

**ASSESSMENT AND PROMOTION POLICY  
CLASS IV AND V  
SESSION 2023-24**

## Examination Pattern

In the entire session there will be two Periodic Tests (July and Nov/Dec), one Mid Term Examination (September/ October) and an Annual Examination (February/ March).

<b>PEN AND PAPER TEST</b>	<b>MARKS</b>
PERIODIC TEST 1	10 MARKS
MID TERM EXAM	50 MARKS
PERIODIC TEST 2	10 MARKS
ANNUAL EXAMINATION	50 MARKS

- Apart from these pen and paper tests regular Subject Enrichment Activity, Project Based Activity, Multiple Assessments Tests and Portfolio for the scholastic subjects will be conducted on regular basis.
- The details of **Subject Enrichment Activities** and **Project Work** are mentioned with the syllabus of each subject.
- **Multiple Assessments** will also be conducted for each subject in the form of spell check, listening, speaking, and writing activities, concept mapping, map work, diagrams etc. as per the subject's requirement. Subject teachers will be informing students from time to time about these assessments, giving the requisite guidelines for the same.
- Student's **Portfolio** assessment for each subject will consist of notebook assessment, class performance, and subject exploration.

## Co-Scholastic Areas

Co-Scholastic subjects will also be assessed throughout the year and grades for these subjects will be reflected with Mid Term and Annual Examination reports. For **Computer/G. K., written examination (Pen and Paper exam) will be conducted** during Mid Term and Annual Examination.

Grade	Connotation
A	Outstanding
B	Very Good
C	Good

Co- Scholastic Areas
Computer
General Knowledge
Dance
Vocal Music
Phy. Edu
Art
Yoga

## Promotion Policy

To be declared "**Pass**" at the end of the session for promotion to the next higher class, a student must secure **at least 33% marks in each subject** i.e., 33 marks out of 100 in each subject. The distribution of 100 marks is as follows: -

Attendance of the student	05 marks
Subject Enrichment Activities	05 marks
Project Based Activities	05 marks
Portfolio	05 marks
Multiple Assessment Tests	05 marks
Periodic Tests	05 marks
Mid Term Examination	20 marks
Annual Examination	50 marks
<b>TOTAL</b>	<b>100 marks</b>

In the academic session every student **must have a minimum of 75% attendance**. Student **will not be eligible** to appear in Annual Exam, if **he/she has not put in at least 75 % actual attendance** of the total attendance during the session up to the date of Annual Exam. Marks will be awarded for the attendance as per the range mentioned below:

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

- The promotion to the next higher class is also subject to the condition that a **minimum of 25% of marks must be scored in Mid Term Examinations + Annual Examination** i.e. 18 marks out of 70 in each subject.
- A student not eligible to be declared "Pass" will be declared "Promoted" at the end of the session of a class provided he/she is entitled for grace marks as per the policy.

**Grace marks** up to maximum of 10 in all, shall be awarded to a student to reach the minimum required 33% of marks in each subject, provided that:-

- ✓ (i) A minimum of 25% of marks are secured in each subject in Mid Term Examination + Annual Examination i.e. 18 marks out of 70 Marks to make him/her eligible for promotion.
- ✓ (ii) Provided that he/she does not require more than 05 marks in one subject to come up to the minimum required of 33% of marks in that subject.

## Re-Examination

- A student who appears in Annual Examination can be declared eligible for appearing at the Re-Examination in all the failing subject(s). Such a candidate will be eligible to appear in the subject(s) at a subsequent examination to be held within a period of two months from the date of declaration of the result known as the "Re-Examination".
- Re- Examination will be conducted on the same syllabus and pattern as of Annual Examination i.e. 50 marks. Weightage of Marks obtained by the student in Re-Examination will be proportionately calculated out of 70 marks.



- Marks obtained in the attendance of the student (05 marks) plus marks of Subject Enrichment (05 marks) plus marks of Project Based Activities (05Marks) plus marks of Portfolio (05 marks) plus marks of Multiple Assessment (05 marks) plus marks of Periodic Tests/Unit Tests (05 marks) will be carried forward and added with the marks obtained by the student in the Re-Examination.
- In order to be declared "Pass" in Re-Examination, a student will have to secure at least 25% marks (18 marks out of 70, provided that a minimum of 33 marks out of 100 marks are secured in total)
- No benefit of the grace marks will be given to the student appearing in Re-Examination for the promotion to the next higher class.

## Criteria For Essential Repeat (Class V Only)

- If a student does not secure at least 25% marks in the subjects in which he/she has taken the Re-Examination and minimum of 33 out of 100 marks in that subject(s) or does not appear in the Re-Examination, he/she will be placed in the category of "Essential Repeat" (ER).
- A student of Class V who is not eligible for Pass, Promotion and placed in the category of "**Essential Repeat**" (ER) will be held back in the same class during the next session.

## Rules Regarding Absence during Examination

- For absence in the examination or part thereof, **medical certificate to be submitted within three working days** of the date of absence in the exam **otherwise** it will be considered as **wilful absence and no mark**, credit or allowance will be given for the days of absence.
- In case a student is **unable to appear in Mid Term Examination** in one or more subjects on **medical ground/ participating in any event approved by School Authorities**, the Mid Term will be ignored for computation of his/ her result and promotion to the next higher class at the end of the session will be made on the basis of other assessments listed under Promotion Policy.

## Rules Regarding Absence during Examination

- A student on **leave** on medical grounds/ participating in any event, duly approved by the School Authorities in one or more subjects of **Annual Examination** will be allowed to take exam in the subject(s) (in which he/she had been on leave on medical grounds/ participating in any event as mentioned above) along with the students **taking the Re-Examination**.
- For such subjects rules of Re-Examination will be applicable for promotion.

**Thank  
You!**