

Ref.No.41/F-2/Academic/2025

Date.18-08-2025

OFFICE ORDER

Subject: Guidelines for Setting Question Papers – Term I Examination 2025-26

Regarding the setting of question papers for the **Term I Examination 2025-26** for different classes and subjects, the following points may kindly be taken into consideration while finalizing the question papers:

1. **Question-Cum-Answer Booklet for Grade 1 & 3** – For all subjects in **Grades 1 & 3**, a provision has been made for a **Question Cum Answer Booklet** to facilitate ease of writing for students.
2. **Independent Question Papers from Grade IV Onwards** – From **Grade V onwards**, separate **question papers** will be prepared as per standard practice.
3. **Examination Name** – The title of the examination should be written as "**TERM I EXAMINATION - 2025-26**" on all question papers.
4. **School Name on Title Page** – The name of the school must be mentioned on the title page of the question paper. The standardized format for this should be obtained from **Mr. Muzahid (Exam I/C)** to ensure uniformity.
5. **Bilingual Question Papers in Core Subjects** – As informed earlier, the **question papers for core subjects** (except languages), including **EVS, Social Studies, Science, and Mathematics**, must be prepared in **both English and Hindi** to cater to all students.
6. **Two set question paper** – All subject teachers will prepare two set of question papers.
7. **Moderation & Submission Process** –
 - The **concerned question setters** will submit the final draft of the question paper to the **moderators** for review.
 - The **moderators** will carefully check for any **errors in language, formatting, clarity, and proper marks distribution**.
 - Once reviewed, the moderator will **sign** the question paper and return it to the **setter** for final corrections.
 - After incorporating necessary changes, the **final soft copy** of the question paper must be submitted to the **Exam I/C for printing**.
8. **Confidentiality of Question Papers** – All officials involved in the process must ensure the **strict secrecy** of the question papers throughout the entire setting, moderation, and printing process.
9. **Question Paper Submission** – The QP duly prepared and moderated will be send on examcell.ois@gmail.com latest by **29-08-2025**

All subject teachers and exam coordinators are requested to comply with these guidelines to ensure a smooth and fair examination process.

Note: The list of Moderators is being issued separately.

Copy to:

Principal

- AO
- Exam IC
- Circulation among all teachers