



TAVUA COLLEGE

PHONE: 6680244 / 9697218

P. O. Box 85, Tavua, Fiji. Email: tavuacollege.3056@gmail.com

Website: www.tavuacollege.com.fj

PRINCIPAL: VIKASHNI SHARMA

MANAGER: MOTI CHAND

Ref. 01/2025

Dated Friday 7th February, 2025

Excellence in Education Requires the Input and Dedication of the Teacher, Student and Parents.... When One of the Three Fails to Participate, the Balance is Thrown off and Maximum Results Aren't Met - Special Ed Resource.Com

Dear Parents and Guardians,

We, the Administrative Team, the School Management Committee and the Teachers would like to sincerely express our thanks and appreciation to you all for ensuring a timely return of the students for 2025 academic year. We also acknowledge the neat manner in which the students have been coming to school. The preparation at your end is highly commendable. With the new academic year commencing on 27th January, the College wishes to bring to your attention few important announcements and reminders. These are as follows:

1.0 Ministry of Education Vision and Mission

Kindly take note:

Vision-Empowering Fiji's Future: Nurturing innovative, lifelong learners and enriching lives through quality education delivery for all.

Mission: To cultivate holistic, relevant and inclusive learning experiences benchmarked to global best practices, that empower independent, responsible and critical learners enabling them to effectively adapt and address the nation's changing socio-economic needs and enrich the nation's future.

Our Vision

Producing Well Cultured and Productive Citizens for Sustainable Fiji.

Our Mission

To prepare all students to contribute to all sustainable and progressive nation through holistic and empowering education that appreciates and embraces the unique values of all its citizens.

2.0 School Term Dates

Terms	Start	End	Weeks
Term 1	27 January	02 May	14 weeks
Term 1 Break	05 May	16 May	2 weeks
Term 2	19 May	22 August	14 weeks
Term 2 Break	25 August	05 September	2 weeks
Term 3	08 September	05 December	13 weeks
Term 3 Break	08 December	23 January	7 weeks

3.0 Teaching and Learning

The Teaching and Learning has commenced from Day 1. Teachers have been advised on the contents and assessments for this academic year. Students are required to keep their work up to date and to seek assistance from the Subject Teachers if they are absent for genuine reasons. In such cases, concerned students will be provided with photocopied notes. For this, the approval has to be sought from the Principal or the Vice Principal. It will be appreciated if Parents/Guardians can inform the school about the students being absent from school.

4.0 Assessments

The Teachers will conduct Topic Tests in week 7 and Term 1 Assessment (half scale paper for 50%) in Week 14 from Tuesday 29th April to Friday 2nd May, 2025. Alternative arrangement will be made for students qualifying for Coke Games/Fiji Finals. This will assist the Subject Teachers in identifying the learning gaps and re-strategize to help students.

5.0 (i) Year 9 Revised Curriculum for English - Circular 19/2025

- Year 9 English for Secondary Schools will commence with the national rollout of the Year 9 Revised Secondary English Curriculum (RSEC) from Term 1, 2025.
- Year 9 coverage will include five (5) units each which are divided as Criticism, Poetry and song, Social Media, Story Telling and World of Work.
- Year 9 students will do internal assessments replacing short tests and or examinations.

(ii) Piloting of Vocational Technology Subject in Year 9

- Tavua College as a pilot School will offer Vocational Technology (VT) in Year 9.
- The VT Subject is competency-based therefore the students doing this subject will not appear for Internal Examinations.
- VT students will appear for six subjects in the internal examinations.
- The VT subject will be offered in Hospitality skills trade.
- At Year 11, VT Students will achieve a Certificate II award.
- At Year 13, Cert III will be awarded should the students continue to take VT as a subject.

6.0 External Examination Results 2024

- FY12CE - The school attained **88%** pass with **373/400 marks** as the **highest score by Nilanshika Kumar. 40 students scored more than 300 marks with 10 students scoring more than 350 marks.**
- FY13CE- The school attained **99%** pass with **Raanvi Chand** scoring the **highest score of 388 marks. 69 students had more than 300 marks and 6 students had scored above 350 marks. Raanvi Chand also scored 100 marks in Mathematics and Accounting.**
- **The target of 100% in FY13CE and 90% in FY12CE have been set for 2025 academic year. This has been communicated to the students during the orientation program organized in week 1. All students from Years 9 to 13 have been reminded to remain academically focused, prioritise on their attendance and punctuality and be well disciplined. The students will be setting their individual targets which the Subject Teachers will closely monitor.**

7.0 Back to School Support for Students

The school is much thankful to the Government for the \$200 assistance for eligible students. This has really helped us as students are adequately resourced and almost everyone is complying with the School Dress Code.

8.0 Transport Assistance

All eligible students were required to apply. For any transport issues, the students are to notify their Year Teachers. Parents/Guardians may also visit the school to seek assistance.

9.0 Care of School Text Books

All students have been issued with the Text Books. The students are mandated to take care of the Text Books. **Any lost books have to be paid for or replaced at the end of the Year.** We humbly request our Parents and Guardians to also check the student's Text Books at home more often as we have noted that during the Book Return process, parents are not aware that the student has lost Text Books. Text Books are issued free of charge and are made available by the Ministry of Education. The students are just required to take ownership and be responsible.

10.0 Project Work

The Parents and Guardians are advised that subjects that have project components, the school facilitates resources, internet access and the printing costs. Therefore, no student is to bring any ingredients for Home Economics classes particularly or go to town on weekends to type and complete projects. **All Subjects in Year 13 except TVET Subjects (40%); has 20% project component. In addition, Circular 38/2025 mandates 40% course work component (Common Assessment Task, CAT) towards the Annual Examination marks for Years 9 to 11 in TVET subjects.**

11.0 School Policy on Mobile Phones

Parents and Guardians are advised that students are not permitted to carry mobile phones or any other electronic gadgets to school. However, for genuine cases, prior approval has to be sought from the School Principal.

The students shall be screened through the Electronic Mobile Detector on random days as a preventive measure at school.

12.0 Policy on Behavior Management

The school has a Behavior Management Policy aligned to MOE's Policy. Important aspects to note:

- For all disciplinary issues, the School's Internal Disciplinary Committee investigates and makes suitable recommendations to the Principal. In most instances, the students are counselled and parental intervention is sought.
- For Grade 1 Offences which include Illegal Substances (possession or use, intent to supply), Substance Abuse (Possession or use, Intent to supply), Verbal abuse or Harassment, Bullying (including Cyber bullying), Physical Assault or Intimidation, Sexual Assault, Inciting Mass Disobedience or Revolt, Willful Offence against property, Disrespectful Behavior in Towns/Public Places including buses and during excursions warrants the intervention of the External Disciplinary Committee. In such incidents, the School works with the Senior Education Advisor, Ba/Tavua Education District Office, Social Welfare Department and the Police Personnel. In such cases, the student(s) can be suspended or asked to relocate. Parent/Guardian is engaged in the entire process.

13.0 Policy on Child Protection

- The MOE and the school shall take all appropriate measures to protect children from all forms of abuse, neglect and exploitation.
- The school's Child Protection Officer works with the Principal in all child protection issues.
- The parents are informed and referral is made to Social Welfare Department.
- An update is sent to SEA Ba/Tavua Education District Office.

14.0 Policy on Tavua College Student Council-Important clauses

- The selection of school and head prefects shall be based on the School Prefects and Head Prefects Nomination and Selection Criteria.
- The appointment of a prefect is valid only for the current academic year.
- The Administration reserves the right to exclude candidates from the list supplied by the Prefects Investiture Committee (**Enclosed please find a copy of the school policy**).

15.0 School Policy on Attendance and Punctuality

15.1 Attendance

- 1 or 2 days' absence; Year Teacher to call parent/guardian.
- Consecutive **3 days' absence**; Year Teacher reports to Assistant Principal to follow up.
- Consecutive **4 days' absence** to be reported to Principal by the Assistant Principal for referral to Social Welfare intervention (unless parent/guardian provides a genuine reason).

15.2 Punctuality

- Any time after 8.00 am is regarded as late arrival unless bus reaches late.
- **Frequent late arrivals (4 times and beyond in a fortnight)** will ensure parental engagement.

16.0 Health Promoting School [HPS] and 3R Practices

The School will continue its effort in promoting the health and well-being of our students. Our HPS Committee will implement its activities in the three focus areas of Diet and Physical Activity, WASH and Mental Health and Wellbeing. It is encouraged that students carry a water bottle and eat a balanced diet including fruits to keep themselves healthy and well. **The students are also to follow the guidelines as per the 3R initiative of Reduce, Reuse and Recycle.**

17.0 Upcoming Events

- i. Prefects Investiture Ceremony – Week 4 Friday (21/02/2025)
- ii. Inter House Athletics – Week 5 Friday, 28th February. (Based on favourable weather)
- iii. Zonal Athletics – Week 10 Thursday, 3rd April to Friday, 4th April. (Tentative)
- iv. Coke Games – Week 14, from Thursday 1st May to Saturday 3rd May (Projected dates). **(Only students who will meet the qualifying standards for Coke Games will represent)**
- v. **Rugby League** – Under 19 (Games to start soon.)

18.0 Awards Criteria

The school will continue to honour our High Achievers (Top 10 Scorers at each level). Awards will also be given to students scoring 80% and above in aggregate with a pass in English to meet the passing point at each level **(Enclosed please find a copy of the 2025 Awards Criteria).**

19.0 Internal Examination Policy

Please note that there is a School Policy to ensure effective implementation of Internal Examinations. (Kindly find attached a copy).

20.0 School Drug Free Champion Initiative

Tavua College is a pilot school for the above initiative and as such, students will be engaged in positive activities and more often awareness will be created amongst students to keep focus and stay away from drugs.

21.0 Working in Partnership

We look forward to working in partnership and will appreciate if Parents and Guardians can clarify with School if there are any pertinent issues. We also request the Parents and Guardians to closely monitor the students at home, do provide them with a conducive learning space and ensure to be vigilant on the student's usage of the social media platforms. Kindly prioritize students' attendance and punctuality to school. Do avail for Parental meetings when called for and provide the much needed support to the school so that together we can help **"Our Students"**.

Finally, our sincere condolences are with those who are associated with Tavua College and have lost their loved ones this year.

God Bless Us All.

Thanking you.



.....
Mrs. Vikashni Sharma
Principal

.....
Mr. Anilesh Narayan
Vice Principal

.....
Mr. Ravin Lal
Assistant Principal

Appendix 1: Criteria for Selection of Student Council Member of Tavua College

Student Council Member refers to Year Captains (Year 9, 10, 11, 12, 13 & EST), Health Promoting Officers (Year 11, 12 & 13), Senior Prefects (Year 11, 12 & 13), Deputy Head Prefects (Year 12), Head Prefects (Year 13).

A nominee must:

- 1. be cooperative, be helpful and a well - mannered student, who is trustworthy and responsible.**
- 2. have a good academic record.**
- 3. show respect for their teachers, peers, school environment and the community.**
- 4. display good leadership qualities and be willing to take on extra responsibility and must be positive and enthusiastic when doing duties.**
- 5. be dressed appropriately on all occasional aspects of the school.**
- 6. be punctual for classes and maintain an excellent attendance record.**
- 7. demonstrate that they can work independently and as part of a team.**
- 8. be committed to given duties and take responsibility to control the behavior of students in class/ school.**
- 9. be a good ambassador to represent the school and be a good role model for students.**
- 10. be cooperative and self-disciplined, on and off school.**

- **In case of Year Prefects; the Year Teachers shall play a key role in selection of the prefects which is subject to approval of School Administration.**
- **For Senior, Deputy and Head Prefects the nominations are filled by all academic staff, vetted by the Induction Committee and the final selection is made through a consultative process and appointments are confirmed.**
- **Pre- Assessment will be done on all Nominees for Senior Prefects based on the above criteria and final selection will be made.**
- **In case of Head Prefects, Pre – Assessment will be done on the above criteria for all nominees and potential candidates will go through an interview process which assesses the following:**
 - ✓ **Appearance (Adherence to School Uniform/Hairstyle, etc.)**
 - ✓ **Ability to communicate clearly**
 - ✓ **Tact and diplomacy**
 - ✓ **Relevant and Logical explanations**
 - ✓ **Ability to think quickly and respond**
- **After the Interview Process final selection will be made on Deputy and Head Prefects.**
- **The final list of student council shall be endorsed by the School Administration.**
- **Students selected for school prefect and head prefects should be bona-fide students of TC for at least one academic year.**
- **The Administration reserves the right to de-badge a prefect should the incumbent fail to meet any of the expectations of the school. The circumstances leading to de-badging shall be:**
 - a). **Regular Breach of School Code of Conduct -Dress Code, Mobile phone Policy; etc.**
 - b). **Involvement in Grade 1 and 2 Offences;**
 - c). **Regular Absenteeism and Late Arrival;**
 - d). **Disrespect to Teachers or any other action that is deemed to be inappropriate**
 - e). **Any action that may bring disrepute to school.**
- **The Student Council shall be guided and monitored by the Child Protection Officer, Assistant Principal and the Vice Principal in consultation with the Principal.**

TAVUA COLLEGE
MID-YEAR AWARDS – 2025

CRITERIA FOR ACADEMIC AWARDS

AWARD	WHO GETS THE AWARD	CRITERIA
1. SUBJECT AWARD - YEAR 9 STUDENTS	<p>These awards shall be given to the top scorers at Year 9 Level in the following examinable subjects:</p> <ul style="list-style-type: none"> ➤ Mathematics ➤ Basic Science ➤ Social Science ➤ Commercial Studies ➤ Agricultural Science ➤ Home Economics ➤ Basic Technology ➤ Business Administration ➤ Hindi ➤ Vosa Vakaviti 	<p>➤ 100% of the mark attained in the respective subject in the Mid-Year Examination</p> <p>Note: English is excluded as it is a non-examinable subject as per the Year 9 Revised Secondary English Curriculum (RSEC)</p>
2. TOP 10 STUDENTS YEAR 10	Top 10 students at Year 10 level.	<p>➤ 100% of Mid-Year Examination</p> <p>Note: Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 5 subjects (Aggregate of 80% and above; minimum qualifying mark of 480/600).</p>
3. TOP 10 STUDENTS YEAR 11	Top 10 students at Year 11 level.	<p>➤ 100% of Mid-Year Examination</p> <p>Note: Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 3 subjects (Aggregate of 80% and above; minimum qualifying mark of 320/400).</p>
4. TOP 10 STUDENTS YEAR 12	Top 10 students at Year 12 level.	<p>➤ 100% of Mid-Year Examination</p> <p>Note: Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 3 subjects (Aggregate of 80% and above; minimum qualifying mark of 320/400).</p>
5. TOP 10 STUDENTS YEAR 13	Top 10 students at Year 13 level.	<p>➤ 100% of Mid-Year Examination</p> <p>Note: Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 3 subjects (Aggregate of 80% and above; minimum qualifying mark of 320/400).</p>
6. OUTSTANDING PERFORMANCE	<p>Year 10 – 13 Students who scored an aggregate of 80% and above AND were not part of the Top 10 Scorers in the Mid-Year Examination</p>	<p>Aggregate Marks as per the MoE guidelines will be used.</p> <p>i.e. A pass in English + Best 5 subjects for Year 10</p> <p>A pass in English + Best 3 subjects for Years 11/12 and 13.</p> <p>(Aggregate of 80% and above)</p>
7. YEAR AWARD – YEARS 10-13	GOLD AWARD	The Year has attained an overall aggregate pass rate of 80% and more in the Mid-Year Examination
	SILVER AWARD	The Year has attained an overall aggregate pass rate of 64% - 79% in the Mid-Year Examination
	BRONZE AWARD	The Year has attained an overall aggregate pass rate of 50% - 63% in the Mid-Year Examination
8. DEPARTMENT AWARD	GOLD AWARD	The department has attained an overall pass rate of 80% and more in a particular level (Y9-13) in at least one examinable subject (excluding Y9 English; non-examinable) offered under the department in the Mid-Year Examination.
	SILVER AWARD	The department has attained an overall pass rate of 64% - 79% in a particular level (Y9-13) in at least one examinable subject (excluding Y9 English; non-examinable) offered under the department in the Mid-Year Examination.
	BRONZE AWARD	The department has attained an overall pass rate of 50% - 63% in a particular level (Y9-13) in at least one examinable subject (excluding Y9 English; non-examinable) offered under the department in the Mid-Year Examination.

TAVUA COLLEGE
ANNUAL AWARDS – 2025
CRITERIA FOR ACADEMIC AWARDS

<u>AWARD</u>	<u>WHO GETS THE AWARD</u>	<u>CRITERIA</u>
TOP 10 SCORERS AT EACH LEVEL		
1. TOP 10 STUDENTS YEAR 9	Top 10 students at Year 9 level.	<ul style="list-style-type: none"> ➤ 100% of Annual Examination <p><u>Note:</u> Aggregate Marks as per the IA guidelines of Year 9 RSEC (English) + Best 5 subjects. (Average aggregate of more than 80%; minimum qualifying mark of 480/600).</p>
2. TOP 10 STUDENTS YEAR 10	Top 10 students at Year 10 level.	<ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination <p><u>Note:</u> Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 5 subjects. (Average aggregate of more than 80%; minimum qualifying mark of 480/600).</p>
3. TOP 10 STUDENTS YEAR 11	Top 10 students at Year 11 level.	<ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination <p><u>Note:</u> Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 3 subjects. (Average aggregate of more than 80%; minimum qualifying mark of 320/400).</p>
4. TOP 10 STUDENTS YEAR 12	Top 10 students at Year 12 level.	<ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination <p><u>Note:</u> Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 3 subjects. (Average aggregate of more than 80%; minimum qualifying mark of 320/400).</p>
5. TOP 10 STUDENTS YEAR 13	Top 10 students at Year 13 level.	<ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination <p><u>Note:</u> Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 3 subjects. (Average aggregate of more than 80%; minimum qualifying mark of 320/400).</p>
6. OUTSTANDING PERFORMANCE Year 9 – 13 Students	Students who scored an aggregate of 80% and above AND were NOT part of the Top 10 Scorers.	<p>For Year 9</p> <ul style="list-style-type: none"> ➤ 100% of Annual Examination <p><u>Note:</u> Aggregate Marks as per the IA guidelines of Year 9 RSEC (English) + Best 5 subjects.</p> <p>For Years 10 – 13</p> <ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination <p><u>Note:</u> Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 5 subjects for Year 10 A pass in English + Best 3 subjects for Years 11-13 (Average aggregate of 80% and above)</p>

7.	SUBJECT AWARDS - 2025	<p>These awards shall be given to the top scorers at Year 13 Level in the following subjects:</p> <ul style="list-style-type: none"> ➤ English ➤ Mathematics ➤ Accounting ➤ Economics ➤ Physics ➤ Biology ➤ Chemistry ➤ Home – Economics ➤ Agricultural Science ➤ Computer Studies ➤ Geography ➤ History ➤ Applied Technology ➤ Technical Drawing ➤ Vosa Vakaviti ➤ Business Administration 	<ul style="list-style-type: none"> • 50% from each of the following examinations are to be used to calculate the aggregate mark of 100%: <ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination
8.	BEST COMMERCE STUDENT - 2025	<ul style="list-style-type: none"> • This award shall be given to a Year 13 student with the highest aggregate mark of the following subjects: Accounting, Economics and Mathematics, with a pass in English. 	<ul style="list-style-type: none"> • 50% from each of the following examinations are to be used to calculate the aggregate mark of 100%: <ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination
9.	BEST SCIENCE STUDENT - 2025	<ul style="list-style-type: none"> • This award shall be given to a Year 13 student with the highest aggregate mark of the following subjects: Biology, Chemistry, Physics and Mathematics, with a pass in English 	<ul style="list-style-type: none"> • 50% from each of the following examinations are to be used to calculate the aggregate mark of 100%: <ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination
10.	BEST TECHNOLOGY STUDENT - 2025	<ul style="list-style-type: none"> • This award shall be given to a Year 13 student with the highest aggregate mark of the following subjects: TD, AT, Physics or TD, AT, Computer or TD, Physics, Computer or TD, Physics, Chemistry, with a pass in English. 	<ul style="list-style-type: none"> • 50% from each of the following examinations are to be used to calculate the aggregate mark of 100%: <ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination

11 BEST SOCIAL SCIENCE STUDENT - 2025	<ul style="list-style-type: none"> This award shall be given to a <u>Year 13 student with the highest aggregate mark of the following subjects:</u> <u>History and Geography</u> with a pass in English 	<ul style="list-style-type: none"> 50% from each of the following examinations are to be used to calculate the aggregate mark of 100%: <ul style="list-style-type: none"> ➤ 50% of Mid-Year Examination ➤ 50% of Annual Examination
12. DUX - 2025	<ul style="list-style-type: none"> This award shall be based <u>only</u> on a student's academic achievement. This award shall be given to a <u>Year 13 student</u>. 	<ul style="list-style-type: none"> Highest average aggregate mark in the following examinations: <ul style="list-style-type: none"> ➤ 50% Mid-Year Examination ➤ 50% Annual Examination <p><u>Note:</u> Aggregate Marks as per the MoE guidelines will be used. i.e. A pass in English + Best 3 subjects.</p>
13 YEAR AWARD - YEARS 9-13	GOLD AWARD	The Year has attained an overall aggregate pass rate of 80% and more in the Annual Examination
	SILVER AWARD	The Year has attained an overall aggregate pass rate of 64% - 79% in the Annual Examination
	BRONZE AWARD	The Year has attained an overall aggregate pass rate of 50% - 63% in the Annual Examination
14 DEPARTMENT AWARD	GOLD AWARD	The department has attained an overall pass rate of 80% and more in a particular level (Y9-13) in at least one examinable subject (excluding Y9 English; non-examinable) offered under the department in the Annual Examination
	SILVER AWARD	The department has attained an overall pass rate of 64% - 79% in a particular level (Y9-13) in at least one examinable subject (excluding Y9 English; non-examinable) offered under the department in the Annual Examination
	BRONZE AWARD	The department has attained an overall pass rate of 50% - 63% in a particular level (Y9-13) in at least one examinable subject (excluding Y9 English; non-examinable) offered under the department in the Annual Examination

TAVUA COLLEGE POLICY ON INTERNAL EXAMINATION

This policy for Internal Examinations at Tavua College with the specified principles and regulations is designed to guide and assist the teachers and the administrators in the decision-making process.

- 1) Any student who is sick and is absent during the examination period **must** produce a medical certificate. The child will then be awarded an assessed score based on his/her performance in class (previous tests conducted, class activities/assignments)
- 2) A student absent from school for reasons such as attending funeral or any other urgent family matters deemed to be genuine reasons will also get an assessed score for the particular examination. In this case, it is important for parents/guardians to call or visit the school and inform the Administrators prior to the day of examination.

A student getting absent without any genuine reason will simply be marked absent for the particular examination.

Assessed Score for Annual Examination will only be given if the student had appeared for Mid-Year and Trial Examination as applicable which is a full scaled paper.

- 3) Any student found involved in malpractice or in any form of cheating will be awarded a **zero score** in the particular examination and to be counseled thereafter and parental intervention to be called for. **The malpractice will include carrying written materials in the hall whether used or not or any kind of communication during the examination. Any student involved in malpractice during the examination will automatically be exempted from the Awards Criteria.**
- 4) No student will be allowed to appear for the examination after the scheduled paper has been done.
- 5) The students shall only be allowed to carry their pens/pencils, erasers, rulers, calculators without case, drawing equipment if applicable. No Smart watch or any electronic gadget including mobile phone will be allowed in the hall. **An electronic detector may be also used to screen students before entering the examination hall.**
- 6) Normal arrival and departure times apply during examination period.
- 7) If there is a variation in any mark, the student must notify the Subject Teacher **within 2 working days. Once the master Marksheets are finalized and the Awardee Lists are prepared no changes shall be done to the marks.**

Effective from: 27th January, 2025
To be reviewed on: 26th January 2026

Approved for Implementation



Vikashni Sharma (Mrs)
Principal
Dated: 27th January, 2025