

Examination & Evaluation Policy

Session 2024-25

Classes - Nursery and Prep.

Criteria		Main Subjects (Scholastic Subjects)				Note -
	Area	English	Hindi	Maths	E.V.S.	
Evaluation 1	Portfolio	5 Marks	5 Marks	5 Marks	5 Marks	Grades will be awarded twice in a year, in Computer, Art Education and Personality Development on the basis of student's performance in daily routine.
	SEA	5 Marks	5 Marks	5 Marks	5 Marks	
	Written	20 Marks	20 Marks	20 Marks	20 Marks	
	Total Marks	30 Marks	30 Marks	30 Marks	30 Marks	
Evaluation 2	Portfolio	5 Marks	5 Marks	5 Marks	5 Marks	
	SEA	5 Marks	5 Marks	5 Marks	5 Marks	
	Written	20 Marks	20 Marks	20 Marks	20 Marks	
	Total Marks	30 Marks	30 Marks	30 Marks	30 Marks	
Evaluation 3	Portfolio	5 Marks	5 Marks	5 Marks	5 Marks	
	SEA	5 Marks	5 Marks	5 Marks	5 Marks	
	Written	30 Marks	30 Marks	30 Marks	30 Marks	
	Total Marks	40 Marks	40 Marks	40 Marks	40 Marks	
Total Weightage – Evaluation 1 (30 Marks) + Evaluation 2 (30 Marks) + Evaluation 3 (40 Marks) = 100 Marks						

Scholastic Grade Range: 91 – 100 [A1] ,81 – 90 [A2] ,71 – 80 [B1] ,61 – 70 [B2] ,51 – 60 [C1] ,41 – 50 [C2],
35 – 40 [D], 34 & below [E] (Detained)

Co-Scholastic Grade Range: - A Outstanding, B Very Good, C- Good, D-Fair , E- Average

Basic Details and Co-Scholastic Areas – After each Evaluation

Basic Details	
Height	Achievements
Weight	Teacher’s Remark
Attendance	

Assessment Skills – Scholastic and Co-scholastic Area

English	Hindi	Environmental Studies	Mathematical concepts
1. Listening Skills	1. Listening Skills	<ul style="list-style-type: none"> Shows keen understanding, observation and inquisitive approach 	<ul style="list-style-type: none"> Ability to solve problems with speed and accuracy
<ul style="list-style-type: none"> Listens with understanding 	<ul style="list-style-type: none"> Listens with understanding 	<ul style="list-style-type: none"> Contributes readily and works well in group 	<ul style="list-style-type: none"> Scholastic Activity
<ul style="list-style-type: none"> Concentrates in class 	<ul style="list-style-type: none"> Concentrates in class 	<ul style="list-style-type: none"> Scholastic Activity 	
2. Speaking Skills	2. Speaking Skills	Art & craft	
<ul style="list-style-type: none"> Speaks and recites with correct pronunciation 	<ul style="list-style-type: none"> Speaks with clarity, expression and confidence 	<ul style="list-style-type: none"> Originality and imagination 	Personality development
<ul style="list-style-type: none"> Responds confidently and expresses self while communicating with others. 	<ul style="list-style-type: none"> Frames meaningful sentences and expresses self while communicating with 	<ul style="list-style-type: none"> Knowledge and correct use of line, shape, colour, tone and texture 	<ul style="list-style-type: none"> Concentration
3. Reading skills	3. Reading Skills	Computer Education	<ul style="list-style-type: none"> Confidence
<ul style="list-style-type: none"> Reads with proper speed and correct intonation 	<ul style="list-style-type: none"> Reads with proper speed and correct intonation 	<ul style="list-style-type: none"> Confidence in using operating skills, possession of basic 	<ul style="list-style-type: none"> Interpersonal Communication

<ul style="list-style-type: none"> Reads with understanding 	<ul style="list-style-type: none"> Reads with understanding 	<ul style="list-style-type: none"> Logical thinking and application 	<ul style="list-style-type: none"> Perseverance
4. Writing Skills	4. Writing Skills	Value education	<ul style="list-style-type: none"> Originality
<ul style="list-style-type: none"> Writes neatly and legibly 	<ul style="list-style-type: none"> Writes neatly and legibly 	<ul style="list-style-type: none"> Shows basic moral values and requisite classroom mannerism 	<ul style="list-style-type: none"> Responsibility
<ul style="list-style-type: none"> Takes dictation of alphabets and words correctly 	<ul style="list-style-type: none"> Takes dictation of alphabets and words correctly. 	General knowledge & Moral Science	
		<ul style="list-style-type: none"> Keen inclination towards general awareness and aptitude 	
		<ul style="list-style-type: none"> Active participation and interaction during general discussion 	

Classes I – V

Regular Assessment of students will be done throughout the Academic Session as per the weightage of marks given in the table:

Internal Assessment							Total (IA)	Term End Examination		Total (WA)	Total
	Attendance of Student (A)	Subject Enrichment (B)	Project Based Activities (C)	Portfolio (D)	Multiple Assessment (E)	Periodic Test (F)	A+B+C +D+E+F	Mid Term Examination (G)	Annual Examination (H)	G+H	IA +WA
Max. Marks (Classes I-II)	5+5	5+5	5+5	5+5	5+5	20+20	--	50	50	--	100
Max. Marks (Classes III-V)	5+5	5+5	5+5	5+5	5+5	40+40	--	50	50	--	100
Weightage	5-Av.	5-Av.	5-Av.	5-Av.	5-Av.	5-Av.	30	20	50	70	100

Frequency in a year	Twice	Twice	Twice	Twice	Twice	Twice	--	Once	Once	--	--
Months	End of Sep 24 & Feb 25	July 24 & Oct. 24	June 24 & Jan. 25	Aug 24 & Dec 24	May 24 & Oct 24	July 24 & Nov 24	--	Sep. 24	Feb. 25	--	--

- Question papers for the Mid Term Examinations will be set out of the syllabus of the First Term.
- Question papers for the Annual Examinations will be set out of the syllabus of the Second Term and some important topics from First Term.

Classes VI – VIII

Regular Assessment of students will be done throughout the Academic Session as per the weightage of marks given in the table:

Internal Assessment							Total (IA)	Term End Examination		Total (WA)	Total
	Attendance of Student (A)	Subject Enrichment (B)	Project Based Activities (C)	Portfolio (D)	Multiple Assessment (E)	Periodic Test (F)	A+B+C +D+E+F	Mid Term Examination (G)	Annual Examination (H)	G+H	IA + WA
Max. Marks	5+5	5+5	5+5	5+5	5+5	40+40	--	50	50	--	100

Weightage	5-Av.	5-Av.	5-Av.	5-Av.	5-Av.	5-Av.	30	20	50	70	100
Frequency in a year	Twice	Twice	Twice	Twice	Twice	Twice	--	Once	Once	--	--
Months	End of Sep 24 & Feb 25	July 24 & Oct. 24	June 24 & Jan. 25	Aug 24 & Dec 24	May 24 & Oct 24	July 24 & Nov 24	--	Sep. 24	Feb. 25	--	--

- Question papers for the Mid Term Examinations will be set out of the syllabus of the First Term.
- Question papers for the Annual Examinations will be set out of the syllabus of the Second Term and some important topics from First Term.

Class IX

Regular Assessment of students will be done throughout the Academic Session as per the weightage of marks given in the table:

Internal Assessment/ Practical	Total (IA/ Prac.)	Theory/ Term End Examination	Total (Theory)	Total
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	Subject Enrichment (A)	Project Based Activities (B)	Portfolio (C)	Multiple Assessment (D)	A+B+C +D	Periodic Test (E)	Mid Term Examination (G)	Annual Examination (H)	E+G+H	IA +WA
Max. Marks	5+5	5+5	5+5	5+5	--	40+40	80	80	--	100
Weightage	5- Av.	5- Av.	5- Av.	5- Av.	20	5 + 5	20	50	80	100
Frequency in a year	Twice	Twice	Twice	Twice	--	Twice	Once	Once	--	--
Months	July 24 & Oct. 24	June 24 & Jan. 25	Aug 24 & Dec 24	May 24 & Oct 24	--	July 24 & Nov 24	Sep. 24	Feb. 25	--	--

- Question papers for the Mid Term Examinations will be set out of the syllabus of the First Term.
- Question papers for the Annual Examinations will be set out from the whole syllabus.

Class X

Regular Assessment of students will be done throughout the Academic Session as per the weightage of marks given in the table:

Internal Assessment/ Practical					Total (IA)	Term End Examination	Total
	Subject Enrichment (A)	Multiple Assessment (B)	Periodic Test (C)	Mid Term Examination(D)	A+B+C +D	Board Examination (Ex)	IA +WA
Max. Marks	5+5	5+5	5+5	80	20	80	100
Weightage	5	5	5	5	20	80	100
Frequency in a year	Twice	Twice	Once	Once	--	Once	--
Months	July 24 & Oct. 24	May 24 & Oct 24	July 24	Sep. 24	--	Feb. 25	--

- Question papers for the Mid Term Examinations will be set out of the syllabus of the First Term.
- Question papers for the Annual Examinations will be set out from the whole syllabus.

Classes – XI & XII Category 1 Subjects (80+20)

Internal Assessment/ Practical				Total (IA/ Prac.)	Theory/ Term End Examination		Total (Theory)	Total
	Subject Enrichment (A)	Multiple Assessment (B)	Periodic Test (C)	A+B+C	Mid Term Examination (D)	Annual/ PreBoard Examination (E)	D+ E	Theory + Prac.
Max. Marks	5+5	5	40+40	--	80	80	--	--
Weightage	5- Av.	5- Av.	5 + 5	20	20	60	80	100
Frequency in a year	Twice	Twice	Twice	--	Once	Once	--	--
Months	July 24 & Oct. 24	May 24 & Oct 24	July 24 & Nov 24	--	Sep. 24	Feb. 25	--	--

- Question papers for the Mid Term Examinations will be set out of the syllabus of the First Term.
- Question papers for the Annual Examinations will be set out from the whole syllabus.

Classes – XI & XII- Category 2 Subjects (70+30)

Internal Assessment/ Practical					Total (IA/ Prac.)	Theory/ Term End Examination		Total (Theory)	Total
	Subject Enrichment (A)	Multiple Assessment (B)	Periodic Test (C)	Practicals (D)	A+B+C +D	Mid Term Examination (G)	Annual/Pre-Board Examination (H)	G+H	Theory + Prac.
Max. Marks	5+5	5+5	40+40	20	--	70	70	--	100

Weightage	5- Av.	5- Av.	5 + 5	10	30	20	50	70	100
Frequency in a year	Twice	Twice	Twice	Once	--	Once	Once	--	--
Months	July 24 & Oct. 24	May 24 & Oct 24	July 24 & Nov 24	Oct. 2024	--	Sep. 24	Feb. 25	--	--

- Question papers for the Mid Term Examinations will be set out of the syllabus of the First Term.
- Question papers for the Annual Examinations will be set out from the whole syllabus.

SCHOLASTIC SUBJECTS :-

Classes I to III	Classes IV to V	Classes VI to VIII	Classes IX & X
English, Hindi, Mathematics and E.V.S	English, Hindi, Mathematics, Science and Social Science	English, Hindi, Mathematics, Science, Social Science & Third Language (Sanskrit/ Punjabi/Urdu)	English, Hindi, Mathematics, Science, Social Science
<p>All Scholastic subjects will be graded on the basis of 8 points scale. Scholastic Grade Range: 91 – 100 [A1] ,81 – 90 [A2] ,71 – 80 [B1] ,61 – 70 [B2] ,51 – 60 [C1] ,41 – 50 [C2], 35 – 40 [D], 34 & below [E] (Detained)</p>			

CO-SCHOLASTIC SUBJECTS:-

Classes I to V	Classes VI to VIII	Classes IX & X
Computer, General Knowledge & Art Education	Computer & Art Education	Art Education, Work Experience, Health & Physical Education
<p>All Co-Scholastic subjects will be graded on the basis of 3 points scale. Co- Scholastic Grade Range: Excellent [A], Good [B], Fair [C]</p>		

Theory and Practical Marks Breakup for Classes XI and XII

Subjects	English	Hindi	Maths	Pol Sc	Eco	Accounts	B St	Ph. Edu	H Sc	Physics	Chemistry	Biology	IP
Theory	80	80	80	80	80	80	80	70	70	70	70	70	70
Practical	20	20	20	20	20	20	20	30	30	30	30	30	30

Personality Traits :-

Discipline, Concentration, Confidence, Interpersonal Communication, Perseverance, Originality and Responsibility all these seven Personality Traits will be judged by the class Teacher at the end of the session and Grades will be given on the basis of 3 point Scale.

Parameters of Internal Assessment

1) Attendance of Student

Attendance Range in Percentage	96-100	91-95	86-90	81-85	76-80	Up to 75
Marks	5	4	3	2	1	NIL

2) Subject Enrichment

These are subject specific application activities aimed at enrichment of the understanding and skill development usually taken place during special subject weeks as mentioned in Activity Planner of 2024-25. Some of the examples are – Debate, Role Play, Boards Presentation, Poetry Recitation/Writing, Posters making etc....

3) Project Based Activities

These activities facilitate the development of key skills like Identification of Problems, Logical Thinking, Creativity, Inference Making and Problem Solving in real world.

4) Portfolio

It is a collection of students' work representing a selection of performances that is assembled over time and describes the students' efforts, progress, growth & achievements in key areas.

5) Multiple Assessments

It is aimed at evaluating the performance of the students more comprehensively and provide flexibility to use multiple and diverse techniques to assess them. It includes Observation, Oral Test/ Quizzes, Individual or group work, Class Discussion, CAT series etc....

6) Periodic Tests

The pattern of Periodic Tests will be same as the Term End Examination. One Periodic Test will be conducted in each Term for 20 marks in classes I and II, and for classes III onwards it will be conducted for 40 marks each.

General Guidelines

Passing Criteria

- 1) In order to be declared "Pass" at the end of the session for promotion to the next class, a student must secure at least 35% marks in each subject studied by him/her during the academic session.
- 2) The promotion to the next class will also be subject to the condition that a minimum of 25 % of marks in Mid Term + Annual Examination.

3) Grace Marks up to maximum of 10 marks in all (not more than 5 marks in one subject) shall be awarded to a student to reach the minimum required 34% of marks in each subject provided that a minimum of 25% of marks are secured in each subject in Mid Term + Annual Examination.

4) Students entitled for **Grace Marks** will be declared '**Promoted**' at the end of the session.

Re – Examination (Only for classes V, VIII, IX and XI)

There will be no Re-Examination in classes Play to IV and VI-VII

1) A candidate who appears in Annual Examination can be declared eligible for appearing for the Re- Examination in all the failing subject(s).

2) Re- Examination will be conducted on the same syllabus and pattern of Annual Examination.

3) Marks obtained in Internal Assessment will be carried forward and added with the marks obtained by the student in the Re- Examination.

4) In order to be declared “Pass” in Re – Examination a student will have to secure at least 25 % marks in the subject(s) in which he/she has taken the Re-Examination.

Criteria For Essential Repeat (ER)

If a student does not secure at least 25 % marks in the subject(s) in which he/she has appeared in the Re- Examination or does not appear in the Re- Examination, he/she will be placed in the category of “Essential Repeat”.

Rules regarding Absence during Examination

Absence in the examination or part thereof without medical certificate, (to be submitted within three working days of the date of absence) will be considered as wilful absence and no mark, credit or allowance will be given.

Attendance Criteria

Student will not be eligible to appear in Annual Examination if he/she has not put in at least 75% actual attendance of the total attendance.

Points to be noted:

1. It is compulsory for the students to appear in all Assessments. However, if a student remains absent on any Assessment Day due to unavoidable circumstances or medical reasons, parents are requested to inform the school reception on the very same day at the earliest.
2. Re-Examination will be conducted only in the case of **genuine Medical Emergencies only**.
3. Any Application/ Medical certificate with a request letter should be submitted within one week of the leave taken, after which it will not be accepted and the student will be marked **absent and awarded Zero**.

Components of Examination Question Papers for PTs

Classes	Term Exams	Total No. of QP	Duration	Competency Based Questions in the form of MCQs, Case Based Questions/ Unseen Passage,	Objective Type Questions (20%) MCQs, True/False with DOK	Short/ Long Answer Questions (40%)
I- II	Periodic Test 1 & 2	20 Marks	1 Hour 20 mins	8 Marks	4 Marks	8 Marks

III- V	Periodic Test 1 & 2	40 Marks	1 Hour 20 mins	16 Marks	8 Marks	16 Marks
VI-VIII	Periodic Test 1 & 2	40 Marks	1 Hour 20 mins	16 Marks	8 Marks	16 Marks
IX & XI	Periodic Test 1 & 2	40 Marks	1 Hour 20 mins	16 Marks	8 Marks	16 Marks

Components of Examination Question Papers Term End Examination

Classes	Term Exams	Total No. of QP	Duration	Competency Based Questions in the form of MCQs, Case Based Questions/ Unseen Passage,	Objective Type Questions (20%) MCQs, True/False with DOK	Short/ Long Answer Questions (40%)
I- V	Mid Term & Annual Term	50 Marks	2:00 Hours	20 Marks	10 Marks	20 Marks
VI-VIII	Mid Term & Annual Term	60 Marks	2:30 Hours	24 Marks	12 Marks	24 Marks

IX & XI	Mid Term & Annual Term	80 Marks	3:00 Hours	32 Marks	16 Marks	32 Marks
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