Maulana Azad International School

Important Agendas & Guidelines for Teachers

A. IMPORTANT AGENDAS

1 Pre-Primary Assistance

- Assist Pre-Primary students in writing their name on the answer sheet wherever required.



2 Roll Number Verification

- Ensure that the student's roll number is checked carefully before the invigilator signs the answer sheet.



3 Strict Invigilation

- Invigilate attentively throughout the examination.
- No student should be allowed to copy or use unfair means.



4 Teacher Allocation

- Senior Section: 1 Teacher
- Junior Section: 2 Teachers



5 Seating Arrangement

- **Nursery:** Students will remain in their respective classroom.
- **LKG & UKG:** Students will be seated in two mixed rooms.
- The seating arrangement list must be displayed/ pasted in each examination room.



6 Submission of Question Papers

- All soft copies and hard copies of question papers must be submitted to the Exam Controller and Office In-Charge by **7 September.**



7 Submission of Marks

- All teachers must submit marks to the respective Class Teacher on the next day of the examination.



8 Answer Sheet Checking

- Use only the red pen provided by the school for checking.
- Check the addition of marks carefully.
- Recheck the total wherever necessary to avoid errors.



9 Pre-Examination Work

- NB, SEA and all other pre-examination work must be completed before **12 September.**



GUIDELINES FOR INVIGILATORS

1 Seating Verification

- Ensure that every student is seated according to the seating plan. Verify the arrangement before the examination begins.



2 Question Paper Count

- Count the question papers before distribution.
- Ensure that the number of papers is sufficient for all students.
- Report any shortage before the examination starts.



3 Examination Timing

- Examination Starts: **8:30 AM**
- Answer sheets should be distributed **10 minutes** before the examination.
- Students should complete their Name, Class and Roll Number before the exam begins.
- Answer sheets must be collected at **10:30 AM.**



4 Maintain Strict Silence

- Maintain a quiet and disciplined examination environment.
- If a student talks, instruct the student to remain quiet.
- If required, temporarily take the student's answer sheet and make the student sit quietly for 10 minutes.



5 No Cheating / Unfair Means

- Cheating or use of unfair means will lead to deduction of marks and strict disciplinary action.
- Invigilators must remain alert and prevent any exchange or copying of answers.



6 Identification of Question Papers

- Ask students to write their name on the question paper to prevent accidental exchange of question papers.



7 Active Invigilation

- Invigilators should move around the examination room regularly.
- Use minimum chairs so that teachers can move freely and monitor students effectively.
- Avoid unnecessary sitting in one place.



KEY REMINDER

DISCIPLINE • FAIRNESS • ACCURACY • RESPONSIBILITY

"Every teacher is requested to cooperate fully to ensure a smooth, fair and well-organised examination."



Better Exams Brighter Future

By Hasan Jawed