

File Name	Assessment, Examination & Promotion Procedures - The SOBHA Academy
Reference	SKT - TSA PRO - II - 002
Date	13-05-2025

1. Examination Procedures

1.1. Pre-Examination

- Syllabus and exam schedule to be shared at least 30 days in advance.
- Students to be briefed on exam pattern, rules and ethical conduct.
- Special provisions for children with special needs (CWSN) as per CBSE norms.

1.2. During Examination

- Strict adherence to examination timings and invigilation protocols.
- Use of unique codes for answer scripts to ensure unbiased evaluation, if needed.

1.3. Post-Examination

- Timely correction and tabulation of marks.
- Review mechanisms for grievances or re-evaluation requests (within 7 days of result declaration).

2. Promotion Criteria

2.1 Scholastic Performance

- Minimum 33% required in each subject in combined Term I & Term II (FA + SA).
- No student will be failed up to Class VIII as per CBSE guidelines, but support will be provided for low performers.

2.2 Co-Scholastic Performance

- Active participation in co-scholastic activities is mandatory.
- Poor performance will invite counseling and parental involvement.

2.3 Attendance

- Minimum 75% attendance required for promotion, unless exempted by the Principal under special circumstances.

2.4 Participation

- Consistent participation in school activities and timely submission of work considered in overall assessment.

3. Communication with Parents

- **Parent-Teacher Meetings (PTMs):**

- ❖ Conducted at least once per month after each FA/SA/ Internal Assessment/ Assignment Submission/ Activity based Assessment to discuss student performance.
- **Report Cards:**
 - ❖ Issued at the end of each term, including scholastic and co-scholastic grades.
- **Digital Access (if available):**
 - ❖ Use of ERP/School Apps for sharing attendance, assessment scores and behavioural updates.

4. Roles and Responsibilities

Role	Responsibility
Class Teacher	Maintain academic records, communicate regularly with parents
Subject Teacher	Design assessments, ensure fair evaluation, track student progress
Examination In-Charge	Plan and supervise exam schedules, maintain security and integrity
Principal	Approve assessment plans, ensure compliance with CBSE norms

5. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board