

SCHEME OF ASSESSMENT AND PROMOTION POLICY (2025-26)
CLASSES III - V

CLASSES I and II

The Scheme of Assessment is under review

CLASSES III to V

ATTENDANCE

- Every student must have a minimum of 75% attendance, failing which he/she will not be allowed to sit in the final examination.
- Please discourage the student from missing an exam unless on grounds of extreme emergency like death of immediate family member, a contagious disease, fracture etc. for which a medical certificate /prescription from a certified medical practitioner and supporting medical reports must be submitted **within 3 working days of the absence**.
- 3rd language wherever applicable, will be assessed.

PATTERN OF EXAMINATION FOR CLASSES III to V:

EXAMINATION	ENG/HIN/MAT/ WORLD AROUND US	ICT/AI	G.K.	DURATION OF EXAM
PT-1	Pen Paper Test	20 Marks	--	1 Hour + 5 Minutes of Reading Time
Mid Term Exam	Pen Paper Test	50 Marks	M.M : 50 20 Marks (Theory) 30 Marks (Practical)	2 Hours + 10 Minutes of Reading Time 1 Hour + 5 Minutes of Reading Time (For ICT/AI)
PT-2	Pen Paper Test	20 Marks	--	1 Hour + 5 minutes of Reading Time
Annual Exam	Pen Paper Test	50 Marks	M.M : 50 20 Marks (Theory) 30 Marks (Practical)	2 Hours + 10 Minutes of Reading Time 1 Hour + 5 Minutes of Reading Time (For ICT/AI)

COMPONENTS OF QUESTION PAPERS

Term Exam	Max. Marks	Duration	Competency Based Questions (MCQs, Case Based Questions, Source Based or any other similar type questions) (40%)	Objective Type Questions (20%)	Short Answer/ Long Answer Questions (40%)
Mid Term Exam	50	2 Hours	20	10	20
Annual Exam	50	2 Hours	20	10	20

Please note:

- The syllabus for the First Term and the Annual Examination will be distinct and independent.
- Question papers for both terms will align with the respective term syllabus.
- Both General Knowledge (GK) and ICT/AI will be classified as Co-Scholastic subjects.
- Attendance will be graded using the co-scholastic grading scale.
- Marks obtained in main subjects will be reflected in the report card.
- The grading scale for non-scholastic areas will also be included in the half yearly report card.

PROMOTION POLICY

Passing Criteria for Classes III - IV

The assessment pattern for Classes III and IV will follow the same format as that of Class V. However, promotion to the next class will be governed either by the State Government's detention policy / CBSE, which allows for one re-examination to be conducted within one month after the announcement of the main results.

Passing Criteria for Class V

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 studied by him/her during the session. He/she must secure overall 33% marks i.e., 33 marks out of 100.

The distribution of 100 marks is as follows: -

CONSOLIDATED PROGRESS CARD FOR PROMOTION TO THE NEXT HIGHER CLASS

PARTICULAR(S)	WEIGHTAGE(S)
Subject Enrichment	05 Marks
Portfolio	05 Marks
Multiple Assessment Tests	05 Marks
Project Based Activities	05 Marks
Unit Test/Periodic Tests (PT1 and PT2) <i>(Both the exams may be taken into consideration for final promotion of the student)</i>	05 Marks (2.5 Marks each)
* MID TERM EXAM (50 reduced to 25)	25 Marks
Annual Examination	50 Marks
TOTAL	100 MARKS

Grading of attendance will be followed to encourage regularity. The grading scale for attendance will align with the co-scholastic grading scale.

- ❖ Marks for internal assessments, such as multiple assessments, subject enrichment, and portfolios, will also be incorporated in the Half Yearly and Annual Report Card.
- ❖ The promotion to the next higher class will also be subject to the condition that a minimum of 25% marks be scored in each subject in the MID TERM (25 marks) plus Annual Examination (50 marks) i.e., 19 marks out of 75 in each scholastic subject.
- ❖ A student who does not qualify to be declared "Pass" may be declared "Promoted" at the end of the session, subject to the Principal's discretion in granting grace marks.

GRADING SCALE FOR SCHOLASTIC AREAS (CLASS - III-V)
(School will award grades as per the following grading scale)

MARKS RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
0-32	E

❖ **Re-Examination**

A student who appears in the Annual Examination can be declared eligible for appearing at the Re-Examination in all the failing subject(s). Such a student will be eligible to appear in the subject(s) at a subsequent examination to be held within a period of 1 month 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.

Marks obtained in Subject Enrichment (05 marks) plus marks of portfolio (05 Marks) plus marks of marks of Multiple Assessment (05 marks) plus marks of Periodic Tests/Unit Tests (05 marks) & Mid Term Exam will be carried forward and added with the marks obtained by the student in the Re-Examination.

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 i.e., 20 marks out of 80, provided that a minimum of 33 marks out of 100 marks are secured in total.

Criteria for Essential Repeat:

If a student does not secure at least 25% marks in the subject(s) 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, in states where detention is applicable. In other states, RTE act to be followed.

Assessment of Co-Scholastic Areas

- A) Assessment of Co-scholastic areas of ICT/AI, GK, Work Experience, ART Education, Health & Physical Education, Attendance etc. and their grades will be as per the following 3-point grading scale.

GRADE	LEVEL OF PERFORMANCE
A	Outstanding
B	Very Good
C	Fair

Concordance Table for ICT/AI

GRADE	MARKS	LEVEL OF PERFORMANCE
A	41 & Above	Outstanding
B	20-40	Very Good
C	0-19	Fair

Missed Test / Exams

- A) Re-examinations will be conducted only in cases of medical emergencies, participation in competitions (on duty), or the demise of an immediate family member.
- B) Re-examinations will cover missed Annual Exams in the above circumstances, as well as for compartment cases.
- C) For any other exceptional situations, the decision will be made by the Head of the School.

D) Use of Unfair Means

Students found using unfair means will face strict disciplinary action. Their answer scripts will be nullified, and they will be provided with a new script, which will be the only one evaluated.

If a student is caught engaging in unfair practices during an examination, the exam will be immediately cancelled, and the student will be awarded a zero for that test.

This aligns with the school's Zero Tolerance Policy, applicable to all exams, including Periodic Tests, Unit Tests, Half-Yearly, and Mid-Term exams.

In the case of the Annual Examination, the student will be required to retake the affected subject.

It may be noted, the School Principal reserves the right to take additional disciplinary action, as deemed necessary in case of academic dishonesty.