



NORTH POINT SENIOR SECONDARY BOARDING SCHOOL
(under North Point Education Trust)
(Rajarhat Branch)

General Instructions for Annual Examinations 2025-26

1. All parents are requested to ensure that their ward appears for the Annual Examination. Under no circumstances any request for repeat of examination will be entertained.

2. Students are required to note the following schedules: -

REPORTING TIME –	08:45 AM
DISPERSAL TIME –	12:55 PM
ASSEMBLY TIME –	09:00 AM
ATTENDANCE -	09:10 AM – 09:15 AM
SHIFTING TO EXAMINATION ROOM -	09:15 AM – 09:20 AM
ANSWER SHEET DISTRIBUTION –	09:20 AM (LONG BELL)
QUESTION PAPER DISTRIBUTION –	09:30 AM (LONG BELL)
QUESTION PAPER READING TIME -	09:30 AM – 09:45 AM
EXAMINATION COMMENCES –	09:45 AM (LONG BELL)
SHORT BELL (AFTER ONE HOUR)	10:45 AM
SHORT BELL (AFTER TWO HOURS)	11:45 AM
EXAMINATION ENDS FROM CLASSES TT TO II -	12:15 PM (LONG BELL)
EXAMINATION ENDS FROM CLASSES III TO XII –	12:45 PM (LONG BELL)

3. It is needless to mention that any unfair means adopted during the examination would be dealt with strict disciplinary action.

4. No student will be allowed to go to washroom before 1 hour of the beginning of exam and only once during the examination of 2 and a half hours or 3 hours of examination.
5. During examinations students must be in their proper school uniform and they must carry their **ADMIT CARD, ID CARD, SCHOOL DIARY, PEN, PENCIL, ERASER, SHARPENER, ONLY TRANSPARENT WRITING BOARD AND ONLY TRANSPARENT PENCIL POUCH IS ALLOWED.**
6. There will be no classes on the days of examination and also during the entire duration of examination schedule.
7. Any off days between the examinations will be considered **as study leave.**
8. **Students must ensure that proper examination etiquette must be adhered to**
 - a) **KEEPING OF ID CARD, ADMIT CARD VISIBLE**
 - b) **PROPER 2" MARGIN SPACE ON THE LEFT-HAND SIDE OF THE COPY/SHEET MUST BE MAINTAINED.**
 - c) **Students Must Attach All Rough Sheets (If Used) Along with Answer Sheets.**
9. The students must wear proper school uniform during the examination days.
10. Any early leave during examination will not be entertained.
11. Parent's are requested not to send their wards to school during examination if they are unwell, suffering from fever or any other medical situation.
Regarding medical situation ML (medical leave) for the student will be considered.
12. **All the parents of (TT – IX & XI) are hereby informed that students will be released from school after Annual examination at 12:55 pm. You are requested to note the timings for the student's dispersal.**

The above is for strict compliance.

Maitraye Chakraborty
(Principal)