



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्स्टिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)

"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002



CBSE/Dir(Acad.&Trg.)/2012

September 7, 2012
Circular No: Acad - 61/2012

All the Heads of Institutions
affiliated to CBSE,

Subject: Verification of Evidence of Assessments (EAs) of Class IX/X students for Academic Session 2012-2013

Dear Principal,

Effective assessment of students is the key to the success of any education system. With the introduction of series of education reforms the Central Board of Secondary Education is deeply committed to ensure fair and effective assessment of its students which is also feasible, practical and stress free leading to their wholesome personality development. Many steps have been undertaken in this direction, such as introduction of grading, issuing uniform certificates to all the students appearing in Class X March Examination irrespective of the fact whether they are assessed by the Board or by the School in Summative Assessment-II (SA-II) and conduct of Capacity building workshops.

The Board has in the last two years initiated random collection and verification of the '**Evidence of Assessments (EAs)**' conducted at school level under Formative and Summative assessments.

These '**Evidence of Assessments (EAs)**' and the marks awarded are verified by the subject experts/moderators appointed and empanelled by the Board at the Regional level. The objective is to assess the 'Practices of School Based Assessment'. The experts would submit their report on these 'Evidence of Assessments (EAs)' vis-a-vis award of marks. Their report will help in verifying the school based assessments as well as provide feedback to the Board about implementation of CCE scheme at grass roots level. The CBSE will also inform schools on how the assessment can be made more effective.

The schools which will be shortlisted by the Regional Office will be requested to send the '**Evidence of Assessments (EAs)**' for SA-1, FA1 & FA 2 of Classes IX and X (Session 2012-2013). This material (FA tasks and SA answer sheets) is being collected initially in five subjects: Hindi, English, Mathematics, Science and Social Science. In addition to scholastic assessment, the schools from this session onwards are also being asked to send evidences of co-scholastic assessment.

From this term onwards in addition to the Regional Office, the Board has appointed **certain City Coordinators in different cities where you will be required to send these evidences. The names of these Coordinators will soon be intimated to you. Please ensure that these 'Evidence of**

Assessments (EAs) sent to the designated Coordinators comprise of the performance of five students taken from each of the three categories i.e. top, middle and bottom levels of achievements. Thus, your school if selected should be submitting fifteen Evidence of Assessments (EAs) (FA tasks and SA answer sheets) for every assessment i.e. 15 for FA (FA1, FA2 taken together) and 15 for SAI of Classes IX or X. This is applicable only to one subject and one class which will be communicated to you later. (Refer to Annexure I for selection of samples)

FORMATIVE ASSESSMENT

The school is required to send details about all the fifteen FA tasks in the subject as directed by Regional Office which should include the break-up of marks as well as the parameters for assessment. If the nature of the Evidence of Assessments (EAs) is such that it cannot be posted or transported such as oral testing, seminars, group discussion, model, chart etc. *a brief write-up as already prepared by the teacher on the assignment may please be sent along with marks awarded.* This should include the details of the task assigned to students individually or in groups as well as the strategies adopted and the parameters used for assessment. The schools should send only those tasks that have been taken into account for arriving at the grades for FA1 and FA2. (Please refer to para 5 and 8 of Annexure II)

SUMMATIVE ASSESSMENT

Question Paper used and its marking scheme in the subject should also be attached with SA answer sheet irrespective of whether you have used the question paper sent by the Board or your own question paper.

CO-SCHOLASTIC ASSESSMENT

The Board from this term has started collecting evidences of co scholastic assessment. So also please send write-ups, photographs, anecdotal records, Charts, poems, CDs of the students performance selected by you. A mention may be made about the Manuals/Activities being used for imparting Life Skills.

After you are informed by the Regional Office, please ensure that all the '**Evidence of Assessments (EAs)**' in the subject indicated by the Regional Officer along with the co-scholastic assessment are sent through speed post or hand delivered (at school's cost) to the concerned Regional Officer/City Coordinator latest by **20th October 2012** along with the checklist for collection of evidence (Annexure II).

In case of any queries kindly contact Mrs. Sugandh Sharma, Education Officer (Commerce) at 011-23220155 or email at eo-commerce@cbseacademic.in with a copy to Director (Academic and Training) at email id sadhanap.cbse@nic.in.

With regards,

Yours sincerely,



(Dr. Sadhana Parashar)
Director (Acad. & Trg.)

Encl: *Annexure I* – Selection of Samples
Annexure II – Checklist for Collection of Student Data – SBA- Scholastic
Annexure III- Packing and Despatch Procedure of evidence of assessments
Annexure IV- **Receipt of Delivery of Assessment of CCE- 2012-13**

Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar – 791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair - 744101.
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Islands
9. The Secretary, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085.
10. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
11. The General Secretary, Council of Boards of School Education in India, 6H,BigJo’s Tower, A-8, Netaji Subhash Place, Ring Road,Delhi-110034.
12. The Education Officers/AEOs of the Academic Branch, CBSE.
13. The Research Officer (Technology) with the request to put this circular on the CBSE website.
14. The Library and Information Officer, CBSE
15. EO to Chairman,/PS to Chairman, CBSE
16. DO/PA to Secretary, CBSE
17. PA to CE, CBSE
18. PA to Director (Acad.)
19. PA to HOD (AIEEE)
20. PA to HOD (Edusat.)
21. PA to Joint Director , CBSE
22. PRO, CBSE

Director (Academic and Training)

CBSE/Dir(Acad&Trg)/2012

Circular No: Acad-61/2012

*Subject: Verification of Evidence of Assessments (EAs) of Class IX/X students
for Academic Session 2012-2013*

SELECTION OF THE SAMPLES

Summative Assessment:

- i. Arrange all the students of class IX/X (all sections) in increasing order of marks calculated for SA-I.
- ii. Divide the total number of students in three groups as follows:
 - a. Top one-third students,
 - b. Middle one-third students, and
 - c. Bottom one-third students.

For example: If there are 100 students in Class IX/X in a School, the three groups may consist of 33, 33 and 34 students after they have been arranged in increasing order of marks.

- iii. Pick up the top five students from the first group, the last five students from the third group and any five students from the middle group.
- iv. This set of fifteen students is your sample for whom ‘**Evidence of Assessments (EAs)**’ are to be sent.

Formative Assessment:

- i. Arrange all the students of class IX/X (all sections) in increasing order of marks calculated for FA1 & FA2 taken together.
- ii. Divide the total number of students in three groups as follows:
 - a. Top one-third students,
 - b. Middle one-third students, and
 - c. Bottom one-third students.

For example: If there are 100 students in Class IX/X in a School, the three groups may consist of 33, 33 and 34 students after they have been arranged in increasing order of marks.

- iii. Pick up the top five students from the first group, the last five students from the third group and any five students from the middle group.
- iv. This set of fifteen students is your sample for whom ‘**Evidence of Assessments (EAs)**’ are to be sent.

Note: Samples of 15 students selected for Summative Assessment and 15 students selected for Formative Assessments may differ depending on the performance of students.

CBSE/Dir(Acad.&Trg.)/2012

Circular No: Acad-61/2012

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for Academic Session 2012-2013*

**CHECKLIST FOR COLLECTION OF STUDENT DATA – SBA – SCHOLASTIC
CLASS IX/X: 2012-13**

1. School Details

- i) Name of the School (with Complete Address) :
providing samples to the Regional Office
- ii) School Number:
- ii) Name of the Principal
- iii) Phone No. (School):
- iv) Fax No.:
- v) Mobile No.:
- vi) Email Id.:
- vii) Website, if any:

2. Subject/s of which Evidences of Assessments are being sent {Please tick (√)}

- i) English
- ii) Hindi
- iii) Mathematics
- iv) Science
- v) Social Science

3. Number of students in Class IX/X

.....

4. Number of Sections in Class IX/X

.....

5. Number of tasks in Class IX (FA-1 and FA-2):

- i) English
- ii) Hindi
- iii) Mathematics
- iv) Science
- v) Social Science

FA-1 FA-2

FA-1	FA-2

6. Number of tasks in Class X (FA-1 and FA-2):

- i) English
- ii) Hindi
- iii) Mathematics
- iv) Science
- v) Social Science

FA-1 FA-2

FA-1	FA-2

7. Criterion used in awarding final grades under Formative assessments

FA 1 i) All the tasks ii) Best of All iii) Best of Two
 iv) Any other criterion:

FA 2 i) All the tasks ii) Best of All iii) Best of Two iv) Any other
 criterion:

8. Type of tasks in FA-1 and FA-2 (Quiz, Book Review, Visit, Field Trip, Survey Project Work (group/Individual), Models, Unit Test, Group Discussion, Debate, Declamation, Dramatization, Role play, Presentation, Seminar, Practicals, Maths Lab Activities, Listening and speaking skills, Map work, etc).

(Use separate sheets for each of the formative assessments. The evidence sent must include the breakup of marks on different rubrics/parameters of each activity undertaken.)

9. Formative Assessment Samples

Samples provided in case of three categories with names

	Names of students & Roll No. assigned by the Board	Total* Marks obtained in		Total* Maximum marks in		Marks obtained in Summative Assessment I	Types of Samples enclosed**
		FA-1	FA-2	FA-1	FA-2		
Top level of Achievement (Top 05 students)	1.						
	2.						
	3.						
	4.						
	5.						
Middle level of Achievement (Mid 05 students)	1.						
	2.						
	3.						
	4.						
	5.						
Bottom level of Achievement (Bottom 05 students)	1.						
	2.						
	3.						
	4.						
	5.						

* This pertains to the Assessments of FA-1 and FA-2 which have been finally taken into account for arriving at the grades. Samples of all assessments used for arriving at grades under FA-1 and FA-2 should be sent.

** There should be a variety of tasks / assessments and if samples are not possible, reports be attached.

9. Question Papers for Summative Assessment I (SA-1)

- (i) Question Paper sent by CBSE
- (ii) Question Paper Mixed and matched from papers sent by CBSE
- (iii) Question Papers framed by the school

(Tick the correct option and attach relevant SA-1 Question Paper & Marking Scheme. Even if you opt for (i) and (ii), attach the Question Paper and Marking Scheme)

10. Summative Assessment Samples

Samples provided in case of three categories with names

	Names of students & Roll No. assigned by the Board	Marks obtained in Summative Assessment	Answer script, supplementary answer scripts, drawing sheet, graph paper etc. enclosed	Marks obtained in Formative Assessment
Top level of Achievement (Top 05 students)	1.			
	2.			
	3.			
	4.			
	5.			
Middle level of Achievement (Mid 05 students)	1.			
	2.			
	3.			
	4.			
	5.			
Bottom level of Achievement (Bottom 05 students)	1.			
	2.			
	3.			
	4.			
	5.			

11. Evidence of Assessment in Co-Scholastic Areas

- a) Report of Activities done (in one page to be attached)
- b) Indicators of Assessment used (in one page to be attached)

List of Students who have been selected for the study of Evidence of Assessment (Formative Assessment)

	Names of students & Roll No. assigned by the Board	Grades Obtained in					Type of evidence enclosed
		Life Skills	Work Education	Visual and Performing Arts	Attitudes and Values	Co-Curricular Activities	
Top level of Achievement (Top 05 students)	1.						
	2.						
	3.						
	4.						
	5.						
Middle level of	1.						
	2.						

Achievement (Mid 05 students)	3.						
	4.						
	5.						
Bottom level of Achievement (Bottom 05 students)	1.						
	2.						
	3.						
	4.						
	5.						

**List of Students who have been selected for the study of Evidence of Assessment
(Summative Assessment)**

	Names of students & Roll No. assigned by the Board	Grades Obtained in					Type of evidence enclosed
		Life Skills	Work Education	Visual and Performing Arts	Attitudes and Values	Co- Curricular Activities	
Top level of Achievement (Top 05 students)	1.						
	2.						
	3.						
	4.						
	5.						
Middle level of Achievement (Mid 05 students)	1.						
	2.						
	3.						
	4.						
	5.						
Bottom level of Achievement (Bottom 05 students)	1.						
	2.						
	3.						
	4.						
	5.						

I certify that the information given is correct and has been personally verified.

Date:

**SIGNATURE OF
HEAD OF SCHOOL**

NAME.....
SEAL OF HEAD OF SCHOOL
COMPLETE ADDRESS.....
.....
.....

Attachments with the checklist (Please mark \checkmark against those received):

1.	Samples of evidences of assessments for 15 students for FA-1 and FA-2 taken together	
2.	Samples of evidences of assessments for 15 students for SA1 (Answer Scripts, Supplementary Answer Scripts, Drawing Sheets, Graph Paper etc.)	
3.	Samples of Question Paper used for SA-1	
4.	Samples of Marking Scheme used for SA-1	
5.	Write-up on evidences of Formative Assessments that cannot be sent (if applicable)	
6.	Write-up and samples on activities done under Co-scholastic areas	
7.	Write-up on activities and indicators of assessment used for Co-scholastic Activities.	
8.	Photocopy of the Attendance register highlighting the selected 30 candidates	
9.	Copy of the Teachers' Diary/ Notes and Report card	
10.	Student portfolio/Observation Scale/ Anecdotal Records used for scholastic areas	
11.	Student portfolio/Observation Scale/ Anecdotal Records used for co- scholastic areas and Activities	

PACKING AND DISPATCH PROCEDURE OF EVIDENCE OF ASSESSMENTS

The Principal shall collect all the evidences of Assessment. These should then be personally checked by him/her with the list of candidates whose Evidence of Assessments in assigned subject (Formative Assessment as well as Summative Assessment) and Co- Scholastic Assessment are being sent. These shall comprise of the following:

- (a) Packets containing Question papers, Marking Schemes and Answer Books of Summative Assessment-I, and Evidence of Assessment for Formative Assessment (FA tasks and write up n tasks that cannot be sent) and Co- scholastic assessment must be packed separately, and address on the parcels containing these be written with the colour of the ink as under to easily distinguish to which assessment the parcels belong to:

Summative Assessment	-	Black Colour
Formative Assessment	-	Blue Colour
Co- Scholastic assessment	-	Red Colour

- (b) For Formative Assessments 1 & 2 taken together and for Summative Assessment-I in the assigned subject, **Assessment-wise evidences** should be collected and tied separately and placed inside separate envelopes with super scribing the following in bold letters on the top of envelop:

Name of the subject (English/Maths/Science etc.)
Assessment Type (Formative Assessment/Summative Assessment)/Co- Scholastic
Assessment
Name and Address of the School

- (c) In case of more than one packet, say 5 packets, packet no. should be 1/2, 2/5, 3/5, 4/5 and 5/5.
- (d) Packet containing write-ups on Co-Scholastic Activities and Assessment should be packed and sealed separately and marked 'Co-scholastic' on the top.
- (e) These packets (Assessment wise) should be packed in cloth, sealed and than packed again in cloth parcel(s) to be dispatched to respective Regional Offices.
- (f) To distinguish parcels containing these materials related to CCE from being erroneously opened at the Regional Offices, the following should be written in **Bold Letters with blue ink:**

EVIDENCES OF SCHOOL BASED ASSESSMENT

- (g) **The name and address of the School should be written boldly at the Right corner of the Parcel.**

**RECEIPT OF DELIVERY OF EVIDENCES OF ASSESSMENT
TO THE COORDINATOR/BOARD’S REPRESENTATIVE**

Received the sealed packets said to have following material from Shri/Smt. _____ of school
No. _____ pertaining to CCE 2012-13.

- 1 (a) Envelopes containing Question Paper, Marking Scheme and Answer Sheets of Summative Assessment-II One packet
- (b) Envelopes Containing Evidence of Assessment of Formative Assessment (FA-1 &FA-2) One Packet
- (c) Envelope containing write- ups on evidence of FAs that cannot be sent One Packet
- (d) Envelope containing write- ups on activities done under co-scholastic areas and indicators of assessment used for co-scholastic areas One packet

Signature of Board’s Representative/City Coordinator : _____
Name : _____
Designation : _____
Date : _____
Time : _____

**NOTE: Receipt to be prepared in duplicate
First Copy to be handed over/ sent to the School Principal/Representative
Second copy to be handed over to the concerned RO**