

## EXAM PAPER MAKING FORMAT INSTRUCTIONS

1. Distribution of marks and time duration is as under:

<b>Class I to IX</b>	-	Written	-	40marks
		Portfolio (Class activity)	-	5marks
		Subject Enrichment (worksheet/ASL)	-	5marks
		Duration	-	90minutes (1 $\frac{1}{2}$ Hrs)

- Note:-** 1) Worksheets will have 10 objective based questions of  $\frac{1}{2}$  mark each.
- 2) Class activity will be individually done (Diagram labelling, Map pointing graph work, NCERT project may be used).
- 3) Clear rubrics to be mentioned.

Class XI	-	40marks
Duration	-	90minutes
Class X & XII	-	80marks
Duration	-	3hrs + 15minutes reading time

2. The following format is to be followed for the question papers.

<b>Font Size</b>	-	Class I & II	-	16
		Class III to V	-	14
		Class VI to XII	-	12

**Font Type** - Times New Roman

**Alignment** - Justify

**Margins** - 1" all sides

3. Classes I, II & III will be writing the test in the question paper teachers will ensure Proper space is provided.
4. Answer sheets will be provided from class IV onwards.