

# BANASTHALI PUBLIC SCHOOL

G-Block, Vikas Puri, New Delhi-110018

Circular No. BPS/21-22/119

Date: 11.11.2021

## APPLICABLE FOR CLASS X AND XII

Dear Parent/Student,

You are aware that the CBSE will be using OMR Sheet for the first time for assessment of both the Classes- X and XII 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 candidates will fill their detail in the OMR Sheet by themselves and if the detail is already pre-filled by the CBSE itself, then kindly ignore it as shown below-

| केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION                    |   | माध्यमिक विद्यालय परीक्षा (कक्षा दसवीं)<br>Secondary School Examination (Class X)                           |           |
|---|---|---|-----------|
| उत्तर पत्रिका / ANSWER SHEET  |   | माध्यमिक विद्यालय परीक्षा (कक्षा दसवीं)<br>Secondary School Examination (Class X)                           |           |
| केवल नीले/काले बॉल प्वाइंट पेन का ही प्रयोग करें।<br>USE ONLY BLUE/BLACK BALL POINT PEN |   |   |           |
| अनुक्रमांक Roll No.   | 12681458  | OMR No.   | 138734235 |
| (अंकों में एवं शब्दों में)<br>(in digits and words)                                     | One Crore Twenty Six Lakhs Eighty One Thousand Four Hundred Fifty Eight | प्रश्न पत्र को ऊपर लिखे कोड को धराएँ<br>Write code No. written on the question paper<br>Question Paper Code |           |
| परीक्षा का दिन एवं तिथि<br>Day & Date of the Examination                                | Friday - (26/11/2021)   | [ ] / [ ] / [ ]   |           |
| केंद्र संख्या व नाम<br>Center No. & Name  | 1001 RACHANA SCH SHAHIBAG AHMEDABAD GUJARAT                             | SOME EXAMPLES OF WRONG/CORRECT WAYS OF MARKING AS FOLLOWS   |           |
| विषय कोड व नाम<br>Subject code & Name   | 301 - ENGLISH CORE  | WRONG METHOD  |           |
| अभ्याथी का नाम<br>Candidate's Name  | RAJESH KUMAR  | CORRECT METHOD  |           |
| पिता का नाम<br>Father's Name  | SHIV KUMAR PANDEY   | WRONG METHOD  |           |
| विद्यालय का कोड व नाम<br>School code and Name   | (10001) RACHANA SCH SHAHIBAG AHMEDABAD GUJARAT                          | CORRECT METHOD  |           |

- 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 upper 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 below:

|  |             |  |             |
|--|-------------|--|-------------|
| <b>* Write Correct Option</b>  |             | <b># Darken Circle if question not attempted</b>           |             |
| I confirm that all particulars given above are correct .<br><i>↳ Please write above statement from yourz hand.</i> |             |  |             |
| अभ्याथी के हस्ताक्षर (चलते हाथ से लिखें)<br>Candidate's Signature (in running hand)                                |             |  |             |
| Total correct answers<br>(To be filled by the Evaluator)   | [ ] [ ] [ ] | Total correct answers<br>(To be filled by the Coordinator) | [ ] [ ] [ ] |

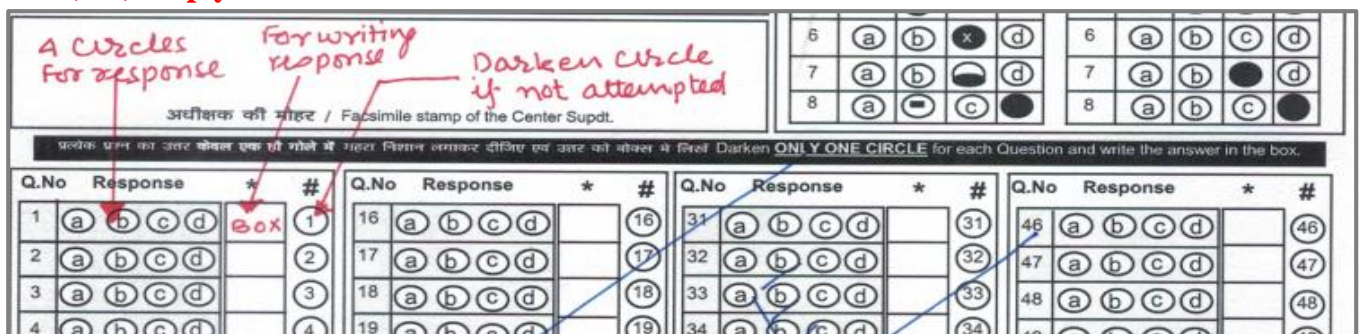
- 5) Only **BLUE/BLACK** ball point pen is to be used for filling desired information and for giving responses.
- 6) **USE OF PENCIL IS STRICTLY PROHIBITED**. If it is found that the candidate has used the pencil for filling OMR Sheet, this will be considered as use of unfair means and action will be 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. Candidates will use maximum circles as per total questions 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. Candidates 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 wherein the question number is also written inside the circle. **This circle is to be darkened by the candidates 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.**

**IMPORTANT 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.**
- **THE SCHOOL MANAGEMENT HAS DECIDED TO CONDUCT THE OFFLINE CLASSES FOR CLASSES X AND XII WITH EFFECT FROM 15.11.2021 (MONDAY) ONWARDS FOR TEACHING AND PRACTICALS/PROJECT WORK, BY FOLLOWING COVID APPROPRIATE BEHAVIOUR.**
- **IT WILL BE MANDATORY FOR ALL THE STUDENTS TO ATTEND THE OFFLINE CLASSES AS PER THE TIMING GIVEN BELOW.**
- **KINDLY CLEAR THE FEE DUES TILL DATE. (Ignore if already paid).**
- **Kindly refer to Circular No. BPS/21-22/69 Dated: 15.09.2021. All the points related to conduct of Offline classes in that are to be followed religiously like:**
- Please ensure that your ward should not attend the school if:
  - i) She/he has come in contact with any COVID Patient in the last 10 days.
  - ii) She/he is suffering from fever or has any symptoms of COVID.
  - iii) Your residence is in Containment Zone.
- Only asymptomatic students will be allowed to attend the school.
- It is mandatory for the students to **WEAR MASK AND GLOVES** while attending the school.
- Students should come to School in **PROPER SCHOOL UNIFORM.**
- Students should carry their **own books, notebooks and stationery.** Borrowing and exchange will be strictly NOT allowed.
- Adequate drinking water, eatables, hand sanitizer and extra mask should be sent with your ward to the School.
- **Carrying MOBILE PHONES by the Students is STRICTLY PROHIBITED.**
- It is utmost important to maintain discipline and social distancing throughout the day.
- The students must report the School at scheduled time strictly.
- Kindly submit the duly filled PICK & DROP CONSENT FORM if not submitted before in the office on the first day of school. You are requested to pick & drop your ward at the school gates as per the given schedule. The option marked in this consent form will be strictly followed.

| CLASS | DROP TIME  | PICK TIME |
|-------|------------|-----------|
| X     | 11:15 A.M. | 1:45 P.M. |
| XII   | 11:30 A.M. | 2:00 P.M. |

**Kindly adhere to the timings strictly.**

In lieu of the above, **those who have not submitted the CONSENT FORM on the given date, will not be allowed strictly to attend the offline classes.**

Best wishes

Well Prepared Is Half Victory!!

Principal





केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION

उत्तर पत्रिका / ANSWER SHEET

माध्यमिक विद्यालय परीक्षा (कक्षा दसवीं)

Secondary School Examination (Class X)

केवल नीले/काले बॉल प्वाइंट पेन का ही प्रयोग करें।

USE ONLY BLUE/BLACK BALL POINT PEN

|   |  |
|---|--|
| अनुक्रमांक Roll No.   |  |
| (अंको में एव शब्दों में)<br>(in digits and words)           |  |
| परीक्षा का दिन एवं तिथि<br>Day & Date of the<br>Examination |  |
| केंद्र संख्या व नाम<br>Center No. & Name                    |  |
| विषय कोड व नाम<br>Subject code & Name                       |  |
| अभ्यर्थी का नाम<br>Candidate's Name                         |  |
| पिता का नाम<br>Father's Name                                |  |
| विद्यालय का कोड व नाम<br>School code and Name               |  |



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 |                          |                          |                          |                          |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|----------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | 1              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 2              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 3              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 4              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | 5              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 7              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 8              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

अधीक्षक की मोहर / Facsimile stamp of the Center Supdt.

प्रत्येक प्रश्न का उत्तर केवल एक ही गोले में गहरा निशान लगाकर दीजिए एवं उत्तर को बॉक्स में 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    | (a) (b) (c) (d) |   | (1)  | 16   | (a) (b) (c) (d) |   | (16) | 31   | (a) (b) (c) (d) |   | (31) | 46   | (a) (b) (c) (d) |   | (46) |
| 2    | (a) (b) (c) (d) |   | (2)  | 17   | (a) (b) (c) (d) |   | (17) | 32   | (a) (b) (c) (d) |   | (32) | 47   | (a) (b) (c) (d) |   | (47) |
| 3    | (a) (b) (c) (d) |   | (3)  | 18   | (a) (b) (c) (d) |   | (18) | 33   | (a) (b) (c) (d) |   | (33) | 48   | (a) (b) (c) (d) |   | (48) |
| 4    | (a) (b) (c) (d) |   | (4)  | 19   | (a) (b) (c) (d) |   | (19) | 34   | (a) (b) (c) (d) |   | (34) | 49   | (a) (b) (c) (d) |   | (49) |
| 5    | (a) (b) (c) (d) |   | (5)  | 20   | (a) (b) (c) (d) |   | (20) | 35   | (a) (b) (c) (d) |   | (35) | 50   | (a) (b) (c) (d) |   | (50) |
| 6    | (a) (b) (c) (d) |   | (6)  | 21   | (a) (b) (c) (d) |   | (21) | 36   | (a) (b) (c) (d) |   | (36) | 51   | (a) (b) (c) (d) |   | (51) |
| 7    | (a) (b) (c) (d) |   | (7)  | 22   | (a) (b) (c) (d) |   | (22) | 37   | (a) (b) (c) (d) |   | (37) | 52   | (a) (b) (c) (d) |   | (52) |
| 8    | (a) (b) (c) (d) |   | (8)  | 23   | (a) (b) (c) (d) |   | (23) | 38   | (a) (b) (c) (d) |   | (38) | 53   | (a) (b) (c) (d) |   | (53) |
| 9    | (a) (b) (c) (d) |   | (9)  | 24   | (a) (b) (c) (d) |   | (24) | 39   | (a) (b) (c) (d) |   | (39) | 54   | (a) (b) (c) (d) |   | (54) |
| 10   | (a) (b) (c) (d) |   | (10) | 25   | (a) (b) (c) (d) |   | (25) | 40   | (a) (b) (c) (d) |   | (40) | 55   | (a) (b) (c) (d) |   | (55) |
| 11   | (a) (b) (c) (d) |   | (11) | 26   | (a) (b) (c) (d) |   | (26) | 41   | (a) (b) (c) (d) |   | (41) | 56   | (a) (b) (c) (d) |   | (56) |
| 12   | (a) (b) (c) (d) |   | (12) | 27   | (a) (b) (c) (d) |   | (27) | 42   | (a) (b) (c) (d) |   | (42) | 57   | (a) (b) (c) (d) |   | (57) |
| 13   | (a) (b) (c) (d) |   | (13) | 28   | (a) (b) (c) (d) |   | (28) | 43   | (a) (b) (c) (d) |   | (43) | 58   | (a) (b) (c) (d) |   | (58) |
| 14   | (a) (b) (c) (d) |   | (14) | 29   | (a) (b) (c) (d) |   | (29) | 44   | (a) (b) (c) (d) |   | (44) | 59   | (a) (b) (c) (d) |   | (59) |
| 15   | (a) (b) (c) (d) |   | (15) | 30   | (a) (b) (c) (d) |   | (30) | 45   | (a) (b) (c) (d) |   | (45) | 60   | (a) (b) (c) (d) |   | (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 लिखें)  
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. |             |           |             |          |