CONTROL ROOM: 23890270
Govt. of NCT of Delhi: Directorate of Education
Examination Cell, Room No. 222-A
Old Secretariat, Delhi-110054

No. DE.5/24/Exam/2005/767

Date: 27/8/2013

Sub: Regarding Distribution of Confidential Material for Classes IV to XII in r/o Common FIRST Term School Examination/Summative Assessment-I (SA-I) 2013-2014.

The Common First Term School Examination/Summative Assessment-I (SA-I) 2013-14 is scheduled to be held w.e.f. 13.9.2013 (Friday). The following guidelines are being issued in this regard:

1. Sealed cartons of question papers for SA-I 2013-14 shall be delivered at all Zonal Distribution Centres (ZDC) between 6:00 a.m. and 7:00 a.m. on all examination days. On the day of examination, all the ZDC Incharges should be present at 6:00 a.m. positively at their respective centres to receive the cartons. The distribution of sealed packets of Question Papers to authorised officers/officials of participating schools will be started at 7:30 a.m. Preference has to be given to far flung schools of the zone so that the Question Papers reach all the schools well before start of the Examination.

2. Two sealed packets per subject per class containing 25 question papers each shall be available as EXTRA at each Zonal Distribution Centre to meet out shortage, if any.

3. “Certificate of Opening of Cartons/ Boxes Containing Question Papers” should be prepared every day by all ZDC In-charges & submitted to Examination Cell on 30.9.2013.

4. “Marking Schemes” in sealed packets will also be supplied on the same day of the examination, but it should be ensured that the same ARE NOT OPENED till completion of the paper.

5. RDEs, DDEs, EOs, DEOs and SPEs are requested to conduct surprise inspections during Examination days in coordination with concerned District DDEs/ Coordinators and the REPORTS should be submitted to the Examination cell on the prescribed proforma by 01.10.2013.

(SAVITA YADAV)
ADE (Exam)

(SHARDA TANEJA)
OSD (Exam)

To
All Zonal Distribution Centre In-charges (through DEL E)

Copy for information/necessary action to:

1. All Distt. RDs/DDEs/EOs/DEOs and SPEs.
2. ADE (IT) to place it on website.
3. PS to Director of Education.