

GIIS-AD-Policy-25-015

## **STUDENT PROMOTION AND RETENTION POLICY**

Last Review	April 2024
Revised on	12 April 2025
Reviewed by	Principal, Vice Principal and SLT's
Next Review	April 2026

### **SCOPE/INTENT**

To provide a framework and broad guidelines for the promotion of students from one grade to another or retention of students within the same grade.

### **RESPONSIBILITY & AUTHORITY**

KG, Primary, Middle and Secondary supervisors are responsible for ensuring that the policy is adhered to by all the teachers of their respective levels. The Principal's office is responsible for hearing any grievances and forwarding them to the Academic Review Committee. The Academic Review Committee shall have the authority of determining whether a student needs to be retained in a particular grade.

### **APPLICATION**

This policy applies to all the students and teachers of GIIS Abu Dhabi

### **POLICY**

GIIS Abu Dhabi follows the Global Montessori Plus Curriculum at the Pre KG and

Kindergarten level. The school shall follow the guidelines issued by CBSE and ADEK with regard to the promotion and retention of the students. The school shall set up the Academic Review Committee which shall be vested with this responsibility.

### **Pre KG and KINDERGARTEN**

School follows the 'No Child Left Behind' policy in the Pre KG and Kindergarten section and normally all students shall be promoted to the next grade of a similar age group. The decision to retain a student in the same grade shall be taken in exceptional cases. The school shall conduct meetings with the parents of such students and students shall be retained only after the request/consent of the parent.

### **GRADE 1 TO 4**

The school follows the 'No Child Left Behind' policy in Grades 1 to 4 and normally all students shall be promoted to the next grade of a similar age group. The decision to retain a student in the same grade shall be taken in exceptional cases. The school shall conduct meetings with the parents of such students and the student shall be retained only after the consent/request of the parent.

### **GRADE 5 to 12**

The school follows the assessment pattern as recommended by CBSE from time to time. The current pattern involves students being assessed on scholastic subjects and co-scholastic areas. A 9 point grading scale is adopted for grading scholastic subjects and a 3 point grading scale is adopted for grading co-scholastic subjects and discipline aspects.

Assessment Designs:

- Grades 1 & 2 – 4 assessments in a year consisting of written tests and subject enrichment activities like assignments, worksheets, classwork, and homework.
- Assessments and weightages for grades: 3 to 8

**Term: 1- Periodic Test 1** (5%) + Portfolio (5%) + Multi Assessment (5%) + subject enrichment activities (5%) + Half Yearly (80%)

**Term 2- Periodic Test 2** (5%) + Portfolio (5%) + Multi Assessment (5%) + subject enrichment activities (5%) + Annual Exam (80%)

### **Periodic Test (5 Marks)**

The school will be conducting two periodic tests in the entire academic year.

### **Portfolio (5 Marks)**

Portfolio is a part of an internal assessment aimed at enhancing the seriousness of students towards preparing notes for the topics being taught in the classroom as well as assignments. This also addresses the critical aspect of regularity, punctuality, neatness, and notebook upkeep.

**Multi Assessment (5 Marks)**

Multi assessment is a part of internal assessment Subject Enrichment Activities (5 Marks)

These are subject-specific application activities aimed at enrichment of understanding and skill development. These activities will be recorded by respective subject teachers. Promotion is granted on the basis of the performance of the student during the entire academic year as per the following weightage:

- . Final exam – 80 Marks
- . Internal Assessment – 20 Marks

## *Grade 9 and 10*

**Pen Paper test** (5%) + Multi Assessment (5%) + subject enrichment activities (5%) +

Portfolio (5%)+ annual exam (80%)

**Periodic test (5 marks)**

. The school will be conducting three periodic tests in the entire academic year

with the syllabus included cumulatively. The average of the best two will be taken into consideration for the calculation of final marks.

**Portfolio (5 Marks)**

Portfolio is a part of an internal assessment aimed at enhancing the seriousness

of students towards preparing notes for the topics being taught in the classroom

as well as assignments. This also addresses the critical aspect of regularity, punctuality, neatness, and notebook upkeep.

Subject Enrichment Activities (5 Marks)

These are subject specific application activities aimed at enrichment of the understanding and skill development. These activities will be recorded by respective subject teachers.

**Multi assessment (5 marks)**

Multi assessment is a part of internal assessment

Promotion is granted on the basis of the performance of the student during the

entire academic year as per the following weightage:

- Final exam – 80 Marks
- Internal Assessment – 20 Marks

Students have to secure a minimum of 35% in CBSE subjects - (English, French/

Hindi, Maths, Science, Social, IT) and 50% in ministry subjects- (Islamic, Arabic, MEP)

**GRADE 9 to 12**

Promotion from grade 9 onwards is as per CBSE guidelines.



**Dilip Kumar**  
**Principal**  
**Global Indian International School, Abu Dhabi.**

