



# Mount Litera Zee School

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School Code. 60940

Affiliation No. 2132273

An English Medium, Co-educational Sr. Sec School  
Affiliated to CBSE - New Delhi

MLZS/Circular/2021-22/19

24 Nov 21

## GUIDELINES FOR TERM –I EXAMINATION CLASSES X & XII

Dear Parents,

**Please ensure your ward follow the guidelines as given below during term-I examination.**

1. Read the instructions given on the admit card carefully and follow them in letter and spirit . Students are to ensure that they carry writing material as per instructions only(Blue/Black Ball Pen Only).
2. Do not carry any objectionable material with you, not even a piece of paper with writing or without writing. Rather,do not carry anything except Admit Card, Pens and Sanitizer.
3. Ensure, your ward visits the examination centre in proper school uniform with student's ID card issued by the school. (wearing mask is compulsory).
4. Admit card must be signed by the Principal and must carry student's signature too.
5. OMRs sheets are being used for the first time by the students so, listen to the instructions given by the staff on duty carefully and clear all your doubts before starting, if any.
6. Please guide your ward to follow all instructions given in the admit card issued by CBSE and told by Centre Superintendent or staff on duty. School will not provide any kind of assistance in case of misbehavior by the student at the exam centre or in case of USE OF UNFAIR MEANS during examination(as the case may be).

**Special Note : No electronic gadget (not even electronic watch) is permitted of any kind in the examination hall. If found in the custody of the student it would be considered as UMC.**

### Transport Guidelines :

1. Students will come to school as per normal school routine at 08:30 Hrs. School Bus will take the students to the Examination Centre at 10:00 hrs accompanied by a school teacher. School Bus will pick the students from the Examination Centre after the exam (all days). Students will move back to home as per normal school routine at 13:30 hrs with other students.
2. However if parents wish to pick and drop their ward on their own, school has no objection in this. Parents are supposed to report this to the school in writing, stating that they would be dropping & picking their ward to the exam centre on their own. Written application may be forwarded to the class teacher in physical, through whatsapp, email(school's email).
3. School shall not take any responsibility if the student reaches late to the Exam Centre (those who are going on their own). School will be accountable only for those students who are in school in time and going by school transport.

**Wish You All The Best !**

**(Nishant Kumar)  
Principal**