



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)/2014

20th March, 2014

Circular No: Acad - 11 /2014

All the Heads of Institutions
affiliated to CBSE,

Subject: Verification of Evidence of Assessments (EAs) of Class IX/X students for Term II 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 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 schools shortlisted by the Regional Office will be requested to send the **Evidences of Assessments for FA-3 and evidences of Co-Scholastic assessment** of Classes IX/X of Term-II (Session 2013-2014). In formative assessment, this material is being collected in five subjects: Hindi, English, Mathematics, Science and Social Science. As in the previous terms, the Board will appoint **certain 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 Evidences of Assessments (<http://49.50.126.244/eoa/index.asp>) and refer the following:

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

7. Best practices being followed by schools

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. Arrange all students of Class IX /X (all sections) in decreasing order of marks scored in FA-3.
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.

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

TYPES OF SAMPLES TO BE ENCLOSED

• FORMATIVE ASSESSMENT

The school is required to send details about all the FA-3 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 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 FA3.

In addition, as far as FA4 for Class IX/X 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. Since OMR sheets for PSA are already available with the Board; hence no more evidence is needed.

• SUMMATIVE ASSESSMENT in Class IX (OTBA) Main Subjects only

The schools are not required to send evidences of Summative Assessment. However, evidences are required to be submitted in OTBA (Class-IX). The school should submit the question paper of Class-IX (as received from CBSE) in the assigned subject along with the photocopies of pages where the OTBA questions have been answered by selected 15 students (whose FA samples have been enclosed).

**OTBA evidences are not applicable for schools which have been asked to submit evidences of Class X.*

• CO-SCHOLASTIC ASSESSMENT

In case of co-scholastic assessment, please send write-ups, photographs, anecdotal records, Charts, poems, CDs of the performance of selected 15 students. A mention may be made about the Activities

being used for imparting Life Skills, assessment parameters, etc. (*Refer to Annexure II 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 **30th April, 2014**. It is very essential that the **checklist for collection of evidences (Annexure I and III) 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 I, 2013-14 (Schools scoring less than 21 marks as per the Feedback Report), and the schools which have not sent their Evidences of Assessment for the previous term to send their evidences 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 Professor & Director (A,R,T&I) at sadhanap.cbse@nic.in.

Yours sincerely,

Sd/-

(Dr. Sadhana Parashar)

Director (Academic, Research, Training & Innovation)

Encl: *Annexure I* - Checklist for Collection of Student Data – SBA
Annexure II – Format of Write-up (Formative Assessment/Co-Scholastic Assessment)
Annexure III - Checklist for sending Attachments/Details of Packets sent
Annexure IV - Packing and Despatch Procedure of evidence of assessments
Annexure V - Receipt of Delivery of Assessment of CCE- 2013-14

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-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, ESS Plaza, Community Centre, Sector 3 Rohini, Delhi-110085.
10. 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.
11. All Associate Professor & Additional Directors/ Advisors/ Consultants/ Assistant Professor & Joint Directors/ Assistant Professor & Deputy Directors/ Deputy Director (Examination & Reforms) of CBSE
12. The Research Officer (Technology) with the request to put this circular on the CBSE websites.
13. The Assistant Librarian, CBSE
14. The Public Relations Officer, CBSE
15. The Hindi Officer, CBSE

16. PS to Chairman, CBSE
17. PS to Secretary, CBSE
18. SO to Controller of Examinations, CBSE
19. PS to Director(Special Exams and CTET), CBSE
20. PA to Professor & Director (Academics, Research, Training & Innovation), CBSE
21. PA to Director (Information Technology)
22. PA to Director (EDUSAT)

Director (Academic, Research, Training & Innovation)

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

CHECKLIST FOR COLLECTION OF STUDENT DATA – SBA
CLASS IX/X: TERM-II, 2013-14

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 Class IX/X (FA-3):

7. Number of written tasks in FA-3 (Classes IX / X):

8. Criterion used in awarding final grades in FA-3:

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

9. Type of tasks/ Activities in FA-3

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

FA-3

| 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-3 may be given.

10. Formative Assessment Samples:

(Samples provided in case of three categories with names.)

| | Sl. No. | Names of students/ Registration No. assigned by the Board | Marks obtained in FA-3 (10) | Marks obtained in FA- 4/PSA (10) | Total marks ¹ in FAs (FA3+FA4) (20) | Marks obtained in SA-II (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. | | | | | |

¹Samples of all assessments used for arriving at grades under FA-3 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. OPEN TEXT-BASED ASSESSMENT (OTBA) in Class IX

(For same students as given in Table 10 above)

| | S.N o. | Name of the Students/Registration no assigned by the Board | Marks obtained in OTBA Section | |
|---|-----------|--|--------------------------------|----------|
| | | | Theme-1 | Theme-II |
| 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. Evidence of Assessment in Co-Scholastic Areas:

- i) Report of Activities done (in 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.
- 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) | 6. | 1. | | | | | | |
| | 7. | 2. | | | | | | |
| | 8. | 3. | | | | | | |

| | | | | | | | | |
|--|-----|----|--|--|--|--|--|--|
| students) | 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

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

| | | |
|--|----------------------------------|---|
| TYPE OF ASSESSMENT | FORMATIVE ASSESSMENT: | FA-3 <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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CHECKLIST FOR SENDING ATTACHMENTS/ DETAILS OF PACKETS SENT

Please mark \checkmark against those sent/received:

| S.NO. | PACKET NO. | ATTACHMENT | \checkmark (by School) (1) | \checkmark (by Subject Evaluator) (2) |
|-------|---|---|------------------------------------|---|
| 1 | 1 Formative Assessment | Samples of evidences of assessments of 15 students for FA-3 (Question paper, Answer sheets of unit test / class test, 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 of Term-II, 2013-14 highlighting the selected 15 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 I and Annexure III) | | |
| 10 | 4 Open Text Based Assessment | Question paper and photocopies of answer sheets of OTBA | | |

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 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: | Open Text Based Assessment (OTBA) | - | Green Colour |

- (b) **Assessment-wise evidences** (for FA-3 and OTBA 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/OTBA)**

- (c) Packet should be marked as 1/4, 2/4, 3/4, 4/4 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 II.

| | | |
|----|---|------------|
| a) | Envelopes containing Evidence of Assessment of Formative Assessment 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 Question paper and Answer sheets for OTBA (Class-IX) | 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