



**Zydu School For Excellence – Godhavi**  
Before Vanashree Farm, Near Godhavi Village,  
Bopal – Sanand Road, Ahmedabad.  
Ph. #814101515 / 1616

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### **Absences and Late Arrival during Examination**

Absence from and late arrival to unit tests and summative assessments:

1. No retest/re exam will be conducted for students remaining absent during tests/assessments (FA1/FA3/SA1/SA2) due to any reason.
2. Zero marks will be awarded for the subject student remaining absent and “AB” will be marked in the report card for that subject.
3. Students reporting late on exam days shall report to the Reception Desk and write the paper in the Administration Office. No extra time will be given for completion of the paper.



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## **Academic Honesty, Unfair Means and Misconduct Policy**

**(Classes III to X)**

1. Students must not use unfair means or assist in the use of unfair means.
2. If during the course of examination, a student is found indulging in any of the following, s/he is liable to penalty.
  - a) having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned;
  - b) giving or receiving assistance directly or indirectly of any kind or attempting to do so;
  - c) writing questions or answers on any material other than the answer book given by the Invigilator for writing answers;
  - d) tearing of any page of the answer book or supplementary answer book etc;
  - e) contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;
  - f) taking away the answer book out of the examination hall/room;
  - g) using or attempting to use any other undesirable method or means in connection with the examination;
  - h) smuggling out Question Paper or its part; or smuggling out answer book/supplementary answer sheet or part thereof;
  - i) threatening any of the officials connected with the conduct of the examinations or threatening of any of the candidates.



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3. Bags, books, papers, notes, mobile phones, computerized wrist watch, or other similar unauthorized gadgets are not to be brought to the examination room.
4. Any student found to be in possession of such unauthorized material is liable to the same penalty as those caught using unfair means during the examination.
5. Any student who use unfair means or assist in the use of unfair means during examination shall be given warning with a written note by the invigilator in his/ her answer sheet. The invigilator will write the remark “unfair means” in his/her answer script. The student will be asked to write the entire paper again in another answer sheet. No extra time will be given for completion of the paper. His/ her parents would be called for further action.
6. If the same student is found using unfair means for the second time in any of the subjects, his/ her question paper will be taken and s/he will be not allowed to write that subject paper any further
7. If the same student is found using unfair means for the third time, s/he will be expelled from the examination.
8. Any misbehavior with invigilator or other student in the examination hall will not be permitted. That student may be expelled from the examination. His/ her parents would be called for further action.