



**SCHEME OF ASSESSMENT AND PROMOTION POLICY (2023-24)**

**CLASS : IV & V**  
**ASSESSMENT AND PROMOTION POLICY**

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

Pen and paper test	Marks
Periodic test 1	25
Mid term exam	50
Periodic test 2	25
Annual examination	50

- 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 will be given in advance before the activity
- 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 area**

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

**Co- Scholastic Subjects**

1. Computer
2. General Knowledge
3. Dance
4. Music
5. Physical Education
6. Art

**Co- Scholastic Grades**

Grade	Connotation
A	Outstanding
B	Very Good
C	Good

**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
Total	100 Marks

In the academic session every student must have a minimum of 75% attendance. Students will not be eligible to appear in the 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 the Annual Exam. Marks will be awarded for the attendance as per the range mentioned below:

Attendance Range in Percentage	Marks
96-100	5
91-95	4
86-90	3
81-85	2
75-80	1
Below 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 as per RTE " at the end of the session

Note :

**Missed Test / Exams**

- A) If a student has missed any tests/exams except on duty/competitions on behalf of school or due to genuine medical reasons, no average shall be given i.e., the student will be marked zero and there will be no retest.
  - B) If a student has missed any of PT1/PTII/both due to duty on behalf of school or o genuine medical reasons , retest shall be conducted only once in second term.
  - C) If a student has missed the Mid Term Test due to duty on behalf of school or genuine medical reasons , retest shall be conducted .
  - D) For the academic year 2023-24 , Attendance will be considered from 1 July 2023 for attendance marks and also for full attendance award
- Absentee students in any Exam of Main subjects will not be considered for merit positions under any category except participation in the Inter-School Competition (Sports / Co Scholastic) on behalf of school.

Principal   
21/12/2023