

Examination Policy 2024

Classes I to XII

1. For classes I to IX and XI, the academic year will be divided into 2 terms and term-end exams will be held at the end of the each term.
2. Evaluation will be based on student's continuous academic performance during the year.
3. Only the students scoring 33% and above in each subject will qualify for promotion to the next class.
4. Grades will be given in different areas of co-scholastic learning.
5. To prepare the students well and face the class X and XII Board Examination, syllabi of classes VI-IX and XI are designed as per CBSE guidelines with an increase in learning assessment.

Annual Examination Syllabus:

- Class VI – 10% of Term I + Term II
 - Class VII – 20% of Term I + Term II
 - Class VIII – 30% of Term I + Term II
 - Class IX and XI – Entire syllabus as per CBSE guidelines.
6. Students found using 'UNFAIR MEANS' during any assessment will be marked zero in that subject. No retest will be held for such subjects.
 7. RETEST Policy: No retest will be conducted in case of Absenteeism.

Allocation of Marks Classes I – III

Term I April to September			Term II October to March	
	Assessment	Marks	Assessment	Marks
Class I - III	Periodic Test I	20 marks (scaled to 10)	Periodic Test II	20 marks (scaled to 10)
	Subject Enrichment Activity	5 marks	Subject Enrichment Activity	5 marks
	Notebook	5 marks	Notebook	5 marks
	Internal Assessment	30 marks	Internal Assessment	30 marks
	Half Yearly Exam	50 marks	Annual Exam	50 marks
	Total – 100 marks		Total – 100 marks	

Allocation of Marks Classes IV-IX, XI

Term I April to September			Term II October to March	
	Assessment	Marks	Assessment	Marks
Class IV to IX and XI	Periodic Test I	20 marks (scaled to 10)	Periodic Test II	20 marks (scaled to 10)
	Subject Enrichment Activity	5 marks	Subject Enrichment Activity	5 marks
	Notebook	5 marks	Notebook	5 marks
	Half Yearly Exam	80 marks	Annual Exam	80 marks
	Total – 100 marks		Total – 100 marks	

Scheme of Examination Classes X, XII

- Subject to CBSE rules and regulations and amendments.
- Following computer teachers to set/format the question papers:

Name of teacher	Classes
Ms. Dolly	I-III
Mr. Vivek	IV-VI
Ms. Indu	IX-XII
Ms. Tajinder	VII-VIII

- **Process of finalizing the question papers:**

1. Teachers to mail question paper by the assigned date of submission.
2. Concerned Coordinators to take print outs and hand over to HOD's subject wise.
3. HOD's to cross-check thoroughly and submit to Coordinator by the assigned date.
4. Coordinator to re-check and need to get it approved from the Principal.
5. All the teachers will make question papers (one set each).

- **General Points**

1. Teacher needs to be vigilant during invigilation.
 2. Relieving teacher to distribute and collect the answer sheets (packets).
 3. PTI's (Teachers on Discipline) to be responsible for proper discipline during the exam.
- Bell timings for the examination to be fixed.
 - No whitener to be used on the answer sheet.
 - Invigilator need to be particular that no child should be allowed to go out of the class more than once. The child needs to be allowed only after 1 hour. Exceptional need to be taken care of.
 - Out pass is mandatory.
 - Teachers will be responsible if the question paper in question paper is out of syllabus.
 - No answer sheets to be taken at home for checking.