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**DAV Centre for Academic Excellence**  
**DAV College Managing Committee**  
**Chitra Gupta Road, Paharganj, New Delhi-55**

Ref. No. DAVCAE/2018-19/263

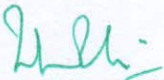
Date: 13/02/2019

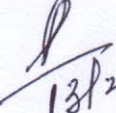
Dr.(Mrs.)Nisha Peshin  
Director(Academics)

Dear Regional Officer/Principal,

**Instructions regarding Class VIII Examination/Evaluation (Term-II) 2019**

- Evaluation centres will remain the same without any change (As allotted for Term-I Examination).
- Principal of every school is required to conduct the meeting of teachers and brief them about the guidelines regarding evaluation given below :
  1. Before the commencement of every paper invigilator should instruct the students to write their name, roll number and subject in the given space. Also leave margin on both side of the answer script. Student shall use left margin space for the use of writing question no's where as right margin space be used for rough work and also for evaluator to write marks awarded.
  2. Red ink pen should be used for evaluation.
  3. Marking should be student friendly with clear and positive objective of evaluation in mind.
  4. Principal should ensure that no unmarked answer is left out in the marking. The total should be checked by evaluator and re-checked by another teacher to avoid any discrepancy.
  5. Marking scheme should be strictly adhered to. Any correct answer, not given in the marking scheme should be suitably awarded.
  6. Each answer script should be duly signed by the evaluator and re-checker.
  7. In the grand total fractional mark should be converted into whole no. e.g. 32.5 to 33 etc.

  
(Dr. Nisha Peshin)

  
13/2/19