

Evaluation System in Eklavya

Eklavya School is divided in four sections -

Pre School - Nursery, JKg, SKg
Junior School - Classes 1 to 4
Middle School - Classes 5 to 8
Senior School - Classes 9 to 12

Each school has a distinct evaluation method with some aspects that are common.

The school academic year is divided into two terms. Term 1 is June to October and Term 2 is November to April.

The school reopens every year approximately by 10 June and closes by April 15 of an academic year.

The first term is approximately 4.5 months and the second term is 5.5 months. All major events like Euphoria, Phoenix - the annual amateur theatre day, Sports Day and Nature camps are held in the second term. In the months of November to January it is mild winter and the weather is pleasant and conducive for outdoor activities. All other months of the year the weather is hot and dry in Ahmedabad. Hence the second term is a month longer.

Students, generally, do not study consistently throughout the year and wake up last minute during exams. In order to cultivate the habit of studying throughout the year, Eklavya follows a Continuous and Comprehensive System of Evaluation - read and come to school, do homework every day, do the given work on the same day and not to delay till the date of submission.

Students are evaluated on weekly basis based on their performance – how she participates in the class, does she take notes when the educator is explaining, does she complete the classwork in the class, does she submit her homework regularly. For good quality of work done they are appreciated in the class and are given a star or a smiley in the notebook. This motivates the students even in Senior School and they look forward to a star or a smiley in their notebooks.

Evaluation in Eklavya is a Continuous and Comprehensive process with many components.

For Classes 1 -12 they are:

1. Homework
2. Classwork and class participation
3. Oral and Aural (languages)
4. Practical (in Science)
5. Projects (in all other subjects)
6. Surprise tests and Announced tests
7. First Term and Second term exam.

1. Homework is given everyday in English and Maths. Other subjects will have homework twice a week. The Home work is done the same day that it is given and submitted the next day. The philosophy is that - when the Homework is done on the day it is received it reinforces the learning that has happened in the class that day.

The backbone philosophy of homework is today's work is to be done today.

Sunil sir often says as follows:

"It is very important to do today's work today only.

Aajkakaamaaj karo.

This is a fundamental philosophy of Eklavya

If on Monday, a chapter is taught to a student in the class, and some homework is given which is to be submitted, say, on Thursday;

If she does the homework on Monday itself, while the chapter is fresh in her mind, the act of doing the homework will further engrave the chapter/lesson on her brain, and most likely it will be there forever, she will never forget it.

Also, since the chapter is fresh in her mind, it will take her only 10–15 minutes to do the work.

If the child does the homework on Wednesday evening (last-minute) there are the following issues:

– she may have forgotten 50–60–70% of the chapter and will have to spend half an hour refreshing

– it will not be engraved permanently on her brain, she will not remember forever

- she is also developing a habit which will harm her later on in life, to do everything 'last-minute'

We want an 'Eklavyan' who, when she grows up, is as follows: she come back home after a tour, reaches home at 11 night;

does not jump into bed and go to sleep; first she will empty her suitcase and put back everything in their proper place,

put all clothes for washing in appropriate place, etc; then prepares her clothes and papers for the next day,

then has a bath, then goes to sleep !"

Always be prepared.

Educators correct the homework very meticulously and return the notebooks on the same day or on the next day. Each subject homework is evaluated out of 5 marks at the end of the week and then reduced to the number of marks it contributes to the final evaluation for the term. For e.g. in Middle School the term marks for Homework is 30. The homework will be evaluated for approximately 12 weeks = 60 marks. This will be reduced to 30 marks at the end of the term.

Why is homework important?

Homework is defined as out-of-class tasks assigned to the students as an extension or as an evaluation of classroom work. Homework serves as an intellectual discipline, establishes study habits, supplements and reinforces the work done in school. In addition, it fosters students' initiative, independence and responsibility and brings home and school closer.

Benefits of the study at home for young children may not be immediately evident but homework does have long-term development impact, as it helps to develop proper study skill, which in turn, influences grades. Homework brings in parental involvement. Father and mother must know which textbooks are being used, what chapter is going on in the class in each subject, etc. this involvement of the parents motivates and helps the child do her homework qualitatively.

We meet parents twice a year to give feedback about academics, concerns about behaviour, general feedback about their child's potential, some striking anecdotes of the child and to appreciate the child and parents' efforts and involvement. This meeting is called 'Individual Parent Educator Meeting'.

Sunil Sir says the following story -

"Once a father whose daughter was studying in Eklavya wanted to meet me to have some business consultation. Just to play a prank and also do some "market research" I brought from school to my office in Core house all the textbooks of class 5, 6 and 7 (his daughter was in class 6) and spread them out randomly on my table.

When the father came, I asked him to pick up the books of his daughter. He was able to do (I was happy that he knew his daughter is in class 6!)

Then I gave him the history textbook, and said – please tell me which chapter is currently going on? He looked at me blankly and said – really sir I do not know.

I had earlier found out from the vice principal of the school which chapter is going on. So I opened that page and gave the book to him and asked him to come with me to the conference room next to my office And said -please Sir read this chapter, it will not take you more than 10 minutes, and when you finish reading, please come back to my room.

After few minutes, he came to my room, I asked him – did you understand and did you enjoy reading this chapter?

He said – very much sir! And while reading, I was thinking of bringing some aspects of this chapter during our dinner conversation today

It is very important for parents to be in touch with what is happening in the child's class, if possible to read the textbook along with the child and find ways of integrating it into our daily conversations".

Parental attitude with respect to study at home has a direct and positive effect on their children's attitude towards homework and on their classroom achievement.

2. Classwork and class participation -Quiz, discussions, worksheets, reading aloud, answering questions put up in class are some of the elements of this component. It is evaluated weekly on the same lines as homework.
3. Oral & Aural - Orals are conducted a month before the term exam. It has four components - poetry recitation, extempore speech, conversation and picture reading. Aural is a listening comprehension test. A passage is read out twice and a worksheet is given to students to be completed. It is a time bound test - usually 10-15 mins.

4. Practical - Is conducted in the Science subjects - Physics, Chemistry & Biology.

NOTE - In all schools Projects/Oral & Aural/Practical are held as per the subject. E.g. Practical in Biology, Project in Geography.

5. Projects - are distributed in two terms. Four - five topics are given per subject and students choose one as their project. For example in English they will read a book and write a character analysis of the main character. Projects are in the English literature, Hindi literature, History & civics, Geography & Sanskrit.
6. Surprise and Announced tests - In Junior School Class 3 and 4 have two surprise tests per term. In Middle School – one announced test per term. In Senior School – two announced tests in the first term and one in the second term.
7. First Term and Second term exam - The question paper is set from the syllabus covered in the first term. The second term question paper in Junior School and Middle School has 30% questions from the first term and the remaining from the syllabus taught in the second term. In Senior School the question paper is set from 100% syllabus.

Educators have with them separate subject grids for homework, classwork and class participation, project evaluation, oral & aural component, practical, surprise test and announced test which they fill in and maintain in a file during the year.

Once the term exam corrections are over, these are entered in the evaluation register and the computer for preparing the mark sheet of each student for the term. The report card (attached herewith) is filled manually by each subject teacher.

Feedback of a written test is an important component of evaluation.

At the end of the term examinations, a subject wise detailed feedback is given to the students of class 3 to 12 to make the students aware about the mistakes they have made in answering the exam paper and how to correct them and make up the lost marks for the next exam. After an educator prepares a term question paper, she is also required to prepare an answer key which contains the elements of the correct answers.

In Junior School educators emphasize on the common errors made by the students. Correct answers are given to students so that they compare it with their answers and rectify mistakes. The whole class solves the entire paper along with the educator.

In Middle and Senior School, the next day after the examinations are over, 45 minutes to 1-hour slot is allotted to each subject. The subject teacher goes to the class, distributes the answer sheets, puts up the answer key that has been photocopied on the transparency on the overhead projector and discusses each answer in detail. She points out to the children the areas where they have lost marks, key words, which should be present in their answers and common errors. The students take note of all of these points.

The focus is on every mark lost and that it does not repeat in future. Teaching and evaluation together constitute only 50% of learning. It is important for the student to KNOW where she has lost marks. Therefore, correct and exhaustive feedback will tell the student where and how marks are lost. The purpose of feedback is that if a student has scored 67/100, at the end of feedback she has recovered those lost 33 marks and if the same paper were to be given again she will now score 100/100.

To do this well educators fill-in a question-wise grid of marks scored in the exam for their subject. They highlight above average marks green, average marks yellow and below average marks orange. This gives them an idea about which topics students have learnt well and understood.

After the feedback is over the children have few classes on repair work where they work on practicing the topics, they have not done well in. Sometimes if orange high-lighted is more in a given question they re-teach the topic during repair work. A follow up worksheet is prepared covering all the common errors and given to the children during repair work.

In Senior School students are also encouraged to issue from the library the photocopies of the answer key and do self-reference to improve on their own. It usually lasts for two days and the objective is to motivate and encourage students to achieve maximum marks.

An important part of learning is involving parents in the process. In Eklavya we conduct an IPEM - Individual Parent Educator meeting after the first term exam and two months before the second term exam. Parents are apprised about their academic performance and some suggestions to help/improve their child's performance. Educators also tell them about how their child is doing in activities, sports and other aspects of school learning. This qualitative feedback also helps parents identify what their child is good at and where she needs help.

Evaluation in Preschool (Nursery, JKg&SKg)

Pre-School follows the method of close observation to assess the progress of the child. It is a continuous assessment.

In Pre School every child develops and learns at her own speed. Different skills come easier to some children than others.

The Class teacher observes her children during daily activities and take note of their skills, understanding, interests, vocabulary and responses towards various tasks.

The children are provided with equal opportunities to participate in a range of activities from free play to working with wooden blocks to rhymes and songs, storytelling, fine motor and gross motor activities, art/craft and clay work etc.

The educators observe the children to track their progress in the following skills:

1. **Social and Emotional Skills:** ability to work and play with peers – individually and in groups, interaction with all – in school, on a visit, during events and celebrations, self-regulation and persistence when a learning new tasks.
2. **Motor Skills:** Ability to use fine motor and gross motor skills to fulfill various day to day work – free play, working with wooden blocks and other games, colouring, painting, clay work, rhythm and dance, practical life skills etc.
3. **Literacy Skills:** Ability to communicate, express happiness, anger and other emotions, storytelling, rhymes and songs, recognition, recalling and association of all concepts going on.
4. **Numeracy skills:** Understanding all Pre-Math skills and ability to associate and identify them in their immediate surroundings, understanding numbers, counting, quantity and comparisons, sorting and classifying objects and shapes around them, spatial skills etc.

Evaluation in Junior School (Classes 1 to 4)

The Evaluation Pattern for Class 1 and 2 is different from that of Class 3 & 4.

Evaluation in Class 1 & 2

The academic year is divided into two terms -

First Term - June to Mid-October

Second Term - Mid October to Mid-April

1. There are no formal exams. Evaluation is done just for teachers' understanding and ensuring the clarity of concepts in her class.
2. Class Work and Home Work for each subject are evaluated every day and marks are updated every 15 days.
3. Dictation and Mental Math of 5 marks is done every 15 days.
4. Theme Project Presentation - twice in a term.
5. Hindi Project Presentation - once in a year.

Term wise evaluation Pattern

Subject	Class Work	Home Work	Dictation	Mental Math	Project	Evaluation Worksheet
English	√	√	√	-	-	√
Math	√	√	-	√	-	√
Theme	√	√	-	-	√	√
Hindi	√	√	√	-	√	√
Sanskrit	√	√	-	-	-	-
Gujarati	√	√	-	-	-	-

Evaluation in Class 3 and 4

The academic year is divided into two terms -

First Term - June to Mid-October

Second Term - Mid October to Mid-April

Evaluation Pattern is as follows -

1. Class Work and Home Work for each subject are evaluated every day and marks are updated every 15 days.
2. At the end of the term the Class work and Homework marks are reduced to 50 marks.
3. English – Three Dictations in each term of 10 marks each
4. Math – Three Mental Math Tests in each Term of 10 marks each
5. Theme – Two Projects in each term of 15 marks each
6. Hindi – Three Dictations in the first term of 10 marks each and two dictations of 10 marks each and one project of 10 marks in the second term
7. Two Surprise Test (20 Marks each), one Oral/Aural Test (10 marks each) and one Announced Test (70 marks each) for English, Math, Theme and Hindi in each term.
8. Sanskrit – one oral test of 30 marks in the first term and one oral test of 20 marks and one project of 10 marks in the second term.
9. Gujarati – one oral test of 20 marks in each term.

First Term

Subject	Class Work	Home Work	Dictation	Mental Math	Project	Surprise Test	Oral Test	Announced Test	Total
English	50	50	30	-	-	40	10	70	250
Math	50	50	-	30	-	40	10	70	250
Theme	50	50	-	-	30	40	10	70	250
Hindi	50	50	30	-	-	40	10	70	250
Sanskrit	40	40	-	-	-	-	30	-	110
Gujarati	40	40	-	-	-	-	20	-	100
								Total	1210

Second Term

Subject	Class Work	Home Work	Dictation	Mental Math	Project	Surprise Test	Oral Test	Announced Test	Total
English	50	50	30	-	-	40	10	70	250
Math	50	50	-	30	-	40	10	70	250
Theme	50	50	-	-	30	40	10	70	250
Hindi	50	50	20	-	10	40	10	70	250
Sanskrit	40	40	-	-	10	-	20	-	110
Gujarati	40	40	-	-	-	-	20	-	100
								Total	1210

Class Work/Home Work - is evaluated on the basis of their regularity and quality of work.

Projects:

Theme - students are given two projects per term. Topics are related to the concepts they learn.

Eg.

1. Class 1 - Children study about a chapter named 'Our Family'. To support their learning, they are given a Project 'My Mini World'. They prepare a chart sharing the details of their family members. This projects make them more aware about their family members' likes, dislikes, hobbies etc.
2. Class 4 learns about different food groups and balanced diet. They do a project analysing their two weeks diet. This analysis helps them to understand whether their diet is balanced and how they can improve it.

Hindi - Class 1 to 4 do one Hindi project a year.

E.g. Class 2: Children are given a project to collect the information about their favourite animal. On the day of the presentation they come dressed up like that animal and share information about it.

Sanskrit: Class 3 and 4 do one project in a year.

Dictation - In English and Hindi children take dictation test at regular intervals. It consists of some spellings and a small passage (Class 3 and 4). The educators calls out the words three times and children write the spellings. For Class 3 and 4 a sentence is broken into parts and read out three times with the punctuation marks

Mental Math Test - Students take a Mental Math Test at regular intervals. Each question is read out three times. They do the calculation in their mind and write the answer in their notebook.

Evaluation Worksheet—for Class 1 & 2:After the completion of 2-3 topics in a subject, an evaluation worksheet is given to the students. Students are asked to answer it on their own, no help is provided by the teacher in reading or prompting any questions in these worksheets. Correction of these worksheets gives an idea to the educator about the concept clarity of her students. This is done for all subjects.

Surprise Test - In Class 3 and 4, students take Surprise Tests. No dates or syllabus is announced before-hand. Students are expected to revise their work regularly and be thorough with the concepts done in the class.

Oral Test- Class 3 and 4 students appear for an oral test once in each term. For languages poem recitation, sentence formation, comprehension and communication skills are evaluated. In Math and Theme, application and logical reasoning based questions are asked.

Aural Test - Class 3 and 4 take an aural test in English and Hindi. This is conducted to evaluate their listening and comprehension skills. The teacher reads out a passage three times and gives a worksheet of questions related to the passage.

Announced Test - Class 3 and 4 children have an announced test at the end of each term. Syllabus and time table are given to them 15 days ahead. Second Term Test includes the entire syllabus for the year.

Feedback and Repair - After the corrections of every test, educators make Evaluation Implementing and Learning Grid (ELI). It helps them to understand which concepts are to be revised or retaught in the class. Students are given feedback of each test where the entire paper is solved in the class and common mistakes are discussed. Educators also plan the repair work for the concepts to be reinforced.

Evaluation in Middle School (Classes 5 –8)

In Middle School, evaluation is done as follows -

Homework and classwork are evaluated every 15 days for 6 marks (Total 30 marks in First Term and 30 marks in Second Term). Educators collect Homework on a regular basis and in their own personal grid mark the children. The homework is evaluated on the basis of regularity, completeness, neatness and quality. They also mark where students work is incomplete, not submitted, submitted late etc. This forms the basis for entering the marks in the final grid. At specific intervals of 15 days, educators fill in marks for students in a grid which is then checked by an in-charge mentor at regular intervals.

The educator goes to the classes she teaches during the sports period and collects the notebooks which are submitted. Correction is done in the sports period and the free periods that the educator has during the day. The educator also writes feedback for the students in the notebooks, so that a student can improve her work. Educators appreciate excellent and good work with stickers and smileys.

When an educator is evaluating classwork, she notes the participation of the child in classroom discussion as well as activity, whether the child is prepared for the class is not, note taking in the classroom, whether the student completes the activity in the stipulated time, the constructive contribution of the child in the class and so on. Classwork is also evaluated at the same intervals as the homework and is filled in the same grid.

Announced Test - One Announced Test is taken in each subject, in both terms.

Orals and Aural is taken in in both terms for English, Hindi, Sanskrit subjects (all classes) and Gujarati (Class 5 &6).

Projects are submitted twice a year, one in each term for English, Hindi, History/Civics and Geography subjects.

Practical is conducted in both terms for Science (class 5) and Physics, Chemistry Biology (Classes 6 to 8)

Feedback & Repair work is an integral & important component of any exam. Students must attend this after each exam - 1st Term & Final Term.

The break up given below is for all subjects except Sanskrit, Mathematics and Gujarati (Class 5 & 6).

For Mathematics - there is a Mid Term Exam and Final Exam of 100 marks each. There are no orals conducted in Maths. Besides the Exams, 10 marks are allocated to Table Test in both terms.

For Sanskrit- There is a written exam of 50 marks and an oral of 60marks in the Mid Term Exam and Final Exam respectively.

S. No.	First Term Exam	Marks	Second Term Exam	Marks	Grand Total	%
1	Class work	30	Class work	30	60	15
2	Home work	30	Home work	30	60	15
3	Announced Test	30	Announced Test	30	60	15
4	Oral/ Aural/Practical Project	30	Oral /Aural/Practical Project	30	60	15
5	Exam (Written)	80	End-Term Exam (Written)	80	160	40
		200		200	400	100

The percentage for each subject is calculated as given below:

1 st Term and End Term Exam	=	160 marks x 0.25	40
Projects/Orals/Practical	=	60 marks x 0.25	15
Announced Test	=	60 marks x 0.25	15
Classwork	=	60 marks x 0.25	15
Homework	=	60 marks x 0.25	15
Total in each subject			100

Evaluation in Senior School (Classes 9 to 12)

The evaluation pattern of Class 9 & 11 is a little different from that of Classes 10 & 12.

Evaluation for Class 10 & 12:

Class 10 & 12 term begins from 1 March of the year and goes on till the Board exams in February-March. They have a summer break from 2 or 3 May to reopening in June. Teaching of syllabus is usually completed by 30 September or first week of October.

Assessments and evaluations are taken as follows:

First term -

Two Unit Tests of 20 Marks each from two or three chapters.

Homework & Classwork is a weekly evaluation for 5 marks. At the end of the term the marks are reduced to their contribution in the total marks.

Mid Term Exam of 100 Marks where 50-60% syllabus is taken (each subject – Theory exam for 70/80 marks & Practical/Project Viva – 30/20 Marks). All questions are compulsory. No options given to train students to avoid selective study.

Second term -

Unit Test of 20 Marks from two or three chapters.

In October students write a Question Bank. Worksheets are made for each topic in each subject having all possible types of questions that could be asked. They solve the worksheet in 40 minutes. Some part of the worksheet is also given as Home Work.

In November students write Practice Papers - Two papers for each subject. The focus is on developing the students' ability to answer questions correctly.

In December we have the school's Final exam. The full Syllabus is tested for evaluation - (Subject wise – Theory exam for 70/80 marks & Practical/Project Viva – 30/.20 Marks). Question Papers are made in the Board Exam pattern so as to help the students simulate for Board Exam.

Homework, classwork, Projects & Final exam marks are considered for Final term evaluation. In the first week of January there is some Remedial teaching – followed by Preliminary exam (Subject wise – Theory exam for 70/80 marks). This begins by mid-January. The timetable and dates are set in accordance with the Board Exam Timetable such that Class 12 students get 15 days after

Preliminary Exam for Self-study and revision at home.

Board Exams begin by Mid-February.

Evaluation for Class 9 & 11:

The academic session for Class 9 begins from 15 April and for Class 11 tentatively from 1 April, depending on when their Class 10 Board Examination gets over.

So their academic year is from April to 28 February. Class 10 & 12 begins on 1 March.

First term -

Two Unit Tests of 20 Marks each from two or three chapters.

Homework & Classwork is a weekly evaluation for 5 marks. At the end of the term the marks are reduced to their contribution in the total marks.

Mid Term Exam of 100 Marks where 50-60% syllabus is taken (each subject – Theory exam for 70/80 marks & Practical/Project Viva – 30/20 Marks). All questions are compulsory. No options are given in the question paper so as to train students to avoid selective study.

Second term

October – Creative Project – 20 Marks – The project topics given are creative in nature, where a student takes up a project and dives deep into a small topic and then makes a creative presentation of the same, through a chart paper or any other creative form that she would like to use. It is a fun based learning activity.

Unit Test of 20 Marks from two or three chapters.

By third week of January, academic course is completed and then two weeks are dedicated to Revision.

Final exams begin around 7 February, and are conducted testing the full syllabus. (Subject wise – Theory exam for 70/80 marks & Practical/Project Viva – 30/.20 Marks). Question Papers are made in the Class 12 Board Exam pattern so as to help the students simulate for Board Exam.

Homework, classwork, Projects & Final exam marks are considered for Final term evaluation.

Senior School Evaluation Table

	FIRST TERM						SECOND TERM							Grand Total
	UT	HW	CW	Practical/Project	Exam	Total	UT	HW	CW	CP	Practical/Project	Exam	Total	
Cl 9	2 X 20 = 40	30	30	20	80	200	1 x 20 = 20	30	30	20	20	80	200	400
Cl 10	2 X 20 = 40	30	30	20	80	200	1 x 20 = 20	15	15	-	20	80	150	350
Cl 11	2 X 20 = 40	30	30	20/30	80/70	200	1 x 20 = 20	30	30	20	20*/30 [#]	80/70	200	400
Cl 12	2 X 20 = 40	30	30	20/30	80/70	200	1 x 20 = 20	15	15	-	20*/30 [#]	80/70	150	350

For the subject with Practical - Physics , Chemistry, Biology, Psychology & Geography

* For the subject with Project - History, Economics, Commerce, Accounts, English Language, English Literature & Mathematics