



केन्द्रीय माध्यमिक शिक्षा बोर्ड

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

शिक्षा सदन, 17, इन्सटिट्यूशनल 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.)/2013

18th February, 2013

Circular No: Acad - 17/2013

All the Heads of Institutions
affiliated to CBSE,

Subject: Follow-up Action on Analysis of Evidences of Assessment

Dear Principal,

At the outset I wish to thank you for supporting us in this mammoth task of verifying the Evidences of Assessments of class (IX – X), Term I, April – Sep 2012.

For this term, nearly 5,000 schools were asked to send their Assessment evidences. Barring few schools particularly in Guwahati region, a majority of schools have sent their evidences. These evidences were analyzed carefully by moderators at nodal centers in different cities and at Regional Offices.

We report with satisfaction that the feedback reports have been sent to schools in all regions. In this connection, based on your feedback and remediation measures undertaken, the following is now brought to your kind attention:

- (i) Necessary changes have been made in the upcoming circular on verification of evidences of assessment for Term II, Academic Session 2012-13 to further clarify the instructions given in annexures on selection of students, filling in checklist, packaging and labeling of the packets etc.
- (ii) The guidelines for moderators have been made more comprehensive so that they are extra cautious in analysing the evidences and giving you an objective feedback.
- (iii) Feedback report form has been further improved so that it gives you better idea of what aspects need to be paid special attention for bringing improvement in assessment practices adopted by you. **Its copy is also given as annexure to help you all in improving your assessment practice.**

While gratefully acknowledging your contribution in this endeavour, we would also like to bring the following to your attention:

1. The Board earnestly strives to adhere to the prescribed timeline so as to be able to send you feedback report in time. So we request you also to strictly follow the schedule of submission of evidences to the designated nodal centers / regional offices.
2. In some cases the evidences sent by you could not be located due to following reasons, such as
 - (i) They were sent to some other address/regional office/academic branch
 - (ii) They were not labeled and numbered properly.
 Hence please follow all instructions religiously.
3. In many cases, the following deficiencies were noted:
 - (i) While analysing scholastic assessment evidences, many schools had sent answer sheets/copies without the supporting question papers and marking scheme. Inflated marks/grades were not awarded in around 50% of the schools but are given to a great extent in 8.90% schools.
 - (ii) Most of the schools have about 3-4 tasks in FA-1 (41.86%) and FA-2 (44.06%). Around 25% of the schools have 1-2 tasks in FAs. But about 5.4% of the schools give more than 10 tasks to the students. The level of these tasks was found challenging in only 14.28% schools but average in 72.57% schools. In relation to the variety of tasks, 28.55% schools offered wide variety of tasks, 54.27% offered an average variety while 15% schools give only written assignments to, their students. 75.49% schools followed the practice for individual assessment. Only 8.44% used the method of Group Assessments.
 - (iii) Write ups were missing for most of Co-Scholastic activities making it difficult for the moderators to properly assess them. 34.2% schools provided sufficient reports and evidences, 37% provided evidences which were insufficient and around 19% schools did not provide any evidence. In maximum number of schools, the tasks and tools used for Co-Scholastic Assessments were insufficient. The teachers need to maintain methodical documentation of student's participation and behavior in different situations and activities as evidences of Co Scholastic Assessment (as give in Life Skills, Health Manuals, Environment Manuals, Handbook for Values Education, Physical Education).
 - (iv) The project work, though decorative, lacked in-depth analysis. Students did the project work individually in 57.02% of the schools. Only 8.50% of schools did group projects. The teachers must plan multidisciplinary, values based and group projects for their students to inculcate skills of extensive study and enquiry.
 - (v) Most of the schools (30%) conducted insufficient lab activities/practicals for their students.
 - (vi) Planners, Anecdotal records, portfolios for assessment of life skills, attitudes, values, etc were also not sent. Teacher's counseling for weak students should follow Life Skills Assessment as an in house support mechanism.
 - (vii) In the absence of a Checklist, the moderators found it difficult to get the details of evidences sent by you.
 - (viii) On the basis of moderator's Overall Feedback Report of the schools, 31.57% schools were categorized as good though most of the schools were rated Average (49.69%) and 18.28% schools needed improvement in their existing practices.


At the end, we would like to assure you that the purpose of this entire exercise is to support you in your assessment efforts and not to be judgmental in our approach. Many schools have sent the remedial measures they have planned for the current term. I request you to organize more workshops for your teachers on various aspects of CCE. We would further like to inform you that for second term the schools which have scored low i.e; less than 20 marks have been again asked to send their evidences so that we know to what extent they have been able to follow and implement the suggestions given by us.

During this entire exercise, the Board has come across with certain good assessment practices which it would like to share with others. In case you wish to share yours with us, please mail it to me at sadhanap.cbse@nic.in with a copy to Mrs. Sugandh Sharma, Addl. Dir/ Associate Professor at sugandh.cbse@live.com.

Thanking you once again for your continued support and guidance in this joint venture of mutual growth and development.

With regards,

Yours sincerely,


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

Annexure: Feedback Report

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)

FEEDBACK REPORT**SCHOOL DETAILS**

Name of the School : _____

(with Complete Address) : _____

CBSE's School Code : _____

Email id : _____

Mobile No. of Principal : _____

(Moderators to write complete School information as this is to be detached and sent to school directly)

Sl. No.	Aspects	3 MARKS	2 MARKS	1 MARK
1.	Average No. of tasks in Formative Assessment (No. of tasks in FA3+FA4 divided by 2)	Okay (3-4)	5-6	Less than 3/More than 6
2.	Level of Formative Assessment tasks	Challenging	Average	Too easy
3.	Variety in tasks	Wide variety of tasks	Average	No variety (Only written assignments)
4.	Methodology of selecting final grades in Formative Assessment	Fair (Best of All tasks)	Average of the selected tasks	Not fair (Average of all tasks)
5.	Quality of Projects	Very Good	Average	Not Good
6.	Lab activities/Practical	Sufficient	Average	Insufficient
7.	Testing of Listening and Speaking skills in Languages	Adequate/N.A. for subjects other than language	Average	Inadequate/Not tested/No evidence
8.	Integration of values and problem solving in FA Activities	Adequate	Average	Inadequate/Not tested/No evidence
9.	Range of marks in Formative Assessment (out of 20)	Balanced (5-10)	Average (11-15)	Narrow/High (16-20)
10.	Quality of evaluation in Summative Assessment	Strictly as per Marking Scheme/N.A. as Board conducted Class X Examination (Pt.11(iv) of	Marking Scheme not followed in some questions	Not as per Marking Scheme/ Insufficient evidence

		<i>checklist)</i>		
11.	Inflated marks/grades awarded in Summative Assessment	No/N.A. as Board conducted class X Examination <i>(Pt. 11 (iv) of checklist)</i>	Less extent	Great extent
12.	Reports and evidences provided on Formative Assessment	Provided and sufficient	Provided but not sufficient	Not provided
13.	Reports and evidences provided on Summative Assessment	Provided and sufficient	Provided but not sufficient	Not provided
14.	Tasks and tools used for Co-scholastic Assessment	Sufficient	Average	Insufficient
15.	Reports and evidences provided on Co-scholastic Assessment	Provided and sufficient	Provided but not sufficient	Not provided
16.	Packing of Evidences as per prescribed instruction	Followed instructions	Followed instructions to some extent	Not followed at all
17.	Regularity of student's attendance	Regular	Regular to some extent	Irregular/No evidences
18.	Quality of Teachers diary and notes	Good coverage to all aspects/well planned	Average	Sketchy/no evidences

TOTAL MARKS SCORED: _____

TOTAL MARKS SCORED	OVERALL REMARKS OF THE SCHOOL
33-54	Good
25-32	Average
18-24	Needs Improvement

Strong areas of the school: _____

Areas of improvement: _____

Moderator's Signature

Coordinator's Signature

Note: The Moderators Summary feedback Report should be based on the Tabular Statement of Marks scored by school on various aspects. It should be comprehensive to guide the school regarding steps to be undertaken for bringing improvement in their assessment practices. If needed the moderator may use separate sheet for the purpose.

The school is requested to explain the reasons for not following the Board's norms of assessment, within 7 days of receiving this letter. The school is also asked to list the steps to be initiated from the 2nd term onwards to overcome the deficiencies. (Separate Sheet may be used for this purpose).

REGIONAL OFFICER, CBSE