the follow up.

Examination Committee

Principal Dr. Mohan Lal Sharma