



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(Arti)/2013

18th October, 2013

Circular No: Acad-70/2013

All the Heads of Institutions
affiliated to CBSE,

Subject: Verification of Evidence of Assessments (EAs) of Class IX/X students for Term I of the Academic Session 2013-2014

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.

With the purpose to ensure reliability and validity of assessment practices at school level, the Board has over the last few years initiated collection and verification of the '**Evidence of Assessments (EAs)**' conducted at school level. These Evidences of Assessments and the marks awarded are verified by the subject evaluators appointed and empanelled by the Board at the Regional level. The objective is to assess the practices of school based assessment. The subject evaluators would submit their report on these 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 shortlisted by the Regional Office will be requested to send the **Evidences of Assessments for FA-1 & FA-2 and evidences of Co-Scholastic assessment** of Classes IX/X of Term-1 (Session 2013-2014). In formative assessment, this material is being collected in five subjects: Hindi, English, Mathematics, Science and Social Science.

As was in the previous term, in this term too, in addition to the Regional Office, the Board will appoint **certain City Coordinators in different cities where the selected schools will be required to send their evidences. In addition to letters, a detailed list of the schools, with the subject & class assigned, names of City Coordinators/ Regional Office where these are to be sent will be displayed region wise on the CBSE Academic website (www.cbseacademic.in) for guidance of schools.**

Evidence of Assessments 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 in formative assessments. Thus, your school, if selected, should be submitting fifteen evidences of Formative Assessments (FA1, FA2 taken together) of Classes IX or X. This is applicable only to one subject and one class which will be communicated to you later by the Regional Office.

FORMATIVE ASSESSMENT

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 sent such as seminars, group discussion, models, charts etc. *a brief write-up be prepared by the teacher on the assignment and sent along with marks awarded (Refer to Annexure III for the format of the write up)*. This should include the details of the tasks 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 FA1 and FA2.

SUMMATIVE ASSESSMENT

From this term onwards, the schools are not required to send evidences of Summative Assessment. However, evidences are required to be submitted in English (Class –IX) for Assessment of Speaking and Listening Skills. Please send the audio recordings of the speaking assessment, worksheets of the listening tasks and the assessment rubrics used for ASL (*Refer to Circular No. Acad 27 dated 29th April, 2013, Notification No. 22 and FAQ's uploaded on the CBSE Academic website – ASL Corner*).

CO-SCHOLASTIC ASSESSMENT

In case of co-scholastic assessment, please send write-ups, photographs, anecdotal records, Charts, poems, CDs of the performance of selected students. A mention may be made about the Activities being used for imparting Life Skills, assessment parameters, etc. (*Refer to Annexure III for the format of the write up*)

After you are informed by the Regional Office/Center, 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 **15th November 2013**. It is very essential that the checklist for collection of evidences (Annexure II) is packed separately.

It may again be noted that schools will only be asked to send their evidences only once during an Academic session. However the Board may ask the low scoring schools of Term II (Schools scoring 14-20 marks) as per feedback report, to send their evidences again. The schools which have not sent their Evidences of Assessment for both the terms of 2012-13, inspite of repeated reminders, will be individually contacted for further necessary action. 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 sadhanap.cbse@nic.in.

Yours sincerely,

Sd/-

(Dr. Sadhana Parashar)

Director (Academic, Research, Training & Innovation)

- Encl:** *Annexure I* - Selection of Samples
Annexure II - Checklist for Collection of Student Data – SBA
Annexure III – Format of Write-up
Annexure IV - Packing and Despatch Procedure of evidence of assessments
Annexure V - Receipt of Delivery of Assessment of CCE- 2013-14

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-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
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-110085.
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 Education Officers/AEOs of the Academic Branch, CBSE.
12. The Research Officer (Technology) with the request to put this circular on the CBSE website.
13. The Library and Information Officer, CBSE
14. PS to Chairman, CBSE
15. PS to Secretary, CBSE
16. PS to Controller of Exams, CBSE
17. PS to Director(Spl. Exams)
18. PA to Director (Acad.)
19. PRO, CBSE

Director (Academic, Research, Training & Innovation)

***Subject: Verification of Evidence of Assessments (EAs) of Class IX/X students
for Academic Session 2013-2014***

SELECTION OF THE SAMPLES

FORMATIVE ASSESSMENT:

- i.** Add the final marks of FA-1 and FA-2 of all students of Class IX /X (all sections) and arrange them in decreasing order of marks.
- 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 decreasing 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 which ‘Evidence of Formative Assessments’ are to be sent.

8. Criterion used in awarding final grades under Formative assessments:

	FA-1	FA-2
i) Average of all the tasks		
ii) Best of All		
iii) Average of selected tasks		
iv) Any other criterion		

9. Type of tasks/ Activities 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, 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.)

FA-1 / FA-2¹

S.NO.	TASK/ACTIVITY	DESCRIPTION
1.	Written/ Pen-Paper test	Topics covered:
2.	Individual Activity	Nature of activity: Topics covered: Indicators of Assessment:
3.	Integrated Group Project (Multidisciplinary across subjects – English, Maths, Science, Social Science, Hindi)	Subjects integrated: Topics covered: Indicators of Assessment:
	or Group Activity	Nature of activity: Topics covered: Indicators of Assessment:

¹The details of one written (Pen/paper test), one individual activity and one group activity (Including integrated group project) assigned for FA-1 and 2 may be given.

10. Formative Assessment Samples:

(Samples provided in case of three categories with names. List to be prepared after combining marks of FA1 and FA 2.)

	Sl. No.	Names of students/ Registration No. assigned by the Board	Total marks ¹ in FAs (FA1 + FA2) (20)	Marks obtained in SA-I (30)	Types of Samples enclosed in FA ^{2,3}
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-1 and FA-2 which have been finally taken into account for arriving at the grades/marks. Samples of all assessments used for arriving at grades under FA-1 and FA-2 should be sent with respect to all the 15 students selected.

²There should be a variety of tasks / assessments and if samples are not possible, reports be attached.

³Evidences relating to every selected student be assigned the same serial number as shown in the above Table for easy identification by the subject evaluator.

11. Assessment of Speaking and Listening Skills (Class – IX, English) in SA-I

- i. Audio Recordings (CD's) of the speaking assessment of the selected 15 students
- ii. Worksheets of the listening tasks of the selected students
- iii. Marks awarded to the selected students in ASL.

12. Evidence of Assessment in Co-Scholastic Areas:

- i) Report of Activities done (in one page for each activity to be attached - *(Refer to Annexure III for the format of the report/ write up)* indicating the following:
 - a. Assessment tools used
 - b. Mode of Assessment: Individual teacher/Team of teachers
 - c. Measures employed to boost students' performance.
- ii) Indicators of Assessment used (in one page for each activity to be attached)
- iii) The evidences of co scholastic assessment of selected students should be indicated by the Serial Number of the student as given in Table 10.

**12.1 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.						

12.2 List of CBSE published resources for Co-Scholastic Areas:

NAME OF THE PUBLICATION	PRICE	√ ¹
CCE Manual for Teachers' – IX-X – 2011-13 (Under revision)	110.00	
CCE Manual for Teachers' – VI-VIII	110.00	
Formative Assessment teachers' Manuals (All subjects) (Under revision)	-	
Teachers' Manual on Life Skills – IX – X (Under revision)	246.00	
Life Skills Education – VI	36.00	
Life Skills Education – VII	45.00	
Life Skills Education – VIII	70.00	
Gender Sensitive Pedagogy – Teacher's Manual	130.00	
Values Education - A Handbook for Teachers	250.00	
Revised School Health Manual Vol. –I	70.00	
Revised School Health Manual Vol. –II	10.00	
Revised School Health Manual Vol. –III	130.00	
Revised School Health Manual Vol. –IV	140.00	
Art Education	39.00	
Environmental Education IX - Teachers Manual (Under revision)	40.00	
Work Education in Schools	55.00	

¹ Put a √ against the publications which are available in the school's library for ready reference of the teachers.

13. Have the teachers attended any training programme conducted by the CBSE or an empaneled agency?

14. No. of teachers trained by CBSE or an empaneled agency?

The Board recognizes training programmes conducted only by the Board itself or by its empaneled agencies (list available at http://cbseacademic.in/web_material/Circulars/2013/2_Training_Data.pdf). In case you are not trained by any of these, you may visit the website <http://tir.cbseacademic.in/> and get yourself registered for the trainings conducted by the Board.

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

Date:

SIGNATURE OF HEAD OF SCHOOL

NAME:

COMPLETE ADDRESS.....

.....

.....

SEAL OF HEAD OF SCHOOL

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

S.NO.	PACKET NO.	ATTACHMENT	\checkmark
1	1 Formative Assessment	Samples of evidences of assessments for 15 students for FA-1 and FA-2 taken together (Question paper, Answer sheets of unit test / class wise, project files, models, pictures, CD etc.)	
2		Write-ups on evidences of Formative Assessments that cannot be sent (if applicable)	
3		Photocopy of the Attendance register highlighting the selected 30 candidates	
4		Copy of the Teachers' Diary/ Notes	
5		Student portfolio/Observation Scale/ Anecdotal Records used for scholastic areas	
6	2 Co-scholastic Assessment	Write-ups and samples of activities done under Co-scholastic areas	
7		Write-ups on activities and indicators of assessment used for Co-scholastic Activities.	
8		Student portfolio/Observation Scale/ Anecdotal Records used for co-scholastic areas and Activities	
9	3 Checklist	Checklist for collection of Student Data (Annexure II)	
10	4 Assessment of Speaking and Listening Skills	Audio recordings, Samples of worksheets and Listening and Speaking Assessment marksheets of the selected students	

CBSE/Dir (Acad&Trg)/2013

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**FORMAT OF THE WRITE-UP (FORMATIVE ASSESSMENT/ CO-SCHOLASTIC
ASSESSMENT)**

TYPE OF ASSESSMENT	FORMATIVE ASSESSMENT:	FA-1 <input type="checkbox"/> FA-2 <input type="checkbox"/>
	CO-SCHOLASTIC ASSESSMENT:	Life Skills <input type="checkbox"/> Work Education <input type="checkbox"/> Visual and Performing Arts <input type="checkbox"/> Attitudes and Values <input type="checkbox"/> Co- Curricular Activities <input type="checkbox"/>
ACTIVITY CONDUCTED		
DESCRIPTION OF THE ACTIVITY		
PARAMETERS/ INDICATORS OF ASSESSMENT		
MODE OF ASSESSMENT (Individual Teacher/ Group of Teachers)		

STUDENTS' PERFORMANCE	Sl. No. of the Student (As per Table 10)	Marks/Grade Awarded	Remarks about Achievement
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		
	12.		
	13.		
	14.		
15.			
NATURE OF EVIDENCE ENCLOSED (Photographs, CD's, etc.)			

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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 Evidences of Formative Assessments in the assigned subject and Co- Scholastic Assessment are being sent. These shall comprise of the following:

- (a) Packets containing Evidences of 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 the type of assessment the parcels belong to:

Packet 1:	Formative Assessment	-	Black Colour
Packet 2:	Co- Scholastic assessment	-	Blue Colour
Packet 3:	Checklist for collection of Student data	-	Red Colour
Packet 4:	Assessment of Speaking and Listening Skills	-	Green Colour

- (b) **Assessment-wise evidences** (for Formative Assessments 1 & 2 taken together in the assigned subject and Co- scholastic assessment), 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 /Co- Scholastic Assessment)/Checklist/ASL**
- **Name, Address and CBSE School Code of the School**

- (c) Packet should be marked as 1/3, 2/3, 3/3 for easy identification.
- (d) These packets (Assessment wise) should be packed in cloth, sealed and then packed again in cloth parcel(s) to be dispatched to respective Nodal Centres.
- (e) To distinguish parcels containing these materials related to CCE from being erroneously opened at the Nodal Centre, the following should be written in **Bold Letters with blue ink**:

‘EVIDENCES OF SCHOOL BASED ASSESSMENT’

- (f) **The Name, Address and CBSE School Code of the School should be written boldly at the Right corner of each packet in the Parcel.**

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**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 2013-14, Term I.

a)	Envelopes containing Evidence of Assessment of Formative Assessment (FA-1 & FA-2) and write-ups on evidence of FAs that cannot be sent.	One Packet
b)	Envelope containing write- ups on activities done under co-scholastic areas and indicators of assessment used for co-scholastic areas	One Packet
c)	Checklist for collection of Student data - SBA	One Packet
d)	Envelopes containing Audio recordings and listening worksheets of Assessment of Speaking and Listening Skills	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