



July 13, 2024

Dear Parents/Guardians (Std. 2,3 & 4)

The Directorate of Education, GNCT of Delhi has introduced New Guidelines for examination for Std. 2, 3 & 4 from the 2023-24 session onwards. Kindly note the following points in this regard:

Guidelines of Examination for Class 2 ,3 & 4 for the Academic Session 2024-25

Regular assessment of the student will be done throughout the academic session, through Periodic Tests, Mid Term Exam and Annual Exam.

- Each Periodic Test will be of 20 marks while Mid Term and Annual Exams will be of 50 marks each.
- Duration of Periodic Tests will be 45 minutes each while duration of Mid Term and Annual Exams will be 2 hours each.
- The question paper for Mid Term Exam will be set out of the syllabus of the First Term. The question paper for Annual Exam will be set out of the syllabus of Second Term.
- In each exam, students will answer all the questions in the space provided in the question paper itself.

Detailed Internal Assessment Criteria:

Internal Assessment	Description	Marks
Internal Assessment	Attendance	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	5
Total		30

Parameters of Internal Assessment

Periodic Tests (PT) :

- There will be a total of 3 Periodic Tests in this session - PT 1, PT 2 in the 1st Term and PT 3 in the Final term. **For the Final Report Card**, the **average of the BEST TWO PTs** will be calculated and marks will be given **out of 5**.

TERM 1

Multiple Assessment (MA) : (5 Marks) It includes **ACTIVITY** and **CLASS TESTS**.

Project Based Activity (PBA): (5 Marks)

TERM 2

Multiple Assessment (MA) : (5 Marks) It includes **ACTIVITY** and **CLASS TESTS**.

Portfolio (PF) :(5 Marks) Assessment of Notebooks for both the terms which will be done at the end of Term 2

Subject Enrichment (SE): (5 Marks) Art Integrated Project

Components of Examination Question Paper of Classes II, III and IV:

Term Exam	Total marks of QP	Duration	Weightage (for Final Report Card)
Mid Term	50	2 Hours	20
Annual Exam	50	2 Hours	50

- After Mid Term exam, the report card that will be generated will be known as **STATEMENT OF MARKS**, showing actual marks obtained in the 1st Term.

PT 1 out of 20

PT 2 out of 20

Multiple Assessment out of 5

Project Based Activity out of 5

Mid Term Exam out of 50

FOR FINAL REPORT CARD

Internal Assessment	30
Mid Term and Annual Exam	70 (Mid Term converted to 20 + Annual Exam 50)
Total	100

ATTENDANCE CRITERIA

- A student will not be eligible to appear in Annual Exam if he/she doesn't have at least 75% attendance calculated from the beginning of the session/ Date of admission till the date of Annual exam.
- Internal Assessment will include 5 marks for attendance.

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

Please ensure that your ward puts in regular hours of study and completes all Internal Assessments on time.

With prayers and warm regards,
Yours sincerely,



Fr. Jose T. J., SJ
Principal