



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.)/2013

20th, February, 2013
Circular No: Acad -18/2013

All the Heads of Institutions
affiliated to CBSE,

Subject: Verification of Evidence of Assessments (EAs) of Class IX/X students for Term II 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 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 few 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 root 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 **Evidences of Assessments (EAs)** for FA3, FA 4 & SA-2, of Classes IX Term 2(Session 2012-2013). As far as class X is concerned, schools will send evidences of FA3 and FA4 and photocopies of answersheets of SA2 in case of Summative Assessment under Scheme 1. 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 are also being asked to send evidences of co-scholastic assessment.

As was in the first term, in this term 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. In addition to letters, a detailed list of the schools, with the subject & class assigned, names of city Coordinator/Regional Office where these are to be sent will also be displayed region wise on the CBSE website for guidance of schools. 'Evidence of Assessments (EAs)' sent to the designated**

Coordinators should 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 Evidences of Formative Assessments (FA3, FA4 taken together) and 15 for SAI of Classes IX or X applicable to one subject and one class about which you will be informed by the Regional Officer later.

FORMATIVE ASSESSMENT: CLASS X

The school is required to send details about all the FA tasks in the subject as directed by Regional Office which should include the break-up of marks as well as the parameters of 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, models, charts etc. *a brief write-up be prepared by the teacher on the assignment and sent along with marks awarded.* The write up 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 such tasks that have been taken into account for arriving at the grades for FA3 and FA4.

FORMATIVE ASSESSMENT CLASS IX

All mentioned for Class X apply for Class IX also. In addition as far as FA4 for Class IX is concerned, it must be kept in mind that PSA has replaced the same in the subjects, Hindi or English, Maths, Science, Social Science and accordingly PSA marks only are to be indicated in the EA proforma. For PSA, OMR sheets are already available with the Board; hence no more evidence is needed. However, Evidence for Hindi or English (which has not been counted towards FA4) must be sent. Moreover, if a school has separately also conducted tasks under FA4 and has clubbed them for grading purpose with FA3, evidence of such tasks must be sent under FA3 only.

SUMMATIVE ASSESSMENT

For Summative assessment, the schools will send evidences. The Question Paper used and its marking scheme in the subject for Classes IX and X should also be attached with SA answer sheets (photocopies in case of Class X) irrespective of whether you have used the question paper sent by the Board or your own question paper.

CO-SCHOLASTIC ASSESSMENT

The students selected will be the same as the ones selected for submission of evidences under Formative and Summative Assessments. In case of co scholastic assessment, please send write-ups, photographs, anecdotal records, Charts, poems, CDs of the performance of these students. A mention may be made about the activities being undertaken for imparting Life Skills, Work Education etc, their assessment parameters, etc.

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 **30th April 2013**. It is very essential, that the checklist for collection of evidences (Annexure II) is packed separately.

It may again be noted that only such schools will be asked for sending Term II evidences, which were not selected for the purpose for term I. Again the Board may ask the low scoring schools of Term I (Schools scoring less than 20) as per feedback report to send evidence again.

In case of any queries kindly contact Mrs. Sugandh Sharma, Addl. Dir/ Associate Professor at 011-23220155 or email at sugandh.cbse@live.com 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)/2013

Circular No : Acad- /2013

*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 decreasing order of marks calculated for SA-II (Only School conducted examination).
- 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 ‘Evidences of Summative Assessment (EAs)’ are to be sent.

Formative Assessment:

- i. Add the final marks of FA3 and FA 4 of all students of class IX /X (all sections) and arrange them in decreasing order of marks. In case of Class IX, FA4 might comprise of PSA score wherever applicable.
- 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 ‘Evidences of Formative Assessment (EFAs)’ are to be sent.

Note: 1 Samples of 15 students selected for Summative Assessment and 15 students selected for Formative Assessments may differ depending on the performance of students.

**Subject: Verification of Evidence of Assessments (EAs) of Class IX/ X students
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 City Coordinator/
Regional Office:
- ii) CBSE's School Code:
.....
- 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. Class for which Evidence of Assessment are sent

(i) IX (ii) X

4. Number of students in Class IX/X

.....

5. Number of Sections in Class IX/X

.....

6. Number of tasks in Class IX/X (FA-3 and FA-4):

Subjects

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

FA-3	FA-4

7. Number of written tasks in

Formative Assessment (Classes IX / X):

Subjects

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

FA-3	FA-4

8. Criterion used in awarding final grades under Formative assessments

FA 3 i) Average of all the tasks ii) Best of All iii) Average of selected tasks
 iv) Any other criterion:

FA 4 i) Average of all the tasks ii) Best of all iii) Average of selected tasks
 iv) Any other criterion:

9. Type of tasks in FA-3 and FA-4 (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, Home Work/Class Work etc).

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

9.1 In case of Language, Listening and speaking skills are tested through: Task/Activity/Individual / Group conversation

10. Formative Assessment Samples

Samples provided in case of three categories with names. List to be prepared after combining marks of FA3 and FA 4.

	Sl. No.	Names of students & Roll No. / Registration No. assigned by the Board	Total in Formative Assessment FA3+ FA4 (20)	Total ¹ Marks obtained in FA-3 FA4 ² (10) (10)		Marks obtained in Summative Assessment II (30)	Types of Samples enclosed in Formative Assessment ^{3,4}
Top level of Achievement (Top 05 students)	1.	1.					
	2.	2.					
	3.	3.					
	4.	4.					
	5.	5.					
Middle level of Achievement (Mid 05 students)	6.	1.					
	7.	2.					
	8.	3.					
	9.	4.					
	10.	5.					
Bottom level of Achievement (Bottom 05 students)	11.	1.					
	12.	2.					
	13.	3.					
	14.	4.					
	15.	5.					

¹This pertains to the Assessments of FA-3 and FA-4 which have been finally taken into account for arriving at the grades. Samples of all assessments used for arriving at grades under FA-3 and FA-4 should be sent with respect to all the 15 students selected.

² For Class IX in FA4, the Marks scored should depict PSA scores wherever applicable.

³ There should be a variety of tasks / assessments and if samples are not possible, reports be attached.

⁴ Evidences relating to every selected student be assigned the same serial number as shown in Table 10 for easy identification by the moderator.

11. Question Papers for Summative Assessment II (SA-2)

- (i) Question Paper sent by CBSE / Directorate of Edu.(Delhi,
Arunachal Pradesh, Sikkim/ DPI (Chandigarh) / NVS/ CTSA
- (ii) Question Paper Mixed and matched from papers sent by CBSE
- (iii) Question Papers framed by the school
- (iv) Board conducted Class X Examination

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

12. Summative Assessment Samples

Samples provided in case of three categories with names

(Only for Class IX and School conducted Class X Summative Assessment)

	Sl. No.	Names of students & Roll No./ Registration No. assigned by the Board	Marks obtained in Summative Assessment (30)	Answer script, supplementary answer scripts, drawing sheet, graph paper etc. enclosed	Marks obtained in Formative Assessment (3&4) (20)
Top level of Achievement (Top 05 students)	16.	1.			
	17.	2.			
	18.	3.			
	19.	4.			
	20.	5.			
Middle level of Achievement (Mid 05 students)	21.	1.			
	22.	2.			
	23.	3.			
	24.	4.			
	25.	5.			
Bottom level of Achievement (Bottom 05 students)	26.	1.			
	27.	2.			
	28.	3.			
	29.	4.			
	30.	5.			

Note: Evidences relating to every selected student be assigned the same serial number as shown in the above Table 12 for easy identification by the moderator.

13. Evidence of Assessment in Co-Scholastic Areas

- a) Report of Activities done (in one page for each activity to be attached) indicating the following:
- Assessment tools used
 - Mode of Assessment: Individual teacher/Team
 - Measures employed to boost students performance.
- b) Indicators of Assessment used (in one page for each activity) to be attached.
- c) Serial Numbers be assigned to evidences of co scholastic assessment of each student as given in Tables 10 and 12.

List of Students who have been selected for the study of Evidence of Formative Assessment (as given in Table 10)

	Sl No.	Names of students & Roll No./ Registration No. assigned by the Board	Grades Obtained in					Types of evidences enclosed (Photographs / CD / Scrap Book etc)
			Life Skills	Work Education	Visual and Performing Arts	Attitudes and Values	Co-Curricular Activities	
Top level of Achievement (Top 05 students)	1.	1.						
	2.	2.						
	3.	3.						
	4.	4.						
	5.	5.						
Middle level of Achievement (Mid 05 students)	6.	1.						
	7.	2.						
	8.	3.						
	9.	4.						
	10.	5.						
Bottom level of Achievement (Bottom 05 students)	11.	1.						
	12.	2.						
	13.	3.						
	14.	4.						
	15.	5.						

List of Students who have been selected for the study of Evidence of Summative Assessment (as given in Table 11)

	Sl. No.	Names of students & Roll No. assigned by the Board	Grades Obtained in					Type of evidences enclosed
			Life Skills	Work Education	Visual and Performing Arts	Attitudes and Values	Co-Curricular Activities	
Top level of Achievement (Top 05 students)	1.	1.						
	2.	2.						
	3.	3.						
	4.	4.						
	5.	5.						
Middle level of Achievement (Mid 05 students)	6.	1.						
	7.	2.						
	8.	3.						
	9.	4.						
	10.	5.						
Bottom level of Achievement (Bottom 05 students)	11.	1.						
	12.	2.						
	13.	3.						
	14.	4.						
	15.	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.....

Checklist for sending attachment (Please mark \checkmark against those received):

		Packet No.
1.	Samples of evidences of assessments for 15 students for FA-3 and FA-4 taken together (Question paper, Answer sheets of unit test / class wise, project files, models, pictures, CD etc.)	1
2.	Samples of evidences of assessments of 15 students for SA2 (for class IX/ For Class X only school conducted). For Class X, under Summative Assessment 2, Photo copies of answer scripts be provided. (Answer Scripts, Supplementary Answer Scripts, Drawing Sheets, Graph Paper etc.)	2
3.	Samples of Question Paper used for SA-2	2
4.	Samples of Marking Scheme used for SA-2	2
5.	Write-ups on evidences of Formative Assessments that cannot be sent (if applicable)	1
6.	Write-ups and samples of activities done under Co-scholastic areas	3
7.	Write-ups on activities and indicators of assessment used for Co-scholastic Activities.	3
8.	Photocopy of the Attendance register highlighting the selected 30 candidates	1
9.	Copy of the Teachers' Diary/ Notes	1
10.	Student portfolio/Observation Scale/ Anecdotal Records used for scholastic areas	2
11.	Student portfolio/Observation Scale/ Anecdotal Records used for co- scholastic areas and Activities	3
12.	Checklist for collection of Student data – SBA	4

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 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 ups on 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:

Checklist :

Packet 1:	Formative Assessment	-	Black Colour
Packet 2:	Summative Assessment	-	Blue Colour
Packet 3:	Co- Scholastic assessment	-	Red Colour
Packet 4:	Checklist for collection of Student data – SBA	-	White Colour

- (b) For Formative Assessments 3 & 4 taken together, for Summative Assessment-II in the assigned subject, and Co- scholastic assessment, **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/ Hindi/Maths/Science/ Social Science)
Assessment Type (Formative Assessment/Summative Assessment)/Co- Scholastic Assessment/ Checklist
Name and Address of the School

- (c) Packet should be marked as 1/4, 2/4, 3/4 and 4/4 for easy identification.
- (d) Packet containing write-ups on Co-Scholastic Activities and Assessment should be packed and sealed separately and marked 'Co-scholastic' on the top and kept inside packet 3.
- (e) These packets (Assessment wise) should be packed in cloth, sealed and then 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, Address and CBSE School Code of the School should be written boldly at the Right corner of each packet in 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, Term II.

- | | | | |
|---|-----|---|------------|
| 1 | (a) | Envelopes Containing Evidence of Assessment of Formative Assessment (FA-3 &FA-4) and write- ups on evidence of FAs that cannot be sent. | One Packet |
| | (b) | Envelopes containing Question Paper, Marking Scheme and Answer Sheets of Summative Assessment-II | One packet |
| | (c) | Envelope containing write- ups on activities done under co-scholastic areas and indicators of assessment used for co-scholastic areas | One packet |
| | (d) | Checklist for collection of Student data – SBA | One Packet |

Signature of Board's Representative/City Coordinator's representative: _____

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**