



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/ACAD/Addl. Dir. (R&I)/2015

Circular No. Acad-46/2015
Dated: 7th Sept., 2015

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 2015 -2016

Dear Principal,

Effective assessment of students is the key to the success of any education system. With the introduction of series of educational 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 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.

As is evident by now, not all schools are selected for sending evidences in each term. The schools shortlisted by the Regional Office only will be requested to send the **Evidences of Assessments for FA-I, FA-II and evidences of Co-Scholastic assessment** of Classes IX/X of Term-I (Session 2015-2016). In formative assessment, these evidences will be collected in five subjects: Hindi, English, Mathematics, Science and Social Science. As in the previous terms, the Board will appoint the **City Coordinators** in different cities where the selected schools will be required to send their evidences.

The schools are requested to visit the [Microsite on Evidence of Assessments](#) and refer the following:

1. Detailed list of the schools selected for sending EAs for Term-I (subject and class assigned, details of City Coordinators/ Regional Office where the evidences are to be sent)

Note: The list will be uploaded by 10th September, 2015.

2. Guidelines for the schools
3. FAQ's
4. Instructions to schools for online updation system
5. Flow-chart on Evidences of Assessment
6. Analysis and findings of the previous terms along with the summary

SELECTION OF SAMPLES FOR SENDING EVIDENCES

Evidence of Assessments 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.

1. 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
2. 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.

3. 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.
4. This set of fifteen students is your sample for which 'Evidence of Assessments' are to be sent in formative assessment as well as co-scholastic assessment.

Thus, your school, if selected, should be submitting Evidences of Assessments of fifteen students. This is applicable only to one subject and one class which will be communicated to you by the Regional Office/Microsite.

TYPES OF SAMPLES TO BE ENCLOSED

- **FORMATIVE ASSESSMENT**

The school is required to send details about all the FA-1 and FA-2 tasks in the assigned subject, which should include the break -up of marks as well as the parameters of assessment. If the nature of 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 II 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 FA-1 and FA-2.

- **SUMMATIVE ASSESSMENT**

The schools are **not** required to send evidences of Summative Assessment i.e. SA-1.

- **CO -SCHOLASTIC ASSESSMENT**

In case of co-scholastic assessment, please send write-ups, photographs, anecdotal records, CDs of the performance of selected 15 students. A mention may be made about the activities being undertaken for Life Skills, Work Education, Visual and Performing Arts, Attitudes and Values and Co- Curricular Activities, along with the assessment tools used, mode and indicators of assessment. *(Refer to Annexure II for the format of the write up)*

Note: The 15 students selected for Co-Scholastic assessment will be same as for the Formative Assessment.

After you are informed by the Regional Office, please ensure that all the 'Evidence of Assessments (EAs)' in the assigned subject along with the evidences of Co-Scholastic Assessment are sent through speed post or hand delivered (at school's cost) to the concerned Regional Officer/City Coordinator latest by **10th October, 2015**. It is essential that the **checklists** for collection of evidences (Annexure I, III and IV) are packed separately.

The schools may note that they will be asked to send their evidences only once during an academic session. Those schools, which are high scorers consequently in Term I (38,39) or Term II (41,42) in 2013-14 and Term I (32,33) or Term II (35,36) in 2014-15 are not required to send the evidences of assessment for next two years i.e. 2015-16 and 2016-17. However the Board may ask the low scoring schools of the previous term and the schools which have not sent their Evidences of Assessment in the previous term to send their evidences again. In case of any queries kindly contact Mrs. Mridula Singh, Deputy Director at 011-23211200 or email at singhmcbse@gmail.com with a copy to undersigned.

Yours sincerely,

Sd/-

(Sugandh Sharma)

Addl. Dir. (Research & Innovation)

Encl: Annexure I - Checklist for Collection of Student Data – SBA

Annexure II – Format of Write-up (Formative Assessment/Co-Scholastic Assessment)

Annexure III - Calculating percentage of attendance

Annexure IV - Checklist for sending Attachments/Details of Packets sent

Annexure V- Packing and Despatch Procedure of evidence of assessments

Annexure VI - Receipt of Delivery of Assessment of CCE –Term-I, 2015-16

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the 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-110054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791111
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 Director Central Tibetan School Administration, ESS Plaza, Community Centre, Sector 3 Rohini, Delhi-110085.
10. The Additional Director General of Army Education, A-Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
11. The Secretary AWES, Integrated Head Quarters of MOD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
12. All Regional Directors/ 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.
13. All Associate Professor & Additional Directors/ Advisors/ Consultants
14. All Additional Director/Joint Director/Deputy Director/Assistant Director,
15. Incharge IT Unit with the request to put this circular on the CBSE Academic website.
16. The Assistant Librarian, CBSE
17. The Public Relations Officer, CBSE
18. PS to Chairperson, CBSE
19. PS to Secretary, CBSE
20. PS to Controller of Examinations, CBSE
21. PS to Director (Special Exams and CTET), CBSE
22. PA to JS & IC (Academics & Training), CBSE
23. PA to AD (Research & Innovation), CBSE
24. PA to Director (Information Technology)

Additional Director (Research and Innovation)

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CHECKLIST FOR COLLECTION OF STUDENT DATA – SBA
CLASS IX/X: TERM-I, 2015 -16

1. School Details:

- i) Name of the School:
- ii) Complete Address of the School :.....
.....
.....
- iii) CBSE's School Code:
- iv) Name of the Principal:
- v) Phone No. (School):
- vi) Mobile No. (Principal):
- vii) Email Id.:
- viii) 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 Evidences of Assessment are being sent {Please tick (√)}

- i) IX
- ii) X

4. Number of students in Class IX/X:**5. Number of students per section in Class IX/X:****6. Number of tasks in Formative Assessments:**

- i) FA-1
- ii) FA-2

7. Number of written tasks in Formative Assessments:

- i) FA-1
- ii) FA-2

8. Criterion used in awarding final grades in Formative Assessments:

| | |
|---|--|
| i) Best score of Individual and Group activity averaged with written assessment | |
| ii) Best of All | |
| iii) Average of selected tasks | |
| iv) Any other criterion | |

9. Type of tasks/activities in FA -1/FA-2

(The evidences sent must include the breakup of marks on different rubrics/parameters of each activity undertaken.)

FA-1/FA-2

| 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 Any Group Activity | Nature of activity: Topics covered: Indicators of Assessment: |
| Other Comments: | | |

The details of one written (Pen/paper test), one individual activity and one group activity (including integrated group project) that have been taken into account for arriving at the grades for FA-1/FA-2 may be given.

10. Evidence of Assessment in Co -Scholastic Areas:

Report of Activities done (one page for each activity) to be attached - (*Refer to Annexure II 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
- d. Indicators of Assessment used (in one page for each activity to be attached)

11. List and samples of students who have been selected for sending Evidence of Formative and Co-Scholastic Assessment (please refer to Annexure III for filling up the % of attendance)

| S. No. | Name of students & Roll No./ Registration No. assigned by the Board | Marks | | | | Grades | | | | | Types of evidences enclosed (Photographs/CD/Scrap Book etc) | Attendance (%) | |
|--|---|-----------|-----------|-----------------|-----------|-------------|----------------|----------------------------|----------------------|--------------------------|---|----------------|--|
| | | FA-1 (10) | FA-2 (10) | FA-1+ FA-2 (20) | SA-1 (30) | Life Skills | Work Education | Visual and Performing Arts | Attitudes and Values | Co-Curricular Activities | | | |
| 1. | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | |
| 6. | | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | | |
| 8. | | | | | | | | | | | | | |
| 9. | | | | | | | | | | | | | |
| 10. | | | | | | | | | | | | | |
| 11. | | | | | | | | | | | | | |
| 12. | | | | | | | | | | | | | |
| 13. | | | | | | | | | | | | | |
| 14. | | | | | | | | | | | | | |
| 15. | | | | | | | | | | | | | |
| Top level of Achievement (Top 05 students) | | | | | | | | | | | | | |
| Middle level of Achievement (Mid 05 students) | | | | | | | | | | | | | |
| Bottom level of Achievement (Bottom 05 students) | | | | | | | | | | | | | |

12. 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 (Under revision) | 110.00 | |
| Formative Assessment teachers' Manuals (All subjects) (Under revision) | - | |
| Teachers' Manual on Life Skills – IX – X | 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 | |
| Environmental Education IX - Teachers Manual (Under revision) | 40.00 | |

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 CBSE or an empaneled agency?

| | |
|-----|----|
| YES | NO |
|-----|----|

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 ([Details of empanelled agencies](#)). In case you are not trained by any of these, you may visit the [Training Management website](#) and get yourself registered for the trainings conducted by the Board or its empanelled agencies.

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

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

| | | | |
|--|---|--|----------------------------------|
| TYPE OF ASSESSMENT | FORMATIVE ASSESSMENT | FA-1/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 | | | |
| TOOLS USED | | | |
| 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. | | |
| | MEASURES EMPLOYED TO BOOST STUDENTS' PERFORMANCE | | |
| NATURE OF EVIDENCE ENCLOSED (Photographs, CD's, etc.) | | | |

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CALCULATING PERCENTAGE OF ATTENDANCE*

| | Sl. No. | Name of Student | Month 1: Total no. of days: | | Month 2: Total no. of days: | | Average % of attendance |
|---|---------|-----------------|--------------------------------|-----------------|--------------------------------|-----------------|-------------------------------|
| | | | No. of days attended | % of attendance | No. of days attended | % of attendance | |
| 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. | | | | | |

Note : The attendance record of selected students is to be sent for any two months out of April, July, August of Term I, 2015-16.*

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CHECKLIST FOR SENDING ATTACHMENTS/DETAILS OF PACKETS SENT

Please mark \checkmark against those sent/received:

| S.NO. | PACKET NO. | ATTACHMENTS | \checkmark (by School) (1) | \checkmark (by Subject Evaluator) (2) |
|-------|--|--|------------------------------------|---|
| 1 | 1 Formative Assessment | Samples of evidences of assessments of 15 students for FA -1/FA-2 (Question paper, Answer sheets of unit test / class test, pictures, CD etc.) | | |
| 2 | | Write -ups on evidences of Formative Assessments that cannot be sent (if applicable) | | |
| 3 | | Copy of the Teachers' Diary/ Notes | | |
| 4 | | Student portfolio/Observation Scale/ Anecdotal Records used for scholastic areas | | |
| 5 | 2 Co- scholastic Assessment | Write -ups and samples of activities done under Co -scholastic areas | | |
| 6 | | Write -ups on activities and indicators of assessment used for Co -scholastic Activities. | | |
| 7 | | Student portfolio/Observation Scale/ Anecdotal Records used for co- scholastic areas and Activities | | |
| 8 | 3 Checklist | Checklist for collection of Student Data (Annexure I and Annexure IV) | | |
| 9 | | Photocopy of the Attendance register of any two months of Term-I, 2015-16 (April/July/August) highlighting the selected 15 candidates and Annexure III | | |

Note: This checklist is an important instrument for keeping track of the number and type of evidences sent by the school.

- **For the school sending evidences:** Please \checkmark carefully against the type of evidences sent in column 1, pack it along with the checklist in packet 3 and a copy of this checklist may be retained by you.
- **The subject evaluators will \checkmark in column 2 after verifying the type of evidences received at the Nodal Centre.**

Date:

SIGNATURE OF HEAD OF SCHOOL

NAME:

COMPLETE ADDRESS.....

.....
.....

SEAL OF HEAD OF SCHOOL

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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 who's 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 |

- (b) **Assessment-wise evidences** (for FA-1/FA-2 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, Address and CBSE School Code of the School**
- **Name of the subject (English/Hindi/Maths/Science/Social Science)**
- **Assessment Type (Formative Assessment /Co- Scholastic Assessment/Checklist)**

- (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’
TERM-I, 2015-16**

- (f) **The Name, Address and CBSE School Code of the School should be written boldly at the Right corner of each packet on 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 2015-16, Term I.

| | | |
|----|---|------------|
| a) | Envelopes containing Evidence of Assessment of Formative Assessment and write-ups on evidence of FAs that cannot be sent, Attendance Records, Teachers' Diary, etc. | 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 |

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