



# MAHARAJA AGRASEN MODEL SCHOOL

CD-BLOCK, PITAMPURA, DELHI

Circular No. MAMS/2023-24/44

August 26, 2023

## Subject: Guidelines of Examination and Promotion for Classes V and VIII w.e.f Academic Session 2023-24

Dear Parents and Students

Warm greetings!

This is to inform you that as per the circular issued by the Government of NCT of Delhi, Directorate of Education, (vide circular no. F.No.DE.15 (1025)/PSB/2023/7435-7439) we would like to bring to your attention the guidelines for the examination and promotion of students in Class V and VIII for the session 2023-24.

### Regarding the examination of Class V and VIII students, please note:

- A regular examination will be conducted for students of Class V and VIII during the academic year.
- If a student fails in the examination of Class V or VIII, they will be provided additional instructions and granted an opportunity for re-examination within two months from the date of declaration of the result.
- In the re-examination, if a student of Class V or VIII is still not eligible to pass and be promoted, they will be categorized as an "Essential Repeater" and will repeat the same class in the next session.

The revised components of the examination question paper along with the parameters for internal assessment shall be discussed by the respective teachers.

We kindly request all parents/guardians and students to adhere to these guidelines and support the school in ensuring the academic progress and holistic development of our students.

Please find attach order no. F.No. DE.15(1025)/PSB/2023/7435-7439 & No. DE.5/212Exam/16-17/Part-1/717-727

Thank you for your cooperation.

With regards

Principal



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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION: PRIVATE SCHOOL BRANCH**  
**OLD SECRETARIAT, DELHI-54**

F.No.DE.15(1025)/PSB/2023/7435-7439

Dated:- 22/08/23

**ORDER**

**Sub: Regarding promotion of students of Class V and VIII w.e.f. Academic Session 2023-24.**

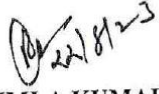
1. Refer Order No. DE.5/212/Exam/16-17/Part-1/717-727 dated 07/10/2022 (Copy Enclosed) issued by the Exam Branch on the subject "Guidelines of Examination and Promotions for Classes III to VIII w.e.f. Academic Session 2023-24".
2. The Guidelines will be implemented in all the Govt., Govt. Aided, Municipal Corporation of Delhi, New Delhi Municipal Council, Delhi Cantonment Board and Recognized Un-Aided Schools within NCT of Delhi from the Academic Session 2023-24. It is the responsibility of all the Recognized Un-Aided Private School to disseminate the guidelines mentioned in the above mentioned order dated 07/10/2022 to the students and their parents/guardians.
3. Further, it is pertinent to mention here that as per order dated 07/10/2022 following point are given below in respect of exam of class V and VIII:
  - a. There shall be a regular examination in the fifth class and in the eighth class in the academic year.
  - b. If a child fails in the examination of class V and VIII. He/She shall be given additional instructions and granted opportunity for Re-examination within a period of two months from the date of declaration of the result.
  - c. In Re-examination if a student of class V and VIII is not eligible for pass and promotion will be placed in the category of "Essential Repeater". Essential Repeater will be held back in the same class during the next session.
4. It is further directed to all the Recognized Un-Aided Private School to apprise/disseminate the above information mentioned at point 3 to the students and their parents/guardians so that the students of these classes get ready for the examinations.
5. If students/Parents of EWS/DG/CWSN category have any grievances regarding examination they may approach to the concerned district/ Zone. In this regard, it is hereby directed that a Grievance Committee as under shall be constituted by the DDE District at the zonal level under the Chairmanship of DDE Zone to look into grievances of students admitted in EWS/DG/CWSN category Recognized Un-Aided Private Schools.

S.No.	Designation	Will act as
1.	DDE Zone	Chairman
2.	DE Nominee of the concerned school	Member
3.	One HOS of the zone	Member
4.	One Exam In-charge of any school of the Zone	Member

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6. Grievance Committee will address grievances received from the parents/students regarding detention in Class V or VIII. The Committee will address the cases intricately and get the result re-evaluated, if required. If the Committee found any variation/irregularity during re-evaluation or school has deliberately failed the students, Committee may recommend DDE (District) for issuance of necessary directions to the school.
7. Further, DDE (District) will issue directions to Private Schools to provide additional assistance to students admitted under EWS/DG/CWSN category who are appearing for re-examination. In Re-examination if a student of class V and VIII is not eligible for pass and promotion will be placed in the category of "Essential Repeater".
8. However, if Grievance Committee found no change in status of absent/"Essential Repeater" after re-examination/re-evaluation of the case, then DDE (District) shall get the child admitted in the nearby Government school to secure his Right to Education as per RTE Act, 2009.

This issue with the prior approval of the Competent Authority.

  
(BIMLA KUMARI)  
Dy. DIRECTOR OF EDUCATION (PSB)

To

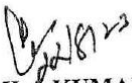
1. Principal/HOS/Manager  
All Private Unaided Recognized School of GNCT of Delhi
2. All DDEs( District/Zone), Directorate of Education, GNCT of Delhi with the directions to ensure strict compliance of the above said directions.

F.No.DE.15 (1025) /PSB/2023/ 7435 - 7439

Dated: 22/08/23

Copy to:

1. PS to Director (Education), Dte. Of Education, Govt. of NCT of Delhi.
2. PA to Addl. Director (Education), Dte. Of Education, Govt. of NCT of Delhi
3. Incharge (Computer Cell) with the request to upload the Circular on official website of this Directorate.
4. Guard file.

  
BIMLA KUMARI  
Dy. DIRECTOR OF EDUCATION  
(PSB)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION; EXAM BRANCH**  
**OLD SECRETARIAT; DELHI-110054**

No- DE.5/212/Exam/16-17/Part-1/717-727

Date 07/10/2022

**ORDER**

**Sub: Guidelines of Examination and Promotion for Classes III to VIII  
w.e.f. Academic Session 2023-24**

Refer notification No DE.23(92)/RTE/2019/151-165 dated 23/06/2022 issued by Director (Education), Govt. of NCT of Delhi regarding Rule 21 A, "the manner and conditions subject to which a child can be held back under sub-section (3) of section 16" inserted after Rule 21 under Right of Children to Free and Compulsory Education Rules, 2011 & The Right of Children to Free and Compulsory Education (Amendment) Act, 2019.

Further, as per the notification No.F.23/DE/RTE/2012-13/229-243 of the Government of NCT of Delhi dated 28/06/2012 which states- "in exercise of powers conferred by section 38 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009), the Lt. Governor hereby declares—State Council of Educational Research and Training, Delhi (SCERT) as the "Academic Authority" for the purposes of Section 29 of the Right of Children to Free and Compulsory Education Act, 2009 and rule 21 of the Delhi Right of Children to Free and Compulsory Education Rules, 2011".

Section 29 of Right of Children to Free and Compulsory Education Act 2009 states "The curriculum and the evaluation procedure for elementary education shall be laid down by an academic authority to be specified by the appropriate Government, by notification".

In view of the above and in conformity with the recommendations of SCERT Delhi, the Examination Guidelines for classes III to VIII and Promotion Guidelines for classes V & VIII are hereby issued.


The guidelines will be implemented in all the Govt., Govt Aided, Municipal Corporation of Delhi, New Delhi Municipal Council, Delhi Cantonment board and Recognized Un-Aided Schools within NCT of Delhi from the Academic Session 2023-24.

All the Heads of aforesaid schools are hereby directed to follow these Guidelines of Examination & Promotion in letter and spirit. Students and their parents should be explained the entire process and be informed that these guidelines shall come into force from the next academic session i.e. the session 2023-24.

**Guidelines of Examination & Promotion w.e.f. Academic Session 2023-24**

**1. General Guidelines:**

- 1.1. As per The Right of Children to Free and Compulsory Education (Amendment) Act, 2020, for section 16 (4) "No child shall be expelled from a school till the completion of Elementary Education".

  
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- 1.2. As per section 16 (1), "There shall be a regular examination in the fifth class and in the eighth class at the end of every academic year".
- 1.3. As per section 16 (2), If a child fails in the examination referred to in sub-section(1), he/she shall be given additional instructions and granted opportunity for Re-Examination within a period of two months from the date of declaration of the result.
- 1.4. Assessment of classes III, IV, VI & VII will be done on the same examination pattern as of classes V & VIII and the students of classes third, fourth, sixth and seventh will not be held back in the same class.
- 1.5. Academic Session for classes III to VIII will have assessment as Mid Term Examinations (September/ October) & Annual Examinations (February/ March).
- 1.6. Pen and paper examination of classes III to VIII will be conducted. These examinations will test the achievements of basic learning outcomes, through assessment of core concepts and knowledge from the National & Local Curricula along with the relevant higher order skills and application of knowledge in real life situations, rather than the rote memorization.
- 1.7. Examinations shall be conducted in such a manner that chances of copying, favouritism, injustice and victimization be reduced to the minimum.
- 1.8. A summary of the analysis of class wise and subject wise results shall be prepared and kept in record to serve as an input for academic enrichment and remedial purpose.
- 1.9. In case of local transfer of students, record of marks obtained in the Mid Term Examination, if any, in the previous school shall be taken into account.
- 1.10. In case of transfer from areas outside Delhi, marks obtained in subsequent exam shall be adjusted proportionately as per the weightage of marks.
- 1.11. In case of a natural calamity like floods, epidemics, riots or other such events in an area resulting in cancellation of Exam(s) in one or more subjects under orders of the Deputy Director of Education (District), marks in the subjects of the students studying in schools located in the affected areas or residing in the affected areas shall be adjusted proportionately based on the assessment record available in the school, with the approval of the Director (Education) and the results be declared accordingly.
- 1.12. Fraction of the marks will be rounded off as per mathematical formula in all the subjects and classes, for example: 8.1 to 8.4 will be rounded off to 8.0 and 8.5 to 8.9 rounded off to 9.0.

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1.13. Regular Assessment of a student of classes III to VIII will be done regularly throughout the academic session as per the weightage of marks given in the table:

Internal/ External Assessment	Description	Weightage of Marks
Internal Assessment	Attendance of Student	5
Internal Assessment	Subject Enrichment	5
Internal Assessment	Project Based Activities	5
Internal Assessment	Portfolio	5
Internal Assessment	Multiple Assessments	5
Internal Assessment	Periodic Test/Unit Test	5
Mid Term Exam. & Annual Exam. (External)	These examinations will test achievements of basic learning outcomes, through assessment of core concepts and knowledge from the National & Local Curricula along with the relevant higher order skills and application of knowledge in real life situations, rather than the rote memorization.	Mid Term- 20 Annual Exam – 50
	<b>Total</b>	<b>100</b>

## 2. Components of Examination Question Paper of Classes III to V:

Term Exam	Total Marks of QP	Duration	Competency Based Questions in the form of MCQs, Case Based Questions, Source Based Integrated Questions or any other similar types (40%)	Objective Type Questions (20%)	Short Answer/ Long Answer Questions (40%)
Mid Term Exam	50	2:00 Hrs	20	10	20
Annual Exam	50	2:00 Hrs	20	10	20

2.1 Syllabus of classes III to V will be separate for both the terms. The Question Papers for the Mid Term Examinations will be set out of the syllabus of the First Term and Annual Examination will be held from the syllabus of the Second Term only.

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2.2 The question papers will be provided in the form of Question Paper Booklets along with space for answering the questions in the booklets itself.

**3. Components of Examination Question Paper of Classes VI to VIII:**

Term Exam	Total Marks of QP	Duration	Competency Based Questions in the form of MCQs, Case Based Questions, Source Based Integrated Questions or any other similar types (40%)	Objective Type Questions (20%)	Short Answer/ Long Answer Questions (40%)
Mid Term Exam	60	2:30 Hrs	24	12	24
Annual Exam	60	2:30 Hrs	24	12	24

3.1 The Question Papers for the Mid Term Examinations will be set out of the syllabus of the First Term.

3.2 The Question Papers for the Annual Examinations will be set out of the whole syllabus, covered in first term and second term.

**4 Parameters of Internal Assessment:**

The activities given in each parameter are suggestive and need to be assessed as per students Participation, Facilitation, Organisation, Data collection, Analysis and Inference making skills etc. Student may choose activity from any parameter, However one activity can be considered for one parameter only.

**4.1 Student's Attendance - Total Marks-5**

Attendance Range in Percentage	Marks
96 -100	5
91- 95	4
86 - 90	3
81- 85	2
76 - 80	1
Up to 75	NIL

Fraction of the attendance will be rounded off as per mathematical formula in all the cases, for example: 78.1 to 78.4 will be rounded off to 78.0 and 78.5 to 78.9 rounded off to 79.0.

4.2 **Subject Enrichment -5 Marks:-** These activities are defined as the activities leading to experiential learning integrated with each subject and leading to subject enrichment of the child. Child shall be engaged in activities based on the content that connects different areas of knowledge, application and values with their own lives and the world around. The assessment under this is done as follows:

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Participation in Special Assemblies	Mock Election/ Parliament	Olympiads
Theater/ Dramatics	Dance/Drama	Community Service/Creating Awareness
Debate/ Declamation	Art Exhibition	Poetry Recitation/ Writing
Role play	Quiz	Visual Arts/Displays
Sketching	Poster Making	Posters
Bulletin Boards Presentation	Fun with science Activities	Any other Activity

#### 4.3 Project Based Activities – 05 Marks:-

Project Based Activities are instructional approaches designed to give students the opportunity to develop knowledge and skills through engaging projects set around challenges and problems they may face in the real world. Project Based Activities provide an opportunity for students to engage deeply with the targeted content with a focus on long-term retention. These activities facilitate the development of key skills like: Identification of Problems, Logical Thinking, Creativity, Inference Making and Problem Solving.

Theatre/ Dramatics	Dance/Drama	Quilling Arts
Debate/ Declamation	Volunteer Work	Exploration
Culinary Art	Quiz	Clay Modelling
Role play	Visual Arts/Displays	Sketching
Creating Art using Waste material	Creating Show/PPTs	Slide Any other Activity

#### 4.4 Portfolio - 05 Marks:

The Portfolio is to broaden the scope of learning and achieve diverse curriculum outcomes by examining a range of evidence of student performances being assessed.

It is a purposeful collection of intentionally chosen student's work representing a selection of performances that is assembled over time and describes the learner's efforts, progress, growth and achievement in key areas learning outcomes.

It is a tool for assessing a variety of skills not usually testable in a single setting of the traditional written paper and pencil tests. Assessment will include self and peer assessment among others like achievement of student in the subject, reflections, narrations, etc. It holds the performance records and documents which represents a collection of their learning achievements. As a process, it enables learners to monitor their own learning systematically, reflect on their performance, redirect their efforts and set future goals.

Participation in Special Assemblies	Dance/Drama	Community Service/Creating Awareness
Theatre/ Dramatics	Volunteer Work	Visit to historical place/ Monuments and to make documentaries/ Write reports

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Role play	Participation in School Function	Wall Magazine
Nukad Nataks	Designing Magazine/ Writing	School Creating
Bulletin Boards Presentation	Art Exhibition	Photography & Photoshop
Surveys/Interviews	Excursion	Exploration
		Any other Activity related to subject

**4.5 Multiple Assessments- 05 Marks:**

Multiple Assessment is aimed at evaluating the performance of the learner more comprehensively & regularly and provide schools/ teachers flexibility to use multiple and diverse techniques to assess learners viz. observation, oral tests, individual or group work, class discussion, quizzes, concept maps, exit cards, visual expressions, Listening and Speaking Skills etc as per the demand of the subject and the context towards addressing the goal of assessment for and as learning.

**4.6 Periodic Tests/Unit Tests - 05 Marks :**

Periodic Tests/Unit tests will be conducted at school level in the first two periods, pattern of which will be same as term end examination.

**5. External Examinations (Pen & Paper Exam i.e. Mid Term & Annual Examinations):-** These examinations will test achievements of basic learning outcomes, through assessment of core concepts and knowledge from the National & Local Curricula along with the relevant Higher Order Skills and applications of knowledge in real life situations rather than the rote memorisation.

**6. Co-Scholastic Areas:**

Schools shall promote co-curricular activities for the holistic development of the students. These activities will be graded on a 3-point grading scale (A to C).

Co-Scholastic Areas	Process
Physical Education/Yoga/ Health & Well being/ Self Defence	Participation, Team – Spirit, Commitment and Honest effort Sports/ martial Arts/ Yoga/NCC/Scouts and Guides, Self Defence etc
Work Education/SUPW	Participation, Team – Spirit, Commitment and Honest effort, Creativity, Services useful to the community
Art/Craft Education	Participation, Cooperativeness, Patience, Neatness and Cleanliness in work and devotion, honest effort in work, Visual & Performing Art

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Social and Emotional Skills	This assessment is aimed at evaluating the performance of the student to assess social, emotion and behavioural skills viz Literacy, Empathy, Self-Awareness, Social Awareness, Global Curiosity, Tolerance, Creativity, Responsibility, Self Management, Persistence, Trust, Co-operation, Stress Resistance, Optimism, Emotional Control, Critical Thinking, Communication, Collaboration, Mindfulness, Recognizing and Confronting Bias, Overcoming Prejudice, Peace Building, Civic Engagement, and Compassion
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**Social & Emotional Skills:**

Social & Emotional Skills are a subset of an individual ability, attributes and characteristics that are important for individual success and social functioning. They encompass behavioural dispositions, internal states approaches to task and management and control of behavioural feeling.

**Details of Three – Point Grading for Co-Scholastic Activities:**

Grade	Connotation
A	Outstanding
B	Very Good
C	Good

**7. Documentation:**

Records pertaining to the Subject Enrichment, Portfolio, Multiple Assessment, Mid Term Exam & Annual School Examination etc. of the students done by the schools will be maintained for a period of one year from the date of declaration of result for verification at the discretion of the Department/Board. Subjudice cases, if any or those involving RTI/ Grievances may however, be retained till the decision of the case.

**8. Promotion Guidelines for Classes - V & VIII w.e.f. Academic Session 2023-24**

**8.1 Passing Criteria For Class-V:**

8.1.1. In order to be declared "Pass" at the end of the session for promotion to the next higher class, a student must secure at least 33% marks in each subject studied by him /her during the session. He/she must secure overall 33% marks i.e. 33 marks out of 100 [Marks of the attendance of the student (05 marks) plus marks of Subject Enrichment (05 marks) plus marks of Project Based Activities (05 Marks) plus marks of Portfolio (05 marks) plus marks of Multiple Assessment (05 marks) plus marks of Unit Test/Periodic Tests (05 marks) plus marks of Mid Term Exam (20 marks) and Annual Examination (50 marks) put together].

8.1.2. The promotion to the next higher class is also subject to the condition that a minimum of 25% of marks must be scored in Mid Term Examinations plus Annual Examination i.e. 18 marks out of 70 in each subject.

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8.1.3. A candidate not eligible to be declared "Pass" will be declared "Promoted" at the end of the session of a class provided he/she is entitled for grace marks as admissible under **rule 8.1.4** of these rules.

8.1.4. **Grace marks** up to maximum of 10 in all, shall be awarded to a student to reach the minimum required 33% of marks in each subject, provided that:-

8.1.4. (i) A minimum of 25% of marks are secured in each subject in Mid Term Examination + Annual Examination i.e. 18 marks out of 70 Marks to make him/her eligible for promotion.

8.1.4. (ii) Provided that he/she does not require more than 05 marks in one subject to come up to the minimum required of 33% of marks in that subject.

## 8.2 Passing Criteria For Class-VIII:

8.2.1. In order to be declared "Pass" at the end of the session for promotion to the next higher class, a student must secure at least 33% marks in each subject studied by him /her during the session. He/she must secure overall 33% marks i.e. 33 marks out of 100 [Marks of the attendance of the student (05 marks) plus marks of Subject Enrichment (05 marks) plus marks of Project Based Activities (05 Marks) plus marks of Portfolio (05 marks) plus marks of Multiple Assessment Tests (05 marks) plus marks of Unit Test/Periodic Tests (05 marks) plus marks of Mid Term Exam (20 marks) and Annual Examination (50 marks) put together].

8.2.2. The promotion to the next higher class will also be subject to the condition that a minimum of 25% of marks be scored in each subject in Annual Examination i.e. 13 marks out of 50.

8.2.3. A candidate not eligible to be declared "Pass" will be declared "Promoted" at the end of the session of a class provided he/she is entitled for grace marks as admissible under rule 8.2.4 of these rules.

8.2.4. **Grace marks** up to maximum of 10 in all, shall be awarded to a student to reach the minimum required 33% of marks in each subject:-

8.2.4 (i) Provided that a minimum of 25% of marks are secured in each subject in the Annual Examination i.e. 13 marks out of 50 Marks to make him/her eligible for promotion.

8.2.4 (ii) Provided that he/she does not require more than 05 marks in one subject to come up to the minimum required of 33% of marks in that subject.

## 8.3 Re-Examination For Classes V & VIII:

8.3.1. A candidate who appears in Annual Examination can be declared eligible for appearing at the Re-Examination in all the failing subject(s). Such a candidate will be eligible to appear in the subject(s) at a subsequent examination to be held within a period of two months from the date of declaration of the result known as the "Re-Examination".

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8.3.2. Re- Examination will be conducted on the same syllabus and pattern as of Annual Examination i.e. two hours duration and 50 marks for class V and two and half hours duration and 60 marks for class VIII. Weightage of Marks obtained by the student in Re-Examination will be proportionately calculated out of 70 marks.

8.3.3. Marks obtained in the attendance of the student (05 marks) plus marks of Subject Enrichment (05 marks) plus marks of Project Based Activities (05 Marks) plus marks of Portfolio (05 marks) plus marks of Multiple Assessment (05 marks) plus marks of Periodic Tests/Unit Tests (05 marks) will be carried forward and added with the marks obtained by the student in the Re-Examination.

8.3.4. In order to be declared "Pass" in Re-Examination, a student will have to secure at least 25% marks in the subject(s) in which he/she has taken the Re-Examination i.e. 18 marks out of 70, provided that a minimum of 33 marks out of 100 marks are secured in total i.e. Marks of Re-Examination (70 marks) plus marks obtained in the internal assessment (30 marks) i.e. {Attendance of the student (05 marks) plus marks of Subject Enrichment (05 marks) plus marks of Project Based Activities (05 Marks) plus marks of Portfolio (05 marks) plus marks of Multiple Assessment (05 marks) plus marks of Periodic Tests/ Unit Tests (05 marks)}.

8.3.5. No benefit of the grace marks will be given to the student appearing in Re-Examination for the promotion to the next higher class.

#### 9. Criteria for Essential Repeat:

9.1 If a student does not secure at least 25% marks in the subject(s) in which he/she has taken the Re-Examination and minimum of 33 out of 100 marks in that subject(s) or does not appear in the Re-Examination, he/she will be placed in the category of "Essential Repeat" (ER).

9.2 A student of Class V & VIII who is not eligible for Pass, Promotion and placed in the category of "Essential Repeat" (ER) will be held back in the same class during the next session.

#### 10. Rules Regarding Absence during Examination:

10.1. Absence in the examination or part thereof without medical certificate to be submitted within three working days of the date of absence in the exam will be considered as wilful absence and no mark, credit or allowance will be given for the days of absence.

10.2. In case a student is unable to appear in Mid Term Examination in one or more subjects on medical ground (duly supported by a medical certificate as per circular NoDE.5/43/04/2013-14/Exam/1553-1558 dated 13/07/2015) issued by a registered medical practitioner or due to Late Admission(Duly approved by the Competent Authority)/ Participating in National/ State,

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International Games & Sports, any National Festival or Programme ,Duly approved by the DDE (Sports), the Mid Term Exam will be ignored for computation of his/her result and promotion to the next higher class at the end of the session will be made on the basis of Internal Assessment & External Assessment.

- 10.3. A student on leave on medical grounds (duly supported by a medical certificate as per circular No. DE.5/43/04/2013-14/Exam/1553-1558 dated 13/07/2015 issued by a registered medical practitioner or Participating in National, State, International Games & Sports, any National Festival or Programme with due approval of the DDE (Sports) in one or more subjects in the Annual Examination will be allowed to take the exam in the subject(s) (In which he/she had been on leave on medical grounds or participating in events as mentioned above) along with the students taking the Re- Examination.
- 10.4. For such subjects (Students will appear with candidates appearing for Re-Examination), rules of the Re-Examination will be applicable for promotion to the next higher class.

#### 11 Attendance Criteria for Classes V & VIII

- 11.1. Student will not ordinarily be eligible to appear in Annual Exam, if he/she has not put in at least 75% actual attendance of the total attendance during the session up to the date of Annual Exam. The attendance for the session will be counted for the working days from the date of admission.
- 11.2. While calculating the percentage of actual attendance during the session, a student's actual attendance and total attendance in the previous school(s), if any, during the current session will invariably be added to his actual attendance and the total attendance in the present school.
- 11.3. If the date of commencement of the session in the State or UT from where the student has migrated, is different from the date of commencement of the session in the National Capital Territory of Delhi, the total and actual attendance will be counted from the actual date of commencement of the session in that State/UT.
- 11.4. Actual attendance with respect to the total attendance will be intimated with the exam results to the parent or the guardian.
- 11.5. Percentage of attendance for each student will be computed before Mid Term Exam. In case of shortage of attendance in Mid Term Exam, the student will be allowed to take the exam on an undertaking from the parents or the guardian as well as from the student that the student will in future be regular and will make up the shortage in attendance. He or she, however, will be allowed to appear at the Annual Exam only under the provision of instructions of these guidelines.

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- 11.6. If the shortage of attendance at the time of the Annual Examination is not more than 10%, in special circumstances of the case and if the Head of the School is satisfied with the genuineness of the reasons submitted by the student and his/her parent or guardian in written application for condonation of shortage to take the Annual Exam, the shortage of attendance up to 10% may be condoned by concerned Head of School. Application for condonation of shortage of attendance will be submitted by the parent or the guardian of the student to the Head of the school by the last day of January.
- 11.7. If the shortage of attendance at the time of Annual Examination is more than 10% but not more than 15% and the Head of the school is satisfied with the genuineness of the reasons of shortage submitted by the student and his parents or guardian, the Head of School may recommend, giving concrete and satisfactory reasons in writing thereof, his case for condonation of shortage of attendance to the DDE(Zone) concerned who may approve such condonation at his discretion and allow.
- 11.8. Application for condonation of attendance will be submitted by the parent or the guardian of the student to the Head of school by the last day of January.
- 11.9. If the shortage of attendance at the time of the Annual Examination, for whatever reason or reasons, is more than 15%, i.e. the actual attendance of the student is less than 60% of the total attendance during the session, condonation of the shortage of attendance will not be allowed, the student will not be eligible to appear in the Annual Examination and will be detained except in such cases as mentioned in the instructions.
- 11.10. The Director (Education), at his/her discretion, may make any further condonation in the required minimum attendance percentage as a condition of eligibility to appear in the Annual Examination in exceptional circumstances created on medical grounds, such as student suffering from serious diseases like Cancer, AIDS, TB or similar serious disease requiring long period of hospitalization or any other extra ordinary circumstances.
- 11.11. The Director (Education), at his/her discretion, may also make further relaxation in the required minimum attendance percentage as a condition of eligibility to appear in the Annual Examination in case of natural calamities like floods, earthquakes, epidemics etc. or in cases of disruption of studies due to riots or other such events in respect of students of schools located in the affected areas or the students residing in such areas provided that such a calamity had disturbed normal life in the concerned area.
- 11.12. Head of School will ensure that no student of classes V & VIII (Below the attendance of 60%) will appear in the examination without the approval of the Director (Education).

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11.

12. All the Govt, Govt Aided and Recognized Un-Aided Schools are required to comply with these instructions and no dilution of the criteria prescribed is permissible under any circumstances.

13. All the Govt, Govt Aided and Recognized Un-Aided Schools will bring these instructions to the notice of the students and their parents/guardians immediately within 15 days of issuing this order and on the commencement of the session.

  
(HIMANSHU GUPTA) 7/10/22

DIRECTOR (EDUCATION)

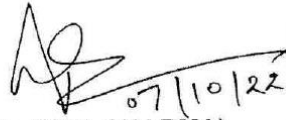
All Heads of Govt. Govt Aided & Recognised Unaided Schools in the NCT of Delhi through DEL E

Copy to:-

1. Secy. to Hon'ble Dy. C.M. & Minister of Education, Delhi
2. PS to Chief Secretary, Delhi
3. PS to Secretary (Education)
4. PA to Director (Education)
5. All Spl. DEs/Addl DEs/RDEs
6. DDEs (District & Zone), DDEs (PSB), DDE (ASB) & DDE (IEB)
7. OS (IT) to paste on website of DoE
8. Guard File

Copy for information to:

1. Commissioner, MCD
2. Director (Education) NDMC
3. Chief Executive Officer, Delhi Cantonment Board

  
07/10/22  
(Dr. RITA SHARMA)  
Addl. Director of Education (Exam)