BANASTHALI PUBLIC SCHOOL

G-Block, Vikas Puri, New Delhi-110018

Circular No. BPS/21-22/118   **Date: 11.11.2021**

APPLICABLE FOR CLASS IX AND XI

Dear Parent/Student,

You are aware that the CBSE will be using OMR Sheet for the first time for assessment of both the Classes- IX and XI in Term-I Examination. Hence,there is a need that all the students appearing in the Term-1 Examination, should have complete knowledge about the OMR Sheet.

OMR Sheet is demystified (made easier) by providing following information: -

1) A sample copy of OMR Sheet is enclosed with this circular. **(ANNEXURE-1)**

2) **The candidate's will fill their complete details in the OMR Sheet as instructed below**.

   - Write the Class, Section, Day, Subject Name, Candidate Name, Father's Name and School Name (BANASTHALI PUBLIC SCHOOL) in **CAPITAL** Letters only.
   - Write Date in: DD/MM/YYYY format only.
   - Write School Code as: 85432
   - Write the Roll No., Subject Code in **NUMERIC** format only.

EXAMPLE: CANDIDATE NAME: BHAWNA BAJAJ, FATHER NAME: SUNIL BAJAJ, SECTION: A, CLASS: 09 (IX) [NOTE: CLASS 9 TO BE WRITTEN AS NUMERIC 09], ROLL NO. :05, SUBJECT CODE: 041

NOTE: OMR NO. WILL BE PRE-FILLED ON YOUR SHEET BY THE SCHOOL ITSELF.

3) Candidate has to write a Question Paper Code in the upper right corner in the space provided. The Question Paper Code will be mentioned on right corner of the Question Paper itself.

4) Candidate has to write with his/her own hand in the space provided **"I confirm that all particulars given above are correct."** and do the Signature in the running hand as shown:

5) Only **BLUE/BLACK** ball point pen is to be used for filling desired information and for giving responses.

6) **USE OF PENCIL IS STRICTLY PROHIBITED**. If it is found that the candidate has used the pencil for filling OMR Sheet, this will be considered as use of unfair means and action will be taken against the candidate as per unfair means rules.

7) Use of whitener / correction fluid is strictly prohibited.

8) Overwriting, cutting and erasing on the OMR Answer Sheet is not permitted.

9) Following are the important features of the OMR Sheet: -

(i) There is a space for answering **60 questions** in an OMR Sheet irrespective of total questions given in the Question Papers of any subject. Candidate's will use maximum circles as per totalquestions given in the Question Paper for giving responses. This should be only in serial.

(ii) **Answers given after the maximum question number will not be evaluated**. Meaning thereby, if there are 45 questions in some Question Papers and the candidate is changing Question no 46 in OMR Sheet and writing this question as 45 and then giving the answer, it will not be evaluated.

(iii) For giving a response, 4 circles i.e. (a), (b), (c), & (d) are given in front of each question in a row. Candidate's once confident about the correctness of reply should darken the circle with a **BLUE/BLACK** pen.

(iv) After 4 circles are over, a box is given in the same row. Candidates have to write the correct option in this box i.e. **a** or **b** or **c** or **d** as the answer is.

(v) After the box, again a circle is given ahead of box where in the question number is also written inside the circle. **This circle is to be darkened by the candidate's if they have not attempted this question.**

(vi) Candidates are advised that first of all they should mark the response by darkening the circle. If fully satisfied, then they should write a response in a box. Purpose of giving a box is only that if any candidate wishes to change the response, the same be written in the box.

(vii) **Even if a candidate is satisfied with darkening the circle, this response has to be written in the box. CANDIDATES HAVE TO REPLY BOTH IN A CIRCLE AND IN A BOX.**

(viii) **Reply written in the box will be treated as final.**

(ix) **If the box is empty and the response is marked in the circle, it will be considered that the Question has not been attempted by the candidate.**

(x) **If the response is given in a box and the circle is left blank, it will be considered that the Question has been attempted by the candidate.**

(xi) **If all the three i.e. 4 circles, box and last circle are left blank, it will be considered that the question has not been attempted.**

KINDLY NOTE:

ALL STUDENTS ARE REQUIRED TO GO THROUGH AND FOLLOW THE ABOVE MENTIONED INSTRUCTIONS BEFORE APPEARING IN THE EXAMINATION.
TAKE 5 SAMPLE OMR SHEET PRINTOUTS(ANNEX.1) BY TOMORROW.
TRAINING AND PRACTISE SESSIONS WILL BE CONDUCTED TOMORROW ONWARDS. IT WILL MANDATORY FOR ALL THE STUDENTS TO ATTEND THESE TRAINING PRACTISE SESSIONS.

Best wishes
Well Prepared Is Half Victory!!

Principal

BANASTHALI PUBLIC SCHOOL

उत्तर पत्रिका / ANSWER SHEET

केवल नीले/काले बॉल प्वाइंट पेन का ही प्रयोग करें।
USE ONLY BLUE/BLACK BALL POINT PEN

सत्र/Session:2021-22   कक्षा/Class: _____   वर्ग/Section: _____

अनुक्रमांक Roll No.

(अंको में एव शब्दों में)
(in digits and words)

परीक्षा का दिन एंव तिथि
Day & Date of the Examination

विषय कोड व नाम
Subject code & Name

अभ्यर्थी का नाम
Candidate's Name

पिता का नाम
Father's Name

विधालय का कोड व नाम
School code and Name

अधीक्षक की मौहर / Facsimile stamp of the Center Supdt.

OMR No.

प्रश्न पत्र के ऊपर लिखे कोड को दर्शाएँ
Write code No. written on the question paper
Question Paper Code

SOME EXAMPLES OF WRONG/CORRECT WAYS OF MARKING AS FOLLOWS

	WRONG METHOD		CORRECT METHOD

प्रत्येक प्रश्न का उत्तर **केवल एक ही गोले** में गहरा निशान लगाकर दीजिए एवं उत्तर को बोक्स मे लिखें Darken **ONLY ONE CIRCLE** for each Question and write the answer in the box.

Q.No	Response	*	#	Q.No	Response	*	#	Q.No	Response	*	#	Q.No	Response	*	#
1	ⓐⓑⓒⓓ		①	16	ⓐⓑⓒⓓ		⑯	31	ⓐⓑⓒⓓ		㉛	46	ⓐⓑⓒⓓ		㊻
2	ⓐⓑⓒⓓ		②	17	ⓐⓑⓒⓓ		⑰	32	ⓐⓑⓒⓓ		㉜	47	ⓐⓑⓒⓓ		㊼
3	ⓐⓑⓒⓓ		③	18	ⓐⓑⓒⓓ		⑱	33	ⓐⓑⓒⓓ		㉝	48	ⓐⓑⓒⓓ		㊽
4	ⓐⓑⓒⓓ		④	19	ⓐⓑⓒⓓ		⑲	34	ⓐⓑⓒⓓ		㉞	49	ⓐⓑⓒⓓ		㊾
5	ⓐⓑⓒⓓ		⑤	20	ⓐⓑⓒⓓ		⑳	35	ⓐⓑⓒⓓ		㉟	50	ⓐⓑⓒⓓ		㊿
6	ⓐⓑⓒⓓ		⑥	21	ⓐⓑⓒⓓ		㉑	36	ⓐⓑⓒⓓ		㊱	51	ⓐⓑⓒⓓ		51
7	ⓐⓑⓒⓓ		⑦	22	ⓐⓑⓒⓓ		㉒	37	ⓐⓑⓒⓓ		㊲	52	ⓐⓑⓒⓓ		52
8	ⓐⓑⓒⓓ		⑧	23	ⓐⓑⓒⓓ		㉓	38	ⓐⓑⓒⓓ		㊳	53	ⓐⓑⓒⓓ		53
9	ⓐⓑⓒⓓ		⑨	24	ⓐⓑⓒⓓ		㉔	39	ⓐⓑⓒⓓ		㊴	54	ⓐⓑⓒⓓ		54
10	ⓐⓑⓒⓓ		⑩	25	ⓐⓑⓒⓓ		㉕	40	ⓐⓑⓒⓓ		㊵	55	ⓐⓑⓒⓓ		55
11	ⓐⓑⓒⓓ		⑪	26	ⓐⓑⓒⓓ		㉖	41	ⓐⓑⓒⓓ		㊶	56	ⓐⓑⓒⓓ		56
12	ⓐⓑⓒⓓ		⑫	27	ⓐⓑⓒⓓ		㉗	42	ⓐⓑⓒⓓ		㊷	57	ⓐⓑⓒⓓ		57
13	ⓐⓑⓒⓓ		⑬	28	ⓐⓑⓒⓓ		㉘	43	ⓐⓑⓒⓓ		㊸	58	ⓐⓑⓒⓓ		58
14	ⓐⓑⓒⓓ		⑭	29	ⓐⓑⓒⓓ		㉙	44	ⓐⓑⓒⓓ		㊹	59	ⓐⓑⓒⓓ		59
15	ⓐⓑⓒⓓ		⑮	30	ⓐⓑⓒⓓ		㉚	45	ⓐⓑⓒⓓ		㊺	60	ⓐⓑⓒⓓ		60

* Write Correct Option   **# Darken Circle if question not attempted**

I confirm that all particulars given above are correct .

अभ्यर्थी के हस्ताक्षर (चलते हाथ से लिखे)
Candidate's Signature (in running hand)

Total correct answers
(To be filled by the Evaluator)

Total correct answers
(To be filled by the Coordinator)

	Invigilator	Evaluator	Coordinator	Observer
Signature				
Identification No.				