

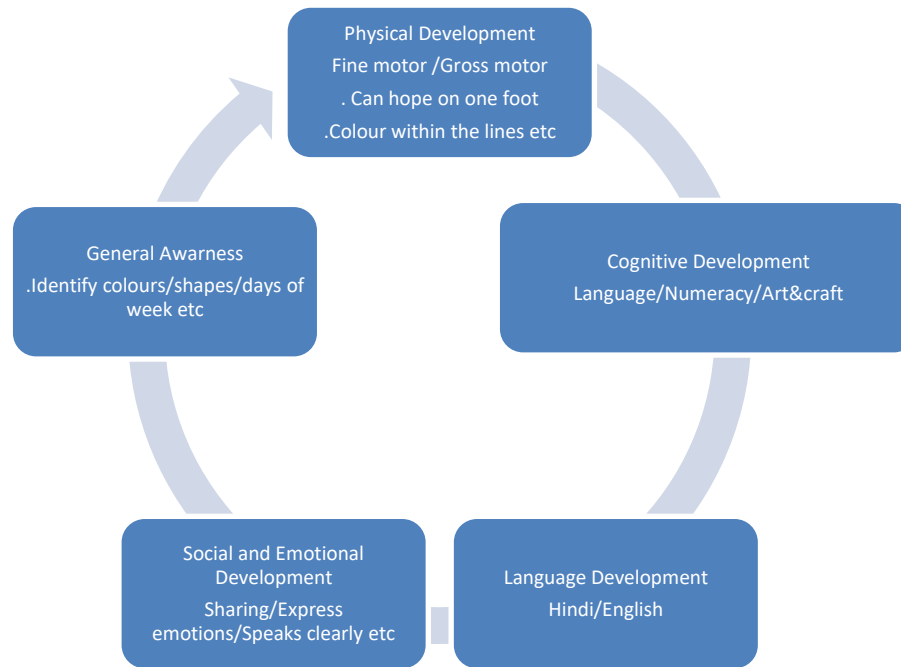


## MIS INTERNATIONAL SCHOOL

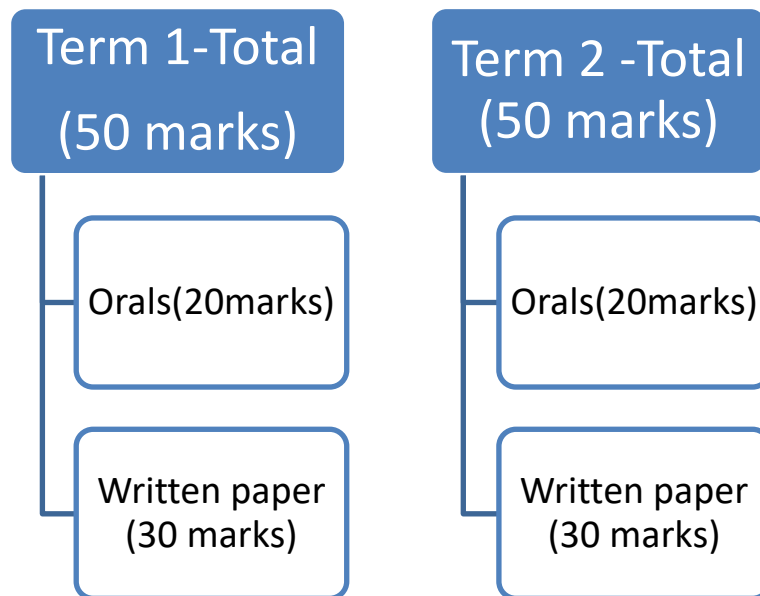
### SOP for Jr.KG Examination 2023-24

1. Portion of Exam should be given in prior, one month before the exams.
2. Completion of portion for ,  
Term Exams: 3 weeks before the exam starts.
3. Revision should be done prior the exam.
4. Sample Papers needs to be submitted to parents for practice.
5. Distribution of marks and weightage across the section.

## FORMATIVE ASSESSMENT



## SUMMATIVE ASSESSMENT



6. Papers should be thoroughly checked. Covering all the topics and subtopics.
7. Marks distribution should be justifying number of sub questions given under main question. No error in maximum marks, no spelling mistakes and grammatical errors in question papers.
8. General remarks should be typed by class teachers and checked by the Principal ma'am within a week before the Term exam.
9. Cross checking has to be done by cross checker after correction of bundle of exam papers. Cross checker should sign on each paper after cross checking.
10. Follow the timeline and submit the things.
11. Marks entry is to be done in result sheet (excel sheet).
12. Discipline grading should be done by the class teachers on the basis of 3 points grading scale A, A+, A++ for other parameters.
13. Attendance should be calculated on term basis.
14. Soft copy of question papers in specified format needs to be submitted within stipulated time to the coordinator.