



# BUDDING BRAINS INTERNATIONAL SCHOOL

Barnala Road, Raikot, Dist. Ludhiana (Punjab)

Affiliation. No. 1631223 School No.21208

## EXAMINATION COMMITTEE

In order to plan and conduct the school based examination for the academic session 2023 – 24, according to standard operating procedures a committee has been formed by the school.

S.No.	Committee	Designation	Role	Responsibility
1.	Mrs Shelly Verma	PGT –English	CBSE In-charge	All examinations related papers accessibility, circulars.
2.	Mrs Meenu	Librarian	Head of Internal Examination	Invigilation Duty, Time Table Scheduling
3.	Ms. Jagdeep Kaur	TGT –Computer	Member	Question Papers final proof reading and formatting (if needed)
4.	Ms. Satinder Kaur	TGT –Hindi	Member	Documentation
5.	Mrs Jagdeep kaur	PGT –Punjabi	Member	Documentation
6.	Mr Harmail Singh	Admin	Member	Result /Record Checking

### **Duties of Examination Department:**

- Prepare guidelines for teachers to prepare question paper for different examination,
- Prepare precise and lucid instructions regarding (a) pattern of question paper, (b) types of questions, (c) rational marks allotted to different types of questions as per CBSE assessment scheme, (d) language of instruction etc.
- Collection of subject weekly test papers, periodic test, mid-term and annual examination,
- Giving advanced circular to the teachers signed by the principal regarding submitting question papers, mark sheet on time and any other required documents.
- Preparation of Questions Paper: Ensure preparation of question paper i.e., final print out before 48 hours. Before collecting question papers do verify whether it is duly checked and

signed by subject Head, should be in proper format. Question paper must not exceed or less than the prescribed marks for the particular examination.

- Preparation for Examination: Ensure department must have necessary items to conduct examination i.e., question paper, answer sheets, Mark sheets, thread and other stationary items. Give advance requirement to the Vice Principal.
- Seating Arrangement: Making proper seating arrangement for students for different examinations.
- Time – Table: Making examination time table with the consent from principal.
- Preparation of Marking Scheme: Teachers will prepare marking scheme and blue print with question paper and submit it to the Examination In-charge duly only if it is checked and signed by respective subject head.
- Answer sheets Correction: Teacher will submit corrected answer sheets within (hours) after the examination as per the deadline given by the principal.
- Records Keeping: Keeping records of all the examination held in the school in soft as well as hard copy.
- Mark List: Teachers will show the mark lists to the principal before finalizing it.
- Preparation of Report Card: Preparation of Mark sheets format for different examination. Examination In-charge will ensure final printing of report card before 48 hours.
- Parent Teacher Meeting: Conducting PTM and keeping records of PTM attendance and feedback.
- Any other examination related responsibility assigned by Principal.