

PVS1207
16.02.2026

Dear Students,

Please follow this comprehensive guide strictly to ensure a disciplined, calm, and successful examination process.

1. Logistics and Arrival School Transport: School buses will depart from the premises strictly at 9:15 AM.
2. Parental Drop-off: Students being dropped off by parents must reach the examination center no later than 9:30 AM.
3. Mandatory Uniform and Identification Admit Card: You must carry your Original Admit Card (ID Card) at all times.
4. ID Condition: Ensure there are no marks, scribbles, or writing on your ID card. It must be clean.
5. School Uniform: All students must be in their complete and neat school uniform. Entry will be denied to anyone not in proper attire or missing their ID.
6. Entry Conduct and Security Checks Quiet Entry: Upon arrival, students must maintain absolute silence. There must be no discussions or noise in the corridors while entering the examination hall.
7. Disciplinary Action: Any student found creating a disturbance or making noise may be stopped from writing the examination.
8. Pocket Check: Ensure there are no notes, pieces of paper, or materials inside your shirt or pant pockets. Perform a thorough self-check before entering.
9. Stationery: Carry all required pens and tools in a transparent pouch. Borrowing is strictly prohibited.
10. Desk Inspection: Once seated, check your desk for marks, scribbles, or papers. Report any findings to the invigilator immediately.

OMR, Reading Time & Booklet Verification

1. 10:00 AM - 10:15 AM (OMR & Answer Booklet): Be extremely careful while shading your name and details. Simultaneously, ensure that all pages of the answer booklet are printed properly. If any page is blank or damaged, notify the invigilator immediately.
2. 10:15 AM - 10:30 AM (Question Paper Reading): Use this time exclusively for reading. Before starting, ensure that all sides of the question paper are printed properly. * **Strict Rule:** No marks, dots, or writing of any kind must be made on the question paper. Plan your approach for the entire paper during this window. No writing or OMR work is permitted in this window.

Examination Phase & Additional Sheets

1. The Golden Hour (10:30 AM - 11:30 AM): Write at a brisk pace from the start to stay ahead of the clock.
2. Requesting Additional Sheets: If you anticipate needing an additional sheet, notify the invigilator in advance. This ensures the sheet reaches you on time without interrupting your writing flow.
3. Recording Sheets: When you receive an additional sheet, you must ensure that the serial number of the additional sheet is correctly recorded in the attendance sheet before you continue writing.
4. Order of Answers: If you skip a question, leave a blank space. Do not change the numerical order of the questions.

Final Script Review & Submission

1. Review and Verification: Before submitting, check all pages of your answer script. Ensure that you read through all the answers you have written and that not a single question is left out—attempt every question to the best of your ability. Verify that all question numbers match the question paper exactly and that every page is numbered properly.
2. Secure Attachment: Ensure all additional sheets and maps are attached properly. Tie your paper securely using two firm knots.
3. Post-Exam Silence: Once the exam ends, do not make any noise or cause disruptions. Exit the hall and corridors in total silence. Discussions are only permitted once you have exited the examination center premises.

Note: The official Bell Timings for the examination are attached with this circular so that you may understand how the bells are being rung.

As you step into the hall, leave your anxieties behind. Stay confident and trust in the hard work you have put in. Know that the blessings of the Almighty and the unwavering support of your parents are always with you.

Approach every paper with a positive mindset and a calm heart. You have prepared well, and you are ready for this milestone. I have full faith in your potential.

Wishing you the very best.

Warm regards,



Mr. Rohit Satish
Principal