

**NOTRE DAME HOLY CROSS HIGH SCHOOL**  
Moharpara, North Pulinpur, Teliamura, Khowai

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Ref. No: NDHCS/Circular/parents /exam half yearly / 2020/02

date :28 /09/2020

Dear Parents and Guardians,

Greetings and wishes from Notre Dame Holy Cross High School, Moharpara

At the outset I would like to thank you for your cooperation for smooth running of our institution during this time of pandemic. I appreciate your collaboration, timely suggestions for the growth of our students. We are closely approaching to the half yearly examination.

Examination is very important as it reflects the result of our students' hard work, sincerity in their commitment towards their future goal. It is time to motivate our students to focus in their studies and prepare themselves for the half yearly examination.

Please note the following instructions for the half yearly examination.

- The examinations will begin from 15<sup>th</sup> October 2020 to 22<sup>nd</sup> October 2020.
- The examinations will be held in your respective houses.
- The question papers will be provided by the school and the dates are intimated for its collection.
- Before collecting the question papers you are requested to collect the admit card from the fee counter.
- The question papers will be placed in an envelope and you are requested to open it only on the examination day.
- The exam time table needs to be followed strictly and only that day's subject question paper need to be given to the students to answer their exams.
- You are requested to monitor the students while they answer the examination.
- They should not copy from the book and seek help from others.
- The students are expected to wear the school uniform or house dress while they answer their examination.
- A photo of the student holding the particular day subject question paper with the correct details( Name, Class, Section, & Subject) must be sent to the class whatsapp group. This will be counted as the attendance of the students.
- The exams are to be written in the test copies provided by the school, and once the exams are over you must collect the copy and keep it safe, students must not write again in that particular copy concerning the exams. The answered examination copies need to be submitted to the school on the mentioned dates.
- Timing of the examination is 10 AM to 1 PM.
- During the examination days if you have any difficulties you are free to contact the school.
- 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> of October 2020 are marked as query days, which means if you have any difficulties concerning syllabus, notes or any other matter you can come to the school and meet the concerned teachers for your clarifications.
- I humbly request the parents to strictly monitor their wards during these days, especially in their studies. During the exams I request the parents to be strict invigilators so that the purpose of the exams will be achieved.

Thanking each one of you in advance, seeking your kind assistance for the above said matters and looking forward for your positive cooperation in order to succeed our students.

God Bless,

Fr. Alfred D Souza CSC

Principal

