



July 18, 2025

Dear Parents/Guardians (Std. 11),

With reference to the guidelines issued by the Central Board of Secondary Education (CBSE) and The Directorate of Education, GNCT of Delhi for Practical / Project / ASL / Internal Assessment and Theory Examination for Std. 11, kindly note the following points:

GUIDELINES OF EXAMINATION

- Regular assessment of the student will be done throughout the academic session, through Periodic Tests, Mid Term Exam and Final Exam.
- Each Periodic Test will be of 20 marks while Mid Term and Final Exams (Theory) will be of 80/70 marks each and Practical Work / Project Work / Assessment of Speaking & Listening Skills (ASL) will be 20/30 marks each as per the requirement of subject.
- Duration of Mid Term and Final Exams will be 3 hours each.
- The question paper for Mid Term Exam will be set out of the syllabus of the First Term. The question paper for Final Exam will be set out of the syllabus of both First and Second Term.
- Assessment for Practical / Project / ASL will be conducted separately for Mid Term and Final Exam.

Weightage of Marks for subjects having Practical / Project / ASL of Std. 11

Subjects & Type of Assessment	Weightage of Marks		
Subjects involving practicals	Theory	-	70 marks
	Practical	-	30 marks
Subjects involving Project / ASL / Internal Assessment	Theory	-	80 marks
	Project/ASL/IA	-	20 marks

Subjects involving practicals

Practical	30	(Mid Term Practical marks converted to marks out of 5 + Final Exam Practical marks converted to marks out of 25)
Theory - Mid Term and Final	70	(Mid Term marks converted to marks out of 20 + Annual exam marks converted to marks out of 50)
Total	100	

Subjects involving projects / ASL / internal assessment

Project / ASL / IA	20	
Theory - Mid Term and Final	80	(Mid Term marks converted to marks out of 25 + Annual exam marks converted to marks out of 55)
Total	100	

Promotion Criteria for Std. 11

- In order to be declared "Pass" at the end of the session, a student must secure at least 33% marks in each of the subjects studied by him/her during the session subject to the condition that he/she secures 33% marks separately in theory and in Practical Work / Project Work / Assessment of Speaking & Listening Skills (ASL) / Communicative Skills etc. also. The promotion is also subject to the condition that minimum of 25% of marks should be secured in each subject in Annual Exam.
- A student who is eligible to take the Annual Examination in order to be declared pass can be declared eligible for appearing at the Compartment Examination in one failing subject.
- A student who fails in Theory, will be placed in Compartment in Theory. If a student fails in Practical he/she will be placed in Compartment only in Practical.

Passing Criteria for Compartment Examination

- a) In order to be declared "Pass" in the Compartment Examination, a student must secure at least 33% marks in the subject in which he/she has taken the Compartment Exam. The promotion is also subject to the condition that he/she secures 33% marks separately in Practical / Project Work / Assessment of Speaking & Listening Skills (ASL) / Communicative Skills, etc. also.
- b) If a student does not secure 33% marks in the subject(s) in which he/she has taken the Compartment Examination and in Practical / Project Work / Assessment of Speaking & Listening Skills (ASL) / Communicative Skills etc. (which is applicable) separately, he/she shall be declared unsuccessful in the Examination.

Please ensure that your ward puts in regular hours of study and completes all Practical Work / Project Work / Assessment of Speaking & Listening Skills (ASL) / Communicative Skills / Internal Assessments related work on time.

SCHOOL SAFETY POLICY

For the safety and security of the students, St. Xavier's Sr. Sec. School, Raj Niwas Marg has instituted a School Safety Policy, compliance of which is expected from every parent/visitor.

As per the norms the main gate of the school is to be clear of all obstructions at all times. Parents who come to drop their wards in the morning are requested to follow the instructions of the staff/security guards on duty.

Entry time for the parents/visitors who intend to meet the school authorities/staff is 9.00 am. They are expected to wait at the designated waiting area and cooperate with the Security Staff for the frisking of the body/bags. Noncompliance of which may/can lead to the prohibition of entry to the school campus.

On entering the campus, the parent/visitor is required to enter the personal details, and the purpose of the visit in the register kept at the security cabin.

Entry pass/ID will be issued to the parent/visitor which is to be worn as long as he/she remains in the campus. It is to be returned to the security guard before exiting the campus.

For the stay back/excursion/educational trips the school issues consent form to be filled by the parent/guardian and submitted to the teacher-in-charge. Without the Consent Form, NO student will be allowed to join any of the said activities.

Parents/guardians who send their wards in private vehicles arranged by parents are required to ensure that vehicle used has a valid permit and the driver has a valid licence. It is a must that the police verification of the driver is obtained and a lady attendant accompanies the children throughout the journey.

It's the duty and responsibility of the parents who send their wards in private vehicles arranged by parents to ensure that the driver follows the MVD rules pertaining to the maximum number of children allowed in the specific segment of the vehicle used for the transportation.

Kindly go through your ward's school diary for details of code of conduct, discipline and rules concerning absence from school.

With prayers and warm regards,

Yours sincerely,

Fr. Sobin Kayathinkara Thomas, S.J.
Principal