



M.E.S INDIAN SCHOOL, DOHA-QATAR

Ext. Cir. No. 137 /2025-26
01/01/2026

P.O. Box No. 3453
Tel: 44572888

CIRCULAR

SUB: EXAMINATION GUIDELINES TO THE STUDENTS OF CLASS IX TO XII

1. All students are instructed to report to school **at 6.45 a.m.** on all examination days.
2. All students must 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 IX to 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) Examination 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) Exam Cell (25) Notice Boards..

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