केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्सटिट्यूशनल 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)/SA-II/2014                                  Circular No.: Acad.-02/2014
                                                                      Dated: 05.02.2014

**All the Heads of Independent Schools**
**Affiliated to CBSE**

**Subject: Conduct of Summative Assessment-II for Classes IX and X (Academic Session 2013-2014).**

**Dear Principal,**

This is in continuation to our Circular No.Acad-60/2013 dated 21.08.2013 regarding *"Conduct of Class IX and X Examination under Summative Assessment-I held in September, 2013".*

1.  The School Based Assessment has been operational in all CBSE affiliated schools for classes IX and X. As per the scheme, **four** Formative Assessments and **two** Summative Assessments are conducted in an academic year. The second Summative Assessment (SA–II) for this academic session for classes IX and X will be conducted from the second week of March 2014.

2.  **The following may please be noted for Summative Assessment II** for class IX and **Summative Assessment II (under scheme 1)** for class X:

    a)  The Syllabus and the design of the Examination Question Paper for different subjects of classes IX and X Summative Assessment will be the same as communicated earlier through different circulars circulated by the Board.

    b)  As in practice, the **Summative Assessment–II** will be in the form of a pen-paper test conducted by the schools themselves.

    c)  In order to ensure standards, the Board will support schools **to generate online question papers in the following major subjects:**

        - English Communicative (Code No. 101)
        - English Language & Literature (Code No. 184)
        - Hindi Course A (Code No. 002)
        - Hindi Course B (Code No. 085)
        - Mathematics (Code No. 041)
        - Science (Code No. 086)
        - Social Science (Code No. 087)
        - Communicative Sanskrit (Code No. 122)

    d)  Evaluation of answer scripts will be done by the school teachers themselves on the basis of the Marking Scheme generated online as per the schedule given. The schools may use the Sahodaya School Cluster for spot evaluation so that teachers from other schools are also involved.

    e)  There will be random verification of the assessment procedures carried out by schools through the Board officials/nominees appointed by the Board.

    With respect to other subjects/languages, the schools will administer their own question paper.

3.  Each school will be provided with **two sets** of unique question papers generated through online software.

4. The school may either:

   a. *pick up one question paper for each subject*

   b. *mix and match the 2 question papers which are automatically generated from the system based on the Board's design.*

   c. *Prepare their own question papers as per design available on CBSE's website (http://www.cbseacademic.in). However, in case the school prepares its own question papers, the question papers and marking scheme so prepared should be emailed to the Board (email id: summative@cbseacademic.in with a cc to navincbse@gmail.com ) for verification within a week of conduct of the respective paper.*

5. **To distribute the question papers and marking scheme to schools, the Board has been using web-based technology and has built a solution called "CBSE Integrated Test Management System (CBSE-ITMS)"**

   **The CBSE ITMS is an application that automates online Question Paper and Marking Scheme generation and distribution. This innovative solution allows the CBSE affiliated schools to access question papers and download them in a transparent, secure and user-friendly manner.**

   **The principals of newly affiliated schools are requested to read Annexure I and register themselves in the system. The Principals who have already registered themselves previously need not register again. The previous login + password will work.**

6. Every School, Sahodaya Cluster or City may design its own date sheet for classes IX and X School Based Examination accordingly.

7. **Schedule for Supply of Question Papers and Marking Scheme by the Board and Conduct of SA-II by the schools:**

   | Supply of Online Question Papers | Conduct of Examination | Supply of Online Marking Scheme |
   | --- | --- | --- |
   | From 03rd March, 2014 | 10th March onwards | From 17th March, 2014 |

   Note: While making datesheets schools may be careful about the schedule regarding subject if they have students offering both Scheme-1 and Scheme-2.

In order to avoid congestion on the server it is suggested that the following schedule may be followed for downloading the assessment material:

| S.No. | Schools in Region | Time for download |
| --- | --- | --- |
| 1. | Ajmer | 7.30 a.m. to 8.30 a.m. |
| 2. | Allahabad | 8.30 a.m. to 9.30 a.m. |
| 3. | Chennai | 9.30 a.m. to 10.30 a.m. |
| 4. | Delhi | 10.30 a.m. to 11.30 a.m. |
| 5. | Guwahati and Patna | 11.30 a.m. to 12.30 a.m. |
| 6. | Bhubaneswar and Trivandrum | 12.30 p.m. to 1.30 p.m. |
| 7. | Panchkula | 1.30 p.m. to 2.30 p.m. |

**The principals are requested to follow the steps in Annexure II to download the question papers and marking scheme.**

8. The schools need to take the printouts of the desired question paper (refer para 4 above) and, thereafter, the required number of prints/copies may be made at the school level. These question papers must be kept carefully maintaining secrecy.

9. It may be noted again that the question papers for Classes IX and X have been designed by the Board and are being sent online to schools with the purpose of maintaining uniformity and standardization. Depending upon the feedback and suggestions from the stakeholders, the Board may review this policy in future, if need be.

10. **Kindly note that answer scripts of Summative Assessment II for class IX and Summative Assessment II (under scheme 1) for class X should not be sent to the Board under any circumstances.** However these must be preserved and kept in the safe custody at the school as per details given in CBSE circular dated **28/06/2012** and also in Annexure III

11. This time the question papers will be downloaded as M.S. Word file from the system. This has been done to enable the schools to change the question paper, if required. It is imperative that no school uses defective questions and communicates them to contact details given below if any discrepancy is found.

    **Mr. Navin Maini, Research Officer (Technology), phone no. 011-23211575, E-mail: rotech@cbseacademic.in**

    **Mr. Karnail Singh, Assistant Secretary, phone no. 011-23233227, E-mail: summative@cbseacademic.in**

    **For Technical & Administrative Support: 022-33066700 and 011-23231327**

    **Email support: itmscbse@gmail.com and itmscbsesa@gmail.com**

    *Please contact between 9.30 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m. on all working days*

12. It is requested that all schools should login to the system immediately after reading this circular to ensure that they have/remember the password to the system. All schools are requested to update their details in the system, especially principal name and contact numbers.

**This may be brought to the notice of all teachers, students and parents of classes IX and X.**

**In case you are not able to get a response on the email ids / phone numbers mentioned above, please contact the office of Director (ART&I) at 011-23212603 and email at directoracad.cbse@gmail.com.**

Yours sincerely,


**Sd/-**
**(Dr Sadhana Parashar)**
**Director (ART&I)**

**Encl : Annexure I, Annexure II and Annexure III**

**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-16.
2. The Commissioner, Navodaya Vidayalaya Samiti, B-15, Sector 62, Institutional Area, Noida-201 309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 54.
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- 85
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. Associated Professor & Addl. Directors /Assistant Professor & Deputy Directors / Deputy Director (Examination & Reforms)
12. The Associate Professor & Programme Officer (Vocational) / Assistant Professor & Assistant Programme Officer (Vocational), CBSE, Preet Vihar, Delhi
13. The Research Officer (Tech.) with the request to put this circular on the CBSE Academic website and ensure that all copies are received from Sl. No. 1-21.
14. The Assistant Professor & Joint Director (Academics & Vocational)
15. Assistant Librarian, CBSE.
16. PS to Chairman, CBSE
17. PS to Secretary, CBSE
18. SO to CE, CBSE
19. PS to Director (Spl. &Exams)
20 PA to Professor & Director (Academics, Research, Training & Innovation)
21. PRO, CBSE

# CBSE INTEGRATED TEST MANAGEMENT USER MANUAL FOR PRINCIPALS

## PART 1: REGISTRATION OF SCHOOLS

1. In the web browser, type the **CBSE ITMS** URL "https://www.cbseitms.in/login/login.aspx" and press **ENTER**. The **CBSE ITMS** login screen will display.
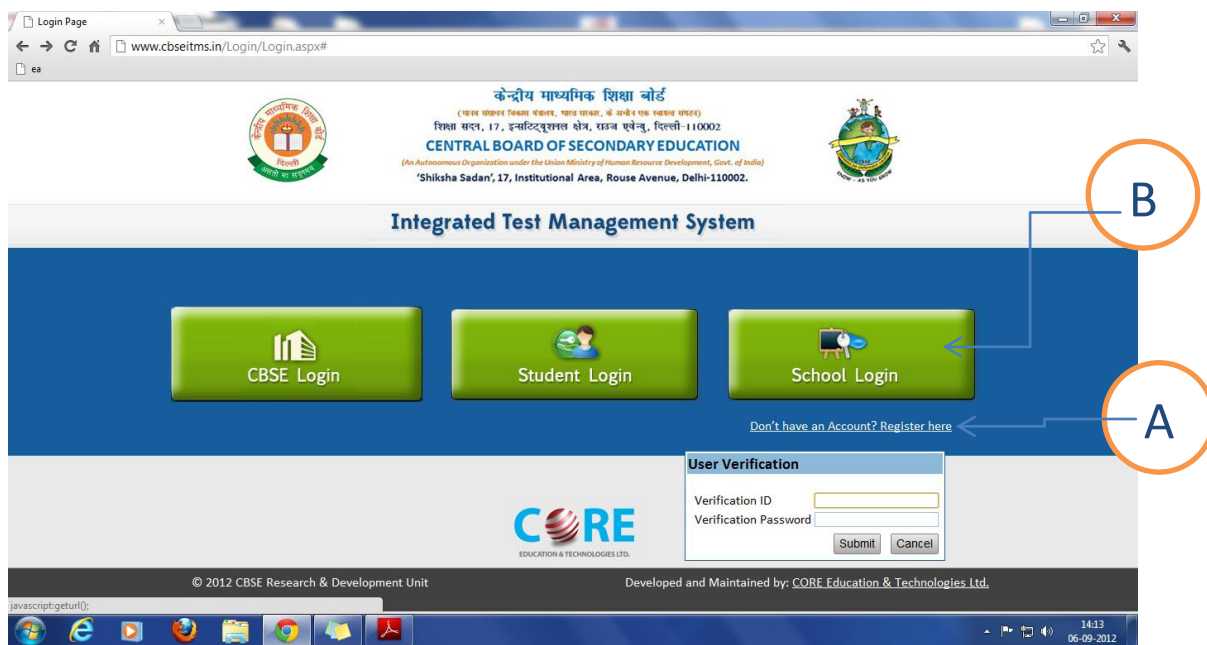


2. For the first time only, Click on "Don't have an Account Please register" (A).

3. Enter Your Affiliation Number as verification ID and verification Password (sent to you on your registered email) as Password. In case you do not remember or have not saved or recorded your password, then you may contact the telephone numbers or email ids given in the circular. You will be directed to fill details on the following screen.

4. Fill all the details and submit. Please be sure to use correct email id. Your User Name and Password will be e-mailed to you.
5. Click on the home screen's School Login button (B).
6. Login with the User Name and Password which were e-mailed to you. For the first time you will be asked to change the password.



7. Enter new Password and confirm password.
8. Answer the Challenge response question to recover password later, in case you forget. Keep the password confidential and safe for later use.
9. Click 'Update Information'. You will then be directed back to Home Page.
10. Logout of the system.

**CBSE INTEGRATED TEST MANAGEMENT USER MANUAL FOR PRINCIPALS**

**PART 2: GENERATION OF QUESTION PAPERS AND MARKING SCHEMES**
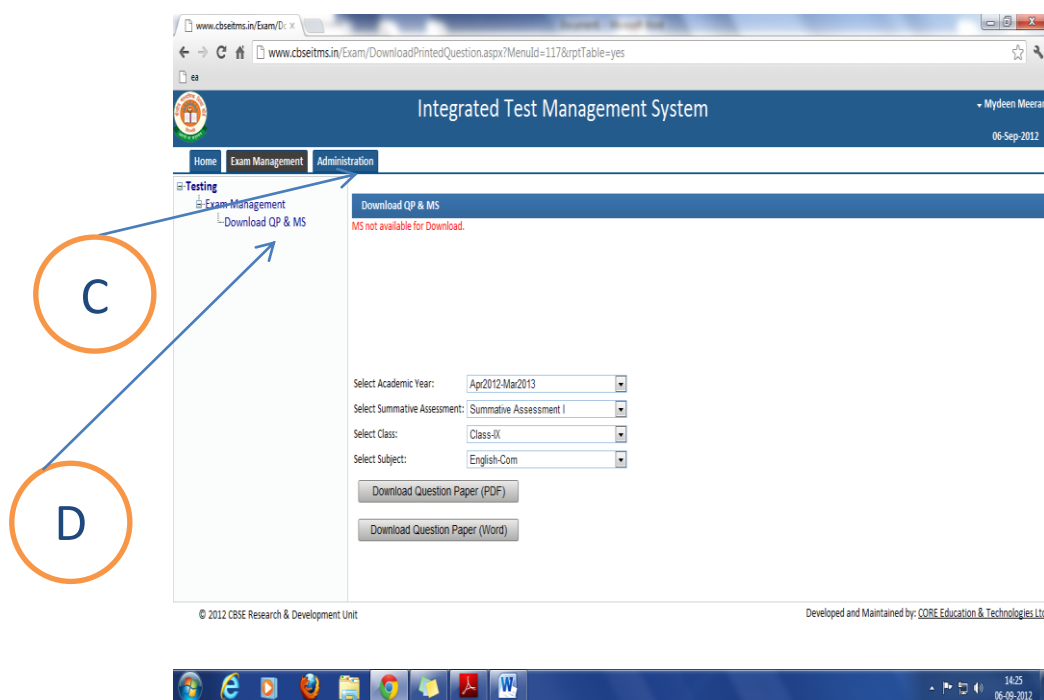


1. Login to the system with user name and password which you generated as per the instructions provided in Annexure 1.
2. Click on the Exam Management tab (C).
3. Click Download QP & MS (D).
4. Please note that in order to make the Maths & Hindi font visible in MS Word you should have the following fonts installed on your computer
   a. Chanakya
   b. Universal Maths
   c. Krutidev
   d. Mangal
   e. Chanakya Walkman 901 and 905
   f. Arial Unicode
5. Choose the Academic Year, Summative Assessment, Class and Subject.
6. If the Question Paper is available a button would show on the screen to download QP in Word Format.
7. In case school wants to administer the test for the subjects Social Science, Maths or Science, only in English medium, or, only in Hindi medium, the school can delete the text of one of the languages, then photocopy the papers, thus saving paper and being environment friendly.
8. Marking scheme will be available after one week of examination. To generate it repeat the instructions above 1-3.
9. You can download the Question Paper or Marking Scheme by clicking on the appropriate button.
10. Logout of the system.

**FREQUENTLY ASKED QUESTIONS**

**Q1. What is my User Name?**

Your User Name is your **School Affiliation Number.**

**Q2. I am facing problem in logging in to the system. What should I do?**

- **If you have registered earlier in ITMS System,** you can download the QP by logging into ITMS System.

- **If you have forgotten the password,** you can try on the '***forgot password'*** link to get your updated password. *Please try this feature only once and wait for about 30 minutes.*
  - In case of no email received within 30 minutes, please send us a mail on **itmscbsesa@gmail.com** along with scanned copy of affiliation document.
  - Your updated password will be delivered on your registered mail.

- **If you have not registered earlier and are a first time user:** You have to register in the system first by using Verification Password sent by us on your registered email-id with affiliation department. To find your email id registered with CBSE affiliation department please click on http://164.100.50.30/SchoolDir/userview.aspx

**Q3. I have forgotten the password of my email Id or the Principal has changed and the current Id registered in the system is of the earlier principal?**

**If you registered last year and forgot your password and are not able to access your registered email id or if you want to change the registered email-id in ITMS system,**

> 1. Please send us the scanned copy of your school affiliation letter
> 2. Scanned copy of request letter to update your email id and password duly signed and stamped by School Principal to itmscbsesa@gmail.com

**Q4. I have a problem while downloading the papers?**

Please wait after selecting an item from the dropdown list on the QP and MS downloading page.

If the server is slow, it may be possible that papers for different subjects may either be mixed or interchanged. So, it is advisable to wait after selecting an item from the dropdown list of QP and MS.

**Q5. On downloading word files I am not able to see Hindi/Sanskrit papers or I am not able to see the Hindi text in Mathematics/Science/Social Science papers.**

It is advised to install fonts mentioned below before downloading or opening of Papers and Marking Scheme in MS Word.

> Fonts are :
> 1. Chanakya
> 2. Universal Maths
> 3. Krutidev
> 4. Mangal
> 5. Chanakya Walkman 901 and 905
> 6. Arial Unicode

**Note:** *As the server is being accessed by thousands of people at the same time, the server may be slow, if you feel the system is not responding **please try after some time**.*

**Q6. For how long will the Marking Scheme and Question Papers be available?**

**The QP & MS will be available for one month**; you can download during evening hours after 4 PM for quick access.

**Q7. If some internal table over shoots the outer table in MS word, what do I do?**

**In MS Word Question Paper if, some internal table over shoots** from the outer table please correct internal table by dragging/resizing before printing the question paper.

**Q8. What should be done if junk characters are coming in Hindi question paper and Hindi portion of bilingual question papers?**

**If junk characters are coming in Hindi question paper and Hindi portion of bilingual question papers** select the incorrect text and set the desired font.

In case of subjects where the question papers are bilingual and your students wish to take the exam in one medium please delete the language not required and save on printing and photocopying costs. E.g. In case all your students will take the Maths exam in English, please delete the Hindi portion.

**Q9. What is the period of time of which the school needs to preserve answer scripts of SA?**

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**REDUCTION IN THE PERIOD OF RETENTION OF THE ASSESSMENTS OF CLASSES IX AND X AT SCHOOL LEVEL**

Vide Circular No. 8/2012 of 19.1.2012 against Sl. No.10 schools have been instructed to preserve and keep the answer books of classes IX and X in the safe custody at the school for at least a period of three years (in case of class IX) and two years (in case of class X) along with question papers and marking schemes for any verification by the Board subsequently. It has, time and again been brought to the notice that with increasing volume it is becoming difficult to preserve the record. **The Board has, therefore, reduced the retention period of the assessments of classes IX and X to be preserved at the school level w.e.f. 2013 examination and the same is as under :**

i) Answer books of candidates (both for main and Improvement of Performance examination) shall be preserved by the School **upto 02 months** after declaration of result in respect of such candidates who have not applied for verification of grades or sought photocopy of the answer book.
ii) Schools shall preserve the answer books in cases where mistake has been detected on account of verification of grades and those cases seeking photocopy of answer book(s) as under –
- Mistake detected on account of Verification of grades - **01 year from the date of declaration of result**
- In case of providing photocopy of answer book(s) – **01 year if no RTI case received and 03 years if RTI case received**
iii) Schools shall preserve the answer books of sub-judice cases for **01 year after the final judgement**
iv) Schools shall weed out the evidence of assessments of classes IX & X along with the answer books of class X of the relevant examination viz. for **2013** Class X examination the evidence of assessments of class IX session **2011-2012** and Class X session **2012-2013** be weeded out **02 months** after declaration of result of class X. However, errors, RTI and sub-judice cases will be dealt as per paras (ii) & (iii) above
v) Schools shall weed out the hard copies of the marks data for classes IX and X along with the answer books of the Class X examination of the relevant year viz. for 2013 Class X examination the evidence of assessments of class IX session 2011-2012 and Class X session 2012-2013 be weeded out 02 months after declaration of result of class X.