Mount Litera Zee School
–Mhow–

AFFILIATION NO. 1031216

Circular No.: MLZS/ACD/2025-26/050 Date: 27th February, 2026

Notice: Annual Examination Schedule & Mandatory Admit Cards

Dear Parents and Guardians,

As we approach the end of the academic year, we would like to share important details regarding the upcoming **Annual Examinations**. To ensure a smooth and stress-free testing environment for our students, please take note of the following instructions:

Revised School Timings [Grade 3 to 9 & 11]

During the examination period, school hours will be adjusted. Please ensure your child is dropped off and picked up promptly. Gaps between the examinations will be preparatory leave for the students.

- **Arrival Time:** 08:00 AM
- **Examination Hours:** 8:30 AM – 11:30 AM
- **Dismissal Time:** 12:00 NOON

Note: Students arriving late will not be granted extra time to complete their papers.

School Timings for [Nursery to Grade 2]

- **Arrival Time:** 09:30 AM onwards
- **Examination Hours:** 10:30 AM – 12:00 AM
- **Dismissal Time:** 12:00 NOON

Mandatory Admit Cards

The **Student Admit Card** is a mandatory document for entry into the examination hall. It serves as official verification and contains the student's roll number and exam schedule.

- **No Entry without Card:** Students will **not be permitted** to sit for the exam without a physical copy of their Admit Card.
- **Verification:** Teachers will verify the cards at the start of every session.
- **Safekeeping:** We recommend placing the Admit Card in a transparent plastic folder or laminating it to prevent damage or loss throughout the exam weeks.

Preparation Checklist

To help your child feel prepared, please ensure they carry:

- At least two working pens (blue/black), sharpened pencils, an eraser, and a ruler.
- A transparent water bottle.
- **No electronic gadgets**, smart watches, or unauthorized study materials are allowed in the exam hall.

We appreciate your continued cooperation in helping our students achieve their best. Should you have any questions, please contact the school office.

Best regards,

Principal

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