



**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/Data Collection/2011**

**February 25, 2011**

**Circular No.14/2011**

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, 2011**

Dear Principal,

You are aware that the scheme of Continuous and Comprehensive Evaluation (CCE) and Grading System was introduced by Central Board of Secondary Education at Secondary Stage in all schools affiliated to it from the academic session 2009-2010. The detailed information about the same has been given to schools from time to time through different circulars which are also available on CBSE website [www.cbse.nic.in](http://www.cbse.nic.in).

You are also aware that the Board has decided to issue uniform certificates to all the students appearing in Class X in March 2011 Examination irrespective of the fact whether they are assessed by the Board or by the School in Summative Assessment-II (SA-II)

1. For this, the Board is collecting the assessment data electronically from all the schools.
2. The format of Certificate of School Based Assessment to be issued by the Board is already available on our website. The Board has finalized a software for all schools to download List of Candidates with Roll No from Board's website; compile and upload term wise the following details in respect of each candidate.

**Part 1(A) - Scholastic Areas – Academic Performance:**

Sub I & Sub II	Any two prescribed languages as per scheme of study (Out of the two languages one shall be English or Hindi)	Marks
Sub III, Sub IV & Sub V	Mathematics, Science & Social Science	
Sub VI - Additional Subject (optional):	A candidate may offer any one additional subject as per Scheme of Study	

**Part 1(B) – Scholastic Areas – Academic Performance:**

a. 500 - Work Experience b. 501 - Art Education c. 502 - Physical and Health Education/ Games	Descriptive Indicators and Grades on Five Point Scale to be given as A+, A, B+, B, C
---	--

**Part 2 Co- Scholastic Areas:**

<b>Part 2 A - Life Skills</b>	511 - Thinking Skills 512 - Social Skills 513 - Emotional Skills	Descriptive Indicators and Grades on Five Point Scale to be given as A+, A, B+, B, C
<b>Part 2 B - Attitude and Values towards</b>	521 - Teachers 522 - School-mates 523 - School Programmes 524 - Environment 525 - Value Systems	Descriptive Indicators and Grades on Three Point Scale to be given as A+, A, B

**Part 3 Co- Scholastic Activities : Descriptive Indicators and Grade in**

<b>Part 3 A</b>	<b>(Any two of following to be assessed)</b> 531 - Literary & Creative Skills 532 - Scientific and ICT Skills 533 - Visual & Performing Arts 534 - Organizational & Leadership Skills	Descriptive Indicators and Grades on Three Point Scale to be given as A+, A, B
<b>Part 3 B Physical and Health Education</b>	<b>(Any two of following to be assessed)</b> 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 - Work Education	Descriptive Indicators and Grades on Three Point Scale to be given as A+, A, B

- Note:** a. 2009-10 Class IX had only Term II i.e. FA3, FA4 (20 % weightage each) and SA2 (60% weightage) as the Scheme was introduced from Term II.
- b. Marks under Part 1(A) are to be provided Term wise for each of the Classes IX and X, for all assessments and for all subjects.
- c. Descriptive Indicators and Grades under Part 1(B), Part 2(A) & 2(B) and Part 3(A) & 3(B) are to be sent for Class IX and Class X separately for each Activity for entire year.

**3. The schools are required to send following Marks and Descriptive Indicators / Grade for each candidate for Session 2009-11 as per schedule indicated against each term:**

Class	Academic Session	Term	Activity	Schedule
IX	2009-10	II	<b>Part 1(A)</b> - Marks for FA3, FA4 and SA2 for all subjects <b>Part 1(B), Part 2 and Part 3</b> - Descriptive Indicators and Grades for each activity for entire year	by 15 <sup>th</sup> March.,2011
X	2010-11	I	<b>Part 1(A)</b> - Marks for FA1, FA2 and SA1 for all subjects	by 31 <sup>st</sup> March, 2011
		II	<b>Part 1(A)</b> - Marks for FA3, FA4 and <b>SA2*</b> for all subjects <b>Part 1(B) , Part 2 and Part 3</b> - Descriptive Indicators and Grades for each activity for entire year	by 20 <sup>th</sup> April,2011

**SA2\*:** In Class X 2010-11, SA2 shall be either School Conducted or Board Conducted. Schools have to supply marks for those appearing for **School Conducted SA2**. For **Board Conducted SA2** Marks would be available with the Board.

**Note: Winter bound schools to supply complete data by 31<sup>st</sup> March, 2011.**

4. The data for **Class IX 2009-10 Term-II, Class X 2010-11 Term-I for these candidates may be uploaded immediately**. However, Data for Class X 2010-11 Term-II may be uploaded by 20th April, 2011.
5. **The procedure for Compilation and Uploading of required data shall be available w.e.f 25<sup>th</sup> Feb., 2011 and shall be as follows:**
- Visit Board's website [www.cbse.nic.in](http://www.cbse.nic.in) and click on Public Portal
  - Click on the link "**Compilation and Uploading of Assessment Data for Academic session 2009-11**"
  - 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 the following **Help Line** during working days between 10.00 AM to 18.00 PM :

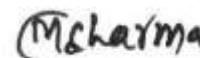
	<b>Telephone</b>	<b>E-mail</b>
General	011-22521094, 011-22045173 08447981581 to 590 (10 lines)	ccedata.cbse@nic.in
Regional Office, Ajmer	09309361446	ccedata.roajmer@gmail.com
Regional Office, Panchkula	0172-2585577, 08699126066	ccedata.ropanchkula@gmail.com
Regional Office, Guwahati	0361-2234661, 08876463195, 09706312647	ccedata.roguwahati@gmail.com
Regional Office, Chennai	044-26164608	ccedata.rochennai@gmail.com
Regional Office, Allahabad	08447981588, 08447981582, 08447981583	ccedata.cbse@nic.in
Regional Office, Delhi	09013894907, 09013894908, 09013894909, 09013894910	ccedata.rodelhi@gmail.com
Regional Office, Bhubaneswar	08447981589, 08447981584, 08447981585	ccedata.cbse@nic.in
Regional Office, Patna	08447981590, 08447981586, 08447981587	ccedata.cbse@nic.in

The Schools are advised to contact their **concerned Regional Office for immediate help.**

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 Board has prescribed word limit of 240 characters for Descriptive Indicators. Therefore, restrict the description within the prescribed word limit of 240 characters.
9. The schools are expected to ensure that the data uploaded for each candidate is accurate in all respects and the schools must retain a copy of the data after the same has been uploaded on CBSE's website for future record.
10. 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 the red ink, attested by the Principal and sent to the concerned Regional Officer in a sealed envelope superscribed as '**CONFIDENTIAL**'. The staff of the school involved in this activity must be permanent/ regular, trust-worthy and competent so that all information provided to the Board is accurate and correct in all respects.
11. It may also be noted that the Board is separately also doing a random collection and verification of Evidence of Assessments conducted at School level under Formative and Summative Assessments for which a circular has been issued separately.

<b>IMPORTANT</b>	<b>1. KINDLY NOTE THAT SCHOOLS WOULD NOT COMMUNICATE THE MARKS OF SCHOOL CONDUCTED CLASS X SUMMATIVE ASSESSMENT-2 TO THE CANDIDATES UNDER ANY CIRCUMSTANCES.</b>
	<b>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 BOARD CONDUCTED SUMMATIVE ASSESSMENT- 2 CANDIDATES</b>

Yours faithfully,



**(M.C. Sharma)**  
**Controller of Examinations**

**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 Director of Education, SIE, CBSE Cell, VIP Road, Junglee Ghat, PO 744103, A&N Island
9. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085.
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. EO to Chairman, CBSE
15. SO to CE, CBSE
16. PA to Secretary, CBSE
17. PA to Director (Acad.)
18. PA to HOD (AIEEE)
19. PA to HOD (Edusat)
20. PRO, CBSE

*M Sharma*

**Controller of Examinations**