



Bal Bharati
PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

PRESENTATION

ON

Guidelines of Examination & Promotion For Classes III-VIII

Academic Session 2023-2024

INCHARGES : HM (PR.) & HM (SR.)



General Guidelines

No child shall be expelled from a school till the completion of “Elementary Education”

There shall be regular examination in Class V & Class VIII at the end of every academic year.

Assessment of Classes III & IV will be done on the same examination pattern as of class V

Assessment of classes VI & VII will be done on the same examination pattern as of class VIII

If a child fails in the examination referred to in subsection(1), he/she shall be given additional instructions and granted opportunity for Re Examination within a period of two months from the state of declaration of the result.

The students of classes III, IV, VI and VII will not be held back in the same class



General Guidelines

- **Mid Term Examination** will be conducted in **September/October** from the syllabus covered up to the Mid Term Exam.
- **Annual School Examination** will be conducted in **February / March** from the syllabus as prescribed by CBSE & Directorate of Education, Delhi.

Examination shall be conducted in such a manner that chances of copying, favoritism, injustice and victimization be reduced to the minimum.

Pen and paper examinations of Classes III to VIII will test the achievements of basic learning outcomes, through assessment of core concepts and knowledge from the National and Local Curricula along with the relevant Higher Order Skills and application of knowledge in real life situations rather than the rote memorization.

A summary of the analysis of class wise and subject wise results shall be prepared and kept in record to serve as an input for academic enrichment and remedial purpose.



General Guidelines

In case of local transfer of students, record of marks obtained in the Mid Term Examination, if any, in the previous school shall be taken into account.

In case of transfer from areas outside Delhi, marks obtained in subsequent exam shall be adjusted proportionately as per the weightage of marks.

In case of a natural calamity like floods, epidemics, riots or other such events in an area resulting in cancellation of Exam(s) in one or more subjects under orders of the Deputy Director of Education (District), marks in the subjects of the students studying in schools located in the affected areas or residing in the affected area shall be adjusted proportionately based on the assessment record available in the school with the approval of Director (Edn) and results be declared accordingly.

Fraction of the marks will be rounded off as per mathematical formula: For Example: 8.1 to 8.4 are rounded of 8.0 and 8.5 to 8.9 is rounded of 9.0 in all the subjects and classes.



Regular Assessment of student of classes III to VIII will be done regularly throughout the academic session as per the weightage of marks given in the table:

Internal/ External Assessment	Description	Weightage of Marks
Internal Assessment	Attendance of Student	5
Internal Assessment	Subject Enrichment	5
Internal Assessment	Project Based Activities	5
Internal Assessment	Portfolio	5
Internal Assessment	Multiple Assessments	5
Internal Assessment	Periodic Test/Unit Test	5
Mid Term Exam. & Annual Exam. (External)	These examinations will test achievements of basic learning outcomes, through assessment of core concepts and knowledge from the National & Local Curricula along with the relevant higher order skills and application of knowledge in real life situations, rather than the rote memorization.	Mid Term- 20 Annual Exam – 50
	Total	100



Components of Examination Question Paper of Classes III to V

Term Exam	Total Marks of QP	Duration	Competency Based Questions in the form of MCQs, Case Based Questions, Source Based Integrated Questions or any other similar types (40%)	Objective Type Questions (20%)	Short Answer/ Long Answer Questions (40%)
Mid Term Exam	50	2:00 Hrs	20	10	20
Annual Exam	50	2:00 Hrs	20	10	20



General Guidelines

Syllabus of Classes III to V will be separate for both the terms.

The Question papers for the Mid Term Examination will be out of the syllabus of the First Term.

Annual Examination will be held from the syllabus of the Second Term only.

The Question Papers will be provided in the form of Question Paper Booklets along with the space of answering the question in the booklets itself.



Components of Examination Question Paper of Classes VI to VIII

Term Exam	Total Marks of QP	Duration	Competency Based Questions in the form of MCQs, Case Based Questions, Source Based Integrated Questions or any other similar types (40%)	Objective Type Questions (20%)	Short Answer/ Long Answer Questions (40%)
Mid Term Exam	60	2:30 Hrs	24	12	24
Annual Exam	60	2:30 Hrs	24	12	24

Question papers for the Mid Term Examinations will be set of the syllabus of the first term.

Question papers for the Annual Examinations will be set out of the whole syllabus covered in First Term and Second Term.



Parameters of Internal Assessment-30 Marks

- i. Attendance of Student - 05 Marks
- ii. Subject Enrichment Activities - 05 Marks
- iii. Multiple Assessments - 05 Marks
- iv. Portfolio – 05 Marks
- v. Project Based Activities – 05 Marks
- vi. Periodic Tests/Unit Tests – 05 Marks



i. Attendance of Student– 05 Marks

Attendance Range in Percentage	Marks
96 -100	5
91- 95	4
86 – 90	3
81- 85	2
76 - 80	1
Up to 75	NIL

Fraction of attendance will be rounded off as per mathematical formula in all the cases for example 78.1 – 78.4 will be rounded off to 78.0 and 78.5 – 78.9 will be rounded off 79.0



ii. Enrichment Activities – 05 Marks

These activities are defined as the activities leading to experiential learning integrated with each subject and leading to subject enrichment of the child. The child shall be engaged in activities based on the content that connects different areas of knowledge, application and values with their own lives and the world around.

The Assessment under this is done as follows:

Participation in Special Assemblies	Mock Activities like Mock Election/ Parliament	Mock Youth Olympiads
Theater/ Dramatics	Dance/Drama	Community Service/Creating Awareness
Debate/ Declamation	Art Exhibition	Poetry Recitation/ Writing
Role play	Quiz	Visual Arts/Displays
Sketching	Poster Making	Posters
Bulletin Boards Presentation	Fun with science Activities	Any other Activity



iii. Project Based Activities – 05 Marks

Project Based Activities are instructional approaches designed to give students the opportunity to develop knowledge and skills through engaging projects set around challenges and problems they may face in the real world. They provide an opportunity for students to engage deeply with the targeted content with a focus on long term retention. These activities facilitate the development of key skills like Identification of Problems, Logical Thinking, Creativity, Inference Making and Problem Solving.

Theatre/ Dramatics	Dance/Drama	Quilling Arts
Debate/ Declamation	Volunteer Work	Exploration
Culinary Art	Quiz	Clay Modelling
Role play	Visual Arts/Displays	Sketching
Creating Art using Waste material	Creating Slide Show/PPTs	Any other Activity



iv. Portfolio- 05 Marks

The Portfolio is to broaden the scope of learning and achieve diverse curriculum outcomes by examining a range of evidence of student performances being assessed.

It is a purposeful collection of intentionally chosen students work representing a selection of performances that is assembled over time and describes the learners' efforts, progress, growth & achievements in key areas learning outcomes.

It is a tool for assessing a variety of skills not usually testable in a single setting of traditional written paper and pencil tests.

Assessment will include self and peer assessment among others like achievement of student in subject, reflections, narrations etc.



- Portfolio holds the performance records and documents which represents a collection of their learning achievements.
- As a process it enables learners to monitor their own learning systemically, reflect on their performance, redirect their efforts and set future goals

Participation in Special Assemblies	Dance/Drama	Community Awareness	Service/Creating
Theatre/ Dramatics	Volunteer Work	Visit to historical place/ Monuments and to make documentaries/ Write reports	

Role play	Participation in School Function	Wall Magazine
Nukad Nataks	Designing Magazine/ Writing	School Creating
Bulletin Boards Presentation	Art Exhibition	Photography & Photoshop
Surveys/Interviews	Excursion	Exploration
		Any other Activity related to subjects



v. Multiple Assessments-05 Marks

Multiple Assessment is aimed at evaluating the performance of the learner more comprehensively and provide schools/ teachers flexibility to use multiple and diverse techniques to assess learners .

- Observations
- Oral tests/Quizzes
- Individual or Group Work
- Class Discussion
- Field work
- Concept maps
- Exit Cards
- Graphic organizers
- Visual Expressions
- Listening and Speaking Skills



vi. Periodic Tests/Unit Tests – 05 Marks

The Periodic Tests/Unit Tests will be conducted at school level in the first two periods, pattern of which will be same as Term End Examination.



External Examinations (Pen & Paper Exam) (Mid Term and Annual Examinations)

These examinations will test achievements of basic learning outcomes, through assessments of core concepts and knowledge from the through assessment of core concepts and knowledge from the National and Local Curricula along with the relevant Higher Order Skills and applications of knowledge in real life situations rather than the rote memorization.

Co-Scholastic Areas

Schools shall promote co-curricular areas for the holistic development of the students. These activities will be graded on a 3-point grading scale (A to C).

A=Outstanding

B=Very Good

C=Fair

Co-Scholastic Areas (For Classes III to VIII):

Co-Scholastic Areas	Process
Physical Education/Yoga/ Health & Well being/ Self Defence	Participation, Team – Spirit, Commitment and Honest effort Sports/ martial Arts/ Yoga/NCC/Scouts and Guides, Self Defence etc
Work Education/SUPW	Participation, Team – Spirit, Commitment and Honest effort, Creativity, Services useful to the community
Art/Craft Education	Participation, Cooperativeness, Patience, Neatness and Cleanliness in work and devotion, honest effort in work, Visual & Performing Art

Social and Emotional Skills	This assessment is aimed at evaluating the performance of the student to assess social, emotion and behavioural skills viz Literacy, Empathy, Self-Awareness, Social Awareness, Global Curiosity, Tolerance, Creativity, Responsibility, Self Management, Persistence, Trust, Co-operation, Stress Resistance, Optimism, Emotional Control, Critical Thinking, Communication, Collaboration, Mindfulness, Recognizing and Confronting Bias, Overcoming Prejudice, Peace Building, Civic Engagement, and Compassion
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Documentation

Answer sheets pertaining to all the examinations including **records of Internal Assessment** will be maintained for a **period of one year** from the date of declaration of result for verification at the discretion of the Department/Board. Subjudice cases, if any or those involving RTI/ Grievances may however, be retained till the decision of the case.



Passing Criteria for Class V

- In order 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.

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 Examination + Annual Examination i.e 18 marks out of 70 in each subject

He/She must secure overall 33 % marks i.e 33 marks out of 100

Marks of the Attendance of the student(05 marks) + Subject Enrichment(05 marks) + Project based Activities(05 marks) + Portfolio(05 marks) + Multiple Assessment(05 marks) + Unit Tests/Periodic Tests(05 marks) + Mid- Term Exam(20 marks) + Annual Examination(50 marks) put together.



A candidate not eligible to be declared “Pass” will be declared “Promoted” at the end of the session of a class provided he/she is entitled for grace marks

Grace marks up to maximum of 10 in all, shall be awarded to a student to reach the minimum required 33% of marks in each subject provided that:

- A minimum of 25% of marks are secured in each subject in Mid Term Examination + Annual Examination i.e 18 marks out of 70 marks to make him/her eligible for promotion.
- Provided that he/she does not require more than 05 marks in one subject to come up to the minimum requirement of 33% of marks in that subject.

**Overall 10 marks
grace, not more
than 05 marks in
one subject**



Passing Criteria for Class VIII

In order 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.

The promotion to the next higher class will also be subject to the condition that a minimum of 25 % of marks be scored in each subject in Annual Examination i.e 13 marks out of 50 .

He/She must secure overall 33 % marks i.e 33 marks out of 100

Marks of the Attendance of the student(05 marks) + Subject Enrichment(05 marks) + Project based Activities(05 marks) + Portfolio(05 marks) + Multiple Assessment(05 marks) + Unit Tests/Periodic Tests(05 marks) + Mid- Term Exam(20 marks) + Annual Examination(50 marks) put together.



A candidate not eligible to be declared “Pass” will be declared “Promoted” at the end of the session of a class provided he/she is entitled for grace marks

Grace marks up to maximum of 10 in all, shall be awarded to a student to reach the minimum required 33% of marks in each subject provided that:

- A minimum of 25% of marks are secured in each subject in the Annual Examination i.e 13 marks out of 50 marks to make him/her eligible for promotion.
- Provided that he/she does not require more than 05 marks in one subject to come up to the minimum required of 33% of marks in that subject.

**Overall 10 marks
grace, not more
than 05 marks in
one subject**



Re - Examination For Classes V & VIII

A candidate who appears in 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 two months from the date of declaration of the result known as the “Re – Examination”.

Re- Examination will be conducted on the same syllabus and pattern of Annual Examination i.e two hours duration and 50 marks for class V and two and half hours duration and 60 marks for class VIII. Weightage of Marks obtained by the student in Re – Examination will be proportionately calculated out of 70 marks.

Marks of the Attendance of the student(05 marks) + Subject Enrichment(05 marks) + Project based Activities(05 marks) + Portfolio(05 marks) + Multiple Assessment(05 marks) + Unit Test/Periodic Tests(05 marks) + Mid- Term Exam(20 marks) + Annual Examination(50 marks) put together.

Will be carried forward and added with the marks obtained by the student in the Re- Examination



In order 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. 18 marks out of 70 provided that a minimum of 33 marks out of 100 marks are secured in total i.e. Marks of the Re- Examination (70 marks) + Marks obtained in the Internal Assessment (30 marks).

No benefit of the grace marks will be given to the student appearing in the Re - Examination for the promotion of the next higher class.



Criteria For Essential Repeat (ER)

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”

A student of class V and 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.



Rules regarding Absence during Examination

Absence in the examination or part thereof without medical certificate, to be submitted within three working days of the date of absence in the exam, will be considered as wilful absence and no mark, credit or allowance will be given for the days of absence.

In case a student is unable to appear in Mid Term Examination in one or more subjects on medical ground (duly supported by a medical certificate as per circular NoDE.5/43/04/2013-14/Exam/1553-1558 dated 13/07/2015) issued by a registered Medical Practitioner or due to Late Admission (Duly approved by the Competent Authority)/ Participating in National/ State, International Games & Sports (Duly approved by the DDE (Sports), the Mid Term Exam may be ignored for computation of his/her result and promotion to the next higher class at the end of the session will be made on the basis of the Internal Assessment and Annual Examination.



Rules regarding Absence during Examination

A student on leave on medical grounds (duly supported by a medical certificate as per circular No. DE.5/43/04/2013-14/Exam/1553-1558 dated 13/07/2015 issued by a registered Medical Practitioner) or Participating in National, State, International Games & Sports (Duly Approval of the DDE (Sports) in the Annual Examination in one or more subjects will be allowed to take the exam in the subject(s) (In which he/she had been on leave on medical grounds) along with the students taking the Re-Examination.

For such subjects (students will appear with candidates appearing for Re-Examination) rules of the Re- Examination will be applicable for promotion to the next higher cases.

Attendance Criteria for Classes V and VIII

- Student will not be eligible to appear in Annual Examination if he/she has not put in **atleast 75% actual attendance** of the total attendance.
- The attendance for the session will be counted for the **no. of working days from the date of admission.**
- In case students has shifted/migrated from another school after the start of the session, the students' actual and total attendance in previous school(s), if any, during the current session will invariably be added to his actual and total attendance in the present school.
- If the date of commencement of the session in the State/ UT from where the student has migrated, is different from the date of commencement of the session in NCT Delhi, the actual and total attendance will be counted from the date of commencement of the session in that State/UT.
- Actual attendance with respect to the total attendance will be intimated to the parent/guardian along with the exam results.
- Percentage of attendance for each student shall be computed before **Mid Term**. In case of shortage of attendance, student shall be allowed to take the exam on an undertaking from the student as well as the parent/guardian that the student will be regular in the remaining part of the session and make up the shortage in attendance.

If the shortage of attendance at the time of the **Annual Examination** is **not more than 10%** and the HOS is satisfied with the genuineness of the reasons submitted, the shortage of attendance may be condoned by the concerned HOS.

If the shortage of attendance at the time of the **Annual Examination** is **more than 10% but not more than 15%** and the HOS is satisfied with the genuineness of the reasons submitted, the HOS may recommend the case for the condonation of attendance to the **DDE (Zone)**.

- If the shortage of attendance at the time of the **Annual Examination** is **more than 15%** ie the actual attendance of the student is **less than 60% of the total attendance**, condonation of the shortage of attendance will not be allowed and the student will not be eligible to appear in the Annual Examination.
- HOS to ensure that no student of Classes V & VIII, (below 60% of the attendance) will appear in the Annual Examination without the approval of the Director (Education), who may make any further condonation in the required minimum attendance percentage in exceptional circumstances created on medical grounds or in case of natural calamities.

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