



## **Assessment and Promotion Policy**

### **Assessments**

#### **Class VI**

In Shikshantar the children experience formal assessments for the first time in Class VI. There are two rounds of Unit Assessments through the year with the assessments scheduled on alternate weeks. Prior to the first assessment for each subject, a sample paper is given to the students for familiarising them with the pattern of the question paper and the process of time bound assessment.

The facilitators assess the work done and provide written feedback to each child. The purpose of the written feedback is to provide encouragement to the children, compliment them for the questions well attempted, as well as to help them identify the areas like time management, conceptual clarity, work presentation, spellings, neatness and clarity of diagrams etc., in which they need to put further effort.

#### **Class VII**

By the end of VI, the children become more comfortable while taking time bound assessments. In Class VII, in addition to the two rounds of unit assessments the children experience a full-length assessment at the end of the year. Prior to these assessments they are given sample papers for gaining familiarity with the pattern of the question paper.

In addition to the written feedback, students in Class VII are provided grades in each assessment. The grading system aims to enable children to evaluate their own learning and accordingly set goals for themselves. It helps them know where they stand - not in comparison to other's learning but in context of how much is the scope of improvement for them. It is something similar to knowing the height of a mountain for proper planning of a climbing expedition!

The facilitators first work out the marks of each child based on their attempt in the assessment. These marks are then converted into grades which offer a broad indication of how a child has fared. The key used for the grades is as follows-

### Grade Key

Grade	Standard	Percentage of marks
A <sup>+</sup>	Excellent	90-100
A	Very good	80-89
B <sup>+</sup>	Good	70-79
B	Good	60-69
C	Fair	50-59
D	Needs improvement	40-49
E	Below standards	<40

### Classes VIII, IX and XI

In Classes VIII, IX and XI there are two rounds of unit assessments and two full length assessments - Mid-term assessment and Final assessment. In these classes, students are marked for each of their assessments in addition to the written feedback.

### Classes X and XII

Students will appear for one round of unit assessment, Mid-term assessment, Final assessment and Pre-board assessment before appearing for the Board examination.

The students are required to meet the recommended minimum standard in these assessments for eligibility to appear for the board examinations.

### Minimum Attendance Requirement

A minimum attendance of 75% is required for eligibility to sit for Final examinations in Classes IX to XII.

### Promotion

The school follows the guidelines of Right to Education Act 2010 for promotion up to Class VIII. For promotion to Class IX, X and XII a cumulative average is calculated by giving the following weightage to the assessments:

Assessment	Weightage
Unit assessment - I	15%
Mid-term assessment	20%
Unit assessment - II	15%
Final assessment	50%

The following criterion is considered for promotion to Classes IX to XII:

Promotion from	Recommended minimum standard	Guidelines of Council for Indian School Certificate Examination ( CISCE )
VIII to IX	At least 45% marks in five subjects (English, Hindi, Third language, Mathematics, Science, Social Science) including English on the cumulative average	At least 33% marks in five subjects including English on the cumulative average
IX to X	At least 45% marks in five subjects (English, Second language, Mathematics, Science, Social Science, Group III) including English on the cumulative average	At least 33% marks in five subjects including English on the cumulative average
X to XI	At least 50% marks in five subjects including English in ICSE	At least 33% marks in five subjects including English in ICSE
XI to XII	At least 50% marks in four subjects including English on the cumulative average	At least 35% marks in four subjects including English on the cumulative average

All efforts are made to ensure that the students are able to achieve the recommended minimum standard. However, if a student is unable to meet the recommended minimum standard set for promotion to the next class then the school team reserves the right to suggest the next steps for the student's academic growth including the choice of subjects, keeping in mind the student's strengths and areas which require improvement.

### **Absenteeism during assessments**

All children are encouraged to be present for the unit as well as term assessments. **No re-assessments** will be organised for Classes VI and VII. In case of any leave due to unavoidable circumstances such as serious illness, the student will be expected to attempt the question paper as a worksheet later at home and seek feedback from the subject facilitator.

For Classes VIII, IX and XI, **no re-assessment** will be organised. In case the student has missed out any assessment due to medical leave/ on duty leave/ sanctioned leave, 80% - 100% weightage of marks scored in the second assessment of the same kind of the same subject will be awarded. The weightage awarded will be proportional to their attendance in school till the date of the assessment. While calculating the weightage, if a student's attendance is found below 75%, the student will be marked absent for the said assessment.

<b>Attendance</b>	<b>Weightage</b>
90%-100%	100%
85%-89%	90%
80%-84%	85%
75%-79%	80%
Below 75%	Nil

For Classes X and XII, re-assessments for unit assessments and Mid-term assessments will be organised as per the schedule decided by the school. Only students, whose leave has been approved by relevant approving authority, will be allowed to appear for the re-assessments. It is mandatory to appear for the Final assessments and Pre-board assessments as per the schedule given by the school. **No re-assessments** will be facilitated for Final assessments and Pre-board assessments.

### Sanctioned leave

For approval of leave during assessments the following criteria will be considered:

1. If a student falls ill on the day of the assessment - The parents need to inform the school **on the same day** through an email sent to the respective Curriculum Coordinator failing which the child will be marked absent for the assessment.
2. If the absence due to illness is for more than two days a prescription/ certificate from a registered medical practitioner needs to be submitted to the group facilitator **within two days of the assessment** for the leave to be considered on medical grounds.
3. In case a student is absent a day before the unit assessment, then he/she will not be permitted to appear for the assessment unless the absence is supported by a medical document or it is a sanctioned leave. As a school we want every student to appear for all assessments, however if the medical documents are not submitted **on the day of the assessment**, the assessment will be counted as a practice paper and no marks will be awarded for the same.

4. On duty leave will be sanctioned in advance by the respective Curriculum Coordinator and the Head of School if the student is participating at the inter-school level for representing the School in the events approved by the School. The approval is taken by the respective activity in-charge prior to the assessment.
5. Leaves can also be sanctioned for assessment missed due to personal tragedies in immediate family or hospitalization of immediate family member. The information should reach the group facilitator/ Curriculum Coordinator on the day of the assessment via an email for the request to be considered.
6. While students are expected to enrol for external tests/ assessments keeping in mind the school assessment schedule, leaves can be requested for students of Classes XI and XII in case they have an assessment/ test/ entrance test related to University Admissions scheduled on the day of a school assessment. In some special cases such requests can also be considered for students of Class X. The requests for leave along with proof of the test date (admit card / email from concerned authority) should be submitted prior to the date of assessment. The request for leave will not be considered if there is no clash of test dates.