



DELHI PUBLIC SCHOOL PATAUDI

(Under the aegis of The Delhi Public School Society, New Delhi)

Circular No: DPSP/2026-27/015

Date: 27.04.2026

Subject: Guidelines for Periodic Tests and Examinations

Dear Parents,

To ensure academic discipline, please adhere to the following Standard Operating Procedure (SOP) regarding student assessments:

- **Mandatory Attendance:** Students must appear for all tests on the scheduled dates. Unauthorized absence is not permitted.
- **Re-test Policy:** Re-tests will only be granted if the Class Teacher is notified in advance:
 - **Medical Reasons:** Minimum **24 hours'** notice required.
 - **Planned Events:** Minimum **one week** notice required (e.g., weddings, family functions).
- **Internal Assessments:** Dictation tests (Languages) and Practicals (Science/IT) will be held approximately **one week before** term exams. The schedule will be shared soon.
- **Major Exams:** Please note that **Half-Yearly and Annual Examinations** will not be rescheduled under any circumstances.

We appreciate your cooperation in maintaining the integrity of our evaluation process.

Warm Regards,

Principal

DPS Pataudi

