



# Bahria Town School & College

## Examination, Assessment & Promotion Policy

**Policy:** *Bahria Town School and college is committed to a transparent policy for Examination, Assessment and Promotion, for all our students. The objective of the School policy is to prepare and train our students for the external examination system for Matriculation, O-Levels and Intermediate.*

### **GROUPING:**

**For the purposes of the EAP Policy, Classes 1 to XI O are divided into four groups.** (Based on the level and need, the examination policy is different for each group)

- Group 1 : I – II
- Group 2: III – V
- Group 3: VI – VIII
- Group 4: IX ONWARDS

### **DIVISION OF TERMS:**

- First Term : September till December
- Final Term: January till June

Syllabuses to be covered in two terms are made and given to the students at the start of each term.

### **PRINCIPAL SUBJECTS:**

- For I – II: The Principal subjects are English, Urdu, and Mathematics (with an exemption from Urdu for Foreign Nationals and those having studied abroad). Passports/relevant documents have to be submitted and approved, if exemption is sought. Foreign nationals can opt for Easy Urdu.
- For III – V: The Principal subjects are English, Urdu, Mathematics, and Science (with an exemption from Urdu for Foreign Nationals and those having studied abroad). Passports/relevant documents have to be submitted and approved.) If exemption is sought. Foreign nationals can opt for Easy Urdu.
- For VI – VIII: English, Urdu, Mathematics, Science (with an exemption of Urdu for Foreign Nationals and those having studied abroad. Passports/relevant documents have to be provided.) Foreign nationals can opt for Easy Urdu.
- For IX & X MATRIC: All subjects will be Principal subjects. (For Matric Students Foreign National seeking exemption of Urdu Pakistan Culture will have to be taken for Board Examination)
- For IX, X, XI (O-levels) All subjects will be Principal subjects.



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### ASSESSMENTS

There will be Four Assessments/Exams in an academic year, which are as follows:

- 1- **MID TERM (WINTER) ASSESSMENT**– in the month of October :  
**Grade I – II** Maximum Marks: 25, Time Duration: 1 & half hours  
**Grade III –IX O** Maximum Marks: 50, Time Duration: 1 & half hours  
**Grade IX M, X M (First Mock Exam) Max marks and Time duration according to BISE Pattern**  
**Grade X O and XI O will not appear for Oct Assessment**
  
- 2- **MID YEAR (DECEMBER) EXAM:** in the month of December:  
**Grade I – II** Maximum Marks: 50, Time Duration: 3 hours  
**Grade III – XI O** Maximum Marks: 100, Time Duration: 3 hours  
**Grade IX M, X M Second Mock Exam Max marks/duration according to board pattern**  
**ONLY COURSES COVERED FROM SEPTEMBER TO DECEMBER WILL BE TESTED IN THE MID YEAR EXAM**
  
- 3- **MID TERM (SPRING) ASSESSMENT:** in the month of March:  
**Grade I – II** Maximum Marks: 25, Time Duration: 1 & half hours  
**Grade III – VII** Maximum Marks: 50, Time Duration: 1 & half hours  
**Grade VIII Promotion exam Matric and O levels stream segregation** Maximum Marks: 50, Time Duration: 1 & half hours  
**Grade IX O Spring assessment** Maximum Mark: 50, Time Duration: 1 & half hours  
**Grade X O & XI O 2<sup>nd</sup> Mock Examination according to CIE paper pattern**
  
- 4- **FINAL EXAMS (SUMMER):** in the months of May & June:  
**Grade I – II** Maximum Marks: 50, Time Duration: 3 hours  
**Grade III – VII** Maximum Marks: 100, Time Duration: 3 hours  
**Grade IX O promotion Exam** Maximum Marks: 100, Time Duration: 3 hours  
**Grade IX M & X M First Term exam according to BISE pattern and duration**  
**TOPICS COVERED FROM SEPTEMBER TO JUNE WILL BE TESTED IN THE FINAL EXAM.**  
**80% of the syllabus to be tested will be from topics taught from Jan to June and 20% from Sept to December. TOPICS FOR FINAL EXAMS SHALL BE ADVISED TO THE STUDENT IN ADVANCE.**



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### **Additional Exams:**

**February: Final Mock IX M & X M and 1<sup>st</sup> Mock X O & XI O according to BISE and CIE paper patterns and timings.**

**April: Final Mock XO & XI O according to CIE Paper pattern and time duration.**

### **REPORT CARDS:**

#### **1. Report Issuance:**

Four Reports will be sent to the Parents. Details are as follows:

- After Mid Term (winter) October Assessment
- After Mid-Year (December) Exams
- After Mid Term (Spring) March Assessment
- After Final (June) Exams

#### **2. Report Format**

- The report cards issued throughout the year, shall reflect all preceding academic results to show the progress, with the latest assessment marked in bold and subjective and co-curricular grading for the latest assessment term.
- The final report card shall reflect subjective and Co-curricular grading for the entire year

#### **3. Information on report cards**

Result cards Grade 1 onwards should show the following:

##### **1. Academic results**

Academic results for all assessment exams (marks and grade awarded A\* to U)

##### **2. Other Performance Criteria**

Other performance shall be subjectively graded by awarding (Good, Fair or Needs Improvement) for the following categories:

- Inter personal skills
- Conduct
- Home Assignment
- Punctuality



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### 3. Co-curricular activities

Shall be graded by awarding A\* to U, based on performance, for the following activities for grade 1 to 8

1. Sports
2. Computers
3. Art
4. Music ( for grade 1 to 5)
5. Home Management skills (GIRLS) (grade 6 to 8)

Teacher's comments will be given for 'Needs Improvement' in the term assessments. Overall or detailed comments will be given on the final report card.

Holidays Homework to be shown in the Mid Term October report only. It will be graded only.

**ALL TERM REPORT CARDS MUST BE SIGNED BY THE PARENT AND SENT BACK TO SCHOOL FOR RECORD**

### **DETENTION /PROMOTION POLICY**

- Promotion will be based upon result of **Final Examination only**.
- A student failing in more than one Principal subject in the Final Examination will not be promoted to the next level
- A student scoring less than 50% in the Final examination (June Results) will not be promoted.
- Grade VIII promotion will be based on the overall performance of the student which includes October assessment (50 marks), Mid-year Exam (100 marks) and Spring assessment (50 Marks). Student scoring 50% and passing in all subjects will be promoted to the Matric stream. Student scoring 60 % and above and passing all subjects will be Promoted to O levels stream.
- In case of absence in the final examination, a student shall only be retested if the absence was due to medical reasons or death in the immediate family. Retesting shall only be approved after receipt of a leave application with medical reports / certificates and other required documentation.
- Retesting shall not be considered or entertained by the School if a student has appeared and failed in the final examination.

#### **IMPORTANT NOTE:**

- If a student misses an exam or fails, there will be no Re-Examination in that Subject.
- The use of unfair means will merit a zero in that paper.
- A second offence of using unfair means will merit expulsion from school.