



M. E. S. INDIAN SCHOOL

STUDENT ASSESSMENT POLICY

1. Purpose:

The purpose of the policy is to identify the learning needs of the students, to incorporate differential teaching method to benefit the students and to make learning and teaching effective.

2. Aims of Policy:

- 2.1 To design activities or tasks that students undertake to support their learning.
- 2.2 To provide feedback as guidance for students' learning.
- 2.3 To control the assessment activities.
- 2.4 To award marks or grades
- 2.5 To identify bright and weak students to cater them with differential teaching methodology.

3. Policies:

3.1 Examination:

- 3.1.1 Examinations should be conducted as prescribed by CBSE.
- 3.1.2 Evaluation of exams should be as per CBSE norms.
- 3.1.3 Conduct of monthly tests, terminal examinations, pre-board/mock exams to prepare students to be competent for the next grade and as scheduled in the academic calendar mentioned in the school diary.
- 3.1.4 Question papers prepared should be error free and should be prepared in 2 sets for each subject and for each class ensuring confidentiality.
- 3.1.5 All tests shall be supervised and evaluated/assessed by the subject teacher concerned.
- 3.1.6 Half Yearly and Yearly Exams shall be conducted with proper seating plan and seating arrangements with assigned invigilators.
- 3.1.7 Students shall be checked completely to avoid any malpractices or cheating.
- 3.1.8 Teachers on invigilation duty shall count and check all the answer scripts before submitting them to the Exam Cell.
- 3.1.9 All answer books will be submitted at the exam cell for verification and dissemination for evaluation. Evaluated answer papers shall be remitted at the Exam cell.
- 3.1.10 Coding and decoding of answer scripts shall be conducted at the coding/decoding room as applicable.
- 3.1.11 **Malpractices:**
 - Head of Section concerned and the examination in-charge should be informed about the malpractice that the student had attempted and second Answer book shall be provided to the student.
 - Students shall be allowed to write the exam on a new answer book.
 - A detailed report shall be submitted by the Invigilator on duty.
 - A written explanation/apology shall be obtained from the student concerned.
 - The incident of malpractice should be reported to the Principal.
 - Parents shall be called and an undertaking shall be taken to avoid recurrence of the same.

3.2 Attendance:

A student will not be allowed to take the annual examination if he/she has not put in the required attendance in the previous school, if the student has been admitted on transfer. Minimum of 75% of the total attendance is compulsory

3.3 Promotion:

3.3.1 All guidelines as per CBSE and Ministry of Education should be followed while promoting students to next level.

3.3.2 Promotion to next grade will be subject to the students' performance and discipline throughout an academic year.

3.3.3 Promotion for class XI

- A student has to write a Terminal Examinations and Annual Examination.
- He/she has to get a grade higher than E (atleast 33% and above) in all the subjects including graded subjects in the yearly performance.
- He/she should have 75% of attendance counted from the date of re-opening of the school for the new academic year.

Weightage to be given:

First Terminal exam - 30%

Second Terminal exam - 20%

Annual exam - 50%