

# EXAMINATION POLICY

POLICY FOR	EXAMINATIONS AND ASSESSMENTS
PERSON RESPONSIBLE	SUJATHA PRAKASH
REVIEW DATE	APRIL 2024
REVIEWED BY	SUJATHA PRAKASH
APPROVED DATE	1 <sup>ST</sup> MAY 2024
APPROVED BY	SLT
DATE OF NEXT REVIEW	MAY 2025
RELATED POLICIES	--

## EXAMINATION POLICY

### PURPOSE

An examination policy outlines the rules, regulations, and procedures governing the conduct of examinations within an institution. It aims to ensure fairness, consistency, and transparency in the assessment process.

### PROCEDURE

#### Classes KG to XII

1. School Examination (for KG and Grades 1-9 and 11)
2. Board examination: 80% (External) +20% (Internal) for Grade 10  
And 50% (External) +50% (Internal) for only IT -Grade 10
3. Board examination: 80% (External) +20% (Internal) for Non-Skill based subjects  
70% (External) +30% (Internal) for Skill based subjects

#### Board theory exam salient features:

1. Entire syllabus will be included in the exam.
2. Marks and grades will be awarded for individual subjects.
3. Eight- Point grading Scale for Scholastic Areas for grades KG - XII.

#### Periodic Assessment salient features (20 marks)

Will be completed through three different modes.

- (i) Periodic tests: 10 marks
- (ii) Class test (core subjects): 5 marks
- (iii) Subject enrichment activity: 5 Marks
- (iv) Subject enrichment (Non core subjects): 10 Marks

### **Half Yearly Exam in October**

Written exam for 80 marks with entire syllabus of 1st term.

### **YEARLY EXAM IN MARCH**

Written Exam for 80 Marks With Syllabus Coverage as below:  
Classes I to VIII: Entire syllabus of 2nd term.

### **Subject Enrichment Activities (5 Marks)**

These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are to be carried out throughout the term, however they should be evaluated at the term-end.

### **Discipline (Attendance, Sincerity, Behaviour, Values):**

The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values, tidiness respectfulness for rules and regulations, attitude towards society, nation and others.

The school has Discipline Policy in line with the Behaviour Management Guidelines by the MOE. Each student is awarded 100 points in the beginning of the academic year. For the Discipline 80 marks and for the exemplary behaviour 20 marks are awarded for each student. The point deduction will be done according to the degree of defaulting. The points may be reverted if improvement shown.

#### • Grading Scale For Scholastic Areas (Classes 1-8)

A1	91-100
A2	81-90
B1	71-80
B2	61-70
C1	51-60
C2	41-50
D	33-40
E	32 & Below (Needs improvement)



## Grading Scale For Scholastic Areas (Classes 9-12)

Grades as per the CBSE

◆Pass Marks

Subject	Marks
Arabic	50
Islamic Studies	50
Moral, social and cultural studies	40
Other Subjects ( Gr 1 – 8 )	35
Other Subjects ( Gr 9 – 12)	33

### **PERIODIC TESTS TERM & MODEL EXAMINATIONS**

Periodic Test have been scheduled as Mid-Term Assessment. We conduct model examinations for Classes IX to XII which help the students to face the final examinations confidently and raise the standards of their performance in the final examination.

### **INTERNATIONAL BENCH MARK TESTS**

As emphasized by Ministry of Education in the International Bench Mark Tests such as PISA, TIMSS & PIRLS, ePIRLS, IBT, ASSET, CAT4 are conducted with a view to enhance the students' power of knowledge and skill.