



St. John's Diocesan Girls' Higher Secondary School

Madhyamik Index No : A3-178 | Higher Secondary Code : 101195

CIRCULAR

Guidelines to Parents during the Annual Examination for Classes V-IX (2025)

1. We need your support and cooperation to ensure smooth and fair conduct of the Annual Examination 2025.
2. Your ward must attend all exams unless prevented by illness or other mitigating circumstances. **Students who are unwell or suffering from any illness must not come to school.**
3. Parents are requested to check their ward's pencil box (only transparent pouches to be brought), pockets, bag or any other belongings brought to school during examination days.
4. Parents should check that their ward does not write anything on their body parts (palm, ankle etc.,) or even on their clothes.
5. Your ward must not have any unauthorized material with her at exam desk or on her person whilst under examination conditions, including books, manuscripts, calculator cases, mobile phone, smart watch or any other electronic data storage device. She must not take into an exam room any blank paper; all rough work **MUST** be done in the exam booklets which are provided by the school.
6. Your ward may take into an exam room pens, pencils, erasers, rulers, pencil sharpeners and permitted technical drawing equipment (such as protractors and compasses). However, these must be placed in a clear transparent case. She must not bring in any pencil case or box for these items. **Sharing of stationery in the examination room will not be allowed.**
7. **Use of any kind of writing boards other than transparent boards is strictly prohibited; the school exam tables will suffice.**
8. **If a student is found using unfair means in a particular exam, that subject may be cancelled and she may not be allowed to appear for the remaining exams.**
9. Kindly ensure your ward is punctual and in proper school uniform. **Students must reach school by 8.15 a.m. Those availing the school bus may avail the same at 12.00 p.m.**
10. No mobile phones are allowed during examination days for all students.

The School seeks your co-operation as always given by you in the past for the constructive and holistic upbringing of your ward.

Thanking you,

TEACHER-IN-CHARGE

07.11.2025



17, Sarat Bose Road, Kolkata - 700 020



johnsdiocesan@gmail.com



033 2475 3905

www.stjohnsdiocesan.in