



M.E.S INDIAN SCHOOL, DOHA-QATAR

Ext. Cir. No. 119 /2025-26
19/11/2025

P.O. Box No. 3453
Tel: 44572888

CIRCULAR

SUB: EXAMINATION GUIDELINES TO THE STUDENTS OF CLASS X & XII

1. All students are instructed to report to school **at 6.45 a.m.** on all examination days.
2. All students have to be in proper uniform with the **School ID card** on all examination days.
3. All students are required to carry their admit cards for the examination.
4. All students shall carry only **Blue/Royal Blue Ballpoint/Gel/Fountain Pen**, Pencil, Eraser, Sharpener, and Geometry Instruments as per requirement in a pouch.
5. Be honest while writing the examination and do not indulge in any malpractices/copying. If any student is found doing malpractice/copying, he/she will be suspended/rusticated from the school.

RULES ON MALPRACTICES:-

If during the exam, a student is found indulging in any of the following, his/her result shall not be declared but shall be marked as withheld.

- a. Having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned.
- b. Giving or receiving assistance directly or indirectly of any kind or attempting to do so.
- c. Writing questions or answers on any material other than the answer sheet given by the Invigilator for writing answers.
- d. Tearing of any page of the answer sheet or additional answer sheet etc.
- e. Attempting to communicate with anyone other than the Invigilator during the examination time in the examination hall.
- f. Taking away the answer sheet out of the examination hall/room.
- g. Smuggling out answer sheet/additional sheet or its parts thereof.
- h. Using/writing abusive or obscene language in the answer book or the examination hall.
- i. Any other type of misconduct or any arrangement to cheat in the examination
- j. **Using electronic equipment like Calculators, Smart watches with calculators and Mobile Phones in the examination hall.** These items will be confiscated and will not be returned.



HAMEEDA KADAR

Principal

To: All Parents/ Students of Classes X & XII

Copy to: (1) Governing Board (2) Senior Vice Principal (3) V.P. /Head of Boys' Section (4) V.P. / Head of Girls' Section (5) HOS, Junior (6) HOS, KG (7) Headmistress, Eve. (Officiating) (8) HAI & QM (9) AHOS, Boys' (10) AHOS, Girls' (11) Manager, Admin & Facilities (12) Accounts Manager (13) Transport Manager (14) Teacher In-charge (15) Safety & Maintenance Engineer (16) Lead System Admin. (17) ICT Section (18) Maintenance Supervisor (19) Coordinator, Campus Care & Housekeeping (20) Welfare Dept. (21) Procurement Manager (22) Canteen Supervisor (23) Library (24) Notice Boards.

F223, Rev 0 Dated 1 Nov 2009

RK/Ext./F