



## **PROMOTION & RETENTION POLICY**

### **KINDERGARTEN**

Our main objective for the Kindergarten years is to help our young students develop their cognitive and motor skills. During these formative years, the young learners are initiated to school life via a friendly and stimulating atmosphere. We actively encourage the development of students' curiosity and imagination by exposing them to an exciting and wonderful world of learning. Basic cognitive and motor skills are developed through a variety of creative, kinesthetic and problem solving activities.

Assessments are formative in nature and ongoing throughout the year and parents are periodically updated about the progress of their ward.

By the end of the Kindergarten years, students develop a love for learning as well as mathematical, linguistic and psycho-social skills. Significant emphasis is placed on providing individual attention to develop each student's potential and thus help the students gain confidence in their abilities and explore new areas of learning.

Subjects at the Kindergarten Level

- English (Literacy)
- Mathematics (Numeracy)
- Environmental Studies (General Awareness)

Music, Art and Craft, Physical Education and Sports activities are also woven into the curriculum. Students participate in an array of fun-filled activities including games, music, art and craft, story sessions, field trips, special weeks, assemblies and events.



## PRIMARY SCHOOL - GRADES 1 TO 5

### THE SYSTEM OF EVALUATION

1. Primary School Assessments are consistent with the CBSE initiated Continuous and Comprehensive Assessment policy, incorporating standard international practices.
2. The assessments are formative in nature and ongoing consisting of Assessment for Learning & Assessment of Learning.

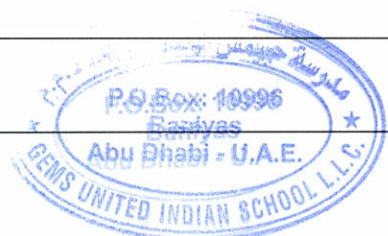
### WEIGHTAGE & TIME SCHEDULE FOR ASSESSMENTS (Grades 1 - 5)

TYPE OF TEST	WEIGHTAGE	TIME SCHEDULE
Formative I	25%	June
Formative II	25%	October
Formative III	25%	January
Formative IV	25%	March

### PART I A: SCHOLASTIC AREAS:

Group A			
Grade	Description	Percentage	Subjects
A*	Outstanding	90% - 100%	<ul style="list-style-type: none"><li>• Arabic,</li><li>• Islamic Education (for Muslim students),</li><li>• UAE S.St. (Grades 4 &amp; 5 )</li></ul>
A	Excellent	75% - 89%	
B	Good	56% - 74%	
C	Satisfactory	50% - 55%	
D	Needs improvement	Below 50%	

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Group B			
Grade	Description	Percentage	Subjects
A*	Outstanding	90% - 100%	<ul style="list-style-type: none"> <li>• English</li> <li>• II Language</li> <li>• Mathematics</li> <li>• Moral Education (for Non-Muslim students)</li> </ul>
A	Excellent	75% - 89%	
B	Good	56% - 74%	
C	Satisfactory	35% - 55%	
D	Needs improvement	Below 35%	

In Arabic and Islamic Education the minimum pass mark is 50% and UAE Social Studies is 50%. For all other subjects the minimum pass mark is 35%.

**PART I B: CO-SCHOLASTIC AREAS:** Computer Science, Art, Physical Education, Music and Work Experience

**Part II A/B/C: (Personality Development)**

II A: Personal Social Traits

II B: Attitudes and Values

II C: Social Qualities

5 Point Scale	
Grade	Description
A*	Outstanding performance in all aspects
A	Excellent performance in all aspects
B	Very good performance in most aspects
C	Good performance in some aspects
D	Needs improvement

Co -Scholastic Areas and Personality development of I B/ II A/II B/ II C will be graded on a five point scale which will be reflected in the report card.

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**ASSESSMENTS-GRADES 6 TO 8**  
**PART 1-SCHOLASTIC**

The assessment consists of 2 Periodic Tests and 2 Summative Assessments with weightages as given below:

Assessment	Month	Weightage	Total Weightage	
PERIODIC TEST	June	10%	40%	
HALF-YEARLY EXAM (Summative)	October	30%		
PERIODIC TEST	January	10%	50%	
FINAL EXAM (Summative)	March	40%		
NOTEBOOK SUBMISSION			Ongoing	5%
SUBJECT ENRICHMENT ACTIVITY			Ongoing	5%
			<b>GRAND TOTAL</b>	
			100%	

**NOTE BOOK SUBMISSION (5 MARKS)** which covers

- ✓ Regularity
- ✓ Assignment completion
- ✓ Neatness and upkeep of notebooks

**SUBJECT ENRICHMENT ACTIVITY (5 MARKS)** which consists of

- ✓ Speaking/listening skills for English second language
- ✓ Lab Practicals- Mathematics & Science
- ✓ Map work and project work-Indian SST

**ASSESSMENTS-GRADES 9 & 10**

**PART 1-SCHOLASTIC**

The Assessment and Evaluation scheme for Scholastic areas Grades 9 & 10 is as per the new CBSE remodeled assessment structure. The weightage, time schedule and grading system for these assessments are as follows:

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**ASSESSMENT SCHEME:**

Internal Assessment	20 Marks	1. Periodic test (10 Marks) 2. Notebook Submission (5 Marks) 3. Subject Enrichment Activity (5 Marks)
Final Assessment	80 Marks	Final Pen and Paper test

The Scholastic periodic/Written assessment/ pattern schedule and weightage is as follows:

**GRADE 9 & 10:**

MODE OF ASSESSMENT	MONTH OF	DESCRIPTION		
PERIODIC TEST	JUNE	Average of two best will be taken as internal assessment	10 %	
	END OF OCTOBER			
	MID JANUARY			
NOTEBOOK SUBMISSION	ONGOING	5 %	20 %	
SUBJECT ENRICHMENT ACTIVITY	ONGOING	5 %		
FINAL EXAM	FEBRYARY/ MARCH	80%		
			GRAND TOTAL	100%

**PERIODIC TEST (10 MARKS)** which comprises of 3 written test T1/T2 & T3 in each of the five core subjects (English/Math/Science/ Social Studies & Second language of which the average of the best two test will be taken into account for promotion.

**NOTE BOOK SUBMISSION (5 MARKS)** which covers

- ✓ Regularity
- ✓ Assignment completion
- ✓ Neatness and upkeep of notebooks



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**SUBJECT ENRICHMENT ACTIVITY (5 MARKS)** which consists of

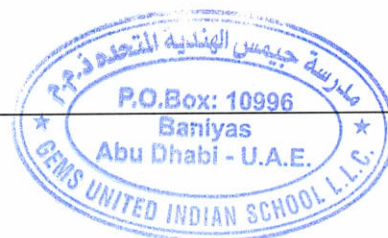
- ✓ Speaking/listening skills for English second language
- ✓ Lab Practicals- Mathematics & Science
- ✓ Map work and project work-Indian SST

**GRADING SYSTEM FOR GRADES 6 TO 8 (Islamic Education, Arabic, UAE Social Studies - Subjects of GROUP A)**

Group A			
Grade	Description	Percentage	Subjects
A+	Outstanding	90% - 100%	<ul style="list-style-type: none"> <li>• Islamic Education(for Muslim students)</li> <li>• Arabic</li> <li>• UAE S.St.</li> </ul>
A	Excellent	75% - 89%	
B	Good	56% - 74%	
C	Satisfactory	50% - 55%	
D	Needs improvement	Below 50%	

Group B (8 Point Scale )		
Grade	Grades	Subjects
91-100	A1	<ul style="list-style-type: none"> <li>• English</li> <li>• Mathematics</li> <li>• Science</li> <li>• Indian S.St.</li> <li>• Ind Language</li> </ul>
81-90	A2	
71-80	B1	
61-70	B2	
51-60	C1	
41-50	C2	
33-40	D (Minimum Passing Grade)	
0-32	E (Needs Improvement)	

In Arabic and Islamic Education the minimum pass mark is 50% and UAE Social Studies is 50%. For all other subjects the minimum pass mark is 33%.



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### GRADING SYSTEM FOR GRADE 9 & 10 (Islamic Education, Arabic – Subjects of GROUP A)

Group A			
Grade	Description	Percentage	Subjects
A+	Outstanding	90% - 100%	<ul style="list-style-type: none"><li>• Islamic Education (for Muslim students)</li><li>• Arabic</li></ul>
A	Excellent	75% - 89%	
B	Good	56% - 74%	
C	Satisfactory	50% - 55%	
D	Needs improvement	Below 50%	

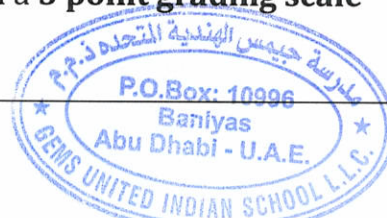
Group B (8 Point Scale)		
Marks	Grades	Subjects
91-100	A1	<ul style="list-style-type: none"><li>• English</li><li>• Mathematics</li><li>• Science</li><li>• Indian S.St.</li><li>• IInd Language</li></ul>
81-90	A2	
71-80	B1	
61-70	B2	
51-60	C1	
41-50	C2	
33-40	D (Minimum Passing Grade)	
0-32	E (Failed)	

In Arabic and Islamic Education the minimum pass mark is 50%. For all other subjects the minimum pass mark is 33%.

### Part - 2 Co- Scholastic Areas – Grades 6 to 8 (Skills and Suggestive Activities):

For the holistic development of the student, co-curricular activities in the following areas be carried out by the teachers and will be graded term-wise on a **3 point grading scale**

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**(A=Outstanding, B=Very Good and C=Fair).**The aspect of regularity, sincere participation, output and teamwork be the generic criteria for grading in the following co-scholastic activities:

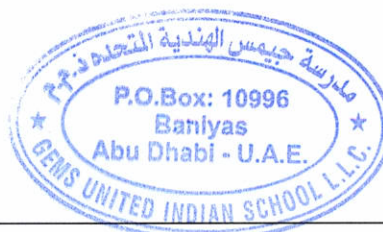
- (a) Work Education - Work Education refers to skill-based activities resulting in goods or services useful to the community
- (b) Art Education (Visual & Performing Art)
- (c) Health and Physical Education (Sports)

**Grades 9 & 10:**

The Co-Scholastic areas cover 3 activities and discipline which are graded on a **5 point scale** (A to E) as given below:

Activity	To be graded on a 5-point scale (A to E) in school	Area and Objectives (as prescribed in the Scheme of Studies for Subjects of Internal Assessment)
<b>1. Work Education</b>	By the concerned Teacher	Work education is a distinct curricular area for students for participation in social, economic and welfare activities. Student gets a sense of community service and develops self-reliance. (for Pre-Vocational Education as per Scheme of Studies)
<b>2. Art Education</b>	By the concerned Art/Music/Dance teacher	Art Education constitutes an important area of curricular activity for development of wholesome personality of the students. Students will select one or more forms of creative arts (Dance/ Music /Art).
<b>3. Health &amp; Physical Education (Sports)</b>	By the PE Teacher	Health & Physical Activity preferably sports must be given a regular period. Students should be provided opportunities to get professionally trained in the area of their interest.
<b>4. Discipline</b>	By the Class Teacher	Discipline significantly impacts career shaping and it helps build character. Sincerity, good behaviour and values develop strength and foster unity and co-operation.

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### Co-Scholastic Grading Scale- Grades 9 & 10

GRADE	A	B	C	D	E
GRADE POINT	5	4	3	2	1

Co-Scholastic areas that reflects into aspects of personality development will be assessed using a 5 point as is applicable as per the CBSE guidelines. The grades will be reflected in the report card twice a year.

### GRADING & QUALIFYING CRITERIA - Grades 1 to 12

Grade	Arabic	Islamic Studies	UAE SST	Other Group B Subjects
Grade 1 to 3	50% min	50% min	N/A	35% min
Grade 4 & 5	50% min	50% min	50% min	35% min
Grade 6 to 9	50% min	50% min	50% min	33% min
Grade 10, 11 & 12	50% min	50% min	N/A	33% min

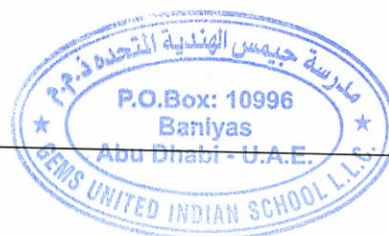
### For Scholastic Area-Promotion Criteria

1. Students will be graded on an 8 point grading scale.
2. Final result for promotion will comprise of the marks of the Annual Examination (80 marks) and Internal Assessment (20 marks) in which a pupil should secure a minimum of 33 %
3. The internal assessment marks will include marks of periodic tests (10 Marks), notebook maintenance (5 Marks) and subject enrichment activity (5 Marks).

### Grade 11 & 12:

Academic Stream consists of

1. Scholastic area
2. Co-Scholastic area



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### **Scholastic area (5 subjects)**

We are offering a range of subject combinations to support your ward's higher studies.

1. English Core is mandatory
2. The students need to choose 4 subjects from the following:

<b>Science</b>	<b>Commerce</b>	<b>Humanities</b>
Mathematics	Economics	Fine Arts (Painting)
Physics	Accountancy	Political Science/ Sociology/ Psychology
Chemistry	Business Studies	Physical Education
Biology	Computer Science	Informatics Practices/ Computer Science
Psychology	Informatics Practices	
Computer Science		
Informatics Practices		

- a. Islamic Education for Muslims is mandatory and the minimum pass mark is 50%.
- b. Arabic is mandatory for all students and the minimum pass mark is 50%.

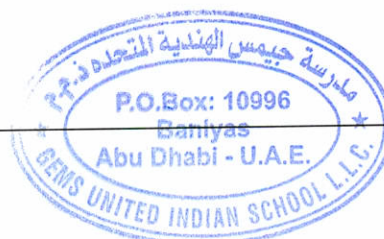
### **Co-Scholastic area**

It includes General Studies, Work Experience, Physical and Health education which are internally graded.

### **Scheme of Examination**

The CBSE Board conducts examination in all 5 core subjects of the scholastic area mentioned above.

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The examination is of 3 hour duration and of 100 marks weightage. In subjects requiring practicals (Physics, Chemistry, Biology, Accountancy, Psychology, Economics, Business Studies, and Computer Science, etc....) Theory paper—ranges from 70-90 as mentioned in the CBSE Senior Secondary Curriculum and Practicals 10-30.

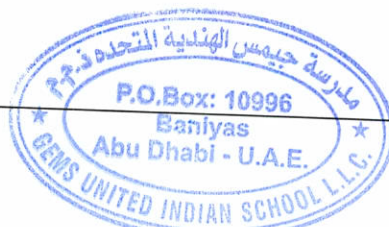
### **General Conditions**

- (i) The Scheme of Examinations and Pass Criteria for All India/Delhi Senior School Certificate Examination conducted by the Board shall be as laid down from time to time.
- (ii) Class XI examination shall be conducted by the schools themselves.
- (iii) The Board will conduct the external examinations at the end of Class XII.
- (iv) Class XII examination will be based on the syllabi as prescribed by the Board for Class XII from time to time.
- (v) Number of papers, duration of examination and marks for each subject/paper will be as specified in the curriculum for the year.
- (vi) The examination would be conducted in theory as well as in practical examination, depending upon the nature of the subject(s) and the marks/grades allotted shall be as prescribed in the curriculum.
- (vii) Marks/grades shall be awarded for individual subjects and the aggregate marks shall not be given.

### **Grading**

- (i) Assessment of theory/practical papers in external subjects shall be in numerical scores. In addition to numerical scores, the Board shall indicate grades in the mark sheets issued to the candidates in case of subjects of external examinations. In case of internal assessment subjects, only grades shall be shown.
- (ii) Letter grades on a nine-point scale shall be used.
- (iii) The grades shall be derived from scores in case of subjects of external examination. In case of subjects of internal assessment, the schools shall award these grades.
- (iv) The qualifying marks in each subject of external examination shall be 33%. However, in a subject involving practical work, a candidate must obtain 33% marks in the theory and 33% marks in the practical separately in addition to 33% marks in aggregate, in order to qualify in that subject.
- (v) For awarding the grades, the Board shall put all the passed students in a rank order and will award grades as follows:

A-1 Top 1/8th of the passed candidates



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A-2 Next 1/8th of the passed candidates

B-1 Next 1/8th of the passed candidates

B-2 Next 1/8th of the passed candidates

C-1 Next 1/8th of the passed candidates

C-2 Next 1/8th of the passed candidates

D-1 Next 1/8th of the passed candidates

D-2 Next 1/8th of the passed candidates

E Failed candidates

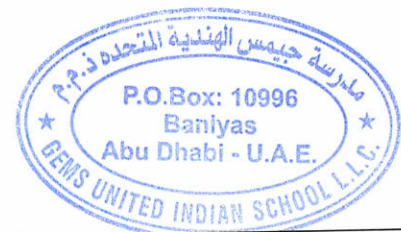
**Notes:**

- (a) Minor variation in proportion of candidates to adjust ties will be made.
- (b) In case of a tie, all the students getting the same score will get the same grade. If the number of students at a score point needs to be divided into two segments, the smaller segment will go with the larger.
- (c) Method of grading will be used in subjects where the number of candidates who have passed is more than 500.
- (d) In respect of subjects where total number of candidates passing in a subject is less than 500, the grading would be adopted on the pattern of grading and distribution in other similar subjects.
- (e) Syllabi along with the names of the prescribed textbooks in the following languages are printed separately in Vol. II of the Senior School Curriculum;

Arabic, Assamese, Bahasa Malaysia, Bangla, Bhutiya, Bodo, French, German, Gujrati, Japanese, Kannada, Kashmiri, Lepcha, Limboo, Malayalam, Manipuri, Marathi, Mizo, Nepalese, Oriya, Persian, Punjabi, Russian, Sanskrit, Sindhi, Spanish, Tamil, Tangkhul, Telugu, Thai, Tibetan, Urdu.

As a general practice the Board prescribes the textbooks that are being followed in classes XI and XII in the State Board where the language is taught as the mother-tongue. The schools are advised to bring to the notice of CBSE the changes, if any, brought out at the commencement of the academic session by the respective State Boards, in the textbooks of the language of their State. The affiliated institutions are advised to follow strictly the textbooks prescribed by CBSE in its curriculum unless the change has been duly notified to all schools for general information. No mid-term changes shall be entertained. Schools are not permitted to teach languages other than the ones prescribed by the Board.

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### **Merit Certificates**

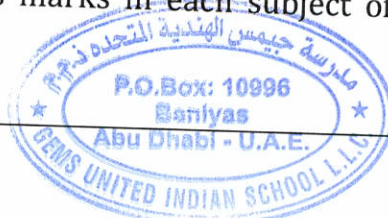
- (a) The Board will award Merit Certificates in each subject to the top 0.1% of candidates passing that subject, provided that they have passed the examination as per the pass criteria of the Board at the Senior School Certificate Examination.
- (b) The number of merit certificates in a subject will be determined by rounding off the number of candidates passing the subject to the nearest multiple of thousand. If the number of candidates passing a subject is less than 500, no merit certificate will be issued.
- (c) In the matter of a tie, if one student gets a merit certificate, all candidates getting that score will get the merit certificate.

### **Scheme of Examination**

- (a) The Board shall conduct examination in all subjects except General Studies, Work Experience, Physical and Health Education, which will be assessed internally by the schools.
- (b) In all subjects examined by the Board, a student will be given one paper each carrying 100 marks for 3 hours. However, in subjects requiring practical examination, there will be a theory paper and practical examinations as required in the syllabi and courses.
- (c) In Work Experience, General Studies, and Physical and Health Education, the Schools will maintain cumulative records of student's periodical achievements and progress during the year. These records are subject to the scrutiny of the Board as and when deemed fit.
- (d) A candidate from a recognized school who has some physical deformity or is otherwise unable to take part in Work Experience and Physical and Health Education, may be granted exemption by the Chairman on the recommendation of the Head of the School, supported by the medical certificate from a Medical Officer of the rank not below an Assistant Surgeon.
- (e) Private/Patrachar Vidyalaya and candidates sponsored by Adult School shall be exempted from Work Experience, General Studies and Physical and Health Education.
- (f) A candidate may offer an additional subject which can be either a language at elective level or another elective subject as prescribed in the Scheme of Studies, subject to the conditions laid down in the Pass Criteria.

### **Pass Criteria**

- (a) A candidate will be eligible to get the pass certificate of the Board, if she gets a grade higher than 'E' in all subjects of internal assessment unless she is exempted. Failing this, result of the external examination will be withheld but not for a period of more than one year.
- (b) In order to be declared as having passed the examination, a candidate shall obtain a grade higher than E (i.e., at least 33% marks) in all the five subjects of external examination in the main or at the end of the compartmental examination. The pass marks in each subject of external



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examination shall be 33%. In case of a subject involving practical work a candidate must obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.

(c) No overall division/distinction/aggregate shall be awarded.

(d) In respect of a candidate offering an additional subject, the following norms shall be applied:

(i) A language offered as an additional subject may replace a language in the event of a candidate failing in the same provided after replacement the candidate has English/ Hindi as one of the languages.

(ii) An elective subject offered as an additional subject may replace one of the elective subjects offered by the candidate. It may also replace a language provided after replacement the candidate has English/ Hindi as one of the languages.

(iii) Additional language offered at elective level may replace an elective subject provided after replacement, the number of languages offered shall not exceed two.

(e) Candidates exempted from one or more subjects of internal examination shall be eligible for appearing in external examination and result shall be declared subject to fulfilment of other conditions laid down in the Pass Criteria.

(f) In order to be declared as having passed the Class XI Examination, a candidate shall obtain 33% marks in all the subjects. The pass marks in each subject of examination shall be 33%. In case of subject involving practical work a candidate must obtain 33% marks in theory and 33% in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.

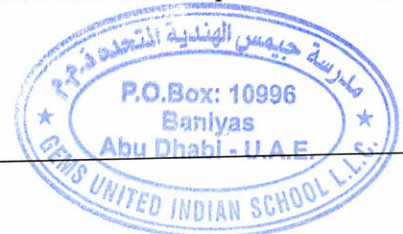
### **Eligibility for Compartment Examination**

A candidate failing in two of the five subjects of external examination shall be placed in compartment in that subject provided she qualifies in all the subjects of internal assessment.

(a) A candidate placed in compartment examination may reappear at the compartmental examination to be held in July the same year, may avail herself of second chance in March/April and third chance in July of next year. The candidate will be declared 'PASS' provided she qualifies the compartmental subjects in which she had failed. Syllabi and Courses shall be the same as applicable for the candidates of full subjects appearing at the examination in the year concerned.

(b) A candidate who fails to appear or fails at one or all the chances of compartment examination shall be treated to have failed in the examination and shall be required to reappear in all the subjects at the subsequent annual examination of the Board as per syllabi and courses laid down for the examination concerned in order to pass the examination. The candidates' practical marks/internal assessment marks obtained in the Main examination will be carried over till the third chance compartmental examination. The candidate shall have the option to appear at the





practical examination in the subjects involving practical or retain their previous marks in one more annual examination after the third chance compartment.

(c) A candidate placed in compartment shall be allowed to appear at the subsequent three chances of Compartment only in those subjects in which she has been placed in compartment.

(d) For subjects involving practical work, in case the candidate has passed in practical at the main examination she shall appear only in theory part and previous practical marks will be carried forward and accounted for. In case a candidate has not qualified/failed in practical/internal assessment she shall have to appear in theory and practical/internal assessment both irrespective of the fact that she has already qualified/cleared the theory examination.

### **Retention of Practical Marks in Respect of Failure Candidates**

(a) A candidate who has failed at the Senior School Certificate Examination in the first attempt shall be required to re-appear in all the subjects at the subsequent annual examination of the Board. She shall appear only in theory part and her previous practical marks will be carried forward and accounted for if she has passed in practical. In case a candidate has failed in practical she shall have to appear in theory and practical both. If she fails to pass the examination in two consecutive years, after the first attempt, she shall have to reappear in all the subjects including practical.

### **Additional Subject(s)**

(a) A candidate who has passed the Senior School Certificate Examination of the Board may offer an additional subject as a private candidate provided the additional subject is provided in the Scheme of Studies and is offered within six years of passing the examination of the Board. No exemption from time limit will be given after six years. Facility to appear in additional subject will be available at the annual examination only.

(b) However, candidates appearing in six subjects at the Senior School Certificate Examination having been declared 'Pass' by virtue of securing pass marks in five subjects, without replacement, may reappear in the failing sixth additional subject at the Compartment Examination to be held in July the same year, provided she had appeared at the examination held in March in the said additional subject.

### **Improvement of Performance**

(a) A candidate who has passed an examination of the Board may reappear for improvement of performance in one or more subjects in the succeeding year only; however, a candidate who has passed an examination of the Board under Vocational Scheme may reappear for improvement of performance in the main examination in the succeeding year or the following year provided they have not pursued higher studies in the meantime. They will appear as private candidates. Those reappearing for the whole examination may, however, appear as regular candidates also if admitted by the school as regular students. The candidate (s) appearing for improvement of performance can appear in the subject (s) only in which they have appeared for the Examination.



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(b) For subjects involving practical work, in case the candidate has passed in practical at the main examination, she shall be allowed to appear in theory part only and marks in practical obtained at the main examination shall be carried forward and accounted for. In case a candidate has failed in practical, she shall have to appear in theory and practical both irrespective of the fact that she has already cleared the theory examination.

(c) Candidates who appear for Improvement of Performance will be issued only Statement of Marks reflecting the marks of the improvement examination.

(d) A candidate appearing for Improvement of Performance in one or more subjects cannot appear for additional subjects simultaneously.

(e) Candidates appearing in six subjects at the Senior School Certificate Examination having been declared 'Pass' by virtue of securing pass marks in five subjects as per Rule 2.2 (iv) may appear in the failing main subject at the Compartment Examination to be held in July the same year provided she had appeared at the Examination held in March in the said subject.

### **ELIGIBILITY FOR IMPROVEMENT OF PERFORMANCE (RESIT EXAM)**

#### **1. MOE mandatory subjects**

A re-sit examination is conducted for students securing less than 50% in Arabic/Islamic studies/UAE SST in the month of March last week to decide on the promotion.

#### **2. CBSE subjects**

A re-sit examination is conducted internally for students securing less than 33% (for Grade 5 – 9) in core subjects English / Mathematics /Science in in the month of March last week to decide on the promotion.

#### **3. Grades 9 & 11**

A re-sit examination is conducted in school in the month of March last week based on the CBSE guidelines to decide on the promotion.

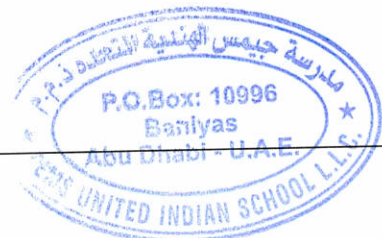
#### **4. Grade 10 & 12**

Retest (Compartment) will be conducted in the month of June/July as per the CBSE guidelines.

### **Attendance**

1. 75% attendance is mandatory for promotion.
2. Long periods of absence on medical grounds should be supported by a Medical certificate.

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3. Promotion of any student who fails to appear in any test/exam on account of illness or any reason will be decided by the Principal on the recommendation of the Supervisor by considering the performance of the student in the previous assessments.
4. All those who pass the All India Secondary School Examination (Grade 10) will qualify for Grade 11(Senior Secondary); however the subject option will be allotted only based on their entrance test/merit basis.



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