



Guidelines of Assessment Structure and Examination for Class-IV
Academic Session : 2024-2025

The Academic Session will comprise of two terms, i.e. **Term-I and Term-II**.

- The **First Term** will be from **April– September** and the **Second Term** from **October – March** of the subsequent year.
- Academic Session will have assessment as **Mid Term Examinations (September / October) & Annual Examinations (February / March)**.
- As per the circular from **Directorate of Education, Exam Branch** – Regular Assessment of a student will be done throughout the academic session as per the weightage of the marks given in the following table :

S.No.	Internal / Written Assessments	Description	Weightage of Marks in (%) for the entire session	Weightage for Term-I Assessments	Weightage for Term-II Assessments
1	Internal Assessment	Attendance of the student	5%	2.5%	2.5%
2	Internal Assessment	Subject Enrichment	5%	2.5%	2.5%
3	Internal Assessment	Project Based Activities	5%	2.5%	2.5%
4	Internal Assessment	Portfolio	5%	2.5%	2.5%
5	Internal Assessment	Multiple Assessments	5%	2.5%	2.5%
6	Internal Assessment	Periodic Test	5%	2.5%	2.5%
		Internal Assessments Total Weightage	30%	15%	15%
7	Mid Term Exam (Written Assessment)	This will be a written exam taken at the end of Term-I with the syllabus covered till announcement of the dates of the exam.	20%	--	--
8	Annual Exam (Written Assessment)	This will be a written exam taken at the end of Term-II with the syllabus covered till announcement of the dates of the exam.	50%	--	--
		Overall Total	100%	--	--

- Parameters of Internal Assessments for Term-I and Term-II are as follows:

➤ **Student's Attendance – Total Marks (5) for [Term-I + Term-II]**

Attendance Range In Percentage	Marks for the entire session
96 - 100	5
91 - 95	4
86 - 90	3
81 - 85	2
76 - 80	1
Up to 75	Nil

- **Subject Enrichment Activities – Total Marks (5) for [Term-I + Term-II]** : These activities are defined as the activities leading to experiential learning integrated with each subject and leading to subject enrichment of the child. These activities will be carried out throughout the term; however, these will be evaluated at the term-end. These activities will be conducted as follows :

Subject	Activities
English	Reading, Dictation, Poster Making, etc.
Hindi	Reading, Dictation, Poster Making, etc.
Mathematics	Mental Maths, Poster Making, etc.
Science	Scrap File, Poster Making, etc.
Social Science	Scrap File, Map Work, Poster Making, etc.

- **Project Based Activities – Total Marks (5) for [Term-I + Term-II]** : These 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.

Subject	Activities
English	Role play, Dance/Drama, Quiz, etc.
Hindi	Role play, Dance/Drama, Quiz, etc.
Mathematics	Project File, Quiz, etc.
Science	Project File, Poster Making, etc.
Social Science	Project File, Slogan Writing, Research based activities

- **Portfolio - Total Marks (5) for [Term-I + Term-II]** : This is aimed at enhancing seriousness of the students towards preparing notes for the topics being taught in the classroom as well as assignments. Notebooks will be evaluated on the basis of regularity, punctuality, neatness and notebook upkeep.

Subject	Activities
English	Creative Writing, Handwriting, Notebook, etc.
Hindi	Creative Writing, Handwriting, Notebook, etc.
Mathematics	Notebook, etc.
Science	Notebook, etc.
Social Science	Notebook, etc.

- **Multiple Assessment - Total Marks (5) for [Term-I + Term-II]** : The subject teachers would determine the type and frequency of these assessments which will include observation, oral tests, individual or group work, class discussion, quizzes, field-work, graphic organizers, visual representation etc.

Subject	Activities
English	Conversation, Recitation, etc.
Hindi	Conversation, Recitation, etc.
Mathematics	Tables, Quizzes, Puzzle Solving, etc.
Science	Oral tests, Quizzes, Worksheets, Diagrams, etc.
Social Science	Oral tests, Quizzes, Worksheets, Diagrams, etc.

- **Periodic Test - Total Marks (5) for [Term-I + Term-II]** : This pen paper test of **20 marks** will be conducted for (**English, Hindi, Mathematics, Science & Social Science**) in each term, with the syllabus covered till announcement of test dates. This test will be taken up in the **test notebook, in both the terms.**
- **Mid Term Examination** : This will be a written exam taken at the end of Term-I with the syllabus covered till announcement of the dates of the exam. Mid Term examination will be conducted for **50 marks, two hours duration**. Students will be attempting this exam in the prescribed answer sheets which will be provided by the school.
 - **English, Hindi, Mathematics, Science and Social Science = 50 marks**
 - **General Knowledge = 25 marks**
 - **Computer Education = Internal Assessment (20 marks) + Theory (30 marks) = 50 marks**
****Internal assessment will include: (Practical test, Viva, Quiz, Software presentation, Notebook, Oral tests, Puzzle solving, etc.)**
- **Annual Examination** : This will be a written exam taken at the end of Term-II with the syllabus covered till announcement of the dates of the exam. Annual examination will be conducted for **50 marks, two hours duration**. Students will be attempting this exam in the prescribed answer sheets which will be provided by the school.
 - **English, Hindi, Mathematics, Science and Social Science = 50 marks**
 - **General Knowledge = 25 marks**
 - **Computer Education = Internal Assessment (20 marks) + Theory (30 marks) = 50 marks**
****Internal assessment will include: (Practical test, Viva, Quiz, Software presentation, Notebook, Oral tests, Puzzle solving, etc.)**

- **Components of Examination Question Paper will be as follows :**

Term Exam	Max. Marks of Question Paper	Duration (in Hours)	MCQs, Case based questions, Source based questions (40%)	Objective Type Questions (20%)	Short / Long Answer Questions (40%)
Mid Term Examination	50	2:00	20	10	20
Annual Examination	50	2:00	20	10	20

- **Weightage of marks for the computation of the Final Result is :**

Type of Assessment	Max. Marks	Weightage Marks (%)
Internal Assessments	Term-I (15 marks) + Term-II (15 marks)	30
Mid Term Examination	50	20
Annual Examination	50	50
Total Marks for Final Result		100

- Syllabus for Term-I and Term-II will be separate. The question papers for Mid Term examination will be set out of syllabus covered in the first term and Annual examination question papers will be set out of syllabus covered in the second term only.

- For the **holistic development** of the child, co-curricular activities will be conducted and evaluated in each term. These activities will be **graded on a 3-point grading scale (A, B, C)**.

➤ **Details of 3-Point Grading system for Co-Scholastic Activities :**

Grade	Connotation
A	Outstanding
B	Very Good
C	Good

➤ Following **co-curricular activities** will be evaluated in each term:

Co-Scholastic Areas	Process
Art & Craft	Participation, cooperation, patience, neatness and cleanliness in work, dedication, honest effort in the work
Dance	Participation, cooperation, patience, grace, rhythm, dedication, honest effort in the work
Music (Vocal)	Participation, cooperation, patience, melody, dedication, honest effort in the work
Music (Instrumental)	Participation, cooperation, patience, melody, dedication, honest effort in the work
Physical Education	Participation, team spirit, enthusiasm, commitment, honest effort in the work
Yoga	Participation, team spirit, enthusiasm, commitment, honest effort in the work
Social and Emotional Skills	This assessment is aimed at evaluating the performance of the student to assess social, emotional 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

- Assessment for various parameters will be indicated as **Marks / Grades** in the report card.
- As per the examination rules, it is **mandatory** for a child **to appear** in the **Periodic Tests I & II, Mid Term Examination & Annual Examination**. We request you to kindly ensure that your ward appears for these assessments on the dates given by the school and is fully prepared.
- Minimum **75% attendance** is mandatory for a child in the academic session, to appear in the Annual Exam.
- The **tentative schedule** for the internal assessments and written exams will be as follows :

Term-I		Term-II	
Periodic Test-I	Second week of July	Periodic Test-II	Third week of November
Other internal assessments	Fourth week of August	Other internal assessments	Second week of February
Mid Term Examination	Second week of September	Annual Examination	Fourth week of February

**Datesheet will be given for the aforementioned written tests.