



M.E.S INDIAN SCHOOL, DOHA-QATAR

Ext. Cir. No. 44 /2026-27
02/06/2026

P.O. Box No. 3453
Tel: 44572888

CIRCULAR

Subject: Examination Guidelines for Students of Classes I to IV

- ❖ All students are instructed to report to school before **6:45 a.m.** on all examination days.
- ❖ All students have to be in proper school uniform and must have **School ID card** and **Admit card**.
- ❖ **Exam Schedule:** Ensure you are aware of the date and subject of exam.
- ❖ **Materials Required:** Bring all necessary materials, such as pencils, erasers, rulers, colour pencils and blue pens (Grade–IV). No sharing of materials is allowed during the examination. **Students are not allowed to use eraser pens in the examination.**
- ❖ **Seating Arrangement:** Follow the seating plan as instructed by the teacher. Maintain silence and discipline throughout the exam.
- ❖ **Question Papers:** Read the instructions on the question paper carefully before starting. If you have any doubts, raise your hand to ask the invigilator.
- ❖ **Answer Sheets:** Write your name, class and roll number on the answer sheet before you begin. Ensure your handwriting is neat and legible. Having possession of books or papers and giving or receiving assistance directly or indirectly of any kind or attempting to do so shall be considered as malpractice.
- ❖ **Exam Duration:** Keep track of the time allotted for each exam. Manage your time efficiently to complete all questions.
- ❖ **Behaviour:** Maintain silence throughout the examination. Do not disturb other students. Any form of communication or misconduct will be considered unethical.
- ❖ **Prohibition of Gadgets:** The use of calculators, smart watches with calculator functions, and pencil boxes or rulers containing mathematical tables is strictly prohibited during the examination.
- ❖ **Submitting Answer Sheets:** Submit your answer sheets to the invigilator promptly.

Good Luck for your Examinations!

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. (8) HA1 & 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.