

**E-43040/X-17011/251/2019-Dir.(Edn.)**  
**NEW DELHI MUNICIPAL COUNCIL**  
**(EDUCATION DEPARTMENT)**  
**-X-X-X-X-**

**Tughlaq Crescent, New Delhi**  
**dt.: 26/06/2024**

**CIRCULAR**

**Sub.: Guidelines for conducting common Unit Test-I from classes III to VIII in all AAV schools for session 2024-25**

In pursuance of the directives laid out in Order No. DE.5/212/Exam/16-17/Part-I/717-727 dated 07/10/2023 regarding the guidelines for Examination and Promotion for classes III to VIII, it is hereby informed that these guidelines have been formally adopted across all NDMC schools starting from the academic session 2023-24. As per paragraph 4.6 of the aforementioned order, it has been stipulated that unit tests shall be conducted at the school level during the first two periods, following the pattern of the term-end examinations. Therefore, all HoSs of AAV schools are hereby directed to meticulously adhere to these guidelines of Examination & Promotion in their entirety, ensuring strict compliance in both letter and spirit.

**2. Common Unit Tests-I will be conducted w.e.f. 5<sup>th</sup> August, 2024 in all AAV schools (Class III to VIII).**

**3. Common datesheet for Unit Test – I**

		<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
<b>05/08/24</b>	<b>Mon.</b>	Hindi	Maths	Maths	English	Maths	Social Science
<b>06/08/24</b>	<b>Tues.</b>	Eng.	Hindi	Eng.	Sanskrit	Natural Science	Hindi
<b>07/08/24</b>	<b>Wed.</b>	EVS	Eng.	EVS	Maths	English	Natural Science
<b>08/08/24</b>	<b>Thurs.</b>	Maths	EVS	Hindi	Natural Science	Sanskrit	English
<b>09/08/24</b>	<b>Fri.</b>	-	-	-	Social Science	Hindi	Maths
<b>12/08/24</b>	<b>Mon.</b>	-	-	-	Hindi	Social Science	Sanskrit

**4. Pattern of question papers for UT-I**

The total duration of the exam will be of 1 (one) hour plus additional up to 15 minutes, which will be utilized for reading of the question paper. UT-I will start from 08:00 am and will continue till 09:15 am. **In compliance of RPwD Act, 2016, additional 15 min. will be provided to the disabled students.**

**4.1** Questions papers will be devised to assess student's ability of interpretation and application of knowledge, comprehension skills, and critical thinking skills rather than only knowledge recall.

**4.2 Weightage of Question Paper**

- a)** The commonly prepared question paper will be of 20 marks for classes III to VIII.
- b)** For classes IX to XII, the question paper will also be prepared and conducted at school level.

**5. Common syllabus for the Unit Tests:**

Syllabus is placed at <https://edustud.nic.in/edu/Syllabus.html>

**6. Subjects to be assessed for Unit Tests**

**Nursery to Class II:** Students performance will be assessed in Hindi, English lessons, recognition exercises, counting etc informally by the respective teacher.

**Class III to Class V:** Students will be evaluated in the following subjects -Hindi, English and Mathematics and EVS.

**Class VI to Class VIII:** Students will be evaluated in the following subjects - Hindi, English, Mathematics, Natural Science, Social Science and Sanskrit. Question Paper of other subjects will be prepared and conducted at school level.

**7. Common guidelines for the conduct of Unit Tests in AAV Schools will be as follows:**

- a) Unit tests for classes III to VIII will be convened as per the scheduled date sheet.
- b) Question papers for unit test will be prepared at school level itself.
- c) If a student remains absent in the Unit Test, his/her paper to be conducted on other day.
- d) Appropriate remedial measures shall be taken based on performance evaluation in unit test.
- e) HoS will assign duties of two teachers in each class during the unit test and maintain proper records in the examination room/HoS's office.
- f) Classes will continue as usual after unit test. The Rest of the day will be utilized for study work.
- g) Students will write down the responses neatly on a sheet of paper and submit it on time.
- h) Teachers will check these papers within 2 days and submit the result to their examination in-charge/HOS.
- i) HoSs are required to maintain this record for one year. Records may be maintained in the form of hard copy.
- j) The examination in-charge issued clear instructions to the invigilator such as distribution of answer sheets and question papers, attesting student details on answer sheets, etc.
- k) Team/s from NDMC Headquarters will visit the school during the examination and confirm that all the examinations have been conducted in a fair and proper manner.
- l) HoS is required to get the photocopies of question paper/s in advance as per the enrollment of the student. The expenses will be borne out of Examination Advance/school Imprest, if required.

8. HoSs are also requested to explain the entire process of examination and promotion policy to be followed from the academic session 2024-25 to teachers, students and their parents.

9. This issues with the prior approval of the Director (Education).



**(Dinesh Kumar Tanwar)**  
**Dy. Education Officer (Hum.)**

**To**

HoSs of all AAV schools

**Copy for information to:**

1. PA to the Director (Edn.)
2. All Education Officers
3. Consultant (Academics)