



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

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**All the Heads of Institutions
Affiliated to CBSE**

FURTHER GUIDELINES ON FORMATIVE ASSESSMENT

Dear Principal,

CBSE has published 12 Manuals for Teachers on Formative Assessment for Classes IX & X in Hindi-A, Hindi-B, English-Communicative, English-Language & Literature, Mathematics, Science and Social Science. All the Manuals are available at the book stores of the Regional Offices and the Head Office of the Board. Details of the titles and price are given below:

1. Formative Assessment Teacher's Manual - Hindi A IX	145.00
2. Formative Assessment Teacher's Manual - Hindi A X	145.00
3. Formative Assessment Teacher's Manual - Hindi B IX	145.00
4. Formative Assessment Teacher's Manual - Hindi B X	145.00
5. Formative Assessment Teacher's Manual - English IX	204.00
6. Formative Assessment Teacher's Manual - English X	185.00
7. Formative Assessment Teacher's Manual - Mathematics IX	130.00
8. Formative Assessment Teacher's Manual - Mathematics X	125.00
9. Formative Assessment Teacher's Manual - Social Science IX	110.00
10. Formative Assessment Teacher's Manual - Social Science X	95.00
11. Formative Assessment Teacher's Manual - Science IX	100.00
12. Formative Assessment Teacher's Manual - Science X	120.00

- **CBSE had already sent two circulars on Formative Assessment - CIRCULAR NO. 36 dated 27.07.2010 and CIRCULAR NO. 58 dated 03.09.2010. You are requested to read these circulars again and discuss their content with your teachers.**

You are advised to procure the Manuals and provide one copy to each subject teacher of classes IX and X. Also please keep one complete set with you for reference. Kindly discuss all the issues raised in the Manuals in the subject committees of your school to ensure clarity on the modalities and concepts with

regard to Formative Assessment. It is essential that a comprehensive annual plan of Formative Assessment is prepared at the beginning of the academic session.

From the feedback received from schools, it is seen that some schools are treating Formative Tasks more as tests rather than tools for improving the teaching-learning process. Some guidelines are given below to help teachers implement Formative Assessment in its true spirit:

1. Formative Assessment should be used as an opportunity for the teacher to consult parents at least twice in each term, i.e., after each Formative Assessment so that the strengths and weaknesses of every student can be discussed and efforts are made to address the gaps in learning. In such meetings the student's views should also be obtained so that it becomes a fruitful dialogue between the student, the teacher and the parent.
2. Every Formative Assessment must be followed by diagnosis of the difficulties faced by students. It means that Formative Assessment must be diagnostic in nature so that suitable remedial measures are taken to ensure improvement.
3. FA 1, FA 2, FA 3, and FA 4 should not be based on only one task. Every such assessment should make use of two or more tasks ensuring variety such as role play, practical work, presentations, projects, worksheets etc.
4. **It is to be borne in mind that all the Formative Assessment tasks need not be meant for assessment. Some may be used purely for teaching and some for assessment.**
5. If many tasks are used for any one formative assessment, the best grades obtained by a student may be taken for recording. It means that grades need not be given on the basis of identical tasks for all. It will help us cater to multiple intelligences besides enabling every student to tap her/ his strengths.
6. Formative Assessment should help us to make the teaching - learning process enjoyable for all students. So it is essential that we follow a child-friendly approach to assessment.

Please discuss this circular with the teachers of your school to ensure proper Formative Assessment practices.

Yours faithfully

(P. Mani)
Education Officer (H&L)

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 Instrucions (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.