



# ST. FRANCIS XAVIER SCHOOL

GA-Block, Purbachal, Phase – I, Sector – III, Salt Lake, Kolkata – 700097

Ph. No. : 2335-0584 / 2335-9108

## NOTICE

### PATTERN AND MODE OF ASSESSMENTS FOR THE SESSION 2021-22

DATE-05-06-2021

Students and parents are hereby notified that in order to ensure free and fair mode of assessments of the students, we have made a few changes in the Class Test, Unit Test, Half Yearly and Annual/Rehearsal Examination patterns. These changes shall override all the existing Assessment Patterns mentioned in the school diary and other documents. We expect cooperation of all concerned to effectively implement **the Continuous and Comprehensive Evaluation system (CCE)** in our institution.

Efforts have also been taken to ensure that the students compulsorily attend all the online classes in order to appear for the **Continuous and Comprehensive Evaluation system through Class Participation (CCE), Interactive Viva and Theory Papers** modes of assessments. These types of assessments will be conducted throughout the academic year and students shall be awarded marks for appearing at the same. These marks will be complementing to the theory portion to the extent of 40% in the Class Test & Unit Test and 20% in the Half yearly and Annual /Rehearsal Exams. At present there is an allocation of 70/80 marks for theory and 30/20 marks for practical /projects. Henceforth, the combined tally of marks obtained in the **Class Participation (CCE), Interactive Viva, Theory Papers and Practical/Projects** will be taken into account for promotion to the next higher class. Absentees without prior permission, will be given **zero** and parents will have to submit valid reason for the absence by way of an application to the Principal/Headmistress through the class teacher before the pupil re-joins the online classes.

#### Process involved in Class Participation and Viva

- **Class Participation (CCE)** mode involves more of practical and periodical evaluation warranting regular presence of the students where they will be asked questions based on the topic taught and the subject teacher will subsequently record the marks scored thereof. **No prior intimation** about the dates of class participation assessment will be given and students will be assessed on regular basis during the class timings. Marks obtained in the Class Participation mode (CCE) of assessment shall be added to the marks tally of the Interactive Viva Exams to the extent of 50% weightage. Periodical submission and correction of Class work and Home work copies will also be compulsory for the students in order to remain eligible for appearing for the Examinations.
- **Interactive Viva Exams will be held subject wise** inclusive of the weightage of **Class Participation assessment (CCE) mode** Students need to appear for CCE and Viva compulsorily, in order to appear and get evaluated in the Theory Papers. A subject wise detailed marks distribution schedule for the Viva and theory papers shall be shared by the class teachers at the earliest.

In this context please note the following important information:

**Venue/Platform:** The Examinations shall be held on the **Zoom Platform and Google Classroom** will be used for sending answer scripts for evaluation.

#### Format & Duration:

**Classes IV-VIII** – The exam for each subject shall be held in **One Part** for **CT** and **UT** and **two parts** for **Half yearly and Annual Examinations** on the same day.

**Class IX-XII** –The theory papers for each subject shall be held in **one session** and on the same day.

All the Exams shall have compulsory Class participation-Viva assessment to be held on the days before or immediately after the theory papers of the ensuing Exams.

**Syllabus:** Teachers will be periodically circulating the applicable syllabus through the WhatsApp groups. A statement of Exam pattern and distribution of marks & weightage has been given below. Class teachers will explain the same to all the students during the classes at the earliest.

<b>MARKS &amp; WEIGHTAGE- ** V/C/T DISTRIBUTION PATTERN- CLASS IV-VIII</b>			
<b>EXAM/ FULL MARKS/WEIGHTAGE-V/C/T</b>	<b>VIVA-V</b>	<b>CLASS PARTICIPATION (CCE) -C</b>	<b>THEORY-T</b>
CT-20 MARKS WEIGHTAGE 20/20/60	04	04 Max	20 SCALED DOWN TO 12
UT- 40 MARKS WEIGHTAGE- 20/40/60	08	08 Max	40 SCALED DOWN TO 24
HALF YLY AND ANNUAL -80 MARKS WEIGHTAGE 10/10/80	08	08 Max	80 SCALED DOWN TO 64
<b>MARKS &amp; WEIGHTAGE DISTRIBUTION PATTERN- CLASS IX-XII</b>			
<b>EXAM/ FULL MARKS/WEIGHTAGE-V/C/T</b>	<b>VIVA-V</b>	<b>CLASS PARTICIPATION (CCE) C</b>	<b>THEORY-T</b>
CT-20 MARKS WEIGHTAGE 20/20/60	04	04 Max	20 SCALED DOWN TO 12
UT- 40 MARKS WEIGHTAGE- 20/20/60	08	08 Max	40 SCALED DOWN TO 24
HALF YLY, ANNUAL/REHEARSAL -70/80 MARKS WEIGHTAGE 10/10/80	07/08	07/08 Max	70/80 SCALED DOWN TO 56/64
CLASS IV-XII -Remaining 30/ 20 marks to be evaluated through the Practicals and projects. ** V/C/T denotes <b>VIVA-V/ CLASS PARTICIPATION- C / THEORY-T</b>			

Students, Parents and Guardians to follow the prevalent rules & regulations and refrain from providing any unjust help to the students during the online exam. Parents are requested to monitor their wards to rule out adoption of unfair means. Answer scripts should remain visible to the invigilators during the entire duration of Exam and a 360 degree view should be provided to them whenever asked for. Answer scripts to be uploaded within 5- 7 Mins of the conclusion of the day's exam. If the student is caught cheating, the paper will be cancelled and 'Zero' marks will be awarded. Adequate network facilities with backup has to be provided to the candidates to ensure timely completion of the Tests.

In the event of any hiccups/unforeseen circumstances the school authorities will resolve by taking appropriate measures as deemed fit to make it a successful event.

Parents are hereby requested to ensure regular attendance and seek prior permission for leave of their wards if at all required, due to some exigencies. Periodical evaluation and viva will take place on regular basis and the absentees without permission will lose out on valuable marks, critical for securing promotion to the next higher class. Parents to regularly update their communication details viz. phone number, email, WhatsApp etc. and also to regularly visit the school website to get important information and schedules.

  
Anil Srivastava,  
Principal (Officiating)

