Academics Wing

No.F.4-298/2023-24(Exams)FDE
Federal Directorate of Education
Examination Section

Islamabad, the 12th November, 2025

The Director General, NCHD
The Director General, BECS
The Managing Director, NEF

Subject: - **POLICY FOR CENTRALIZED ANNUAL EXAMINATION FDE/NFE /ALP/PRIVATE CANDIDATES CLASS-V**

With reference to the subject cited above please find enclosed the "Policy for Centralized Annual Examinations FDE / NFE / ALP / Private Candidates Class-V".

2. This is issued with the approval of Director General, (FDE).

(TASEER REHMAN)
Deputy Director (Examination)

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- PS to DG PIE, Islamabad.
- Mr. Bilal Aziz JICA, Islamabad.
- PS to DDG (Policy) FDE.
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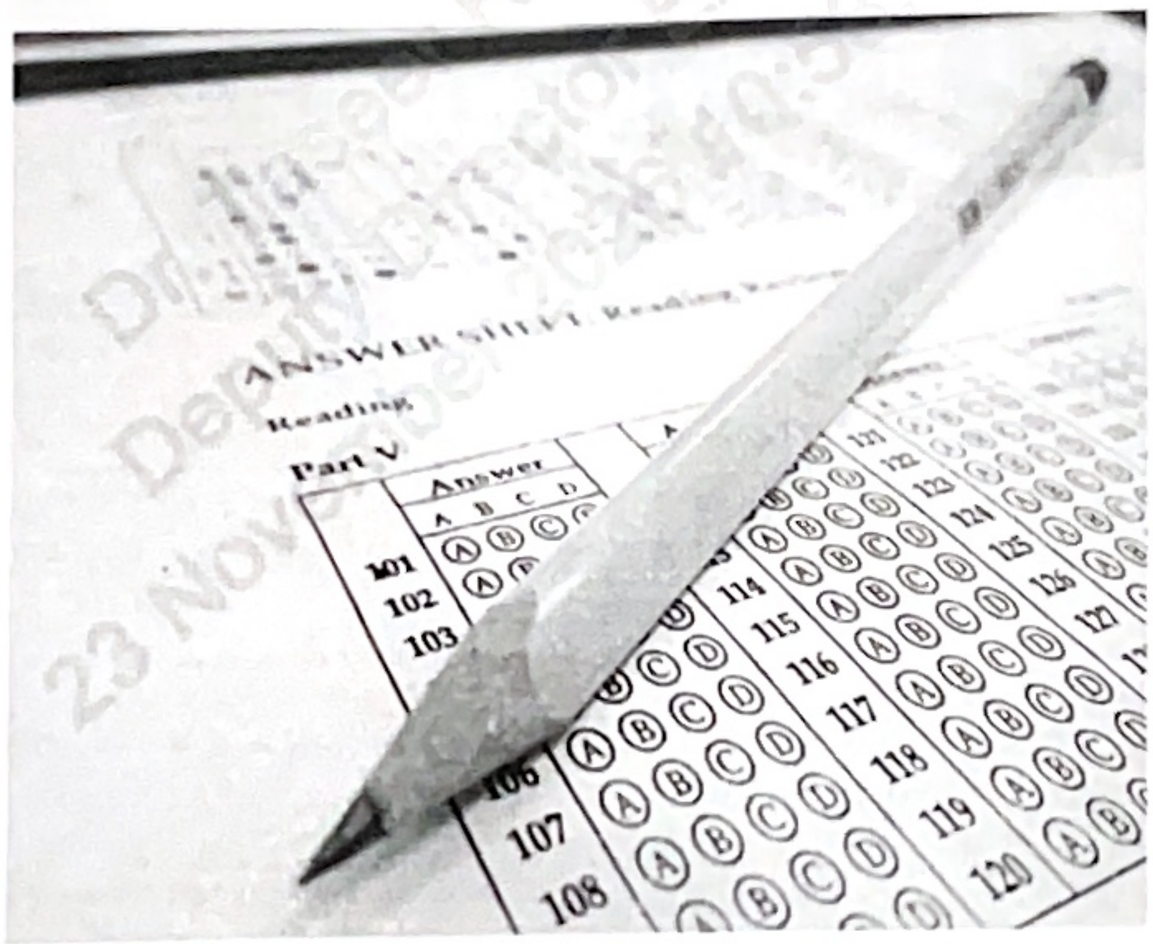
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(MoFE&PT)

Federal Directorate of Education (FDE)



POLICY FOR CENTRALIZED ANNUAL EXAMINATION, GRADE-V (FDE/NFE/ALP/PRIVATE)

LIST OF ABBREVATIONS

FDE	FEDERAL DIRECTORATE OF EDUCATION
NFE	NON-FORMAL EDUCATION
ALP	ACCELERATED LAERNING PROGRAMME
PEIRA	PRIVATE EDUCATIONAL INSTITUTIONS REGULATORY AUTHORITY
BECS	BASIC EDUCATION COMMUNITY SCHOOLS
NCHD	NATIONAL COMMISSION FOR HUMAN DEVELOPMENT
NEF	NATIONAL EDUCATION FOUNDATION

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POLICY FOR THE CENTRALIZED EXAMINATION FOR CLASS – V FDE/NFE/ALP/PRIVATE EDUCATIONAL INSTITUTIONS

1. Name of the Examination

This Examination shall be called "Centralized Examination for Class-V (FDE & Private Candidates)" and "Bi-Annual Centralized Examination for Class V (NFE)/ALP

2. Authority

It shall be a Regional Examination, for ICT and shall be conducted under the control of Director General (FDE), Federal Directorate of Education Islamabad.

3. SCHEDULE:

Formal Education (FDE)	**i.** Online Registration of the FDE and Private Students shall be started in 3rd week of October.	**ii.** Examination shall be based on the prescribed syllabus of class V for the prevailing academic session as prescribed by NCC.	**iii.** Examination shall be held in month of February every year. Result shall be announced on 31st March.
Non-Formal Education (NFE)/Accelerated Learning Program (ALP)	i. Online registration of NFE students shall be conducted bi-annually, first in the 3rd week of June and second in the 3rd week of October		iii. The First Annual Examination shall be held in the month of September and its result shall be announced in October, while the Second Annual Examination shall be held in February and the result shall be announced on 31st March.

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4. Eligibility for appearing in the Examination:

A. Age Limit:

Formal Education (FDE)& Private Candidates	(i)	Age limit for the regular FDE students of Class-V is from 9 to 12 years by the 31st December of the concerned academic year.	(iv)	For FDE students, the age relaxation in upper and lower limits, of 6 months may be given by AEO/Director (Academics).
	(ii)	Private candidates shall be resident of ICT and shall not have been on the roll of any recognized institution after 31st august each year.		
	(iii)	Private Candidates shall provide DOB Certificate from District Health Officer/ District Municipal Authority/School-leaving Certificate/B-Form Issued by NADRA and duly attested by Grade-17 and above officer.		
Non-Formal Education (NFE)/Accelerated Learning Program (ALP)	(i)	As per **concerned department policy**	(iii)	The relaxation in the upper limit (16 years) and duration may be granted by the concerned Head of Department (BECS/NEF/NCHD) with intimation to the Federal Directorate of Education (FDE)
	(ii)	He/She shall provide DOB Certificate from District Health Officer/ District Municipal Authority/School-leaving Certificate/B-Form Issued by NADRA and duly attested by Grade-17 and above officer.		

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B. Eligibility Criteria

	Formal Education (FDE)	Non-Formal Education (NFE)/Accelerated Learning Program (ALP)
(i)	The Centralized Examination for Class-V shall be compulsory from **the academic session as and when notified.**	The Centralized Examination for Class-V shall be compulsory.
(ii)	Regular FDE Students of ICT who have completed 75 percent of attendance in Class-V during the academic session when notified.	Out-of-School Children (OOSC) enrolled under Non-Formal Education (NFE)/Accelerated Learning Programme (ALP) centers shall also appear in the Centralized Examination for Class-V conducted by FDE. The eligibility of such candidates regarding attendance shall be determined on the basis of completion of the prescribed ALP course duration and satisfactory academic progress, as certified by the Head of the concerned Center/Institution.
(iii)	The attendance shall be calculated up to the date of submission. The Head of Institutions shall report to the FDE Exam Section, the names of those candidates who fall short of required percentage of attendance till 15th January, before the commencement of the Examination for the cancellation of candidature-ship. In case the shortage is condoned in accordance with note (III) of the clause, the letters condoning shortage should be forwarded to the Registrar.	Attendance shall be calculated up to the date of submission as per departmental policy. The Heads of Departments shall report to the FDE, Exam Section the names of candidates who fall short of the required attendance for cancellation of candidature. If an OOSC candidate has not completed the required duration or attendance, the Head of the Center/Department may recommend deferment of examination until the prescribed course is completed.
(iv)	The shortage of attendance under special circumstances may be condoned as under: a. Shortage up to20 days (Head of Institution) b. Shortage up to30 days or more (Director, Academics & QA)	As per departmental policy

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C. **Cancellation of candidature-ship of a student:**

	Formal Education (FDE)/Private Candidates	Non-Formal Education (NFE)/Accelerated Learning Program (ALP)
(i)	The candidature ship of a candidate can be withdrawn from centralized annual examination on the request of the Head of Institution, endorsed by the concerned Area education officer (AEO) PIERA on the following basis: i. Medical grounds ii. Transfer of parents iii. Uninformed / prolonged absenteeism	The candidature of a candidate can be withdrawn from the centralized annual examination on the request of the Head of Center, duly endorsed by DG NCHD / MD NEF / DG BECS, on the following grounds: i. Medical grounds ii. Migration of parents iii. Uninformed / prolonged absenteeism or any other
(ii)	The cases must be submitted to the Examination Section, FDE, at least 30 days before the commencement of the examination	

5. **STATUS OF THE PRIMARY STANDARD EXAMINATION:**

i. It shall be a universal examination for boys and girls of class V FDE/NFE/ALP/PIERA.

ii. A candidate passing the exam shall be promoted to Class-VI.

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7. **Subjects:**

Every candidate shall take Examination in the following six subjects as prescribed by the National Curriculum Council (NCC).

Sr. No	Subjects	Total Marks	Time Allowed
1	Urdu	100	3 Hrs.
2	English	100	3 Hrs.
3	Mathematics	100	3 Hrs.
4	Islamiat / Moral Education for Non-Muslim Candidates	60 / 100	2Hrs / 3 Hrs.
5	Nazra	40	1Hrs.
6	Science	100	3 Hrs.
7	Social Studies	100	3 Hrs.
TOTAL		600	

8. **Rules for passing the Examination:**

i) The minimum pass marks in each subject shall be 40 percent.

ii) For the award of the Centralized Examination Certificate, a candidate must pass/be promoted according to the promotion policy of FDE issued for the prevailing academic year.

9. **Grace Marks:**

FDE shall give up to 05 grace marks to a student, in overall aggregate, to promote in next class.

10. **GRADING OF RESULTS**

Candidates will be awarded grades according to the following:

A1 90 % and above

A 80 % and above but below 90 %

B 70 % and above but below 80 %

C 60 % and above but below 70 %

D 50 % and above but below 60 %

E 40 % and above but below 50 %

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11. Marking Guide

Marking Guide and rubrics will be provided by the paper setter to keep the marking credible, uniform and fair, will be issued by examination section FDE to the Head Examiners.

12. Re-checking of the Answer Scripts and Re-examination:

	Formal Education (FDE)/PIERA	Non-Formal Education (NFE)/Accelerated Learning Program (ALP)
(i)	Re-checking (i.e. checking of totals/transfer of marks/unmarked part of answer scripts) of the scripts shall be allowed on payment of a prescribed fee if a request is received within 21-days of the declaration of the result. Re-assessment of the scripts shall not be allowed.	____
(ii)	Re-examination of the students who could not appear in centralized annual examination due to following reasons: (a) Medical issues (b) Accident cases (c) Death of any blood relation	Appearance in the 2nd annual examination of the students who could not appear in centralized annual examination due to following reasons: (a) Medical issues (b) Accident cases (c) Death of any blood relation (d) Transfer Cases
(iii)	Re-examination will be conducted within 40 days of the declaration of the result provided the case of the candidates is forwarded through Head of institution, endorsed by concerned Area education/PIERA officer before the end of first centralized annual examination	Students of NFE/ALP shall be given a chance to appear in 2nd annual examination announced by the FDE

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13. SLO Based Examination

SLO based examinations will be taken, keeping in view the cognitive abilities of the candidates and difficulty level of each question in the paper.

14. Result Cards/Detailed Marks Certificates:

Result cards/Detailed Mark Certificates will be supplied to all regular pass or fail candidates through their institutions in case of the private candidates these will be dispatched to their residential/postal addresses.

15. Exam Evaluation Fee Structure:

The following fee is to be deposited in the Federal Treasury for processing of the matters mentioned as under:

Sr. No	Items	Rates
1	Admission Fee (Private Candidate)	Rs.400
2	Admission with Late Fee (Private Candidate)	Rs.600
3	Admission with double fees after due date	Rs.800
4	Change of Center	Rs.300
5	Correction in Name, Percentage & Date of Birth	Rs.300
6	Duplicate Certificate	Rs.400
7	Verification of Certificate	Rs.300
8	Rechecking Fee	Rs.200

16. Late Admission:

Candidates shall submit their admission forms, after the expiry of the normal date with the increase in charges to be deposited in Federal Treasury as mentioned in (xiii).

17. Rectification of mistakes:

Federal Directorate of Education has the authority to rectify any mistake, which may come to light at any time after the examination or the declaration of the result on account of any mistake or wrong interpretation of rules

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18. Change of Examination Centre:

	Private Candidates	Non-Formal Education (NFE)/Accelerated Learning Program (ALP)
(i)	Change of center for private candidate shall be permitted on the payment of a prescribed fee duly deposited in Federal Treasury provided that the application for the change of Centre is made at least 30-days before the commencement of the examination.	Change of center shall be permitted provided that the application for the change of Centre is made at least 30-days before the commencement of the examination duly endorsed by NFE/ALP (BECS, NEF, NCHD).

19. Unfair Means/Misconduct:

Reported cases of the use of un-fair means/misconduct by students as well as supervisory staff will be dealt as under:

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(a) . Use of Un-fair means by candidate:

i) Only cheated portion may be cancelled, with clear evidence.

ii) If a case of the use of un-fair means is proved against a candidate depending upon the gravity of the offence. He/she may be awarded zero marks to the answer copied by the candidate.

iii) Awarded zero marks in the whole paper.

iv) The whole result of the candidate may be declared null and void.

v) The candidate may be debarred from appearing in the examination for one year

b) Misconduct/involvement in Un-Fair means of the Supervisory staff/ Sub. Examiner / Head Examiner

If a case of misconduct is reported and proved against a member of the supervisory staff/Sub. Examiner /Head Examiner, depending upon the nature of charge, he/she may be given punishment as follows:

i) Disqualification from further examination duty

ii) Warning/Censure/show cause

20. GPA Formula:

$$GPA = \frac{6 \times A1 + 5 \times A + 4 \times B + 3 \times C + 2 \times D + 1 \times E}{\text{No. of students appeared}}$$

21. Payment of Remuneration to Supervisory Staff:

Remuneration will be paid at approved rates to the Supervisory staff, Paper setters. Examiners and other staff engaged in connection with exams, after the finalization of results subject to the availability of funds.

22. Answer Scripts:

Answer Scripts of these examinations will be kept in the safe custody for one year after the conduct of examination. Awards & Results will however be permanently kept by the Exam Section.

23. Establishment of Marking Centers:

Decentralized marking centers at sector levels will be established. For this purpose, answer scripts of sectors may be swapped or randomly interchanged.

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