



# UNACCO SCHOOL

**Excellence in Education**

Meitram ,Imphal West District

Ref. No: USM/P/04/23-13

Date: 26<sup>th</sup> April. 2023

## CIRCULAR (Fortnight Test)

This is to inform the parents/guardians that the Fortnight Test for Std. I to X will commence from 29/04/2023, Saturday onwards as per the schedule given in the School Almanac.

In this regards, you are requested to take a note of the following points carefully.

1. Each Fortnight Test will be of 1 hr. duration carrying 20 Marks (for I to V) and 25 Marks (for VI to X).
2. Your ward will maintain a common Fortnight Test Copy/Answer book for all the subjects.
3. The Test Copy/Answer book will be used only for the Fortnight Test and will be brought by your ward on each Test day compulsorily.
4. The concerned subject teachers will check the answer books properly, keep record of the marks of each student and will distribute to the students before the next Test. The respective parents will put their signature on the Test Copy after checking properly.
5. For Std. I, there will be Question-Answer booklet.
6. Students of Nursery and KG will have '**Recap Assessment**' on the same day.

Your co-operation will be highly appreciated.

Thanking you.

Sd/-  
Principal

Copy to:

1. PS to Chairman
2. PS to Director
3. HOA/AO
4. HR Department
5. Marketing Head.
6. Transport Department
7. Canteen Department
8. Hostel Warden
9. Security at main gate.