



## M.E.S INDIAN SCHOOL, DOHA-QATAR

Ext. Cir. No. 171 /2025-26  
18/02/2026

P.O. Box No. 3453  
Tel: 44572888

### CIRCULAR

#### **SUB: EXAMINATION GUIDELINES FOR THE STUDENTS OF CLASSES I TO IV**

- ❖ All students are instructed to report to school before 8.00 a.m. on all examination days.
- ❖ All students must be in proper uniform with the school ID card.
- ❖ **Exam Schedule:** Ensure you are aware of the date and subject of examination.
- ❖ **Materials Required:** All students shall carry Admit Card, Pencils, Ruler, Eraser, Sharpener, Colour Pencils, and **(Blue Pen Class IV)**.
- ❖ **Seating Arrangement:** Follow the seating plan as instructed by the teacher. Maintain silence and discipline throughout the examination.
- ❖ **During The Exam:** Read all instructions on the exam paper carefully before starting. Fill in your name, roll number, and other required details on answer sheets. Ensure your handwriting is neat and legible. Raise your hands if you have a question or need assistance, do not leave your seat without permission.
- ❖ **Academic Integrity:** Unfair behaviour or use of unauthorized materials will result in disciplinary action. All work must be your own. Sharing answers or copying is strictly prohibited.
- ❖ **Time Management:** Keep track of the time allotted for each examination. Manage your time efficiently to ensure you complete all questions within the given duration.
- ❖ **Submission of Answer sheets:** Remain seated until the invigilator comes to your desk to collect the answer sheet or follow the instructed method to submit it.

  
**HAMEEDA KADAR**  
**Principal**

#### **To: All Parents/ Students of Classes I to IV**

**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.

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