



## St. Columba's School

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CBSE Affiliation No.: 2730144

School ID: 2026125

9<sup>th</sup> February 2026

Dear Parents and Students of Classes X & XII,

As the Board Examinations approach, we write to you with important instructions and expectations from the Board and School to ensure that the examinations are conducted smoothly, fairly, and in keeping with the highest standards of integrity. The Examinations will be conducted at the designated centre, and all students are required to strictly adhere to the guidelines issued both by the Examination Centre and the CBSE.

**Reporting Time & Entry Procedures:** All students must reach the Examination Centre by 9:30 AM. Please note that no entry will be permitted after 10:00 AM under any circumstances. A school-appointed teacher will record attendance by 9:40 AM, following which students will proceed for frisking and entry into the examination halls.

**Admit Card Requirements:** Students must carry their original Admit Card, duly signed by both the student and the parent. Photocopies or unsigned Admit Cards will not be accepted and may prevent entry into the examination.

**Examination Ethics & Conduct:** CBSE has reiterated the importance of maintaining the sanctity of the examination process. Columbans are expected to uphold honesty and ethical conduct at all times. Any form of unfair practice not only affects the individual student but also tarnishes the reputation of the institution and undermines the efforts of sincere candidates.

**Students and parents are advised to be aware of the Unfair Means (UFM) Rules and the penalties associated with them. In particular:**

- Possession, use, or attempted use of electronic or communication devices (including mobile phones) inside the Examination Centre is strictly prohibited.
- Examination halls are under CCTV surveillance, monitored by authorised officials.
- Any violation may result in cancellation of the current examination as well as the next year's examination in all subjects, with permission to reappear only in subsequent years.
- Students must also refrain from spreading or believing rumours that may disrupt the smooth conduct of examinations.

**Barred Items:** Students must ensure that they do not carry any prohibited items to the centre. Only permitted stationery and materials should be brought, as per CBSE guidelines.

**Please note that St. Columba's School has no authority over the disciplinary measures taken by the Centre Superintendent or CBSE authorities. We have endeavoured to instil values, and it is for each student to uphold and live by them. Parents are therefore requested to counsel their children regarding discipline, punctuality, and ethical behaviour during the examination period. Your cooperation is vital in ensuring that all Columbans approach these examinations with responsibility, confidence, and integrity.**

We wish all our students success and assure them of our prayers and support.

With every good wish,

Br. Robert Fernandes

PRINCIPAL  
ST. COLUMBA'S SCHOOL  
NEW DELHI-110001

Guidelines from CBSE are attached below.



An Edmund Rice Educational Institution  
Edmund Rice Education Beyond Borders [www.erebb.org](http://www.erebb.org)  
ERI Advocacy [www.edmundriceinternational.org](http://www.edmundriceinternational.org)



# PERMITTED AND BARRED ITEMS AND DRESS CODE

Students will be subjected to extensive and compulsory physical frisking before entering the examination centre. The following is a list of items that are permitted and barred from taking to the Examination Centres:

## LIST OF PERMITTED ITEMS

- a) Admit Card & School Identity Card (for regular students)
- b) Admit Card & Any Govt. Issued Photo Identity Proof (for Pvt. Students)
- c) Stationery items i.e., Transparent Pouch, Geometry/Pencil Box, Blue/Royal Blue Ink/Ball Point/Gel Pen, Scale, Writing Pad, Eraser,
- d) Analogue Watch, Transparent Water Bottle.
- e) Metro Card, Bus Pass, Money.

## LIST OF BARRED ITEMS

- a) Any stationery item - such as textual material (printed or written), bits of papers, Calculator (Students with Learning Disability i.e. Dyscalculia are permitted to use Calculator as per Circular No. CBSE/COORD/2020 dated 20.01.2020 and are provided the same by Exam centre), Pen Drives, Calculator, Log Table (shall be provided by the centres), Electronic Pen/ Scanner, etc.
- b) **Any communication device - such as Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, Smart Watch, Camera, etc.**
- c) Other items like Wallet, Goggles, Handbags, Pouches, etc.
- d) Any eatable item opened or packed, except for diabetic students
- e) Any other item which could be used for unfair means
- f) Use of the above or similar items will be treated under the “Unfair Means” category and will attract punishment as per rules.

## DRESS CODE

- **For Regular Students** - School Uniform
- **For Private Students** - Light Clothes

**1. All cases of Unfair Means will be dealt as per the following GUIDELINES**

CATEGORY - 1		
1.1	Having Question Papers of previous years. Supported by report of Invigilator/Checking Staff	Cancellation of current Examination in the concerned subject.  Shall be allowed to take the Examination in that Subject in the Compartment examination, if otherwise eligible.  The benefit of doubt shall be given to such student against whom no evidence is available to testify to the foul intents on their part.
1.2	Writing Questions or Answers on any material other than the Answer Book for writing answer. Supported by report of Invigilator/Checking Staff	
1.3	Tearing of any page of the answer book or supplementary answer book etc.  Supported by report of invigilator/checking staff that the student has torn the page(s) of Answer-Book	
1.4	Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre.  Supported by report of invigilator/checking staff	
1.5	Having copying material (hard copy etc.) in her/his possession but have not use it.  Supported by report of invigilator/checking staff	
1.6	Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of Examinations.  Supported by credible evidence	
CATEGORY - 2		
2.1	Affixing/uploading of fabricated photograph on the Admit Card.  Supported by Documentary Evidence	Cancellation of current Examination in all Subjects.
2.2	Erasing or obliterating any information printed on the Answer Book(s).  Supported by report of Invigilator/Checking Staff or Evaluator	Shall have to take the examination in all subjects in the next year

2.3	Providing wrong information on the answer sheet. Supported by documentary evidence	
2.4	Having copying material in her/his possession (hard copy etc.) and having used it. Supported by report of invigilator/checking staff or Evaluator	
2.5	Having communicated with another student or the Assistant Superintendent directly or indirectly. Supported by report of invigilator/checking staff	
2.6	Assisting other student to engage in malpractice. Supported by report of invigilator/checking staff	
2.7	Giving assistance to other student(s) directly or indirectly of any kind or attempting to do so. Supported by report of invigilator/checking staff	
2.8	Taking assistance from other student(s) directly or indirectly of any kind or attempting to do so. Supported by report of invigilator/checking staff	
CATEGORY - 3		
3.1	Taking away the Answer Book out of the Examination Hall/Room/Centre.	Cancellation of current as well as next year's examination in all subjects.  Shall have to take the examination in all subjects thereafter.
3.2	Smuggling out Question Paper or part thereof, out of the Examination Hall. Supported by report of Invigilator/Checking Staff	
3.3	Smuggling out Answer Books/Supplementary Answer Sheet or part thereof, out of the Examination Hall. Supported by report of Invigilator/Checking Staff	
3.4	<b>Possession, use or attempted use of any electronic device (including Mobile Phone), which can be used as communication device, after entering the examination centre.</b>  Supported by report of invigilator/checking staff	

3.5	Using abusive language, threatening the staff on duty. Supported by report of invigilator/checking staff	
3.6	Indulging in violence at the time of examination or thereafter in the examination center. Supported by report of invigilator/checking staff	
3.7	Forceful entry/exit in/from Examination Centre or Hall. Supported by report of invigilator/checking staff	
CATEGORY - 4		
4.1	Impersonation. Paying/placing/making someone else to write examination. Supported by report of invigilator/checking staff	Cancellation of current as well as of next three years' examination in all subjects.  Shall have to take the examination in all subjects thereafter.
4.2	Uploading/sharing any examination related material, correct or wrong, on social media. Supported by credible evidence	
4.3	Approaching any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorized privilege(s) in these Examinations. Supported by report of such authority	
4.4	Taking legal course or any other means to influence CBSE for gaining advantage in their favour, by providing false information. Supported by documentary evidence	
CATEGORY - 5		
5.1	Using obscene/derogatory language in the answer book. Supported by report of invigilator/checking staff or Evaluator	Counseling by UFM Committee so that she/he abstains from using such language in the answer book in future examinations.  Currency notes etc. shall be forfeited and deposited in Board's
5.2	Using threatening language in the Answer-Book for the evaluators with or without any appeal. Supported by report of invigilator/checking staff or Evaluator	
5.3	Using language/threat of harm to oneself in the Answer-	

	<p>Book with or without any appeal.</p> <p>Supported by report of invigilator/checking staff or Evaluator</p>	account.
5.4	<p>Use of Any other Ink or Pencil for writing answers in the answer book.</p> <p>Supported by report of invigilator/checking staff or Evaluator</p>	
5.5	<p>Having enclosed/attached a currency note or other such instrument with the answer book with or without any appeal/message for the evaluator.</p> <p>Supported by report of invigilator/checking staff or Evaluator</p>	