

SOP FOR ANNUAL EXAMINATION / ASSESSMENT IV - (2025-26)

CLASSES I TO IX AND XI

IMPORTANT: READ IT CAREFULLY!

1. Marks allotted for Theory Subject- Wise for Annual Examination/Assessment IV are as follows:

S. NO.	SUBJECT	CLASSES (I & II)	CLASSES (III TO V)	CLASSES (VI TO VIII)	CLASS (IX)	CLASS (XI)
1	ENGLISH LITERATURE	20	40	40	80	80
2	ENGLISH GRAMMAR	20	40	40	-	-
3	HINDI LITERATURE	20	40	40	80	80
4	HINDI GRAMMAR	20	40	40	-	-
5	MATH	40	80	80	80	80
6	SCIENCE/ EVS	40	80	80	80	-
7	IT/AI	30	40	40	50	
8	SOCIAL SCIENCE	-	-	80	80	-
9	SANSKRIT	-	-	80	-	-
10	PHYSICS	-	-	-	-	70
11	BIOLOGY	-	-	-	-	70
12	CHEMISTRY	-	-	-	-	70
13	APPLIED MATH		-	-	-	80
14	ACCOUNTANCY	-	-	-	-	80
15	ECONOMICS	-	-	-	-	80
16	BUSINESS STUDIES	-	-	-	-	80
17	POLITICAL SCIENCE	-	-	-	-	80
18	HISTORY	-	-	-	-	80
19	GEOGRAPHY	-	-	-	-	70
20	PHYSICAL EDU.	-	-	-	-	70
21	COMPUTER SCIENCE	-	-	-	-	70

22	PYSCHOLOGY	-	-	-	-	70
23	DIGITAL CITIZENSHIP PROGRAMME (Classes 4-8)	-	20 (Classes 4 &5)	20	-	-
24	FINANCIAL LITERACY PROGRAMME (Classes 4-8)	-	20 (Classes 4 &5)	20	-	-

Examination Guidelines

Dear Parents and Students,

Please note the following guidelines and important information regarding the Annual Examinations and Assessment IV:

1. **Examination Duration:** Classes I to IX & XI: 3 Hours.
2. **Reporting Time:** 7:35 am (sharp).
3. **Examination Timings:** 8:00 am to 11:00 am.
4. **Dispersal Timings:**
 - Classes 1 & 2: 11:00am
 - Classes 3 to 5: 11:10 am
 - Classes 6 to 9 and 11: 11:10 am
5. **Examination Format for Hindi and English (CLASSES 1 TO 8) and Artificial Intelligence (CLASSES 9):-**

Hindi and English Exams will consist of two papers:

- **Hindi:** Hindi Grammar and Hindi Literature – (Duration 2 Hours each)
- **English:** English Grammar and English Literature – (Duration 2 Hours each)
- **Artificial Intelligence :** (Duration 2 Hours)

After these exams, students will be provided with the worksheets in the exam hall for further practice for the next exams.

6. FINANCIAL LITERACY PROGRAMME (FLIP) and DIGITAL CITIZENSHIP PROGRAMME (DCP)

Assessment- (CLASSES 4 TO 8)

- Digital citizenship programme (DCP) has been scheduled on **23rd FEBRUARY 2026**
- Financial literacy programme (Flip) on **23rd FEBRUARY 2026**
- These exams will be conducted during regular school hours and will be based on a **20 marks Multiple Choice Question (MCQ) format and evaluated on a grading scale.**

7. Dress Code:

- Students must come to school in **School sports uniform only**.

8. Leave and Medical Certificate Policy:

• In case of a planned leave, a written application must be submitted to the class teacher along with supporting document a **week in advance**, or **on the same day** in case of an emergency/illness.

• In case of medical leave, a **medical certificate issued by a recognized MBBS (or above) doctor**, duly signed by the parents, **must be submitted on the very next day** of reporting back to school.

• Failure to submit the medical certificate will result in the student being awarded **zero (0) marks** in the respective subject.

9. Retest Policy:

- **No retests** will be conducted.

10. Examination Hall Ticket & Fee Payment

• Parents are hereby requested to clear all pending **tuition fees, activity fees and transport fees (if availed) on or before 20th February 2026** in order to be eligible for the issuance of the Annual Examination / Assessment IV Hall Ticket. It is mandatory for students to carry the exam ticket on all examination days.

- **QR code for paying School Tuition Fee and Activity Fee followed by Transport Fees:**

TUITION FEE



TRANSPORT FEE



- Please bring the **bus fee booklet** for payment of bus fees through school accounts office.

11. Online Fee Payment:

- In case of Online Fee Payments, Parents are requested to share the **payment receipt/ screenshot** and **transaction** details the same day with the class teacher and accounts department on WhatsApp at: **8461811101 / 8463811102**
- The quarter-wise fee has been updated class-wise in your ward's individual EP Future ID.
- Parents are requested to kindly check the section Fee Details in EP Future App.
- In case the fee payment deadline has been crossed, as mentioned on **Page 19** of the Elucider, kindly ensure that the applicable late fee is also included while making the online payment.
- Kindly collect the **physical fee receipt** from the school accounts office for confirmation within a week.

12. School Transport:

- The school transport will ply accordingly.

For any further queries regarding the examination, please contact:

- **Exam Department:** examcell.mlzs@gmail.com
- **School Mail:** mlzsibp@gmail.com

Thank you for your cooperation.

Regards

Team MLZS, Jabalpur