

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

No.DE.5/43/04/Exam/Part-1/2021/ 776-781

Date: 29/08/2023

**// CIRCULAR //**

**Sub: Date Sheet & Guidelines for Distribution of Confidential Material and Conduct of  
Mid Term Examination Academic Session 2023-24**

All the Heads of Govt., and Govt. Aided Schools are hereby informed that Mid Term Examination Session 2023-24 is to be held as per the date sheet and timing details enclosed herewith in Morning/General & Evening shifts for the students of classes III to XII studying in Govt., & Govt. Aided Schools running under Directorate of Education, Delhi. For smooth conduct of Exams, the timings of Mid Term Examinations are as mentioned below:

Timings of Examinations			
Morning/General Shift Schools		Evening Shift Schools	
Class	Timings	Class	Timings
III to V	9:30 a.m. to 11:30 am	III to V	2:00 p.m. to 4:00 p.m.
VI to VIII	9:30 a.m. to 12:00 Noon	VI to VIII	2:00 p.m. to 4:30 p.m.
IX to XII	9:30 a.m. to 12:30 p.m.	IX to XII	2:00 p.m. to 5:00 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/Booklet 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. Question Paper Booklets will be issued for the students of classes III to V. The students will write their answers in the space provided in the booklet for this purpose.
4. The students of classes VI to XII will write the answer in their answer sheet provided by the school.
5. Give one line space to write the answer of next question in the answer sheet.
6. 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.
7. 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.
8. 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.
9. 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, timings of Examinations are different as mentioned in the date sheet.
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 subject in the date sheet with the prior approval of the Additional Director of Education (Exam). Priority must be given to the main elective subject and additional subject may be conducted at school level. Syllabus and pattern of question paper should be the same as is in Mid Term Examinations 2023-24.
4. Duration of time for each subject as given on the question paper be followed meticulously.
5. It is mandatory to fill all the columns given in the Answer Sheet related to the student's details and the format with same columns of student's detail will be attached by the school with the Question Paper Booklets of classes III to V. Class In-charges must ensure that each student of their respective class knows his/her student ID.
6. **Question Papers of classes III to V will be in the form of Booklets. The students will be required to write their answers in the Booklets itself. No extra sheet will be provided for answers.**
7. **Question Papers of classes VI to VIII will be in the form of Question Papers. The students will be required to write their answers in the answer sheets.**
8. **SEATING PLAN** must be displayed on the notice board well in advance on the day of the exam. As far as possible, students should be seated in different rooms to avoid any mingling of question papers/Booklets.
9. Ensure proper sanitation, lighting, drinking water, furniture, etc during the examination days.
10. All the schools are advised to have a seating arrangement of not more than 24 students in one examination room.
11. 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 invigilator will be minimum 30 minutes in one room.
12. No invigilator will leave the exam hall/room without being provided a reliever.
13. Proper record i.e. Account of Question Papers, Invigilation Duty Register, Seating Plan; Evaluation Record, Record of Supplementary Answer Sheets etc must be kept in Examination/ Principal Room, in a systematic way, for inspection by the Higher Authorities.
14. Student shall not be allowed to submit Answer Sheet before completion of Exams as mentioned at point No 6 of the Date-Sheet.
15. 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.
16. Estate Manager, 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.



17. 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.
18. While receiving the confidential material from Zonal Distribution Centers, the authorized person will ensure that the packets of Question Papers/Booklets are properly packed and sealed.
19. The distribution of sealed packets of Question Papers/Booklets **will be done between 7:00 a.m. and 08:00 a.m. (Morning & General Shift Schools) and between 12:00 noon and 01:00 p.m. (Evening Shift Schools)** through ZDC to authorized official of the school.
20. In case of shortage or non-receipt of Question Papers/Booklets or any other discrepancy, Head of School will contact without any loss of time to the concerned ZDC. If the demand is not fulfilled, contact may be made with the HQ, dial 23890010.
21. Packets of the Question Papers/Booklets will be opened only 30 minutes before the commencement of the examination. In case of tempering in the packets of Question Papers/Booklets or opened before the scheduled time, Examination In-charges and Head of School will be held responsible.
22. 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.
23. **Link for online uploading the name of the subject teacher and entry of the marks of Theory/Practical/Project/Internal Assessment at Subject Teacher Level/School Level for Govt. & Govt. Aided Schools will be available from 20<sup>th</sup> September, 2023 to 12<sup>th</sup> October, 2023. The link will be blocked on 12<sup>th</sup> October, 2023 at 05:00 pm.** Circular in this regard will be issued by Examination Branch shortly.
24. Ensure that subject teachers (Selected from the drop down list of teachers) must be uploaded on MIS with their correct subject so that they may be able to upload the marks of their respective subject, class & section by their login ID. If the name of subject 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.
25. All the teachers working in Govt. Aided Schools have the login ID and password. In any case, if the teacher has no password, Head of School may generate the new password of such teacher at their own level.
26. Supply of the question papers in Mid Term Examinations will be done based on the subject combination created by the school up to 01/09/2023.
27. Evaluation work & Uploading the marks online will be completed within four 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.
28. Ensure strict compliance of the instructions by the invigilators.
29. **For Class X, marks of Mathematics will be uploaded "Question Wise" in online marks module by the respective Maths teachers.**



### (C) FOR ZONAL DISTRIBUTION CENTER INCHARGES

1. Sealed cartons of Question Papers/Booklets for Mid Term Examination 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/booklets **will be done between 7:00 a.m. and 08:00 a.m. (Morning & General Shift Schools) and between 12:00 noon and 01:00 p.m. (Evening Shift Schools)** through ZDC to authorized official of the school.
4. Proper Receipt/Authority Letter of the sealed packets of question papers/booklets 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/Booklets, ZDC In charges will inform Exam Branch immediately by e-mail on [osdexamdoe@gmail.com](mailto: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 and per Level 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/booklets (Used/ Unused) shall be maintained by the Zonal Distribution Centers and submit the report to Exam Branch (HQ), when directed.
9. Unused Question Papers/Booklets of all the subjects and classes will be distributed among the schools under their jurisdiction after completion of Mid Term Examinations for the practice of the students and record will also be maintained.
10. **Cartons of Question Papers/Booklets 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 receive the question papers/booklets as per schedule given above.
2. The distribution of sealed packets of Question Papers/Booklets **will be done between 7:00 a.m. and 08:00 a.m. (Morning & General Shift Schools) and between 12:00 noon and 01:00 p.m. (Evening Shift Schools)** through ZDC to authorized official of the school.
3. Teacher In-charge at the ZDC should handover the question papers to the individual school on receipt of the **"Authority Letter"** duly signed and stamped by the concerned Head of School. 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.

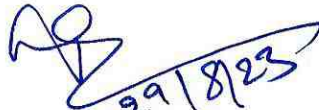
District DDEs are directed to take strict action against such officer/official and submit the Action Taken Report to DDE (Exam) within two days.

5. DDEs (Zone) should monitor the distribution work at the Zonal Distribution Center and ensure that Packets of Question Papers/Booklets must not be opened before 30 minutes of commencing the examination.
6. Zonal DDEs & SPEs shall conduct surprise inspections of all the 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.
8. In case of any deficiency noticed by the team, Inspection Report will be issued to Head of School and a copy of report will be sent to concerned DDE (District) for action and other copy will be retained with the Head of the Inspection Team. Concerned DDE (District) will visit that school and take action against the erring officer(s)/ official(s) and submit ATR to Addl DE (Exam) within 05 working days.
9. Delay in taking the action against the erring officer(s)/ official(s) will be viewed seriously.

This issues with the prior approval of the Competent Authority

**Enclosure:**

1. Copy of Date Sheet
2. Inspection Report Performa



29/8/23

(DR. RITA SHARMA)  
ADDL. DE (EXAM)

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

Copy to:

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



29/8/2023

(SANJAY SUBHAS KUMAR)  
DDE (EXAM)



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

**DATE SHEET**  
**MID TERM EXAMINATION 2023-24**

Morning/General Shift Schools		Evening Shift Schools	
Class	Timings	Class	Timings
III to V	9:30 a.m. to 11:30 am	III to V	2:00 p.m. to 4:00 p.m.
VI to VIII	9:30 a.m. to 12:00 Noon	VI to VIII	2:00 p.m. to 4:30 p.m.
IX to XII	9:30 a.m. to 12:30 p.m.	IX to XII	2:00 p.m. to 5:00 p.m.

Date	Day	III	IV	V	VI	VII	VIII	IX	X	XI	XII
20/09/2023	Wednesday	English		EVS		Hindi		English (Lang&Lit)		English (Core)	Mathematics
21/09/2023	Thursday		Maths		Social Sc.		Natural Science		Maths (Basic/Standard)	Home Science	History
22/09/2023	Friday	EVS		English		Maths		Natural Science.		Mathematics	Sanskrit (Core)/ Biology
23/09/2023	Saturday	Maths	English	Hindi	Sanskrit/ Punjabi/ Urdu- I& III		Maths		English (Lang & Lit)	Sanskrit (Core)/ Biology	Economics
25/09/2023	Monday	Hindi	EVS			English		Social Sc		Physics/ Pol. Science	Computer Science//In Practice
26/09/2023	Tuesday				English		Hindi		Social Sc.	Accountancy / Chemistry	Sociology / Engg.Graphics
27/09/2023	Wednesday		Hindi	Maths		Natural Science		Hindi-A		Sociology / Engg.Graphics	Geography
29/09/2023	Friday	<b>TEACHING DAYS</b>			Hindi		English		Natural Science	Computer Science//Info.Pr	Physics/ Pol. Science
30/09/2023	Saturday					Social Sc.		Sanskrit/ Punjabi/ Urdu- A/B		Business Study	Hindi Elective
03/10/2023	Tuesday				Maths		Social Sc.		Hindi-A	Geography	Accountancy / Chemistry
04/10/2023	Wednesday							Maths		Economics	Physical Education
05/10/2023	Thursday				Natural Science				Sanskrit/Punjabi/ Urdu- A/B	Physical Education	Business Study

*[Signature]*

06/10/2023	Friday	<b>TEACHING DAYS</b>		Sanskrit/ Punjabi/ Urdu I &III				History	Home Science
07/10/2023	Saturday				Sanskrit/ Punjabi/ Urdu- I&III			Hindi Elective	English (Core)

**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).
5. Duration of time for each subject as given on the question paper be followed meticulously.
6. Student will not be allowed to submit the answer sheet of the Exam before 11:30 am/12:00 Noon/12:30 p.m. (Morning/ General Shift Schools) and 04:00 pm/ 04:30 pm/ 05.00 p.m. (Evening Shift Schools) except of 'Emergency Situation'.

*[Signature]*  
DDE (Exam)  
29/8/2023

**MID TERM EXAMINATION 2023-24**  
**INSPECTION REPORT**

1. Name of School & School ID:.....
2. Date & Time of Inspection: .....
3. Name of Head of School: .....
4. Mobile No. of Head of School: .....
5. HOS is present in the School: ..... Yes/No .....

(i) If No, reason for absence: ..... On Duty/ Sanctioned Leave/ Without Intimation

Class (1)	Subject (2)	Received QPs (3)	Distributed QPs (4)	Balance QPs (5)	Enrolled Students (6)	Appeared Students (7)	Absent Students (8)	QPs Balanced (Total of Columns 5 & 8)

6. Whether envelop(s) of QP have been signed by HOS & Exam In-charge ..... Yes / No
7. Record of Account of QPs is properly maintained & Talled with Balanced QPs ..... Yes / No
8. Whether students were involved in copying/having mobile phone/other Unfair means. .... Yes / No
9. Proper seating arrangements in the examination rooms. .... Yes / No
10. Invigilation during Exam. .... Satisfactory/ Unsatisfactory
11. Whether supervision of Head of School found satisfactory ..... Yes /No
12. Any specific events/deficiencies observed during inspection

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**INSPECTING OFFICERS-- (HQ/ District/ Zone Level)**

**Copy to:**

1. Head of School
2. DDE (District- ) for necessary action
3. Examination Branch (HQ) for information