St. Columba's School
1 Ashok Place, New Delhi, 110001
Website: www.stcolumbas.edu.in
Email: stcolumbas@stcolumbas.edu.in
Phone: 011 - 23363134 / 23363462
CBSE Affiliation No.: 2730144
School ID: 2026125

17th April 2025

Guidelines related to Attendance, Examination and Promotion for Class V
(Academic Session 2025-26)

Dear parents,

The following guidelines related to attendance, examination, and promotion, which were shared earlier in the Parent Orientation are hereby reiterated again. You are requested to take note of the same.

- There shall be a regular examination in the fifth class at the end of the academic year.
- If the student fails in this examination, he will be granted opportunity for Re-examination within a period of two months from the date of declaration of result.

Passing Criteria for Class V:

- 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 during the session.
  He must secure overall 33% marks, i.e., 33 marks out of 100

Marks of the attendance of the student	(05 marks)
+ Marks of Subject Enrichment	(05 marks)
+ Marks of Project Based Activities	(05 Marks)
+ Marks of Portfolio	(05 marks)
+ Marks of Multiple Assessment	(05 marks)
+ Marks of Unit Test/Periodic Tests	(05 marks)
+ Marks of Mid Term Exam	(20 marks)
+ Annual Examination	(50 marks)

- 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.
- Re-Examination will be conducted on the same syllabus and pattern as of Annual Examination.
- 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 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)
+ 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)}.

Rules Regarding Absence during Examination:

- 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.

Attendance Criteria for Class V:

1. A student will not ordinarily be eligible to appear in the Annual Exam, if he does not have at least 75% actual attendance of the total attendance during the session up to the date of the Annual Exam. The attendance for the session will be counted for the working days from the date of admission.
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.

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.
4. Actual attendance with respect to the total attendance will be intimated with the exam results to the parent or the guardian.
5. He, however, will be allowed to appear at the Annual Exam only under the provision of instructions of these guidelines.

The attendance for the session will be counted for the working days from the date of admission and will be reflected as marks, as per the following benchmark:

ATTENDANCE IN PERCENTAGE	MARKS
96-100	5
91-95	4
86-90	3
81-85	2
76-80	1
Up to 75	NIL

Regular Assessment of a student of class V 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 Tests/Unit Test	5
Mid Term Exam & Annual Exam (External)	As per the details mentioned in the Annual Academic Planners for respective subjects.	Mid Term: 20 Annual Exam: 50
	TOTAL	**100**

The above information is as per the DOE guidelines.

Thank you,

Br. Robert Fernandes
PRINCIPAL
ST. COLUMBA'S SCHOOL
NEW DELHI-110001