



ST. ALBANS SCHOOL
SECTOR-15, FARIDABAD
SESSION-2025-2026

ASSESSMENT POLICY FOR CLASSES III – V

The examination for the current academic year would be conducted according to the assessment structure explained below:

1. There will be two terms: Term I (April- September) and Term II (October- March).
2. The students will be assessed in the following areas: **Scholastic, Co- scholastic and Discipline.**
3. **Scholastic Area :**
 - a) Students will be graded on an 8 point grading scale. (Refer to the table given below)
 - b) Final Evaluation for each term will be on the basis of Term End Examination (50 marks) & Internal Assessment (50marks).
 - c) The break-up of **Internal Assessment** is as follows:
 - Unit Tests (20 marks)
 - Multiple Assessments (20 marks)
 - Notebook (5 marks)
 - Subject Enrichment Activity (5 marks)

UNIT TESTS

TERM	DURATION	SYLLABUS	MAXIMUM MARKS
Unit Tests	1 hour writing time	2-3 Chapters	20

- In each Term, only one Unit test will be conducted.
- Unit Test will be conducted on a daily basis according to the date sheet given in the school almanac.

MULTIPLE ASSESSMENTS (20 MARKS)

Multiple Assessments will be conducted as follows:

SUBJECT	ASSESSMENT	MAXIMUM MARKS
ENGLISH	Listening	5 marks
	Speaking	5 marks
	Reading	5 marks
	Writing	5 marks
HINDI	Listening	5 marks
	Speaking	5 marks
	Reading	5 marks
	Writing	5 marks
MATHS	Mental Maths + Tables	10 marks
	Activity / Project	10 marks
EVS	Project	10 marks
	Presentation	10 marks
COMPUTER	Viva + Project	10 marks
	Practical	10 marks

Co-Scholastic Area:

- i) Co- scholastic activities will be assessed on a 3 point grading scale. (Refer to the table given below).
- ii) Co-scholastic area will cover **Work Education / Art Education / Health and Physical Education and General Knowledge.**

iii) No up scaling of grade on the basis of these co-scholastic grades will be done.

❖ **General Knowledge will be assessed once in each term. There will be a written assessment of 30 marks. Grades will be given on the basis of the marks obtained by the students.**

Discipline :

Students will also be graded for discipline on a 3 point grading scale considering the attendance, sincerity, behaviour and values.

8 point grading scale for scholastic areas

GRADE	MARKS RANGE
A1	91-100
A2	81-90
B1	71-80
B2	61-70
C1	51-60
C2	41-50
D	33-40
E (Needs Improvement)	00-32

3 point grading scale for co-scholastic areas

GRADE	REMARKS
A	Outstanding
B	Very Good
C	Fair

GENERAL EXAMINATION RELATED INSTRUCTIONS

- **A child absent in any Unit Test will be marked as 'Absent' in the progress report (except medical cases).** In case of absence, no re-examination will be conducted.
- In case of illness during an exam, the application along with a medical certificate from a registered medical practitioner must be submitted on the same day or by next day definitely.
- Students are expected to score minimum D grade in each subject to graduate to the next higher class.
- It is compulsory for the students to complete 75% of attendance in the year to make them eligible to sit for their final exams.
- There must be no communication between students in writing, speech or gesture once they enter the examination hall. A student who resorts to any kind of unfair exam practice during the examination will be awarded ZERO for that particular subject. NO request will be entertained for showing any leniency regarding such cases.
- Any student in possession of mobile phones, calculators, written material, books, notes etc. will be considered as an attempt to cheat and will be debarred from the remaining papers or exams.
- Students must not write anything on the question paper except their name and roll number. No rough work or calculation should be done on the question paper. Any violation of this rule will result in strict action.

Headmistress