

CIRCULAR NO.: 05

To: All Teaching Staff

Subject: Instructions to Teachers for Setting of **Term-I / Half Yearly** Exam. (2025-26)

Dear Teachers,

The Term-I / Half Yearly Examination will commence from 15th September 2025. All subject teachers are hereby instructed to strictly follow the given guidelines while preparing the Question Papers and Marking Schemes.

General Rules for Setting of Papers

1. Question papers must be set strictly as per CBSE guidelines and the prescribed syllabus for the term.
2. The blueprint / weightage of marks must be followed (Knowledge, Understanding, Application, Skill,).
3. Questions must be clear, precise, error-free and age-appropriate. Avoid ambiguous or confusing language.
4. Diagrams, maps, graphs, and pictures (wherever applicable) should be neatly drawn and labeled.
5. Each paper should contain variety of questions – Objective (MCQ, Fill in the blanks, Match the following), Very Short Answer, Short Answer, Long Answer.
6. Marks and allotted time must be clearly mentioned on the question paper.
7. Ensure balanced difficulty level – Easy (30%), Average (50%), Difficult (20%).
8. Teachers must submit the Hard copy of the paper by or before 02/09/2025 within the stipulated deadline.
9. Confidentiality must be strictly maintained. Leakage of question papers will invite strict disciplinary action.

MARKING SCHEME:**1-PRE-PRIMARY CLASSES- Hindi Subject**

Maximum Marks = 100 (80 + 20 internal assessment)

2-PRIMARY CLASSES- Moral Values

Maximum Marks = 50

1-	Multiple choice questions	1	x	10	=	10
2-	Fill in the blanks	1	x	5	=	5
3-	True & False	1	x	5	=	5
4-	Very Short questions	1	x	10	=	10
5-	Short questions	2	x	10	=	20

3-(A)- CLASSES 6 TO 8 - Moral Values & G.K.

Maximum Marks = 50

1-	Multiple choice questions	0.5	x	5	=	2.5
2-	Fill in the blanks	1	x	5	=	5
3-	True & False	0.5	x	5	=	2.5
4-	Very Short questions	1	x	10	=	10
5-	Short questions	2	x	10	=	20
6-	Questions from Student's Diary	2	x	4	=	8
7-	Prayer				=	2

3(B)-CLASSES 6 TO 8– English, Hindi, Sanskrit, Maths, Science, S.St., Computer.

Maximum Marks = 100

1-	Multiple choice questions	1	x	5	=	5
2-	Fill in the blanks (without choice)	1	x	10	=	10
3-	True & False	1	x	5	=	5
4-	Match the following	1	x	5	=	5
5-	Define /diagrams /map work (teachers' choice)	--	x	--	=	15
6-	Very short questions	1	X	10	=	10
7-	Short questions	2	X	10	=	20
8-	Long question answers (give choice)	3	X	6	=	18
9-	Give Reasons	3	X	4	=	12

4-(A)-CLASSES 9 & 11 – LANGUAGE – ENGLISH & HINDI**Maximum Marks = 100 (80 + 20 internal assessment)**

1-	Section "A" – Reading skills – 2 passages	2	x	5	=	10
2-	Section "B" – (A)-Grammar	--	x	--	=	10
	(B)-Creative writing skills	--	x	--	=	20
3-	Section "C" – (A)-Literature (Short Questions)	2	x	8	=	16
	(B)-Literature (Long Questions)	3	x	8	=	24

4-(B)-CLASSES 9 & 10 – Maths, Science, S.St., I.T.,**Maximum Marks = 100 (80 + 20 Internal Assessment)**

1-	Section "A" – Very Short questions (Variety Q.)	1	x	20	=	20
2-	Section "B" – Consist of 2 marks questions	2	x	5	=	10
3-	Section "C" – Consist of 3 marks questions	3	x	6	=	18
4-	Section "D" – Consist of 4 marks questions (each questions should have choice)	4	x	5	=	20
5-	Section "E" – Case study based questions	4	x	3	=	12

4-(C)-CLASSES 11 & 12 – Maths, Physics, Chemistry, Biology**Maximum Marks = 100 (70 + 30 Practicals)**

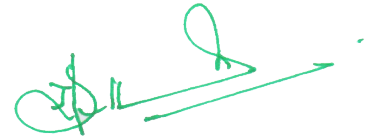
1-	Section "A" – Very Short questions (Variety Q.)	1	x	10	=	10
2-	Section "B" – Consist of 2 marks questions	2	x	5	=	10
3-	Section "C" – Consist of 3 marks questions	3	x	6	=	18
4-	Section "D" – Consist of 4 marks questions (each questions should have choice)	4	x	5	=	20
5-	Section "E" – Case study based questions	4	x	3	=	12

4-(D)-CLASSES 11 & 12 – History, Pol. Sc., Eco., Accounts., Bus. Stud.**Maximum Marks = 100 (80 + 20 Internal Assessment)**

1-	Section "A" – Very Short questions (Variety Q.)	1	x	20	=	20
2-	Section "B" – Consist of 2 marks questions	2	x	5	=	10
3-	Section "C" – Consist of 3 marks questions	3	x	6	=	18
4-	Section "D" – Consist of 4 marks questions (each questions should have choice)	4	x	5	=	20
5-	Section "E" – Case study based questions	4	x	3	=	12

Note:

1. It is mandatory to set all the papers on the given marks scheme and sections mention.
2. The paper should be with clear hand-writing.
3. Class XI and XII Science stream papers i.e. PHYSICS, CHEMISTRY, BIOLOGY will be of 70 marks and 30 marks will be assigned for practical examination.
4. Last date for the submission of question papers is 02-09-2025 (Tuesday) mandatory.
5. All teachers are instructed to adhere strictly to these instructions.



Signature of the Principal