

GUIDELINES

FOR CONDUCTING ICO/ICT : 2025-26

(Offline/OMR Based Test)

1. Olympiad/ICT to be conducted on **21st November, 2025 (Friday)** and **5th December, 2025 (Friday)** at prescribed time i.e. 9 AM – 11 AM only (**One hour extra for opting Six Subjects for class XII students**).
2. OMR sheets to be given to students **15 minutes in advance** for filling them.
3. Students appearing for the Olympiad should be given training well in advance that "**How to fill OMR sheet?**" It is observed many students don't fill the OMR Sheet correctly.
4. Envelopes containing question papers and OMR sheets to be opened **on the day of exam only**
5. Sitting arrangement has to be made in such a manner that Exam is conducted in fair manner.
6. Not more than **20-25** students be accommodated in a single room.
7. Invigilator should ensure that all Columns in **OMR sheet are filled neatly and properly**. Incomplete and improper OMR sheet and without signature of invigilator shall be rejected by CTF.
8. OMR sheets to be filled by **Blue/Black** pen only. No overwriting, No whitener be used for correction.
9. For every correct answer one mark shall be allotted and for every **wrong answer 25% mark shall be deducted**.
10. Please ensure that student do not use any **unfair means**
11. **No Mobile/Electronic device** be used during exam.
12. Only those students are permitted to appear for exam, who are registered with CTF for Olympiad/ICT purpose. **No CHANGE or addition allowed** at centre level.
13. While student signing attendance sheet please ensure that they give Answer Sheet serial number, as given at the top right at back side of OMR sheet.
14. In case any student is absent, write **ABSENT with Red Pen** in Student's signature column in the Attendance sheet
15. **OMR serial number will be written by the students on Attendance sheet** in the relevant column at the time of taking the exam.
16. Question papers **will not be taken back** from the students after the exam
17. It is mandatory to **write Mobile No. of candidate**, as their respective results shall be sent to them through SMS. CTF follows privacy policy for student's details. Mobile Number also acts as Password for accessing the result/downloading the certificates
18. **Unused OMR** sheet for absent student be returned to CTF., whereas unused Question Papers may be retained with the school.
19. Filled OMR sheets along with Respective **Attendance sheet be kept in separate envelop** as will be provided by CTF.
20. Please ensure that enclosed Attendance Proforma, Proforma for Teachers (For certificate purpose) and Feedback form are also filled and sent to CTF along with Filled OMR sheets after completion of the exam.
21. Please ensure that all the envelopes containing OMR Sheets should be properly sealed and duly stamped by School Seal.
22. Envelope containing OMR sheets, Attendance sheet, should be kept in Big sized envelope (That will be provided to you with question papers and OMR sheets) should be dispatched to the below mentioned address on the **SAME DAY ONLY**, strictly by Hand or Speed Post.

Admin Office :

Commerce Teachers' Foundation

LGF 20, Rajhans Plaza, Opposite Aditya Mall,

Indirapuram, Ghaziabad 201014

Mobile No. 9810447742, 9953805381, 9911447742