



## CENTRAL BOARD OF SECONDARY EDUCATION

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

“Shiksha Sadan”, 17-Rouse Avenue, New Delhi-110 002

CBSE/ACAD./ DIR (ART&I)/ ASL/ 2013

08 August, 2013

Circular No.: Acad. 55/2013

All the Heads of Institutions  
affiliated to CBSE

Dear Principal,

***Sub: Training of Teachers of English as ASL Examiner Trainers (ASL-ETs): Screening Test thereof***

Subsequent to the introduction of Assessment of Speaking and Listening (ASL) skills in all CBSE-affiliated schools in classes IX and XI, there is now an urgent need to build a country-wide team of potential Assessment of Speaking and Listening – Examiner Trainers (ASL-ETs) who would be responsible for cascading the assessment training to teachers in India and affiliated schools abroad.

### **Way Forward**

We are pleased to inform you that CBSE is now in collaboration with Trinity College for implementation of the ASL project.

Therefore, Principals, may identify a suitable senior teacher of English (Post graduate in English with B.Ed) from their respective schools who is eligible to take the online screening test in order to qualify for training as ‘**Examiner Trainers**’ in the **Assessment of Speaking and Listening Skills (ASL)**.

### **Pre-requisite for ASL-ETs**

- high proficiency in spoken and written English
- at least 5 years’ experience of teaching Secondary and Senior Secondary classes
- excellent presentation skills
- interest in developing his/her training skills
- be available when required to cascade training
- good working knowledge of computers/internet

**Note:** The examiners who have already been trained jointly by the CBSE and Trinity College may not apply again for this training. A one day orientation programme will be organized for the trained Cohort of Oral Examiners very soon at the CBSE, New Delhi.

### **Screening Test for ASL-ETs**

The detailed guidelines and the Screening Test will be available at: [www.cbseacademic.in](http://www.cbseacademic.in), from 12 August, 2013 onwards.  
**(See Annexure – 01).**

Qualifying teachers will be invited to the Examiner Trainers Workshops that are scheduled to be conducted during August – September / November, 2013 and January, 2014. The fee per participant is Rs. 400/- per day (i.e. Rs. 2000/- for the entire five-day programme). It is essential for ASL-ETs to attend all five days. **The cost of travel, board and lodging may be borne by their respective schools.**

The five-day ASL-ETs training programme will be held in the following cities. Other dates will be intimated in due course.

Schedule	States	States and Union Territories
August – September, 2013:	29 <sup>th</sup> Aug. to 2 <sup>nd</sup> Sept., 2013 Chennai	Tamil Nadu, Kerala, Andaman & Nicobar Islands, Karnataka, Andhra Pradesh
	6 <sup>th</sup> Sept. to 10 <sup>th</sup> Sept., 2013 Delhi	Delhi, Punjab, Haryana, Jammu & Kashmir, Himachal Pradesh, Chandigarh and affiliated schools abroad
November, 2013:	Pune	Maharashtra, Goa, Puduchery, Daman & Diu, Madhya Pradesh, Gujarat, Lakshwadeep
	Lucknow	Uttrakhand, Bihar, Jharkhand, U.P. , Rajasthan, Odisha
January, 2014:	Guwahati	Assam, Sikkim, Nagaland, Manipur, Meghalaya, Tripura, Mizoram, Arunachal Pradesh
	Bhubaneswar	Chattisgarh, West Bengal

#### **Commitment of the Head of School**


Should the Principals identify a suitable teacher who qualifies for the ASL-ETs Programme, it is requested that by way of their commitment to the CBSE, and to the cause of this historic initiative, the teacher be relieved for the duration of the training programme and for further cascading which might be for a staggered 5-7 days in their respective locations, preferably. Some ASL-ETs might have to travel inter-state as well.

All the Principals may please note that it will be compulsory for them to sign a letter of undertaking for relieving their teachers for 05 days for the Examiners Training or 02 days cascade training, at some later dates during the next few years. The undertaking will be required by the CBSE prior to the training programmes.

Should you have any query in this regard, please contact:

**Ms. Neelima Sharma, Consultant (English) at 011-23233552 or e-mail to [neelimasharma.cbse@gmail.com](mailto:neelimasharma.cbse@gmail.com)**  
**Ms. P. Rajeswary, Education Officer, (Academics): at 011-23231248 or e-mail to [rajeswary.cbse@gmail.com](mailto:rajeswary.cbse@gmail.com).**

With best wishes

  
**(Dr. SADHANA PARASHAR)**  
**Director (ART & I)**

**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, A-28, Kailash Colony, New Delhi.
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 Secretary, Central Tibetan School Administration, ESS ESS 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 Joint Secretary (IT) with the request to put this circular on the CBSE website.
13. The Library and Information Officer, CBSE.
14. E.O. to Chairman, CBSE
15. DO/ PA to Secretary, CBSE
16. PA to CE, CBSE
17. PA to Director (Acad.)
18. PA to HOD (AIEEE)
19. PA to HOD (Edusat)
20. PRO, CBSE

## Refer Circular No: Acad-55/2013

*Sub: Training of Teachers of English as ASL Examiner Trainers (ASL-ETs): Screening Test*

### **Guidelines**

Thank you for taking part in the Trinity College English Language standardization programme.

In the programme you will watch 12 videos at different levels of our English examinations in integrated speaking and listening. 6 of these are for you to practice grading and 6 are for you to assess on you own.

Full instructions on how to complete the programme are attached to this e-mail and can also be found on the Trinity College website here. **NOTE: THE INSTRUCTIONS MUST BE READ CAREFULLY.**

<http://www.trinitycollege.co.uk/site/?id=2657&action=preview&backTo=index>

Once you have completed the programme and noted your answers, please email your completed standardization mark sheet only to: [usha.gajperia@trinitycollege.co.uk](mailto:usha.gajperia@trinitycollege.co.uk)

**All mark sheets must be received on or before the scheduled dates as given in the table below:-**

Receipt of Mark Sheets	States	States and Union Territories
18 <sup>th</sup> August, 2013	29 <sup>th</sup> Aug. to 2 <sup>nd</sup> Sept., 2013 Chennai	Tamil Nadu, Kerala, Andaman & Nicobar Islands, Karnataka, Andhra Pradesh
	6 <sup>th</sup> Sept. to 10 <sup>th</sup> Sept., 2013 Delhi	Delhi, Punjab, Haryana, Jammu & Kashmir, Himachal Pradesh, Chandigarh and affiliated schools abroad
10 <sup>th</sup> October, 2013	6 <sup>th</sup> to 10 <sup>th</sup> Nov., 2013 Pune	Maharashtra, Goa, Puduchery, Daman & Diu, Madhya Pradesh, Gujarat, Lakshwadeep
	13 <sup>th</sup> to 17 <sup>th</sup> Nov., 2013 Lucknow	Uttrakhand, Bihar, Jharkhand, U.P. , Rajasthan, Odisha
10 <sup>th</sup> December, 2013	6 <sup>th</sup> to 10 <sup>th</sup> January, 2014 Guwahati	Assam, Sikkim, Nagaland, Manipur, Meghalaya, Tripura, Mizoram, Arunachal Pradesh
	13 <sup>th</sup> to 17 <sup>th</sup> January, 2014	

	<b>Bhubaneswar</b>	Chattisgarh, West Bengal
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**Note:** Please save a copy of your completed Standardization mark sheet for your own reference as we are unable to send yours back.

Assessment Standardisation - Instructions

**Practice**

- Access the videos and download the mark sheet via the Trinity webpage here: <http://www.trinitycollege.co.uk/site/?id=2657&action=preview&backTo=index>
- Before watching each candidate, ensure that you have the GESE syllabus open at the right page for that grade. An electronic copy of the syllabus can be found here: <http://www.trinitycollege.co.uk/site/?id=1976>
- There are 6 candidates to watch Virinchi, Sneha, Gagana, Giovanni, Radoslav and Tsvetelina.
- Watch each exam straight through without pausing.
- Watch each exam once only.
- Watch and assess the exams alone. In a real examination you will be alone so to create the most authentic exam situation, please assess on your own.
- Mark each task as soon as it is finished.
- Complete the mark sheet as follows:

1 – Complete the information at the top: Your name, school, region and school year taught.

2 – Watch the practice exams (Virinchi, Sneha, Gagana, Giovanni, Radoslav and Tsvetelina)

3 – For each task, decide the grade you will award and write this in the box next to the task number and below the candidate’s name. Below, for example, the example candidate has been awarded a B for task 1 and a C for task 2:

Name	example	Virinchi	Sneha	Gagana	Giovanni	Radoslav	Tsvetelina
Reg. No.	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Grade	G4	G4	G5	G6	G7	G8	G9
Task							
1	B						
Cs, G, L, P	n/a						
2	C						
Cs, G, L, P	CS						
3							
Cs, G, L, P							
Listening							

4 – If you are awarding a C for any task, you must choose ONE key area for improvement: Communication Skill (CS), Grammar (G), Lexis (L) or Phonology (P). In the example below, the example candidate needs to improve communication skills in task 2.

Name	example	Virinchi	Sneha	Gagana	Giovanni	Radoslav	Tsvetelina
Reg. No.	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Grade	G4	G4	G5	G6	G7	G8	G9
Task							
1	B						
Cs, G, L, P	n/a						
2	C						
Cs, G, L, P	CS						
3							
Cs, G, L, P							
Listening							

5- If you are awarding a D for any task you must choose TWO key areas for improvement. In the example below, the example candidate has been awarded a D in both tasks. They need to improve communication skills and phonology in task 1 and lexis and phonology in task 2.

Name	example	Virinchi	Sneha	Gagana	Giovanni	Radoslav	Tsvetelina
Reg. No.	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Grade	G4	G4	G5	G6	G7	G8	G9
Task							
1	D						
Cs, G, L, P	CS, P						
2	D						
Cs, G, L, P	L, P						
3							
Cs, G, L, P							
Listening							

6 – Lastly, if you feel the candidate has displayed adequate listening skills, put a YES in the box for listening as below:

Name	example	Virinchi	Sneha	Gagana	Giovanni	Radoslav	Tsvetelina
Reg. No.	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Grade	G4	G4	G5	G6	G7	G8	G9
Task							
1	B						
Cs, G, L, P	n/a						
2	C						
Cs, G, L, P	CS						
3							
Cs, G, L, P							
Listening	YES						

7 – Virinchi and Sneha will do tasks 1 and 2. Gagana Giovanni, Radoslav and Tsvetelina will do tasks 1, 2 and 3. You do not need to put anything in the greyed-out boxes.

8 – Compare your marks with the Trinity marks and read the rationales for each candidate. Once you are satisfied with your practice, proceed to the standardisation exercise.

### **Standardization**

- Access the videos and download the mark sheet via the Trinity webpage here: <http://www.trinitycollege.co.uk/site/?id=2658&action=preview&backTo=index>
- Before watching each candidate, ensure that you have the GESE syllabus open at the right page for that grade. An electronic copy of the syllabus can be found here: <http://www.trinitycollege.co.uk/site/?id=1976>
- There are 6 candidates to watch Stavik, Keerthi, Kushi, Samanvitha, Leuchezar and Sindhura.
- Watch each exam straight through without pausing.
- Watch each exam once only.

- Watch and assess the exams alone. In a real examination you will be alone so to create the most authentic exam situation, please assess on your own.
- Mark each task as soon as it is finished.
- Complete the mark sheet as the instructions above.
- Send the completed marksheet to [usha.gajperia@trinitycollege.co.uk](mailto:usha.gajperia@trinitycollege.co.uk)