

## **5. ASSESSMENT, PROMOTION AND RETENTION POLICY**

This policy describes the processes and considerations that will decide the grade level promotion and retention for students. Promotion and retention is purely based on the assessments conducted by the school. The assessments are Continuous Assessments (CA) and Summative Assessments (SA). Assessments are done to measure the students' learning, achievement and skill development.

### **A. Policy highlights:**

The school policy related to Promotion and retention includes;

1. The promotions and retention of all students shall be done strictly as per the norms issued by the Council.
2. No student shall be retained in a grade more than two consecutive times as a maximum and no more than two different grades during the entirety of his/her school education.
3. The school will find all potential alternatives to avoid all retention.
4. If a student is failing to make the expected progress, parent/guardian shall be intimated of the retention.
5. The school shall propose particular ways of helping the student through its interventions, which may include modifications/improvements to the teaching program, to support the student in making the desired progress.
6. The school shall hold meetings with parents to discuss the measures to be undertaken for the child's improvement and to provide additional learning support.
7. The school shall notify the parent concerning the impact of such interventions on a regular basis through Parent-teacher meetings, phone calls etc.
8. The school shall not decide to retain a student in the same grade except after the following actions:

- a. The recommendation of the Academic Council headed by the Principal.
- b. The recommendation taken based on the collective suggestions of the teachers who have taught the student during the current academic year, social workers, head of the faculty, SoD Coordinators and the parents/guardians shall be intimated about the outcomes.
- c. If retained, the Academic Council shall consider a variety of possible factors to improve student learning including: social impact and student development that would result if he or she was separated from their peers; school report which show the student's progress for two or more years, and the Council-approved curriculum.
- d. School will provide an improved and differentiated learning experience and support for students who have been retained.

**5.1. Continuous/formative assessments (CA/FA):**

Continuous assessment uses a variety of methods to assess how well the students are learning. Different techniques like projects, assignments, presentations, reports, quizzes etc. are used to measure the learning outcomes of the students. The CA marks are used along with the Summative assessments at the end of the term and the school year.

**5.2. Summative assessments (SA):**

Summative assessments are conducted thrice a year. Both CA and SA marks are considered for the promotion of the students at the end of the school year.

**5.3. Compulsory subjects:**

*Table: 5.1 Compulsory Subjects*

<b>Compulsory Subjects</b>			
<b>Subjects</b>	<b>Maximum marks</b>	<b>Pass marks</b>	<b>Grades</b>

The Arabic language	100	50	1 to 11
U.A.E Social studies	100	50	1 to 9
Islamic Education	100	50	1 to 11 – For Muslim students
<b>Pass Mark for Islamic &amp; Arabic For Grade 12 – 60%</b>			

#### **5.4. Strategies:**

Promotion will occur at the end of each academic year.

#### **Kindergarten (KG 1 & KG 2):**

All students will be promoted to the next grade level. Exceptions may be made under the following circumstances:

- a) The parent makes a special written request that the student will repeat the same class.
- b) If the child didn't attend the minimum number of days in school as per the Council's guidance.

#### **Lower primary sections (grade-1, 2, 3)**

- a. For a pass the student has to secure a minimum of 33% marks and pass marks in the compulsory subjects. If the student gets less than 33% of marks and/or fails in the compulsory subjects, the student will not be eligible for promotion to the next grade.
- b. There will normally be no retention in the Lower Primary Section.

- c. However, He / she may be retained under any one of the following circumstances:
  - i. If the child fails to achieve the minimum requirements for a pass as guided by the Council.
  - ii. The parent makes a special written request that the student will repeat the class.
  - iii. If the child didn't attend the minimum number of days in school as per the Council's guidance.

### **Grade - 4 to 8**

Students have course subjects like English, Hindi, Malayalam, Physics, Chemistry, Biology /General Science, Social Studies, Mathematics and Moral Education.

Eligible pass mark in these subjects is 33%.

- a. To be eligible for promotion a student must satisfy any ONE of the following:
  - i. Obtain a pass in the course and compulsory subjects
  - ii. Obtain a pass in all compulsory subjects and a Minimum of 20% marks in any ONE course subject and a pass in all the other course subjects.
  - iii. Obtain a pass in the compulsory subjects and a minimum of 25% marks in any TWO course subjects and a pass in the rest of the course subjects.
  - iv. Obtain a pass in the compulsory subjects and a minimum of 30% in any THREE course subjects and a pass in the rest of the course subjects.
- b. A total of 10 (ten) grace marks can be added to the subject like Languages(except Arabic)-3 marks, Science/Maths-4 marks and

Indian Social Studies-3marks at the discretion of the Head of the school, to bring the student to the level to satisfy the above criteria. Grace marks, however, cannot be given to the compulsory subjects.

### **Grade - 9 &10 (CBSE)**

§ Students have course subjects like English, Hindi, Malayalam/Special Arabic, Science, Social Studies, and Mathematics along with the compulsory subjects. Eligible pass mark in these subjects is 33%.

§ Students of CBSE will have their SA twice a year in the month of October & March respectively.

§ The Grade 10 students will appear for the CBSE board exam which is conducted during the month of March-April every year. The eligibility pass mark is categorized as follows.

*Table: 5.2 Grade for 10<sup>th</sup> CBSE*

<b>Grade</b>	<b>For 100 Marks</b>	<b>Grade</b>	<b>For 100 Marks</b>
A1	91 – 100%	C1	51 – 60%
A2	81 – 90%	C2	41 – 50%
B1	71 – 80%	D	33 – 40%
B2	61 – 70%	E1	21 – 32%
		E2 - 20 and below 20% - Fail	

### **Grade - 9 & 10 (Kerala board)**

§ Students have course subjects like English, Hindi, Malayalam/Special Arabic, Science, Social Studies, Mathematics and Information

Technology (IT) along with the compulsory subjects. Eligible pass mark in these subjects is 33%.

The Grade 10 students will appear for the board's exam which is conducted during the month of March-April every year whereas Grade 9 students shall appear in the school examination following the same pattern of examination. The course subjects for Kerala Board are as follows:

*Table: 5.4 Marks for KERALA Board Subjects*

<b>Subject</b>	<b>Written exam</b>	<b>Practical Exam</b>	<b>Continuous Evaluation (CE)</b>	<b>Total</b>
Malayalam I /Addl.English	40		10	50
Malayalam II /Spl.English	40		10	50
English	80		20	100
Hindi	40		10	50
Physics	40		10	50
Chemistry	40		10	50

Biology	40		10	50
Mathematics	80		20	100
Social Science	80		20	100
Information Technology	10	20	10	40

*Table: 5.5 Grade for KERALA board subjects*

<b>Grade</b>	<b>For 100 Marks</b>	<b>For 50 Marks</b>	<b>For 40 Marks</b>
A+	90 – 100	45 – 50	36 -40
A	80-89	40-44	32-35
B+	70-79	35-39	28-31
B	60-69	30-34	24-27
C+	50-59	25-29	20-23
C	40-49	20-24	16-19
D+	30-39	15-19	12-15
D	20-29	10-14	8-11
E	Below20	Below10	Below8

For a pass, the student has to secure grade of D+ or above in all the 10 papers. If the student gets D or E in any paper, he / she is not eligible for promotion to the next grade.

**Grade-11 (Kerala board)**

§ In addition to compulsory subjects, the students have the main subjects as mentioned in the Table: 5.6.

§ The school has two streams: SCIENCE & COMMERCE.

§ The year-end exam is conducted by the Kerala Board during the month of March- April.

§ Grade11 marks will be added with Grade12 marks by the Board when Grade12 results are published. But pass eligibility is individual for both Grade11 and Grade 12 Separately.

*Table: 5.6 Marks for Grade11 (KERALA BOARD)*

*Science subjects*

<b>Subject</b>	<b>Written 60/100</b>	<b>Practical</b>	<b>C E</b>	<b>Total</b>
English	80		20	100
Hindi	80		20	100
Physics	60		20	80
Chemistry	60		20	80
Biology/Comp. Science	60		20	80

Mathematics	80		20	100
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*Commerce subjects:*

<b>Subject</b>	<b>Written 60/100</b>	<b>Practical</b>	<b>C E</b>	<b>Total</b>
English	80		20	100
Hindi	80		20	100
Business Studies	80		20	100
Accountancy	60		20	80
Computer Application	60		20	80
Economics	80		20	100

*Table: 5.7 Marks and Grades – Grade 11 KERALA board*

<b>FOR 80 Marks</b>	<b>FOR 100 Marks</b>
72-80 -> A+	90-100 -> A+
64-71 -> A	80-89 -> A
56-63 -> B+	70-79 -> B+
48-55 -> B	60-69 -> B
42-47 -> C+	50-59 -> C+
36-41 -> C	40-49 -> C
28-35 -> D+	30-39 -> D+

### **Grade 12 (Kerala board)**

- In addition to compulsory subjects, the students have the main subjects as mentioned in the Table: 5.10.
- The school has two streams SCIENCE & COMMERCE
- The school year end exam is conducted by the Kerala Board during the month of March- April
- Grade11 marks will be added with Grade12 marks by the Board when Grade12 results are published, but a pass in Grade 11 is required to complete the Grade12.

*Table: 5.10 Subjects & the Max. Marks for Grade12- Kerala (science stream)*

<b>Subject</b>	<b>Written 80/100</b>	<b>Practical</b>	<b>C E</b>	<b>Total</b>	<b>Net Total Grade 11+Grade 12</b>
English	80		20	100	200

Hindi	80		20	100	200
Physics	60	40	20	120	200
Chemistry	60	40	20	120	200
Biology/Comp . Science	60	40	20	120	200
Mathematics	80		20	100	200

*Commerce stream*

<b>Subject</b>	<b>Written 80/100</b>	<b>Practical</b>	<b>C E</b>	<b>Total</b>	<b>Net Total Grade 11+ Grade12</b>
English	80		20	100	200
Hindi	80		20	100	200
Business Studies	80		20	100	200
Accountancy	60	40	20	120	200
Computer Application	60	40	20	120	200
Economics	80		20	100	200

*Table: 5.11 Grades awarded for Grade12-KERALA*

<b>Maximum marks : 200</b>
180-200 -> A+
160-179 -> A
140-159 -> B+
120-139 -> B
100-119 -> C+
80-99 -> C
60-79 -> D+

### **Grade-11 (CBSE)**

- In addition to compulsory subjects, students have main subjects as shown in the table below:

*Table: 5.8 Subjects and marks for Grade11-CBSE (Science stream)*

<b>Subject</b>	<b>Theory</b>		<b>Practical</b>		<b>Total</b>	
	Total	Pass Mark	Total	Pass Mark		Pass Mark
English	100	33%			100	33%
Physics	70	33%	30	33%	100	33%
Chemistry	70	33%	30	33%	100	33%

Biology/Computer Science/Informatics Practices	70	33%	30	33%	100	33%
Mathematics	100	33%			100	33%

### Grade- 12 (CBSE)

- In addition to compulsory subjects, students have main subjects as shown in the table below:

*Table: 5.9 Subjects and marks for Grade12-CBSE (Science Stream)*

Subject	Theory		Practical		Total	
	Total	Pass Mark	Total	Pass Mark		Pass Mark
English	100	33%			100	33%
Physics	70	33%	30	33%	100	33%
Chemistry	70	33%	30	33%	100	33%
Biology/Computer Science/Informatics Practices	70	33%	30	33%	100	33%
Mathematics	100	33%			100	33%

### 5.5 Re-test examination policy:

- Students who fail in 3 subjects or less are allowed to take the re-test examination in those subjects. Promotion is judged on the basis of re-test exam marks.
- Re-test examination is conducted only for School based examinations.

## **5.6 Responsibilities:**

### **Head of Section will:**

- ☐ Ensure the portions are covered entirely and completed on time.
- ☐ Check the teachers to support the students with the lesson plans.
- ☐ Ensure proper guidelines are given and remedial classes are conducted before the commencement of the exam.

### **Teachers will:**

- ☐ Assess the students' learning outcomes.
- ☐ Devise a special revision plan to support struggling and slow learners.
- ☐ Conduct remedial classes for underachievers.
- ☐ Conduct the Re-sit exam for the students if needed.