

# St. Xavier's School

Senior Wing Junior Wing  
Model Town, Phase II, Power House Road,  
Bathinda, Punjab - 151001 Bathinda, Punjab - 151001  
Tel: 0164 2211800 Tel: 0164 2240260

www.XavierBathinda.com  
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CBSE Aff. No. 1630073  
School code: 20068

Ref No. 20068/SC/2022-23/126

Date: 15.02.2023

## Dear Students,

I am sure you are eagerly waiting for the forthcoming CBSE board exams. Remember, board exams are important part of a student's academic life. The board exams can be stressful and it's essential to manage stress effectively. Hence I encourage you to have positive mindset and believe in your abilities focussing on your strengths. Don't forget to revise the entire syllabus thoroughly and focus on important topics and concepts. Take breaks, practise relaxation techniques and talk to someone.

Few exam strategies: Reading instructions in the question paper carefully before attempting the questions, understand the marking scheme, word limit, and any other important details, attempting easy questions first, underlining the important points to make your answers more presentable, don't leave any question unattempted, managing time effectively, and reviewing answers before submission.

On the exam day, reach the exam centre early, carry all the necessary documents and stay calm, composed and focused.

Below are the important directions given by the CBSE.

1. *Entry in the examination centre will be from 9:00 a.m. to 10:00 a.m.*
2. **No student will be allowed to enter in the examination centre after 10:00 a.m. whatsoever may be the reason. This should be strictly complied with.**
3. *The doors of the examination hall/room will open 45 minutes before the time specified for the commencement of Examination i.e. at 09:45 a.m. Students are advised to be in their seats 30 minutes before the scheduled commencement of the examination. After 10:00 a.m. no student will be allowed to enter the examination centre. Admission of any student to the examination hall in contravention of these instructions shall be considered invalid for that particular paper.*
4. **Students are required to carry their Admit Card and School Identity Card.**
5. *Students should report at the Examination Centre in proper school uniform.*

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6. *Students are required to bring their own pen, pencil, and ink. Only blue black or royal blue ink/ball point is to be used.*
7. *A seat marked with his/her Roll number will be allotted to each student. Students will be required to find out and occupy their allotted seats.*
8. *No student, without permission of Assistant Superintendent, shall leave his/her seat or the Examination Hall until the end of the examination. No student shall speak without permission. If it is necessary for the student to communicate, he/she shall stand up in his/her place and one of the Assistant Superintendents will see to his/her requirements.*
9. *Before beginning his/her paper, he/she shall write on the title sheet of his/her answer book the subject and question paper code number. He/She shall write his/her Roll No. in the space provided on title sheet and nowhere else in the answer book. He/she shall also write the Roll No. on his/her question paper as soon as it is received by him/her. Roll number shall also be written on the slip in the supplementary answer book.*
10. *Answers shall be written on both sides of the answer book supplied to the student and on both sides of the answer book. No student shall tear out any leaf from the answer book.*
11. *If a student writes his/her Roll number or puts any special mark in any part of the answer book or drawing sheet, map etc. other than the space provided for the purpose, he will render himself liable to have his paper cancelled.*
12. *On the expiry of time, the answer book must be handed over to the Assistant Superintendent irrespective whether the student has answered the paper in full or in part or not at all.*
13. *Smoking and using of intoxicants is strictly prohibited in the Examination Centre. Student found doing so during the course of the examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent.*
14. *Students can be physically searched by the Centre Superintendent/Assistant Superintendent/Inspectors deputed by the Board before or during the examination at any time.*
15. *In case of any page(s) of the answer book or Supplementary Answer book is/are found missing/torn at the Examination Centre or is/are reported so by the student the same way be recorded on the answer book by the Assistant Superintendent and a written report be given to this effect with details to the*

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*Centre Superintendents for onward transmission to the concerned Regional Office.*

- 16. The student shall not ask for supplementary answer sheet till the main answer book/the earlier supplementary answer book is filled.*
- 17. The student can visit the Examination Centre prior to the date of examination.*
- 18. Apart from what is stated to be unfair means in the rules, regulations, and Bye - Laws of the Board, if a student during the course of examination, is found indulging in any such activity, he/she shall specifically be deemed to have used unfair means at the examinations and as such his/her result shall not be declared but shall be marked as UNFAIRMEANS (U.F.M.).*

Wishing you all the best for your CBSE board examinations! I am positive of the excellent results as always. May God bless you with calmness and positivity.

PRINCIPAL

Fr. Cidloy Furtado

**St Xavier's School  
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