

Directorate of Education, Govt. of NCT of Delhi
Examination Branch, Old Secretariat, Delhi-110054

No.DE.5/43/04/Exam/Part-II/2024/ 843-848

Date: 19/09/25

// CIRCULAR //

**Sub: Date Sheet & Guidelines for Distribution of Confidential Material and Conduct of
Mid Term Examination Academic Session 2025-26**

In alignment with the academic calendar, all Heads of Government and Government-Aided Schools are hereby notified that the Mid Term Examinations for the Academic Session 2025-26 are scheduled to be held as per the enclosed date sheet. This schedule applies to students from classes III to XII, across both Morning/General and Evening shifts, in schools operating under the Directorate of Education, Government of National Capital Territory of Delhi (GNCTD).

Timings of Examinations			
Morning/General Shift Schools		Evening Shift Schools	
Class	Timings	Class	Timings
III to V	9:30 a.m. to 11:30 am	III to V	2:00 p.m. to 4:00 p.m.
VI to VIII	9:30 a.m. to 12:00 Noon	VI to VIII	2:00 p.m. to 4:30 p.m.
IX to XII	9:30 a.m. to 12:30 p.m.	IX to XII	2:00 p.m. to 5:00 p.m.

Supply of Question papers: Question Papers for classes III to XII shall be supplied for the Mid Term Examinations in accordance with the updated subject combinations and shifts reflected on MIS. **In case any school seeks to change the shift for receiving the question papers (i.e. from Morning/General to Evening or vice versa) owing to shortage of rooms, ongoing construction/renovation work or any other justified reasons, such request must be submitted in person to the Examination Branch within two days from the date of issue of this circular, duly endorsed by the DDE (Zone & District) concerned.** Guidelines for all the concerned are given below:

(A) Directions For Invigilators

The Invigilator must ensure the compliance of following directions in the Examination Room:

- 1) The examination is descriptive in nature and includes a variety of question types such as Case-Based, Situation-Based, Open-Ended, Objective, Short Answer, and Long Answer questions.



- 2) The Question Paper Booklet is only provided to students of Classes III to V. These students must write their answers in the designated space within the booklet. No additional sheets shall be issued.
- 3) Students of Classes VI to XII shall be required to write their answers in the answer sheet provided by the school.
- 4) Students must check the Question Paper or Booklet before starting the examination. In case of any misprinting, overprinting, or other discrepancies, the student should immediately request a replacement.
- 5) The Question Paper is available in both Hindi/Urdu and English. In case of any variation between the Hindi/Urdu version and the English version, the English version shall be considered final for evaluation purposes.
- 6) The possession or use of calculators, slide rules, mobile phones, calculator watches, or any similar devices is prohibited. Any student found in possession of such items or any study material (books, notes, papers) or found giving/receiving assistance directly or indirectly shall be considered as using unfair means. In such cases, the student's answer sheet shall be cancelled immediately, and a new answer sheet shall be provided. The cancelled answer sheet shall be kept on record by the school.
- 7) It is mandatory for each student to write their Student ID in the designated columns on the Question Paper/Booklet/Answer Sheet
- 8) The invigilator is responsible for ensuring that all necessary column available on the front page, including student details, are filled correctly on the answer sheet. The invigilator should sign in the designated space at the end of the answer sheet where the student has finished writing.
- 9) The invigilator must cross out any blank pages or spaces in the answer scripts to prevent any manipulation after the examination concludes.

(B) Directions For Heads of Schools

- 1) It is mandatory for HoS to ensure that all the columns given in the Answer Sheet related to the student's details are duly filled in and the same columns of student's detail shall also be attached by the school with the Question Paper Booklets of classes III to V.
 - 2) Class Teacher must ensure that each student of their respective class is conversant with his/her student ID. Any Laxity in this regard shall be viewed seriously.
 - 3) **Examination for the subjects not covered in the Date Sheet shall be conducted at school level with prior intimation to this branch.**
 - 4) In case of clash of subjects in the date sheet, Heads of Schools may conduct the exam of one subject at their own level with the prior approval of the Additional Director (Exam). Priority must be accorded to the main elective subject, while additional subjects may be conducted at school level. The syllabus and pattern of such question paper shall remain the same as prescribed for Mid Term Examinations 2025-26.
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- 5) The Duration of examination for each subject shall strictly conform to that mentioned on the question paper.
- 6) The Date Sheet shall remain common for Morning, Evening and General Shift Schools; However, the timings of Examinations shall be as specified in the date sheet.
- 7) Question Papers Booklets shall be issued only for classes III to V. Students shall write their answers in the space provided in the Booklets itself. No additional sheets shall be provided.
- 8) **SEATING PLAN** must be prominently displayed on the notice board well in advance on the day of the examination. As far as practicable, students should be seated in separate rooms to avoid any mingling of question papers/Booklets.
- 9) Ensure that all necessary arrangements for sanitation, lighting, drinking water, and furniture are in place for the smooth conduct of examinations.
- 10) Schools are instructed to limit the number of students to no more than 24 per examination room.
- 11) Each examination room must be monitored by two invigilators. In the event of a staff shortage, one invigilator may oversee a room, provided a reliever is available for a maximum of three rooms. Reliever must remain in each room for at least 30 minutes, and the record of the invigilators/relievers be duly maintained by the school for future reference.
- 12) An invigilator is not permitted to leave the examination room unless a replacement reliever is provided.
- 13) All relevant records, including the Question Papers Account, Invigilation Duty Register, Seating Plan, Evaluation Records, and Supplementary Answer Sheets, must be systematically organized and kept in the Examination or Principal's Room for inspection by higher authorities from the Zone, District, or HQ.
- 14) Students will not be allowed to submit their Answer Sheets before the scheduled end time as per the Date-Sheet.
- 15) Marking schemes will be made available digitally on the same day as the exam. All concerned staff should stay alert and check the WhatsApp group for any updates or instructions related to the examination.
- 16) Estate Managers, security staff, visually impaired teachers, and Group-D employees are prohibited from collecting or receiving Question Paper Packets or related materials from Zonal Distribution Centers (ZDCs) or the Head of School.
- 17) Heads of Schools must validate the signatures of officials collecting Question Papers from the ZDCs and provide them with an authority letter for daily collection.
- 18) When receiving confidential materials from Zonal Distribution Centers, the authorized person must verify that the Question Paper/Booklet packets are properly sealed and packaged.
- 19) Question Paper/Booklet packets will be distributed to schools between 7:00 a.m. and 8:00 a.m. for Morning and General Shift Schools, and between 12:00 p.m. and 1:00 p.m. for Evening Shift Schools, through the ZDC to the designated school official.
- 20) In case of missing or incorrect Question Papers/Booklets, or any other discrepancies, the Head of School must immediately contact the relevant ZDC. If the issue is not resolved, they should escalate the matter by contacting HQ at 23890010.



- 21) The Question Paper/Booklet packets should only be opened in the presence of HoS, Exam Incharge, and two other teachers at least 30 minutes before the examination commences. It must be ensure that the signature of the HoS, Exam Incharge and other two teachers are marked on the envelopes opened. Any tampering or premature opening of packets will result in the Examination In-charge and Head of School being held accountable.
- 22) The Head of School is responsible for ensuring invigilators strictly adhere to examination protocols. Any breach of these instructions will result in disciplinary action against the Head of School.
- 23) The online platform for uploading names of subject teachers and submitting marks for Theory, Practical, Project, and Internal Assessments at both the Subject Teacher and School levels for Government & Government-Aided Schools will be available from 27th September 2025 to 5th November 2025. The system will automatically close on 5th November, 2025 at 07:00 p.m. A circular will be issued by the Examination Branch in due course.
- 24) The distribution of question papers for Mid-Term Examinations will be based on the subject combinations finalized by the school on MIS.
- 25) Evaluation and the online uploading of marks must be completed within four working days. Evaluators are required to enter marks for each question in the designated space on the first page of the answer sheets.
- 26) It has been noted that some schools are using outdated answer sheets. Heads of Schools are advised to ensure that the answer sheets supplying to students is in accordance with the instructions/directions of Examination Branch.
- 27) For Class X, Mathematics, Science, and Social Science marks must be uploaded "Question-wise and Item Wise" in the online marks system by the respective Mathematics teachers.

(C) Directions For Zonal Distribution Center Incharges

1. Sealed cartons containing Question Papers/Booklets for the Mid Term Examination shall be delivered to all Zonal Distribution Centers (ZDCs) between 6:00 a.m. and 7:00 a.m. on each exam day. ZDC In-charges must be present at their respective centers to receive the cartons by 6:00 a.m. without fail on all examination days.
2. Distribution of sealed packets of Question Papers/Booklets to schools in Morning & General Shifts will take place between 7:00 a.m. and 8:00 a.m., and to schools in the Evening Shift between 12:00 noon and 1:00 p.m., through the ZDC to the authorized school official.
3. ZDC In-charges must obtain a proper Receipt/Authority Letter for each sealed packet of question papers/booklets on every examination day and ensure they are securely stored for future correspondence and record.
4. In case of any delay by schools in receiving the packets of Question Papers/Booklets, ZDC In-charges must immediately notify the Exam Branch via e-mail at osdexamdoc@gmail.com.
5. ZDC In-charges should prioritize the distribution to remote schools in their zone to ensure that exams commence on time across all schools.



6. A sealed packet for each subject and class, containing up to 5% of total enrolment or 100 Question Papers (whichever is lesser), will be available as extra at each ZDC to meet out any shortages.
7. Zonal Distribution Centers must maintain a record of the date-wise distribution of Question Papers, including any extra packets (used or unused), and submit the report to the Exam Branch (HQ) when requested.
8. Unused Question Papers/Booklets from all subjects and classes should be distributed to schools in their jurisdiction after the Mid Term Examinations for student practice, with a record of this distribution maintained.
9. Cartons of Question Papers/Booklets must not be left unlocked or unattended under any circumstances. Any violation of this policy will result in serious consequences, with strict action taken against the responsible officers/officials.
10. The Head of the Zonal Distribution Centers is prohibited from authorizing any Estate Manager, Security Guard, Visually Impaired Teacher, or Group-D employee to collect or receive the Question Paper bags. Only the designated teacher-in-charge is permitted to collect the Question Paper bags from the vendor.

(D) Directions For Deputy Director of Education (District & Zone)

- 1) District DDEs are requested to ensure that each ZDC and all Govt., & Govt. Aided Schools under their jurisdiction receive the question papers/booklets as per the prescribed schedule.
- 2) The distribution of sealed packets of Question Papers/Booklets **shall be carried out between 7:00 a.m. and 08:00 a.m. (Morning & General Shift Schools) and between 12:00 noon and 01:00 p.m. (Evening Shift Schools)** through ZDC to the authorized official of the concerned school.
- 3) Teacher In-charge at the ZDC shall handover the question papers to the representative of the individual school only against an “**Authority Letter**” duly signed and stamped by the concerned Head of School. The acknowledgement signature of the receiving official must correspond with the specimen signature of the HOS on the authority letter.
- 4) As already notified, certain schools cause hindrances at Zonal Distribution Centers pressurizing for early issue of question papers or arriving late to collect them. Such practices shall not be permitted under a smooth examination system. District DDEs are directed to take strict action against such officer/official and to forward the Action Taken Report to DDE (Exam) within two days.
- 5) DDEs (Zone) shall monitor the distribution work at the Zonal Distribution Center and ensure that all Packets of Question Papers/Booklets are collected by the concerned schools at least 40 minutes prior to the commencement of the examination.
- 6) Zonal DDEs & SPIs shall conduct surprise inspections of all the ZDCs and schools falls under their jurisdictions during examination days in coordination with the concerned DDE (District).
- 7) Officers from the HQ may also conduct surprise inspections of ZDCs and the schools during the examination days and shall take appropriate action wherever required.



- 8) In case any deficiency noticed by the District/Zone/HQ team in a school/ZDC, the Head of the team shall issue inspection report along with the SCN to the concerned Head of School immediately. A Reply thereto must be submitted to the issuing authority within 03 working days. Further action shall be taken based on the reply received and a complete report along with the proposed action/ATR shall be submitted to Worthy Addl. DE (Exam) within 05 working days for further course of action.
- 9) Any delay in initiating the action against the erring officer(s)/ official(s) shall be viewed seriously.

This issues with the prior approval of the Competent Authority.

Enclosure:

- (a) Copy of Date Sheet
(b) Inspection Report Performa



(DR. RITA SHARMA)
ADDL. DE (EXAM)

All Heads of Govt., & Govt. Aided Schools through DEL E

Copy to:

1. Secretary to Hon'ble CM for information.
2. Secretary to Hon'ble MoE for information
3. PPS to Director (Education)
4. All RDEs/ DDEs (Distt. Zone & ASB) /SPEs through DEL E for necessary action
5. SO (IT) to get it placed on DEL E.
6. Guard File.



(PARVINDER KUMAR)
DDE (EXAM)

GOVT. OF NCT OF DELHI: DIRECTORATE OF EDUCATION
EXAMINATION BRANCH, OLD SECRETARIAT, DELHI-110054

DATE SHEET
MID TERM EXAMINATION 2025-26

Morning/General Shift Schools		Evening Shift Schools	
Class	Timings	Class	Timings
III to V	9:30 a.m. to 11:30 am	III to V	2:00 p.m. to 4:00 p.m.
VI to VIII	9:30 a.m. to 12:00 Noon	VI to VIII	2:00 p.m. to 4:30 p.m.
IX to XII	9:30 a.m. to 12:30 p.m.	IX to XII	2:00 p.m. to 5:00 p.m.

Date	Day	III	IV	V	VI	VII	VIII	IX	X	XI	XII
26-09-2025	Friday	*****	*****	*****	*****	*****	English	*****	Maths (Basic/Standard)	Mathematics	Geography
27-09-2025	Saturday	*****	*****	*****	Sanskrit/ Punjabi/ Urdu-I & III	*****	*****	English	*****	Home Science	Hindi Elective
03-10-2025	Friday	*****	Maths	*****	*****	English	*****	Maths	Sanskrit/ Punjabi/ Urdu- A/B	Computer Science/ Info. Practices	Mathematics
04-10-2025	Saturday	EVS	*****	English	Hindi	*****	Social Science	*****	*****	English (Core)	Physical Education
06-10-2025	Monday	*****	EVS	*****	*****	Maths	*****	Sanskrit/ Punjabi/ Urdu- A/B	*****	Geography	Economics
08-10-2025	Wednesday	English	*****	EVS	Maths	*****	Science	*****	Hindi-A	Physics/ Pol. Science	Sociology/ Engg. Graphics
09-10-2025	Thursday	*****	English	*****	*****	Hindi	*****	Social Science	Apparel/ Beauty & Wellness/ Food Production/ Information Technology/ Introduction To Financial Markets/ Introduction To Tourism/ Physical Activity Trainer/Retail	Sociology/ Engg. Graphics	Business Studies

**GOVT. OF NCT OF DELHI: DIRECTORATE OF EDUCATION
EXAMINATION BRANCH, OLD SECRETARIAT, DELHI-110054**

DATE SHEET

MID TERM EXAMINATION 2025-26

Date	Day	III	IV	V	VI	VII	VIII	IX	X	XI	XII	
13-10-2025	Monday	Maths	*****	Hindi	English	*****	Maths	*****	*****	Economics	Physics/ Pol. Science	
14-10-2025	Tuesday	*****	Hindi	*****	*****	Social Science	*****	Science	English	Sanskrit Core/ Biology	Computer Science/ Info. Practices	
15-10-2025	Wednesday	Hindi	*****	Maths	Social Science	*****	Hindi	*****	*****	History	Beauty & Wellness	
16-10-2025	Thursday	TEACHING DAYS				*****	Sanskrit/ Punjabi/ Urdu-I & III	*****	Hindi-A	*****	Beauty & Wellness	English (Core)
17-10-2025	Friday					Science	*****	Sanskrit/ Punjabi/ Urdu-I & III	Apparel/ Beauty & Wellness/ Food Production/ Information Technology/ Introduction To Financial Markets/ Introduction To Tourism/ Physical Activity Trainer/Retail	*****	Accountancy/ Chemistry	Home Science
18-10-2025	Saturday					*****	Science	*****	*****	Science	Physical Education	Sanskrit Core/ Biology
24-10-2025	Friday					TEACHING DAYS						
25-10-2025	Saturday	TEACHING DAYS		Hindi Elective	Accountancy/ Chemistry							
29-10-2025	Wednesday			Information Technology/ Retail/ Tourism	Information Technology							

**GOVT. OF NCT OF DELHI: DIRECTORATE OF EDUCATION
EXAMINATION BRANCH, OLD SECRETARIAT, DELHI-110054**

**DATE SHEET
MID TERM EXAMINATION 2025-26**

NOTE:

1. The Date Sheet is common for Morning/ General and Evening Shift Schools. However, the timings of the examination are different as mentioned above.
2. Examination of the subjects not covered in the Date Sheet is to be held at School level.
3. The Question Papers will be distributed 15 minutes before the time given. The students shall read the Question Paper and make plans to write the answers.
4. The Students will start writing the answers at the specified time i.e. at 09.30 a.m. (Morning/ General Shift Schools) and 02.00 p.m. (Evening Shift Schools).
5. Duration of time for each subject as given on the question paper be followed meticulously.
6. Students will not be allowed to submit the answer sheet before 11:30 am/12:00 Noon/12:30 p.m. (Morning/ General Shift Schools) and 04:00 pm/ 04:30 pm/ 05.00 p.m. (Evening Shift Schools) except for 'Emergency Situation'.


DDE (Exam)

MID TERM EXAMINATION 2025-26 INSPECTION REPORT

1. Name of School & School ID:
2. Date & Time of Inspection:
3. Name of Head of School:
4. Mobile No. of Head of School:
5. HOS is present in the School: Yes/No.....
(iii) If No, reason for absence: On Duty/Sanctioned Leave/ Without Intimation

Class (1)	Subject (2)	Received QPs from ZDC(3)	QPs Distributed (4)	Balance QPs (5)	Enrolled Students (6)	Appeared Students (7)	Absent Students (8)	QPs Balanced (Total of Columns 5 & 8)

1. Whether envelop(s) of QP have been signed by HOS & Exam In-charge Yes / No
2. Record of Account of QPs is properly maintained & Tallied with Balanced QPs Yes / No
3. Whether students were involved in copying / having mobile phone/other Unfair means Yes / No
4. Proper seating arrangements in the examination rooms Yes / No
5. Invigilation during Exam Satisfactory/Unsatisfactory
6. Whether supervision of Head of School found satisfactory Yes / No
7. Any specific events/deficiencies observed during inspection

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INSPECTING OFFICERS -- (HQ/District/Zone Level)

Copy to:

1. Head of School
2. DDE (District-) for necessary action
3. Examination Branch (HQ) for information