

## EXAMINATION POLICY

### Montessori

- As the Montessori system does not have any formal tests, evaluation is a continuous process. A selection of certain evaluation procedures are incorporated into the Montessori system. These reflect the progress the child has shown in specific areas like Scholarly skills and Social, Physical and Emotional Development.
- Regular attendance is mandatory for the student. Full attendance merits an award. However, 75% attendance is compulsory for promotion to the next class.

## SCHEME OF ASSESSMENT AND PROMOTION POLICY (2025-26)

### CLASSES I - V

#### ATTENDANCE:

- Every student must have a minimum of 75% attendance.
- Students must be discouraged from missing an assessment 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 48 hours of the absence.

#### PATTERN OF EXAMINATION FOR CLASSES I & II

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

## PATTERN OF EXAMINATION FOR CLASSES III & V

EXAMINATION	ENG/HIN/MAT/SOC. STUDIES/EVS		COMPUTER	G.K.	DURATION OF EXAM
PT-1	Pen Paper Test	<b>20 Marks</b>	--	--	1 Hour+ 5 minutes of reading time
Mid Term Exam	Pen Paper Test	50 Marks	50 Marks: 20 Marks (Theory)  30 Marks (Practical)	50  Marks	2 Hours + 10 minutes of reading time 1 Hour + 5 Minutes of Reading Time (For ICT/AI )
PT-2	Pen Paper Test	<b>20 Marks</b>	--	--	1 Hour+ 5 minutes of reading time
Annual Exam	Pen Paper Test	50 Marks	50 Marks: 20 Marks (Theory)  30 Marks (Practical)	50  Marks	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

## 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 by the Government's detention policy, 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 FINAL REPORT CARD FOR PROMOTION

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

- 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 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.
- 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 AERAS

School based assessment of Co-scholastic areas, Work Experience, Art Education, Health & Physical Education & Discipline will be as per the following 3-point grading scale.

GRADE	LEVEL OF PEROFORMANCE
A	Outstanding
B	Very Good
C	Fair

### CONCORDANCE TABLE FOR ICT/AI

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

### CLASSES VI - VIII

#### ATTENDANCE

- Every student must have a minimum of 75% attendance, failing which he/she will not be allowed to sit in the final examination / will not be promoted to the next higher class.
- Students should avoid missing exams except in cases of extreme emergencies, such as a contagious illness or a serious injury like a fracture. In such cases, a medical certificate or prescription from a certified medical practitioner, along with supporting medical

reports, must be submitted within 3 working days of the absence.

## COMPONENTS OF EXAMINATION QUESTION

### PAPER OF CLASSES VI TO VIII

The following scheme is proposed:-

	ENG/HIN/MAT/SCI/SOC SCI						
EXAMINATION		M.M.	WEIGHTAGE(S)	SANS/ FRN/GER	COMPUTER	G.K/VE	DURATION OF EXAMINATION
PT-1	Pen Paper Test	25	2.5	25 Marks	--	--	1 Hour + 5 minutes of reading time
Mid Term Exam / <b>PT-2</b> (as per CBSE nomenclature)	Pen Paper Test	60	30	60 Marks	50 Marks  25 Marks (IT) 15 Marks (AI) 10 Marks (Practical)	50  Marks	2.5 Hours+ 15 minutes of readingtime (60 Marks Paper)  1.5 Hours+ 5 minutes of readingtime (40 Marks Paper)
<b>PT-3</b> (as per CBSE nomenclature)	Pen Paper Test	25	2.5	25 Marks	--	--	1 Hour + 5 minutes of reading time
Annual Examination	Pen Paper Test	60	50	60 Marks	50 Marks 25 Marks (IT)  15 Marks (AI) 10 Marks (Practical)	50  Marks	2.5 Hours+ 15 minutes of readingtime (60 Marks Paper)  1.5 Hours+ 5 minutes of readingtime (40 Marks Paper)

- The marks for IT and AI will be shown on the Report Card but will not be included in the overall aggregate.
- The Internal Assessment marks will be reflected in the Half Yearly and Annual Exam Report Card.

## COMPONENTS OF INTERNAL ASSESSMENT AND WEIGHTAGES

Subject Enrichment*	05 Marks
Portfolio*	05 Marks
Multiple Assessment Tests*	05 Marks
Unit Test/Periodic Tests ( <b>AVERAGE OF PT1 and PT3</b> )	05 Marks
Mid Term Exam / <b>PT2</b>	20 Marks
Annual Examination	60 Marks
<b>TOTAL</b>	<b>100 Marks</b>

\* Refer to CBSE Circular No. Acad/11/19

### PROMOTION POLICY

#### Passing Criteria for Classes VI - VIII

Assessment of Classes VI and VII will be done on the same examination pattern as of Class VIII.

#### Passing Criteria for Class VIII

- 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: -
- 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 Annual Examination i.e., 15 marks out of 60.

### RE-EXAMINATION

- A candidate who appears in the 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 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 the Subject Enrichment (05 marks) plus marks of Portfolio (05 marks) plus marks of Multiple Assessment (05 marks) plus marks of Periodic Tests/Unit Tests (05 marks) plus marks of Mid Term (20) will be carried forward and added with the marks obtained by the student in the Re-Examination.



### CONSOLIDATED FINAL REPORT CARD FOR PROMOTION (RE EXAM)

Subject Enrichment	05 Marks
Portfolio	05 Marks
Multiple Assessment Tests	05 Marks
Unit Test/Periodic Tests ( <b>AVERAGE OF PT1 and PT3</b> )	05 Marks
Mid Term Exam / <b>PT2</b>	20 Marks
Re-Examination	60 Marks
<b>TOTAL</b>	<b>100 Marks</b>

- 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., 15 marks out of 60, provided that a minimum of 33 marks out of 100 marks are secured in total i.e., Weightage of Re-Examination (60 marks) plus marks obtained in the Mid Term exam (20 marks) and internal assessment (20 marks).
- 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

- 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 VIII 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.

#### GRADING SCALE FOR SCHOLASTIC AREAS (CLASS – VI-VIII)

(School will award grades as per the following grading scale)

<b>MARKS RANGE</b>	<b>GRADE</b>
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
< 33 (Essential Repeat)	E

### **ASSESSMENT OF CO-SCHOLASTIC AREAS**

- School based assessment of Co-scholastic areas, Work Experience, Art Education, Health & Physical Education & Discipline will be as per the following 3-point grading scale.

<b>GRADE</b>	<b>LEVEL OF PERFORMANCE</b>
A	Outstanding
B	Very Good
C	Fair

### **MISSED TEST / EXAMS**

- Re-examinations will be conducted in cases of medical emergencies, participation in competitions (on duty), or the demise of an immediate family member.
- Re-examinations will be held for students who miss the Annual Exam due to the above reasons, as well as for those in compartment cases.

### **CLASS IX**

#### **ATTENDANCE**

- It is mandatory for every student to maintain a minimum attendance of 75%. Failure to meet this requirement will result in being prohibited from sitting for the final examination or promotion to the next grade level.
- Students are strongly discouraged from missing exams unless there is an extreme emergency, such as a contagious illness, fracture, or similar urgent health condition. In such cases, a medical certificate or prescription from a licensed healthcare provider, along with relevant medical reports, must be submitted within 48 hours of the absence.

## COMPONENTS OF EXAMINATION

EXAMINATION	ENG/HIN/MAT/SC I/SOCSCI/ SANS/FRN/GER			SKILL SUBJECT (FMM/AI/IT/ GENERAL STUDIES	DURATION OF EXAMINATION
		M.M.	WEIGHTAGE (S)		
PT-1	Pen Paper Test	25 Marks	5		1 Hour+ 5 minutes of reading time
					3 Hours+ 15 minutes of reading time
Mid Term Exam	Pen Paper Test	80 Marks	30	50 Marks	time (80 Marks Paper) 2 Hours + 15 minutes of reading time (50 Marks Paper)
PT-2	Pen Paper Test	25 Marks	5		1 Hour+ 5 minutes of reading time
Annual Examination	Pen Paper Test	80 Marks	50	50 Marks	3 Hours+ 15 minutes of reading time (80 Marks Paper) 2 Hours + 15 minutes of reading time (50 Marks Paper)

## INTERNAL ASSESSMENT WILL INCLUDE

- PORTFOLIO (Class work, Peer Assessment, Self Assessment, Achievement of students in the subject, reflections, narrations and journals etc).
- MULTIPLE ASSESSMENTS (Quizzes, oral test, concept map, exit cards, visual expression etc.)
- SUBJECT ENRICHMENT ACTIVITIES (Map work and Project Work for Social Science, Speaking and Listening Skills for languages, Practical work for Science and Lab work for Mathematics)

## CONSOLIDATED FINAL REPORT CARD FOR PROMOTION

The cumulative result will be calculated as per the following weightage(s):

COMPONENT	WEIGHTAGE (IN %)
Average of PT-1 & PT-2	5
Half Yearly	20
Portfolio	5
Multiple Assessment	5
Subject Enrichment Activities	5
Annual Examination	60
<b>TOTAL</b>	<b>100</b>

### PASS CRITERIA

- In the scholastic area, a student needs to secure overall 33% marks (both Pen Paper Test & Internal Assessment taken together) (i.e D Grade) to be able to pass that subject. The promotion is also subject to the condition that a minimum of 25% marks should be secured in Annual Examination.
- A student scoring less than 33% (i.e E grade) in more than 2 subjects will be detained. Retest is permitted in maximum of 2 subjects only.
- If any student fails in any one of the three elective subjects (i.e. Science, Mathematics and Social Science) and passes in the skill subject (offered as 6 additional subject) then that subject will be replaced by skill subject and the result will be computed accordingly.
- If a student studies three compulsory subjects i.e., Science, Mathematics and Social Science (Subject 3, 4, 5) and also chooses to study a Skill subject (Subject 6) then the aggregate of best five including two languages (Subject 1 & 2) and the best three (from subject 3, 4, 5 & 6, including Skill subject) can be considered for Calculation of percentage.
- In order to be declared Pass in Skill subjects involving practical, a student has to secure 33% marks in practical and theory separately.
- It is mandatory for a student to pass in the additional subject in class IX as per passing criteria. For students who are unable to meet the passing criteria, a retest will be scheduled. Failure to fulfill the passing criteria after retest will lead to surrender of the additional subject in Class X.

### GRADING SCALE FOR SCHOLASTIC AREAS

(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
< 33 (Essential Repeat)	E

#### .RE-EXAMINATION/ COMPARTMENT (CLASS-IX):

- A student scoring less than 33% (i.e E grade) in 2 subjects will be permitted retest in those subjects. The retest will be conducted within a month of Annual Examination.
- The Compartment Examination will be conducted on the same pattern of Annual Examination i.e. three hours duration and 80 marks.

#### MISSED TEST / EXAMS :

Re-exam will be conducted for cases of medical /on duty for competition / death of immediate family member.

#### ASSESSMENT OF CO-SCHOLASTIC AREAS

School based assessment of Co-scholastic areas, Art Education, Health and Physical Education, Discipline will be internally assessed on the following 5 point scale.

#### GRADING SCALE FOR CO-SCHOLASIC AREAS (CLASS - IX)

(School will award grades as per the following grading scale)

GRADE	CONNOTATION
A	Outstanding
B	Excellent
C	Very Good
D	Good
E	Average