



Ref. No: RGS/EXAM/CIR/2026-27/015

Date: 03.09.2026

**CIRCULAR FOR STUDENTS
HALF YEARLY EXAMINATION (SESSION 2026–27)
CLASSES III–XII**

Dear Students,

Kindly appraise yourself about the general guidelines for the upcoming **Half Yearly Examination** . Please read the instructions carefully and follow them without fail.

❖ **Examination Schedule & Time Table**

- Gr III – XII must refer to the Half Yearly Timetable and Syllabus
- Students of **Grades 11 & 12** must refer to the subject-wise date sheet as per their chosen combinations (Shared by Examination department through respective Homeroom teacher)

❖ **Daily Schedule:**

- **7.55 AM:** Arrival of buses in the campus.
- **8.00-8.15 AM:** Students report to their respective examination rooms as per the seat plan.
 - Students must carry their **admit card, pen, pencil, necessary stationery, and water bottle.**
 - Bags must be kept outside the classroom.
 - CWSN students should report to specified room as per seat plan.
 - Admit cards will be checked and verified. No student will be allowed without an admit card.
- Exam begins: 8.30 AM
- Exam ends: 11.45 AM
- Buses leave at 12 PM

❖ **Examination Timing:**

Grade III- V

- **8.15-8.20 AM:** Invigilators report to the examination Department.
- **8:25 – 8.30 AM:** Invigilators will brief students and distribute answer sheets and question papers.
- **8.30 – 8.45 AM:** Question Paper Reading time
- **8.45 AM – 10:15/11:15/11.45 AM:** Writing time (Exam ends at 11:15 or 11:45 am based on the total marks of the subject.)
- **11.30 AM - 11.45 AM :** Brunch Time
- **11.45 AM to 12.00 PM:** Submission of answer scripts to the primary examination Department.

Grade VI –XII:

- **8.15-8.20 AM:** Invigilators report to the examination Department.
- **8:25 – 8.30 AM:** Invigilators will brief students and distribute answer sheets and .question papers.
- **8.30 – 8.45 AM:** Question Paper Reading time
- **8.45 AM – 11.45 AM:** Writing time
- **11.45 Am to 12.00 PM:** Submission of answer scripts to the senior examination Department

❖ **Dress Code:** All students must come in **proper Formal school uniform.**

❖ **Prohibited Items:** The following items are **strictly prohibited** during exams:

Calculators, Smart/digital watches, Electronic pens, Health bands, Digital geometry boxes, Bracelets or any unauthorized material.

❖ **Movement Restrictions**

- No movement is allowed during the examination.
- Use of washroom is permitted only in urgent cases, as there is a break before and after the exam.

❖ **Unfair Means (UFM) Policy-**

❖ **Unfair means include:**

- Possession of notes or unauthorized material.
- Seeking or offering help during the exam.
- Writing on desks, question papers, or any unauthorized space.
- Tearing or damaging answer sheets.

Action Taken:

- Invigilators will confiscate the answer script along with any unauthorized material found in possession of the student.
- The confiscated copy to be marked as UFM and signed by the invigilator. A detailed note should be written on a separate page clearly mentioning the incident details and the exact time.
- The student must also write and submit a letter of acceptance and apology.
- Kindly ensure that both the student and the invigilator/teacher write their full names and provide their signatures on the respective page.
- The confiscated copy, teacher's note and the student's letters must be stapled and submitted separately to the Examination Department member at the time of submission of answer scripts.
- A new answer script will then be issued to the student, with the time of reissue clearly mentioned on it. Invigilator must sign on the newly issued Answer Scripts
- The Examination Department will forward such cases to the concerned authority for necessary action.
- The Exam Department will inform the concerned class teacher. The homeroom teacher will inform Parents through mail as guided by the Exam Department.
- The subject teacher will award zero marks in the subject and select UFM while filling marks in ERP.
- No retest will be conducted under any circumstances

RETEST POLICY:

No retest will be conducted under any circumstances.

However, **marks will be extrapolated and awarded** only under the following conditions:

- **Medical Grounds:** A valid medical certificate along with an email to the school (CC to Coordinator) is mandatory.
- **On School Duty/Sports/As a Scribe:** Prior approval with signatures from the **Class Teacher, Coordinator, HOD, Vice Principal, Principal, and Director** is required.
- **Bereavement:** Submission of the **death certificate** is mandatory.

We wish you the very best for your upcoming exams. Stay punctual, adhere to the guidelines and give your absolute best, and give your absolute best. Success will surely follow.



Examination Coordinator