



St. Columba's School
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CBSE Affiliation No.: 2730144
School ID: 2026125

17th April 2025

Guidelines related to Attendance, Examination and Promotion for Class IX & X
(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.

Passing Criteria for Class IX:

- There shall be a regular examination in **ninth** 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 the result.
- 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 Subject Enrichment	(05 marks)
+ Marks of Portfolio	(05 marks)
+ Marks of Multiple Assessment	(05 marks)
+ Marks of Unit Test/Periodic Tests	(05 marks)
+ Annual Examination	(80 marks)

- The promotion to the next higher class will also be subject to the condition that a minimum of 33% of marks be scored in each subject in Annual Examination.
- 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 33% marks in the subject(s) in which he has taken the Re-Examination, i.e., 27 marks out of 80, provided that a minimum of 33 marks out of 100 marks are secured in total, i.e.,

Marks of Re-Examination	(80 marks)
+ Marks obtained in the internal assessment	(20 marks)
{ i.e., Marks of Subject Enrichment (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 for IX & X:

- Absence in the examination or part thereof without submission of medical certificate 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 IX & X:

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. A student, if on leave, due to a medical emergency needs to apply for the leave to the school with proper medical documents (prescription and medical certificate), immediately after falling ill.
3. In all other cases, the student will follow the due process, submission of a written application for availing leave, informing the school at the time of taking leave and citing the valid reasons for availing the said leave.
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.



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Regular Assessment of a student of class IX & X 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	Subject Enrichment	5
Internal Assessment	Portfolio	5
Internal Assessment	Multiple Assessments	5
Internal Assessment	Periodic Tests (Average of best two periodic tests)	5
Annual Exam (Class IX)	As per the details mentioned in the Annual Academic Planners for respective subjects.	Annual Exam / AISSE: 80
Annual Exam (AISSE – Class X)		
	TOTAL	100

The above information is as per the CBSE guidelines.

Thank you,

Br. Robert Fernandes

PRINCIPAL

ST. COLUMBA'S SCHOOL
NEW DELHI-110001

