EXAMINATION POLICY

Distribution list:

NAME OF POLICY	SCHOOL EXAMINATION & CBSE BOARD EXAMINATION POLICY
APPROVED BY	PRINCIPAL & DIRECTOR
APPROVED IN	April 2026
NEXT REVIEW	March 2027
RELATED POLICIES	Assessment Policy

1. Principal & Director
2. Vice-Principals
3. HM's & Sr. Managers; ICT &Innovation Head
4. Academic and Admin Supervisors
5. HODs
6. All teachers & Coordinators
7. ICT HOD
8. Parents (on school website)

1. Purpose

The Examination and Assessment Policy of Delhi Private School Sharjah aims to ensure a transparent, fair, and continuous evaluation system aligned with the guidelines of the Central Board of Secondary Education (CBSE) and Irshad Policy of SPEA. The policy supports holistic development by assessing both scholastic and co-scholastic competencies. The policy ensures that assessment practices promote fairness, consistency, academic integrity, and continuous improvement in teaching and learning.

2. Objectives

- To evaluate student's academic progress systematically.
- To promote conceptual understanding and critical thinking.
- To ensure reliability and transparency in assessment.
- To align school assessments with CBSE guidelines and circulars.
- To prepare students effectively for CBSE Board Examinations (Class X & XII).

3. Board Examination (Class X & XII)

Eligibility Criteria

Students must:

- Maintain minimum 80 % attendance during the academic year.
- Complete the full two-year course (IX–X / XI–XII).
- Submit all internal assessments and projects.
- Must be registered in CBSE Portal with all relevant details.

Board Examination Pattern

- Conducted by CBSE annually for grade 12. In grade 10 conduct of 2 Board examinations has been developed by CBSE.
- External question papers.
- Centralized evaluation system.
- Practical examinations conducted by external examiners in grade 12.

4. Promotion (Grades 3-9 and 11 and Board classes)

Students will be promoted based on:

- Overall academic performance
- Minimum passing marks in Core subjects as per CBSE (33%) in Arabic, Islamic studies UAE SST and Moral education as per Irshad policy .
- Completion of all assessments
- Attendance requirements
- A student failing in one subject may appear in a compartment exam in CBSE board exams .

5. Examination Conduct Guidelines (Grades 3-12)

- Strict adherence to examination timetable.
- Students must carry school ID cards and Admit Card for Board examination .
- Malpractice or unfair means will lead to disciplinary action.
- Late entry beyond 30 minutes may not be permitted.
- Electronic devices are strictly prohibited.

6. Special Provisions

Children With Special Needs

- Extra time during exams
- Use of scribe if permitted by CBSE
- Other accommodations as per CBSE circulars.

7. Evaluation Process

The evaluation of answer scripts for CBSE Board Examinations (Class X and Class XII) is conducted centrally by the Central Board of Secondary Education (CBSE) to ensure fairness, accuracy, and standardization.

The evaluation process includes:

- Answer scripts are coded and anonymized to maintain confidentiality.
- Evaluation is conducted by trained examiners appointed by CBSE.
- Examiners follow detailed marking schemes and guidelines provided by CBSE.
- The evaluation process includes multiple levels of checking and supervision.
- In some cases, digital or on-screen marking systems may be used.

These measures ensure uniformity and transparency in the evaluation process across all CBSE affiliated schools.

Evaluation process for School examination :

- Evaluation is conducted by trained examiners .
- Examiners follow detailed marking schemes and guidelines provided by Department head aligned with guidelines provided by CBSE.
- The evaluation process includes multiple levels of checking and supervision.
- *NOTE : In some special cases as approved by school authorities, digital or on-screen evaluating and marking systems may be used.*

8. Moderation and Quality Assurance

CBSE follows a moderation process to maintain consistency in marking across different evaluation centres.

The moderation process ensures:

- Fairness in awarding marks
- Standardization of evaluation
- Adjustment in case of question paper difficulty variation

This helps maintain equity for all students appearing for the examination.

9. Result Preparation

After evaluation:

- Marks from theory / pen and paper examinations are compiled with internal assessment marks submitted by all phases to compile the school result.
- Internal assessment components may include:
    - Practical examinations
    - Projects
    - Subject enrichment activities
    - Internal assessments (where applicable)
- The final marks are calculated according to CBSE prescribed weightage/ school approved weightage for non -board classes.

10. Result Declaration

CBSE declares the results of Class X and Class XII Board Examinations through its official platforms.

Results are made available through:

- CBSE official website
- Digital platforms such as DigiLocker
- School access through CBSE portal

Students can access their results using:

- Roll number
- School number
- Admit card ID
- Date of birth

The results are typically declared within a few weeks after the completion of board examinations, as per CBSE schedule.

For NON-BOARD classes results are declared after approval from SPEA.

11. Academic Integrity

The school promotes honesty, fairness, and academic integrity in all examinations. Any form of malpractice will be addressed according to CBSE norms and internal school rules for non board classes.

12. Policy Review

This policy will be reviewed annually by the Academic Leadership Team and updated according to the latest CBSE circulars and regulatory requirements.