

# Mount Litera Zee School Jabalpur

## SOP FOR HALF YEARLY EXAMINATION (2024-25) CLASSES I TO XII

IMPORTANT: READ IT CAREFULLY!

1. Marks allotted subject wise for Half Yearly Examination are as follows:

S. NO.	SUBJECT	CLASSES 1 & 2	CLASSES 3 TO 5	CLASSES 6 TO 10	CLASSES 11 & 12
1	ENGLISH	40	80	80	80
2	HINDI	40	80	80	80
3	MATH	40	80	80	80
4	SCIENCE/EVS	40	80	80	-
5	IT/AI	30 (Theory) + 10 (Practical)	50 (Theory) + 30 (Practical)	50 (Theory) + 30 (Practical)	-
6	SOCIAL SCIENCE	-	-	80	-
7	SANSKRIT	-	(CLASS 5) 80	(CLASSES 6-8) 80	-
8	PHYSICS	-	-	-	70
9	BIOLOGY	-	-	-	70
10	CHEMISTRY	-	-	-	70
11	APPLIED MATH	-	-	-	80
12	ACCOUNTS	-	-	-	80
13	ECONOMICS	-	-	-	80
14	BST	-	-	-	80
15	POLITICAL SCI.	-	-	-	80
16	HISTORY	-	-	-	80
17	GEOGRAPHY	-	-	-	70
18	PE/CS	-	-	-	70
19	HINDI	-	-	-	80

## Examination Guidelines

1. **Assessment Duration :** 3 Hours
2. **Reporting Time:** 7:40 am
3. **Seating in Exam Hall:** 7:40 am - 7:50 am Entry will not be allowed after 7:50 am.
4. **Examination Time :** 8:00 am to 11:00 am
5. **Dispersal Time :** Classes 1 & 2 – 11:10 am  
Classes 3 to 12 – 11:15 am

### 6. **Practice and Revision Worksheets:**

- Students will receive appropriate practice in a similar format during regular classes.
- Teachers will send two revision worksheets per subject in the class WhatsApp group.

### 7. **Leave and Medical Certificate Policy:**

- In case a student takes leave, they must submit an application or medical certificate signed by their parents to the class teacher a day before or on the same day in case of an emergency or illness.
- If the child does not provide a medical certificate, they will receive a zero in the respective subject.

### 8. **Retest Policy:**

- No retests will be organized. Please refer to the Elucider for further details.

### 9. **Examination Hall Ticket:**

- To avail the Half Yearly Examination Hall ticket kindly, clear the school fee (till August 2024) along with the Activity fee.
- Payment of fee after 15th of every month calls for a compounded fine of Rs.100 per month.

### 10. **QR CODE FOR PAYING SCHOOL FEE:**



11. Kindly bring the bus fee booklet for paying the bus fees.

12. Online Bus fees should be paid only by scanning the QR Code shared below in the name of Ashish Jain (Vijayshree travels)

13. QR CODE FOR PAYING TRANSPORT FEE:



Note:

- a. IN THE CASE OF ONLINE FEE PAYMENTS, PARENTS ARE REQUESTED TO SHARE THE RECEIPT/SCREENSHOT AND TRANSACTION DETAILS THE VERY NEXT DAY WITH THE CLASS TEACHER AND ACCOUNTS DEPARTMENT ON WHATSAPP.
- b. AFTER MAKING ONLINE PAYMENT KINDLY GET THE PHYSICAL FEE RECEIPT COLLECTED FROM THE SCHOOL ACCOUNTS OFFICE FOR CONFIRMATION.
- c. DURING HALF YEARLY EXAMINATION THE SCHOOL TRANSPORT WILL PLY.
- d. FOR FURTHER QUERY OR DOUBTS RELATED TO THE EXAMINATION KINDLY CONTACT:

**EXAM DEPARTMENT**

**OR**

**RESPECTIVE ACADEMIC COORDINATOR**

REGARDS

TEAM MLZS, JABALPUR

