

# CIRCULAR NO.: 08

DATE: 17-12-2025

## Subject: Guidelines for Setting Question Papers – Annual Examinations

All concerned teachers are hereby informed to strictly follow the below-mentioned guidelines while setting the question papers for the Annual Examination 2025–26.

### 1. General Instructions

1. Question papers must be strictly prepared as per the latest CBSE syllabus and only hand-written papers should be submitted (compulsory). Clear handwriting is mandatory.
2. Internal choices must be provided wherever applicable.
3. Proper balance of easy, average, and challenging questions must be maintained.

### 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	0.5	x	5	=	2.5
2- Fill in the blanks (with choice)	0.5	x	5	=	2.5
3- Fill in the blanks (without choice)	1	x	5	=	5
4- True & False	0.5	x	5	=	2.5
5- Match the following	0.5	x	5	=	2.5
6- Define the following	1	x	5	=	5
7- Very Short questions	1	x	10	=	10
8- 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	10	=	5
2- Fill in the blanks (without choice)	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- Question from Daily Diary / Current Affair	2.5	x	3	=	7.5

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

**Maximum Marks = 80 (internal assessment 20 + 80 written = 100 marks )**

1-	Multiple choice questions	1	x	10	=	10
2-	Fill in the blanks (without choice)	1	x	10	=	10
3-	True & False	1	x	5	=	05
4-	Match the following	1	x	5	=	05
5-	Define /diagrams /map work (teachers' choice)	--	x	--	=	05
6-	Very short questions	1	X	10	=	10
7-	Short questions	2	X	10	=	20
8-	Long question answers (give choice)	3	X	5	=	15

4-(A)-CLASSES 9 & 11 – LANGUAGE – ENGLISH & HINDI

**Maximum Marks = 100 (80 + 20 internal assessment)**

1-	Section "A" – Reading skills – 2 passages	2	x	6	=	12
2-	Section "B" – (A)-Grammar	--	x	--	=	10
	(B)-Creative writing skills	--	x	--	=	10
3-	Section "C" – (A)-Literature (Short Questions)	2	x	8	=	16
	(B)-Literature (Long Questions)	3	x	8	=	24
4-	Section "D" – Case Study	4	x	2	=	08

4-(B)-CLASSES 9 & 11 – Maths, Science, S.St., I.T., PCM, PCB, Comm.

**Maximum Marks = 100 (80 + 20 internal assessment)**

1-	Section "A" – Multiple choice questions [variety]	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 5 marks questions	5	x	4	=	20
	(each questions should have choice)				=	
5-	Section "E" – Case study based questions	4	x	3	=	12

Note: STD. XI Physics, Chemistry, Biology papers should be of 70 marks.

1-	Section "A" – Multiple choice questions	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 5 marks questions	5	x	4	=	20
	(each questions should have choice)				=	
5-	Section "E" – Case study based questions	4	x	3	=	12

## 2. Review and Approval Process:

Deadline for Submission: The question paper must be submitted to the examination committee by 10-01-2026 (Saturday). Answer Keys of set question papers should be submitted by 20-01-2026 (Tuesday)

Review: The question paper should have clarity, accuracy, and alignment with the syllabus.

## 3. Confidentiality:

Maintain strict confidentiality regarding the question paper setting process. Do not share or discuss the contents with students or unauthorized individuals.

## 4. Special Instructions:

Your cooperation in following these guidelines will contribute to a smooth and organized examination process.

### **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. Last date for the submission of question papers is 10-01-2026 (Saturday) mandatory.

  
Signature of the Principal