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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110301

CBSE/CE/CU/Data Collection/2015   **9th March, 2015**
                                                                            Circular No. ../2015

All the Heads of Institutions Affiliated to the Board

Subject: Collection of Assessment Data of students presently in Class X and appearing in SA2 in March, 2015

Dear Principal,

The Candidate from different schools affiliated to the Board will be appearing in SA II in March, 2015 as per the following approved schemes:

Scheme-1: For those who do not wish to move out of the CBSE System after Class X
Question Papers and Marking Scheme supplied by the Board and evaluation carried out by the school.

Scheme-2: For those who wish to move out of the CBSE System after Class X i.e. who wish to join institutions/ schools/ Junior Colleges affiliated to Boards other than the CBSE.
Question Papers and Marking Scheme prepared by the Board and evaluation carried out by the Board through External Examiners.

You are also aware that the Board has issued uniform certificates to all the students appeared in Class X in March 2014 Examination irrespective of the fact whether they were assessed by the Board or by the School in Summative Assessment-II (SA-II) and same shall continue in Class X in March 2015 Examination.

1. For this, the Board is collecting the assessment data electronically from all the schools.

2. The Board has finalized software for all schools to download List of Candidates with Roll No registered from school for Academic session 2014-15 from Board's website; compile and upload term wise the following details in respect of each candidate :

Part I – Scholastic Area – Academic Performance:

Sub I & Sub II	Any two prescribed languages as per Scheme of Studies (Out of the two languages one shall be English or Hindi)
Sub III, Sub IV & Sub V	Mathematics, Science & Social Science
Sub VI - Compulsory Vocational Subject (Optional)	A candidate may offer any one Skill based Vocational subjects available under National Skill Qualification Framework (NSQF) as compulsory, if desired
Sub VII - Additional Subject (Optional)	A candidate may offer any one additional subject as per Scheme of Studies or A candidate may offer any one Skill based Vocational subjects available under National Skill Qualification Framework (NSQF) and option provided under Sub VI has not been exercised.

Candidate with Learning Disabilities may offer:

English or Hindi and any four out of - Mathematics, Science, Social Science, Other one/ two Languages (s), Commerce (Element of Business/ Element of Booking Keeping & Accountancy/ Typewriting English/ Typewriting Hindi), Painting, Music, Home Science , Foundation of Information Technology and any one vocational subject .

Note:
1. Subjects for a candidate under Scholastic Areas Part 1 in Class IX and Class X have to be same
2. The same language cannot be offered both at the Course A/ Course B level. (Viz – Hindi A/Hindi B, Urdu A/Urdu B)
3. 165-Foundation of Information Technology and 402-INFORMATION TECHNOLOGY(O)/ 462-INFORMATION TECHNOLOGY(C) cannot be offered together

Part 2 Co- Scholastic Areas: To be assessed on 5 point Grade – A, B, C, D, E

Part 2 (A) Life Skills	511 - Thinking Skills	Self Awareness, Problem Solving, Decision Making, Critical and Creative Thinking
	512 - Social Skills	Interpersonal Relationships, Effective Communication and Empathy
	513- Emotional Skills	Managing Emotions and Dealing with Stress
Part 2 (B) Work Education	500 - Work Education	Cookery Skills, Preparation of stationery items, Tying and dyeing and screen printing, Recycling of paper, Hand embroidery, Running a book bank, Repair and maintenance of domestic electrical gadgets, Computer operation and Maintenance, Photography etc.
Part 2 (C) Visual and Performing Arts	501 – Visual and Performing Arts	Music (Vocal, Instrumental), Dance, Drama, Painting, Craft, Sculpture, Puppetry, Folk Art forms etc
Part 2 (D) Attitude and Values towards	521 - Teachers 522 - School-mates 523 - School Programmes and Environment 525 - Value Systems	

Part 3 Co- Scholastic Activities: To be assessed on 5 point Grade – A, B, C, D, E

Part 3(A) Suggestive activities (Any two to be assessed)	531 – Literary & Creative Skills	Debate, Declamation, Creative Writing, Recitation, Essay Writing, Poster-Making, Slogan Writing etc.
	532 - Scientific Skills	Science Club, Projects, Maths Club, Science Quiz, Science Exhibition, Olympiads, etc.
	535 - Information and Communication Technology (ICT) Skills:	PowerPoint Presentation, Website and Cover Page Designing, Communication, Animation, Technology (ICT) Programming, E-books etc.
	534 - Organizational & Leadership Skills:	Eco Club, Health & Wellness Club, Disaster Management Leadership Skills Club, AEP and other Clubs.
Part 3 (B) Health & Physical Education (Any two to be assessed)	541 - Sports/Indigenous sports (Kho-Kho etc.) 542 - NCC/NSS 543 - Scouting and Guiding 544 - Swimming 545 - Gymnastics 546 - Yoga 547 - First Aid 548 - Gardening/Shramdaan 549 – Martial Arts	

A. Marks under Part I are to be provided Term wise for each of the Classes IX and X, for all assessments and for all subjects.

B. Problem Solving Assessment (PSA):

➢ Problem Solving Assessment (PSA) score is to be reflected towards FA4 in both Class IX and Class X in **one language (English or Hindi), Mathematics, Science and Social Science** where PSA is applicable.
➢ In case student has opted for Improvement of PSA in Class X, **the Best of PSA Score in Class IX and Class X, should be awarded in both FA4 in Class IX and Class X in the subjects.**

C. Assessment in Speaking and Listening Skills (ASL) :

➢ In English language, candidates are assessed in Assessment of Speaking and Listening Skills (ASL) under SA 1 and SA 2:
➢ The maximum marks in each SA assigned to ASL being 20 marks, a**ward the Best ASL Score (out of 20) of SA-1 and SA-2 in ASL in English to the student.**

D. Provide Marks obtained by the candidate in an Assessment/ Examination out of Max. Marks assigned to the Assessment/ Examination. **The CBSE-CCE2015 software will automatically calculate required Term wise**

weightage for Formative Assessments and Summative Assessments.

- Skills under Co-Scholastic Areas-Part 2(A), 2(B), 2(C) & 2(D) are fixed in Class IX and Class X. However, the candidate has option to choose any two Skills under Co-Scholastic Activities – Part 3(A) & 3(B). The Skills under Co-Scholastic Activities – Part 3(A) & 3(B) may be different in Class IX and Class X.

- Grades under Co-Scholastic Areas Part 2(A), 2(B), 2(C) & 2(D) and Co-Scholastic Activities Part 3(A) & 3(B) are to be provided for Class IX and Class X separately for each activity for entire year. These are to be filled in after a period of observation over the year by the Class Teacher in consultation with the subject teachers. **Descriptive Indicators shall be provided by the Board**.

3. **The schools are required to send Marks and Grade for each candidate for Session 2013-15 as per schedule indicated against each term**:

Class	Academic Session	Term	Activity	Schedule
IX	2013-14	I	**Part 1** - Marks for FA1, FA2 and SA1 for all subjects	by 31st Mar., 2015
		II	**Part 1** - Marks for FA3, FA4 and SA2 for all subjects **Part 2 and Part 3** - Grades for each activity for entire year	**by 15th Apr,2015**
X	2014-15	I	**Part 1** - Marks for FA1, FA2 and SA1 for all subjects	by 31st Mar 2015
		II	**Part 1** - Marks for FA3, FA4 and **SA2*** for all subjects **Part 2 and Part 3** – Grades for each activity for entire year	**by 15th Apr,2015**

SA2* in Class X 2014-15 shall be either under **Scheme-1 or Scheme-2**.
Schools have to supply Marks for those appearing under **Scheme-1 SA2**. For **Scheme-2 SA2** Marks would be available with the Board**.**

4. The data for **Class IX 2013-14 Term I & Term II and Class X 2014-15 Term-I may be uploaded immediately.** However, Data for **Class X 2014-15** Term-II should be uploaded positively by 15th April, 2015.

5. **The procedure for Compilation and Uploading of required data shall be available w.e.f. 9th March., 2015 and shall be as follows:**
   - Visit Board's website www.cbse.nic.in and click on Public Portal
   - Click on the link "**Compilation and Uploading of Assessment Data for Academic session 2013-15**"
   - For login, you have to use your **affiliation number as User-ID** and **password** as given by you at the time of submission of **on-line data for Classes IX/ X/ XI/ XII**.
   - After login, take **printout of E-Manual** and read it carefully before start of work.
   - Click on "**Data Collection Software**" for installing required software on your computer and follow instructions as per E-Manual.

6. For any query or help in this regard, contact following **Help Lines** during working days between 10.00 AM to 17.00 PM:

Regional Office	Telephone	E-mail
Head Qtrs/ General	011-22045173, 011-22542693	ccedata.cbse@nic.in
Ajmer	8764235509, 8764235510,0145-2627350	roajmer.cbse@nic.in
Panchkula	0172-2585193,2583547,2585577, 08699126066	ccedata.ropanchkula@gmail.com
Guwahati	09401822333, 09401822334, 0361-2267786, 0361-2234661	cceroguwahati@gmail.com roguwahati.cbse@nic.in
Chennai	044-26161103, 044-26162264, 044-26164608, 09498043510	ccedata.rochennai@gmail.com rochennai.cbse@nic.in
Trivandrum	0471-2534496, 09526013694	rotrivandrum.cbse@nic.in
Allahabad	07703050521, 08808707462, 0532 – 2400434, 0532-2407970, 0532-2408971, 0532-2407972	ccedata.roallahabad@hotmail.com
Dehdradun	0135-2757744 (Ext.-205 and 103), 0135-2753248, 7579214383	roddn.cbse@nic.in
Bhubaneswar	9971058335, 9853246315	ccecbsebbsr@gmail.com
Patna	08986052795,09693787239 0612-2295048, 0612-2295008	ccedata.ropatna@gmail.com
Delhi	011-22236195	rodlicu@gmail.com

The Schools are advised to contact their **concerned Regional Office for help, if any**.

7. In the interest of School's own candidates, schools are advised to start compiling and uploading the required assessment data before the last dates to avoid the possibility of dis-connection / inability / failure to log on to the Board's website on account of heavy load on internet / website jam during the last few days. In case, assessment data is not uploaded in time, result of the School may get delayed.

8. The schools are expected to ensure that the data uploaded for each candidate is accurate in all respects and the schools must send Final List of Marks and Grades and also retain a copy of the **'FINAL LIST OF Marks and Grades'** printed for Class IX and Class X from CBSE server for future record.

9. The data once uploaded would not be altered by the school under any circumstances. If any changes or mistakes come to the notice of the school during checking of final list generated from Board's website, the same may be corrected in the hard copy with red ink, attested by the Principal and sent to the concerned Regional Office in a sealed envelope superscribed as **'CONFIDENTIAL'**. The staff of the school involved in this activity must be trust-worthy and competent so that all information provided to the Board is accurate and correct in all respects.

10. **Following is the feedback on the Assessment Data provided by the Schools in the previous years. (For details refer Section II of E-Manual) :**
    - The Highest Marks obtained by the candidate in an Assessment/ Examination in the school were taken as Max. Marks Assigned to the Assessment/ Examination.
      (OR)
    - The marks obtained by the candidate were supplied after reducing to required weightage without changing Max. Marks assigned to the Assessment/ Examination which should not have been done.
    - Marks obtained by the candidates under Scholastic Areas Part 1 in Class IX were supplied without taking cognizance of Marks obtained at Eligible for Improvement of Performance (EIOP). It should have been supplied after taking cognizance of EIOP.
    - Different subjects opted by a candidate under Scholastic Areas Part 1 in Class IX and Class X.
    - Few schools had not followed schedule for supply of Assessment data. This resulted delay in Compilation of Results. Schools are requested to follow schedule rigorously to avoid delay in Compilation of Results.
    - Candidates appeared in SA2 in Class X for both Scheme-1 as well as Scheme-2 which should not have been done. For such cases, **lowest Marks obtained shall be taken as final.**
    - The Schools must not upload the weightage percentage of marks, but should upload only the marks obtained with maximum marks per subject.

IMPORTANT	1. **Kindly note that schools would not communicate the marks of Scheme-1 Class X Summative Assessment-2 to the Candidates under any circumstances.**
	2. **As per the scheme laid down and communicated earlier, the Board would be declaring the results of these candidates in the month of May along with the results of Scheme-2 Summative Assessment-2 candidates.**

Yours faithfully,

(K K CHOUDHARY)
Controller of Examinations

Enclosure: E-Manual - Operational/ User Manual for Compilation and Uploading of Assessment Data for Session 2013-15

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-110 016.
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-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 – 737 101.
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-744 101.
8. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085.
9. All the Directors / Regional Officers of CBSE with the request to send this circular to all the Heads of Institutions affiliated to the Board in their respective regions.
10. PS to Chairman, CBSE
11. PS to Controller of Examinations, CBSE

12. PS to Secretary, CBSE
13. PS to Director (Special Exams. & CTET)
14. PS to Director (Academic, Research, Training & Innovation)
15. PS to Director (Vocational Education & EDUSAT)
16. PS to Director (IT)
17. PRO, CBSE
18. The Education Officers/AEOs of the Academic Branch, CBSE.
19. The Deputy Secretary (IT) with the request to put this circular on the CBSE website.
20. The Library and Information Officer, CBSE

Controller of Examinations