

Compilation and Uploading of Assessment Data

For

Scholastic and Co-Scholastic Areas/Activities

at Secondary School Examination

Under

CONTINUOUS AND COMPREHENSIVE EVALUATION (CCE) SCHEME

SESSION 2010-12

**CBSE-CCE2012 Software
OPERATIONAL & USER MANUAL
(Ver 1.1)**



CENTRAL BOARD OF SECONDARY EDUCATION

Shiksha Kendra, 2, Community Centre

Preet Vihar, Delhi – 110092, India

Operational/ User Manual
For
Compilation and Uploading of Assessment Data for
Scholastic and Co-Scholastic Areas/ Activities
at Secondary School Examination under

Continuous and Comprehensive Evaluation (CCE) Scheme SESSION: 2010-12

CBSE-CCE2012 software shall enable the Schools affiliated with the Board to enter Marks in Scholastic Areas-Part 1(A) and Grades in Scholastic Areas-Part 1(B), Co-Scholastic Areas-Part 2(A) & 2(B) and Co-Scholastic Activities – Part 3(A) & 3(B) under Continuous and Comprehensive Evaluation (CCE) Scheme.

General Instructions:

- Visit Board's website www.cbse.nic.in and click on Public Portal
- Click on the link "**Compilation and Uploading of Assessment Data for Session 2010-12**"
Session 2010-12 means: Class IX 2010-11 and Class X 2011-12
- For login on CBSE website, 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.

Note	For interaction with www.cbse.nic.in , it is mandatory 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.
------	--

- 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 '**FINAL LIST OF Marks and Grades**' printed for each Class IX and Class X from CBSE server for future record.
- 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 CBSE server, the same may be corrected in the hard copy with 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.
- In the interest of School's own candidates, schools are advised to start compiling and uploading the required assessment data much 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 days. In case, assessment data is not uploaded in time, result of the School shall get delayed.
- 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	011-22521094, 011-22045173, 09654971411, 09654971640, 09654971661, 09654971812	ccedata.cbse@nic.in
Ajmer	0145-2627350, 08233001803, 08233001804	roajmer.cbse@nic.in
Panchkula	0172-2585577, 08699126066	ccedata.ropanchkula@gmail.com
Guwahati	0361-2267786, 09401822333, 09401822334	ccebseguwahati@gmail.com
Chennai	044-26162264, 044-26164608, 09498043510	ccedata.rochennai@gmail.com
Allahabad	0532-2407970, 0532-2408971, 0532-2407972 08808707462, 09450601047	roallahabad.cbse@nic.in
Delhi	09990178782, 09268594816	ccedata.rodelhi@gmail.com
Bhubaneswar	09654971661, 09654971812	ccedata.cbse@nic.in
Patna	0612-2332248	ccedata.ropatna@gmail.com

CONTENTS

- I. Schedule for providing Assessment Data by the Schools for Session 2010-12
- II. Feedback on the Assessment Data provided by the Schools for Session 2009-11
- 1.0 Activities to be done for “**Compilation and Uploading of Assessment Data for Session 2010-12**”
- 2.0 Introduction to CCE Scheme : Session 2010-12
- 3.0 How to Download & Install Software on School Computer :
 - 3.1 System Requirement
 - 3.2 Important Instructions
 - 3.3 Steps to be followed for Downloading & Installing Software on School Computer
- 4.0 Features of CBSE-CCE2012 software :
 - 4.1 How to Open/Run CBSE-CCE2012 Software installed on School Computer
 - 4.2 Main menu options available are
 - ‘Examination’
 - ‘Settings’
 - ‘Exit’
 - 4.3 Different sub-options available within “Examination” are
 - Import (Download) Registered Candidates data
 - Roll No wise Subject Code/ Skill Code Updation/ Correction
 - Assign Subject wise Max. Mark
 - Creation of Excel files for Marks and Grade Entry
 - Posting of Marks and Grade from Excel files
 - Updation/ Correction of Marks and Grades
 - Generation of Reports
 - Creation of Excel File to Export (Upload) Term Wise Marks and Grades to CBSE Server
 - 4.4 Different sub-options available within “Settings” are
 - Change Password
 - Exam Locking
 - Exit
 - 4.5 Details of sub-options under ‘Examination’
 - 4.6 Details of sub-options under ‘Settings’
- 5.0 Downloading Registered Candidate’s Database and Updation/ Correction of Subject Codes/Skill Codes
 - 5.1 How to import/ download Registered Candidate’s Database from CBSE server
 - 5.2 Actions required in downloaded Registered Candidate’s Database :
 - 5.2.1 **Printing of Check List-1** : Roll No wise Subjects offered by the candidate under ‘**Scholastic Areas Part 1(A)**’ and Skills opted (in Class IX and Class X) under ‘**Co-Scholastic Activities Part 3(A) & 3(B)**’
 - 5.2.2 **Checking the correctness of Subject Codes/ Skills Codes** opted by Candidates under ‘**Scholastic Areas Part 1(A)**’ and Skills opted under ‘**Co-Scholastic Activities Part 3(A) & 3(B)**’
 - 5.2.3 **Updation/Correction of Subject Code/ Skill Code**, if any in subjects under ‘**Scholastic Areas Part 1(A)**’ and skills (in Class IX and Class X) under ‘**Co-Scholastic Activities Part 3(A) & 3(B)**’
 - 5.2.4 **Assign Subject wise Max. Mark** for each Assessment/Examination and each subject under ‘**Scholastic Areas Part 1(A)**’
- 6.0 Requirement of Data for Academic session 2010-12 :
 - 6.1 Nomenclature of Excel files created through CBSE-CCE2012 software
 - 6.2 Steps to be followed for creation of Excel files through CBSE-CCE2012 software
 - 6.3 Format of Excel Files and Valid Marks/ Grades.
 - 6.3.1 Format of Excel Files for Marks entry in Subjects under Scholastic Areas 1(A)
 - 6.3.2 Format of Excel Files for Grades entry under Scholastic Areas 1(B), Co-Scholastic Areas 2(A) & 2(B) and Co-Scholastic Activities 3(A) & 3(B)

6.3.3 Valid Marks and Grades

- 6.4 Steps to be followed for entry of Marks and Grades in created Excel files
 - 6.4.1 Schools having required Assessment/Examination record in Paper form :
 - 6.4.1. (a) Steps to be followed for entry of Marks obtained in created Excel files under Scholastic Areas Part-1(A)
 - 6.4.1. (b) Steps to be followed for entry of Grades in created Excel files under Scholastic Areas Part-1(B), Co-Scholastic Areas Part 2(A) & 2(B) and Co-Scholastic Activities Part 3(A) & 3(B)
 - 6.4.2 Schools having required Assessment/Examination record in Electronic Format i.e. records already Computerized
 - 6.4.2. (a) Steps to be followed for creation of Marks file from computerized Database with the school to Excel file format under Scholastic Areas Part-1(A)
 - 6.4.2. (b) Steps to be followed for creation of Grades file from Computerized Database with the school to Excel file format under Scholastic Areas Part 1(B), Co-Scholastic Areas 2(A) & 2(B) and Co-Scholastic Activities Part 3(A) & 3(B)
- 6.5 Posting of Marks and Grades entered in Excel files to CBSE-CCE2012 software
- 6.6 Action required after Posting of Marks and Grades from Excel files to CBSE-CCE2012 software:
 - 6.6.1 Printing of Check List of Marks from CBSE-CCE2012 software (**Check List-2**)
 - 6.6.2 Printing of Check List of Grades from CBSE-CCE2012 software (**Check List-3**)
 - 6.6.3 Updation/ Correction of Marks and Grades in CBSE-CCE2012 software
 - 6.6.4 Printing of Blank (Missing) Marks/ Grade or Error (wrong) List from CBSE-CCE2012 software (**Check List-4**)
- 7.0 How to Export/Upload assessment data from school computer to CBSE server through CBSE-CCE2012 software
 - 7.1 Steps to be followed to create Excel file for Exporting/ Uploading TERM wise Marks and Grades
 - 7.2 Steps to be followed for Exporting/ Uploading TERM and Class wise assessment data from School Computer to CBSE server
- 8.0 How to Print Final List with Marks and Grades from CBSE Server
- 9.0 Example: How to supply Assessment Data

I. Schedule for providing Assessment Data by the Schools for Session 2010-12 :

Schools are required to supply following Marks and Grade for each candidate for Session 2010-12 as per schedule indicated against each term:

Class	Academic Session	Term	Activity	Schedule
IX	2010-11	I	Part 1(A) - Marks for FA1, FA2 and SA1 for all subjects	by 15 th Feb., 2012
		II	Part 1(A) - Marks for FA3, FA4 and SA2 for all subjects Part 1(B), Part 2 and Part 3 - Grades for each activity for entire year	by 29 th Feb., 2012
X	2011-12	I	Part 1(A) - Marks for FA1, FA2 and SA1 for all subjects	by 31st Jan., 2012
		II	Part 1(A) - Marks for FA3, FA4 and SA2* for all subjects Part 1(B), Part 2 and Part 3 – Grades for each activity for entire year	by 15 th April, 2012

SA2* in Class X 2011-12 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.

Important Points to be followed:

1. Before start of work, please read the following carefully :

- E-Manual - Operational/ User Manual For Compilation and Uploading of Assessment Data for Session 2010-12
- Feedback on the Assessment Data provided by the Schools for Session 2009-11

2. As per Scheme of Studies, subjects for a candidate under Scholastic Areas Part 1(A) in Class IX and Class X have to be same.

Skills under Scholastic Areas-Part 1(B), Co-Scholastic Areas-Part 2(A) & 2(B) 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.

3. The Term-wise weightage for Formative Assessments and Summative Assessments under Scholastic Areas Part 1(A) for Academic session 2010-12 are as follows:

Assessments	Term I			Term II			Total
	FA1	FA2	SA1	FA3	FA4	SA2	
Formative Assessments	10%	10%		10%	10%		40%
Summative Assessments			20%			40%	60%

4. 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.

Provide Marks obtained by the candidate in an Assessment/ Examination out of Max. Marks assigned to the Assessment/ Examination. **The CBSE-CCE2012 software will automatically calculate required Term wise weightage for Formative Assessments and Summative Assessments**

Grades under Part 1(B), Part 2(A) & 2(B) and Part 3(A) & 3(B) are to be provided for Class IX and Class X separately for each Activity for entire year. **Descriptive Indicators shall be provided by the Board.**

5. For “**Compilation and Uploading of Assessment Data**” for session 2010-12, use **CBSE-CCE2012 software** only. Follow steps given under **Activities to be done for “Compilation and Uploading of Assessment Data for Session 2010-12”** in sequence.
6. Excel Files should be created through **CBSE-CCE2012 software**. Format of Excel Files created should not be changed. Created Excel files may be copied on other computers where Marks and Grade is to be entered.
7. No addition or deletion of Roll Number is permitted in the downloaded database. Correction of Candidate’s Name, Mother’s Name, Father’s Name and Date of Birth are not permitted in the downloaded database. For any correction in these, please contact/ write separately to the concerned Regional Office.
8. **Upgradation of Grade in Class IX – Schools are requested to supply actual marks obtained for an Assessments/ Examinations. Upgradation of Grades carried out if any, as per circular No. 10/2011 dated 10.02.2011, the same may be indicated in the Grade Upgraded column provided in the Excel File created for 2010-11-Class IX – Term-II through the Software.**
9. To ensure accuracy of data, it must be checked at following stages :
 - Checking the correctness of Subject/Skills offered by the candidates by checking ‘Check List-1’.
 - Checking the Entries in Excel File
 - After Posting of Marks and Grades from Excel files to **CBSE-CCE2012 software**, checking Check List-2 and Check List -3 by ‘Printing of Check List of Marks and Grades’ from **CBSE-CCE2012 software**
 - After Uploading of Assessment Data (i.e. Marks and Grades) from School Computer to CBSE Server, checking the Marks and Grades by Printing of Final Report with Marks and Grades from **CBSE Server**

II. Feedback on the Assessment Data provided by the Schools for Session 2009-11 :

1. 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 correcting the Max. Marks assigned to the Assessment/Examination which should not have been done.

Max. Marks Assigned to an Assessment/ Examination - means the Total Marks for which the Assessment/ Examination (FA1, FA2, SA1, FA3, FA4, and SA2) is conducted and **NOT the Highest Marks obtained by the candidate in an Assessment/ Examination in the school.** It is the Mark for which the Question Paper/Activities is set (Out of) for the Assessments/Examinations.

Marks Obtained in an Assessment/ Examination: means the Marks obtained by the candidate in an Assessment/Examination out of Max. Marks assigned to the Assessment/ Examination.

Example : Mark obtained by the candidate is say 34 out of 80 Marks Question Paper in Mathematics in SA1.
(Here Max. Marks Assigned to SA1 in Mathematics is 80 and Marks obtained by the candidate is 34)

Assessment and weightage for session 2010-11	Max. Mark Assigned to the Assessment by the School in a subject (May differ from School to School) and (Assessment to Assessment)	Marks obtained by the candidate	Marks obtained by the candidate taking into account Max. Marks Assigned & weightage to the Assessment (shall be calculated by the software itself)	Feeding of Marks into the Software			
				CORRECT way		WRONG way	
				Max. Mark	Mark Obt.	Max. Mark	Mark Obt.
FA1 10%	30	25	8.3	30	25	28(*)	8.9
FA2 10%	40	20	5.0	40	20	40	5.0
SA1 20%	80	37	9.2	80	37	80	9.2
FA3 10%	25	10	4.0	25	10	25	4.0
FA4 10%	50	45	9.0	50	45	50	9.0
SA2 40%	80	63	31.5	80	63	80	31.5

“*” It should have been 30 (Max. Mark assigned) and not 28 (the highest mark obtained in an Assessment/Examination).

2. Marks obtained by the candidates under Scholastic Areas Part 1(A) 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.

Example : Marks obtained by the candidate taking into account Max. Marks Assigned & given weightage to the Assessment/Exam.
(Calculated by the software)

Subject	FA1	FA2	SA1	FA3	FA4	SA2	Total Marks	Result	SA2 Marks in EIOP	Total Marks after EIOP	EIOP Result
English	2.3	4.3	7.8	3.4	4.5	8.3 #1	30.6	EIOP	12.3 (@)	34.6	Qualified
Hindi	4.5	5.0	12.0	5.4	3.9	20.0	50.8	Qualified			
Maths	1.3	2.3	3.3	8.0	5.5	10.0 #2	30.4	EIOP	20.4 (@)	40.8	Qualified
Science	5.6	4.5	12.0	6.7	7.8	30.0	66.6	Qualified			
Soc. Sci.	5.6	4.5	12.0	6.7	7.8	30.0	66.6	Qualified			
Result : Eligible for Improvement of Performance (EIOP)									Final Result : Qualified		

#1. School has supplied Marks of SA2 in English as 8.3 whereas it should have supplied the marks obtained after conduct of EIOP in English which is 12.3 (@)

#2. School has supplied Marks of SA2 in Maths as 10.0 whereas it should have supplied the marks obtained after conduct of EIOP in Maths which is 20.4 (@)

3. Descriptive Indicators under Scholastic Areas Part 1(B), Co-Scholastic Areas 2(A) & 2(B) and Co-Scholastic Activities 3(A) & 3(B) :

There were many spelling, grammatical mistakes and variations in the Descriptive Indicators provided by the Schools. Schools should have avoided spelling and grammatical mistakes. In view of this, Descriptive Indicators were provided by the Board.

4. Different subjects opted by a candidate under Scholastic Areas Part 1(A) in Class IX and Class X :

As per Examination bye-laws, the subjects offered by the candidate in both Class IX and Class X should be the same. Whereas it was observed that Additional 6th subject was offered in Class IX and not in Class X and vice versa in some of the cases (Case 1 to Case3) or Language in Class IX and Class X were different (Case 4).

Example :

	CORRECT Subjects offered		WRONG Subjects offered	
	Class IX	Class X	Class IX	Class X
Case 1.	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 165 – Foundation of IT
	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 165 – Foundation of IT	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 165 – Foundation of IT		
Case 2	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 165 – Foundation of IT	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science
	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 165 – Foundation of IT	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 165 – Foundation of IT		
Case 3.	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 165 – Foundation of IT	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 165 – Foundation of IT	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 165 – Foundation of IT	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 101 – English Comm.
	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 101 – English Comm.	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science 101 – English Comm.		
Case 4	101 English Comm. 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science	101 English Comm. 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science	101 English Comm. 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science
	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science	002 – Hindi Course A 004 – Punjabi 041 – Mathematics 086 – Science 087 – Social Science		

- Few schools have 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 School conducted as well as Board conducted Exams which should not have been done. For such cases, lowest Marks obtained shall be taken as final.
- Schools have downloaded Software and Registered candidates database from CBSE server for each Class. However, Software and Registered candidates database should be downloaded ONLY ONCE.

Note:

- Change of Language/ Subject in Class IX and Class X is not permissible.
- Please use **CORRECT way of Max. Mark and Mark Obt. for Feeding of Marks into the Software.**
- Please use **CORRECT way of Subjects offered.**

1.0 Activities to be done for “Compilation and Uploading of Assessment Data for Session 2010-12”

The following Steps 1 to 7 must be followed in sequence :

Steps	Activity	Reference/ Section
1	<ul style="list-style-type: none"> Visit Board’s website www.cbse.nic.in and click on Public portal. Click on “Compilation and Uploading of Assessment Data for Session 2010-12” Download E-Manual and take printout of E-manual and read it carefully before start of work Download CBSE-CCE2012 software and install software on School computer Download “Registered Candidates” Database from CBSE Server to School Computer <p>Note : For login on Board’s website, 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.</p>	3.3 3.3 5.1
2	How to Open/ Run “ CBSE-CCE2012 ” software on School computer	4.1
3	<p>Action required in downloaded Registered Candidate’s Database:</p> <ul style="list-style-type: none"> Print Check List -1 : Roll No wise Subjects opted by the Candidates under Scholastic Areas 1(A) and Co- Scholastic Activities 3(A) & 3(B). Checking of correctness of Subjects/ Skills opted by Candidates under ‘Scholastic Areas Part1(A)’ and Skills opted (in Class IX and X) under ‘Co-Scholastic Activities Part 3(A) & 3(B)’ Correction/ Updation of Subject Codes/ Skill Codes under Scholastic Areas 1(A) and Co-Scholastic Activities 3(A) & 3(B), if any <p>Note : This should be repeated till there is no error. Subject’s corrections cannot be done after this step.</p> <ul style="list-style-type: none"> Assign Max. Mark to each Assessment/Examination and each subject taught in the school 	5.2 5.2.1 5.2.2 5.2.3 5.2.4
4	<p>Preparation of Data for Academic Session 2010-12:</p> <ul style="list-style-type: none"> Creation of Excel Files for Mark Entry for Scholastic Areas 1(A) and Grade Entry for Scholastic Areas 1(B) and Co-Scholastic Areas/ Activities 2(A), 2(B), 3(A) and 3(B) Format of Excel Files and Valid Marks/ Grades Mark Entry for Scholastic Areas 1(A) and Grade Entry for Scholastic Areas 1(B) and Co-Scholastic Areas/ Activities 2(A), 2(B), 3(A) and 3(B) in created Excel Files. Posting of Marks and Grades entered in Excel files to CBSE-CCE2012 software <p>Note : Format of Excel Files created should not be changed. Created Excel files may be copied on other computers where Marks and Grades is to be entered.</p>	6.0 6.2 6.3 6.4 6.5
5	<p>Action required after Posting of Marks and Grades from Excel files to CBSE-CCE2012 software:</p> <p>(a) FOR Scholastic Subjects under Part 1(A) for all subjects in each Term :</p> <ul style="list-style-type: none"> Printing of Check List of Marks from CBSE-CCE2012 software Subject wise for each Term (Check List-2) Checking of correctness of Marks. Updation/ Correction of Marks errors, if any – Subject wise for each Term Printing of Blank (Missing) Marks/ Grades/ Error List, if any <p>(b) FOR Co-Scholastic Areas/ Activities under Part 1(B)/2(A)/2(B)/3(A)/3(B) for all Skills in each Class :</p> <ul style="list-style-type: none"> Printing of Check List of Grades for Class IX and Class X separately from CBSE-CCE DATA software (Check List-3) Checking of correctness of Grades. Updation/ Correction of Grade errors, if any – Skill wise for Class IX and Class X separately for entire year Printing of Blank (Missing) Marks/ Grades/ Error List, if any (Check List-4) <p>Note : This should be repeated till there is no error. As Marks/ Grades corrections cannot be done after this step.</p>	6.6 6.6.1 6.6.2 6.6.3 6.6.4 6.6.1 6.6.2 6.6.3 6.6.4
6	<p>Uploading of Assessment Data (i.e. Marks and Grades) from School Computer to CBSE server through CBSE-CCE2012 software : Term and Class wise</p> <ul style="list-style-type: none"> Creation of Excel Files for Exporting/ Uploading Term wise Marks and Grades Export/ Upload TERM wise Assessment data from School Computer to CBSE server for <ul style="list-style-type: none"> 2010-11 - Class IX Term I - Class IX Term II 2011-12 - Class X Term I - Class X Term II 	7.0 7.1 7.2
7	<p>Printing of Final Report with Marks and Grades from CBSE Server for each Academic Session</p> <ul style="list-style-type: none"> 2010-11 – Class IX Term I & II 2011-12 - Class X Term I & II <p>Note : Send this Final Report for each Academic Session to the concerned Regional Officer in a sealed envelope and retain a copy for future record</p>	8.0 By Post

2.0 Introduction to CCE Scheme: Session 2010-12 :

The scheme of Continuous and Comprehensive Evaluation (CCE) for classes IX and X has been introduced w.e.f. Academic session 2009-10 and is to be followed in all schools affiliated with the Board (Secondary and Senior Secondary). The salient features of the scheme are

- Secondary School Examination (Session 2010-12) means : Class IX 2010-11 and Class X 2011-12
- Each academic year has been divided into two terms:
Term I - April to September (Jan to June for winter closing schools)
Term II - October to March (July to December for winter closing schools)
- All the students shall be required to undergo various assessments in Scholastic Areas and Co-Scholastic Areas/ Co-Scholastic Activities in Classes IX and X.
- The term-wise weightage for Formative Assessments and Summative Assessments under Scholastic Areas Part I(A) for Academic session 2010-12 are as follows:

Assessments	Term I			Term II			Total
	FA1	FA2	SA1	FA3	FA4	SA2	
Formative Assessments	10%	10%		10%	10%		40%
Summative Assessments			20%			40%	60%

2.1 Scholastic Areas and Co-Scholastic Areas/ Co-Scholastic Activities :

Part I(A) – Scholastic Areas – 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 - Additional Subject (optional)	A candidate may offer any one additional subject as per Scheme of Studies

Candidate with Learning Disabilities may offer:

English or Hindi and any four out of - Mathematics, Science, Social Science, Other one/ two Languages (s), Commerce, Painting, Music, Home Science and Foundation of Information Technology.

Note:	a. Subjects for a candidate under Scholastic Areas Part I(A) in Class IX and Class X have to be same b. Marks under Part I(A) are to be provided Term wise for each of the Classes IX and X, for all assessments and for all subjects.
--------------	---

SUBJECT CODES USED UNDER SCHOLASTIC AREAS Part I(A) :

Languages	Languages	Languages	Other than Languages
101 ENGLISH COMM/ 184 ENGLISH LNG & LIT.	014 ASSAMESE	092 BODO	041 MATHEMATICS
002 HINDI COURSE-A/ 085 HINDI COURSE-B	015 KANNADA	093 TANGKHUL	086 SCIENCE
003 URDU COURSE-A/ 303 URDU COURSE-B	016 ARABIC	094 JAPANESE	087 SOCIAL SCIENCE
004 PUNJABI	017 TIBETAN	095 BHUTIA	031 MUSIC CAR.VOCAL/ 032 MUSIC CAR.INS.MEL./ 033 MUSIC CAR.INS.PER./ 034 MUSIC HIND.VOCAL/ 035 MUSIC HIND.INS.MEL/ 036 MUSIC HIND.INS.PER
005 BENGALI	018 FRENCH	096 SPANISH	
006 TAMIL	019 PORTUGUESE	097 KASHMIRI	
007 TELUGU	020 GERMAN	098 MIZO	
008 SINDHI	021 RUSSIAN	099 BAHASA MELAYU	049 PAINTING
009 MARATHI	023 PERSIAN	122 COMM. SANSKRIT	064 HOME SCIENCE
010 GUJARATI	024 NEPALI		165 FOUNDATION OF I T
011 MANIPURI	025 LIMBOO		154 ELEM. OF BUSINESS/ 254 ELEM BOOK-K & ACCY/ 354 TYPEWRITING-ENG/ 454 TYPEWRITING-HINDI
012 MALAYALAM	026 LEPCHA		
013 ORIYA			

Part 1(B) – Scholastic Areas:

Academic Performance	500 – Work Experience 501 – Art Education 502 - Physical and Health Education/ Games	Grades on Five Point Scale to be given as A+, A, B+, B, C
-----------------------------	--	---

Part 2 Co- Scholastic Areas:

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

Part 3 Co- Scholastic Activities:

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

Note	<p>a. Skills Codes under Scholastic Areas-Part 1(B), Co-Scholastic Areas-Part 2(A) & 2(B) 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.</p> <p>b. Grades under Part 1(B), Part 2(A) & 2(B) and Part 3(A) & 3(B) are to be provided for Class IX and Class X separately for each activity for entire year. Descriptive Indicators shall be provided by the Board.</p>
-------------	---

2.2 Schools are required to supply following Marks and Grade for each candidate :

Class	Academic Session	Term	Activity
IX	2010-11	I	Part 1(A) - Marks for FA1, FA2 and SA1 for all subjects
		II	Part 1(A) - Marks for FA3, FA4 and SA2 for all subjects Part 1(B), Part 2 and Part 3 - Grades for each activity for entire year
X	2011-12	I	Part 1(A) - Marks for FA1, FA2 and SA1 for all subjects
		II	Part 1(A) - Marks for FA3, FA4 and SA2* for all subjects Part 1(B), Part 2 and Part 3 – Grades for each activity for entire year

SA2* in Class X 2011-12 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.

3.0 How to Download & Install Software on School computer :

3.1 System Requirement: The Software can be downloaded on school computer having following configuration:

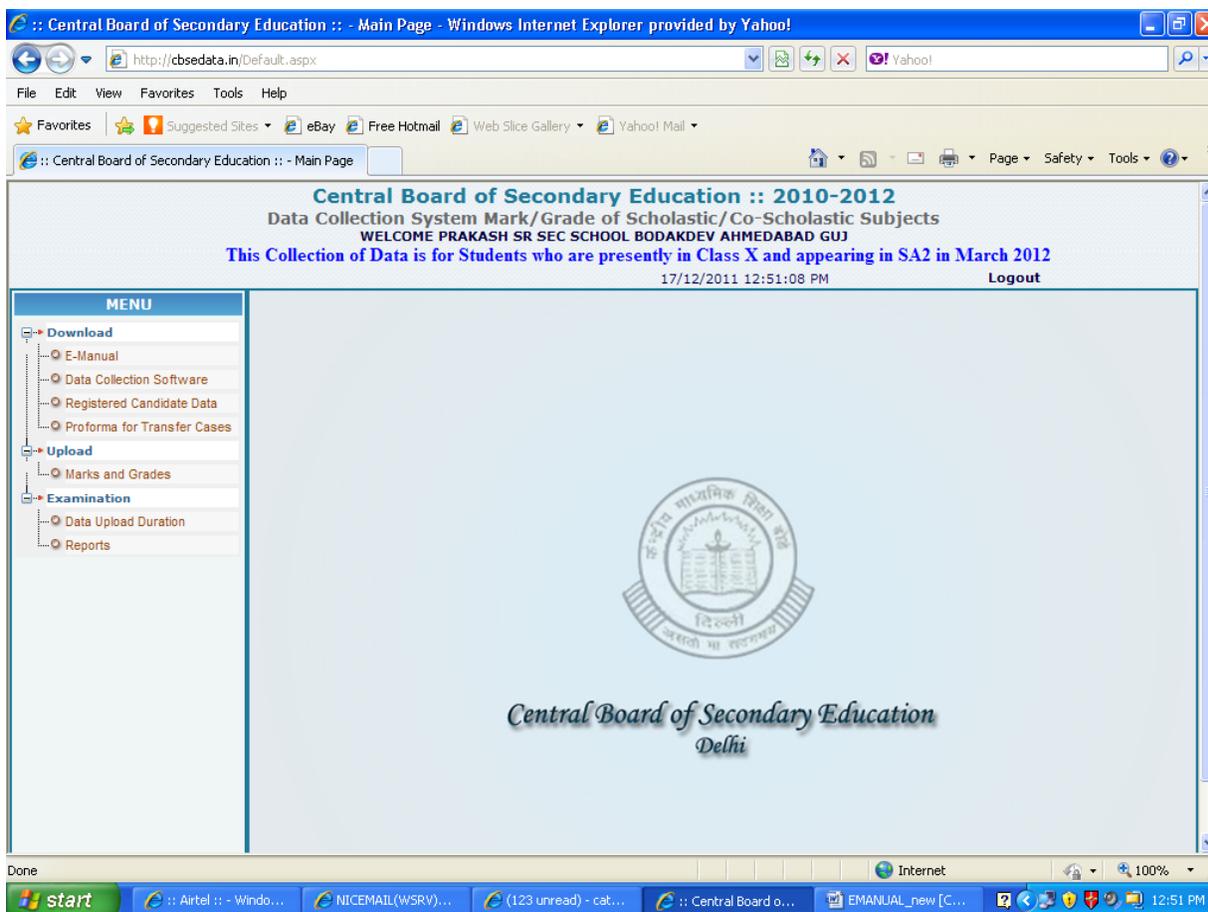
- Operating System - Windows XP service pack 2/Windows Vista/ Windows 7
- Internet connection
- Internet Explorer Version 6 or above / Firefox / Mozilla
- Laser printer installed with the system with paper size – A4
- 100 MB free disk space
- Virus free environment with Antivirus software installed
- Best view – Minimum resolution 1024 x 768
- Microsoft Office 2003/2007 with Excel
- WinZip or Winrar

3.2 Important Instructions :

- **Internet connection is needed only to download E-Manual/ Software/ Registered Candidate’s Database from CBSE server and while Uploading Assessment Data to CBSE server. However, Data Entry of Marks/ Grades can be done on school computer without Internet connection.**
- **Software and Registered candidates data have to be downloaded ONLY ONCE.**
- Software **should** be run only on one computer on which it has been downloaded.
- Software should be downloaded on the School’s computer which has Internet connection and where Mark and Grades are to be finalized.
- Marks and Grades entry in created Excel files can be done on different computers (i.e. created Excel files may be copied to other computers where Marks and Grades data is to be entered)

3.3 Steps to be followed for Downloading & Installing Software on School computer:

1. Visit Board’s website www.cbse.nic.in and click on Public portal.
2. Click on “**Compilation and Uploading of Assessment Data for Session 2010-12**”
3. For login on Board’s website, 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 checking the credentials, the following screen is displayed

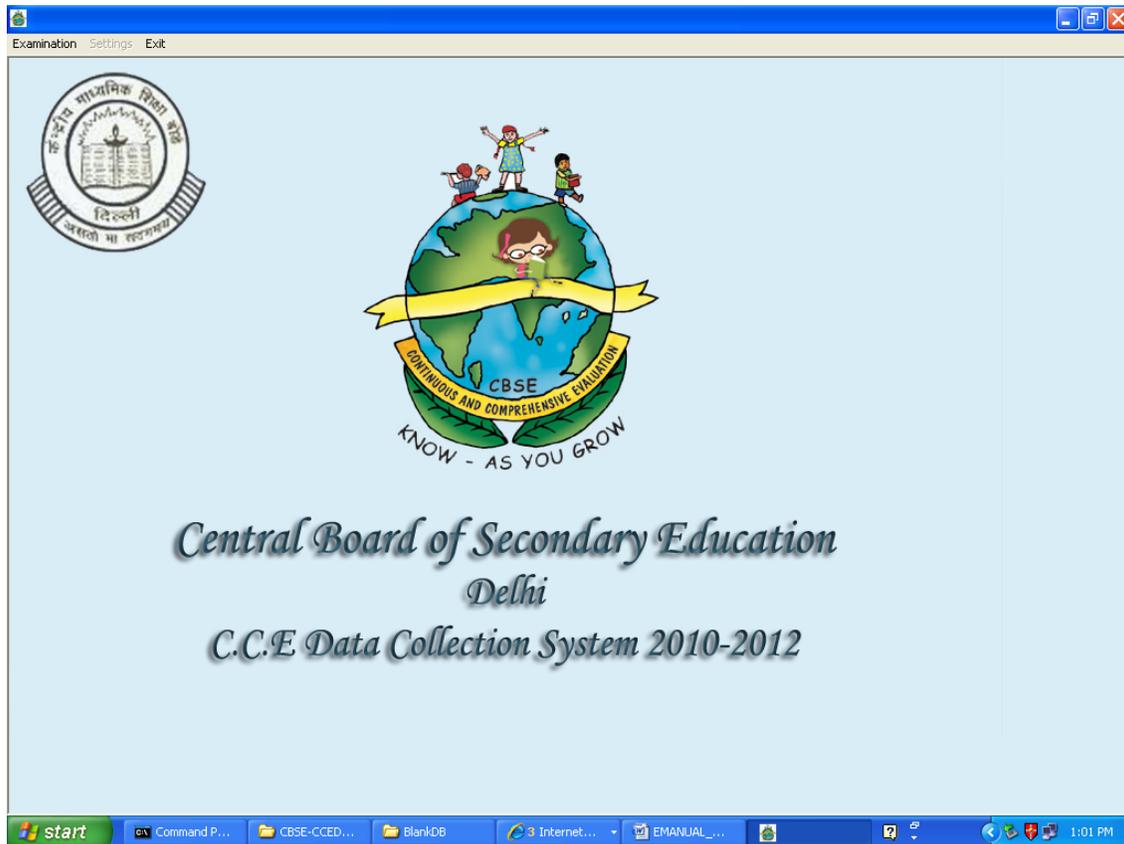


4. Under Option '**DOWNLOAD**', following four sub-options are available:
 - E-Manual
 - Data Collection Software
 - Registered Candidate Data
 - Proforma for **Transfer Cases**
5. Click on '**E-Manual**' and download it on your School computer. Take printout of E-Manual and read it carefully before start of work.
6. Click on '**Data Collection Software**' and save the software on your School computer in a folder.
(Example: Create folder with name 'CBSE-CCE').
7. Open this folder and extract the files from the downloaded software file.
(Use WinZip/ Winrar installed in your computer to extract the files)
8. After extraction, following three files shall be shown in the folder :
 - SETUP.EXE
 - CBSE-CCE2012.CAB
 - SETUP.LST
9. Double click on the file '**SETUP.EXE**' and follow instructions while installation of software.
 - After installation, '**CBSE-CCE2012 software installed successfully**' message shall be displayed
 - A short cut icon '**CBSE-CCE2012**' shall be created on the desktop

4.0 Features of CBSE-CCE2012 software :

4.1 How to Open/Run CBSE-CCE2012 Software installed on School Computer

- To Open/Run **CBSE-CCE2012** software - Double Click the icon ‘**CBSE-CCE2012**’ on your desktop
- Use default **user name** as “**ADM**” and default **password** as “**CBSE**”.
- Once the default name & password have been entered, following **Main menu** window shall appear :



Note:	<ol style="list-style-type: none">1. Assessment data is highly sensitive and should be out of reach of common person. In order to keep up the sanctity of the job, the staff of the school involved in this activity must be trust-worthy and competent.2. The Principals are advised to change the password and the changed password may be noted for future use and kept confidential to avoid misuse.3. In case, the changed password is lost/ forgotten, the complete work may have to be done again.4. For Assistance, if any please contact CBSE Help Lines.
--------------	--

4.2 Main menu options available are (on top left hand side of the screen) :

‘Examination’, ‘Settings’, ‘Exit’

4.3 Different sub-options available within the “Examination” are:

- Import (Download) Registered Candidates data
- Roll No wise Subject Code/ Skill Code Updation/ Correction
- Assign Subject wise Max Mark
- Creation of Excel files for Marks and Grade Entry
- Posting of Marks and Grade from Excel Files
- Updation/Correction of Marks and Grades
- Generation of Reports
- Creation of Excel File for Export (Upload) Term Wise Marks and Grades to CBSE Server

4.4 Different sub-options available within the “Settings” are:

- Change Password
- Exam Locking
- Exit

4.5 Details of sub-options under ‘Examination’:

4.5.1 Import (Download) Registered Candidates data :

The purpose of this window is to import/download Registered Candidate’s Database from CBSE server to school computer. **How to import/ download is mentioned in detail in Section 5.1.**

4.5.2 Roll No wise Subject Code/ Skill Code Updation/ Correction :

The purpose of this window is to update/ correct subject code opted by candidates under ‘Scholastic Areas Part 1(A)’ and skill code opted by candidates under ‘Co-Scholastic Activities Part 3(A) & 3(B)’ in downloaded Candidate’s Database (i.e. List of Candidates-LOC). **How to update/ correct subject code/ skill code is mentioned in detail in Section 5.2.3**

4.5.3 Assign Subject wise Max. Mark :

The purpose of this window is to assign the Max. Mark under ‘Scholastic Areas Part 1(A)’ for all Formative & Summative Assessments conducted by the school. **How to assign Max. Mark is mentioned in detail in Section 5.2.4**

Note : *Weightage for Formative and Summative Assessments has been fixed in the CBSE-CCE2012 software and cannot be Edited/ Changed.*

4.5.4 Creation of Excel files for Marks and Grade Entry:

The purpose of this window is to create Excel files for Marks and Grade entry. **How to create Excel files is mentioned in detail in Section 6.2**

4.5.5 Posting of Marks and Grade from Excel files:

The purpose of this window is to post Marks and Grade from Excel files to CBSE-CCE2012 software. **How to post is mentioned in detail in Section 6.5**

4.5.6 Updation/Correction of Marks & Grades:

The purpose of this window is to make correction in Marks obtained by students in subjects under ‘Scholastic Areas Part 1(A)’ in various Formative Assessments and Summative Assessments. Also to make corrections in Grades in skills under ‘Scholastic Areas Part 1(B)’ and ‘Co-Scholastic Areas Part 2(A) & 2(B) and ‘Co-Scholastic Activities Part 3(A) & 3(B)’. **How to make corrections is mentioned in detail in Section 6.6.3**

4.5.7 Generation of Reports: The purpose of this window is to generate and print following reports:

- Check List 1 : Printing of Check List - Roll No wise subjects offered by the candidate under ‘Scholastic Areas Part 1(A)’ and Skills opted (in Class IX and Class X) under ‘Co-Scholastic Activities Part 3(A) & 3(B)’.
How to generate and print is mentioned in detail in Section 5.2.1
- Check List 2 : Printing of Check List of Marks Posted - Class-Term/ Subject/ Roll No wise Marks entered under ‘Scholastic Areas Part 1(A)’
How to generate and print is mentioned in detail in Section 6.6.1
- Check List 3 : Printing of Check List of Grade Posted - Class/ Roll No wise Grades entered for following:
Part- 1(B) all skills under Scholastic Areas
Part-2(A) all skills under Co-Scholastic Areas
Part-2(B) all skills under Co-Scholastic Areas
Part-3(A) all skills under Co-Scholastic Activities
Part-3(B) all skills under Co-Scholastic Activities
How to generate and print is mentioned in detail in Section 6.6.2
- Check List 4 : Printing of Check List of Missing Marks/Grades and Invalid Marks/Grades – Class-Term/ Roll No wise
How to generate and print is mentioned in detail in Section 6.6.4

4.5.8 Creation of Excel File for Export (Upload) Term Wise Marks and Grades to CBSE Server:

To export/upload term wise Marks and Grade data from School computer to CBSE server. **How to export/ upload is mentioned in detail in Section 7.0.**

4.6 Details of sub-options under ‘Settings’:

4.6.1 Change Password:

The purpose of this window is to allow school principal to change password on school computer for CBSE-CCE2012 software.

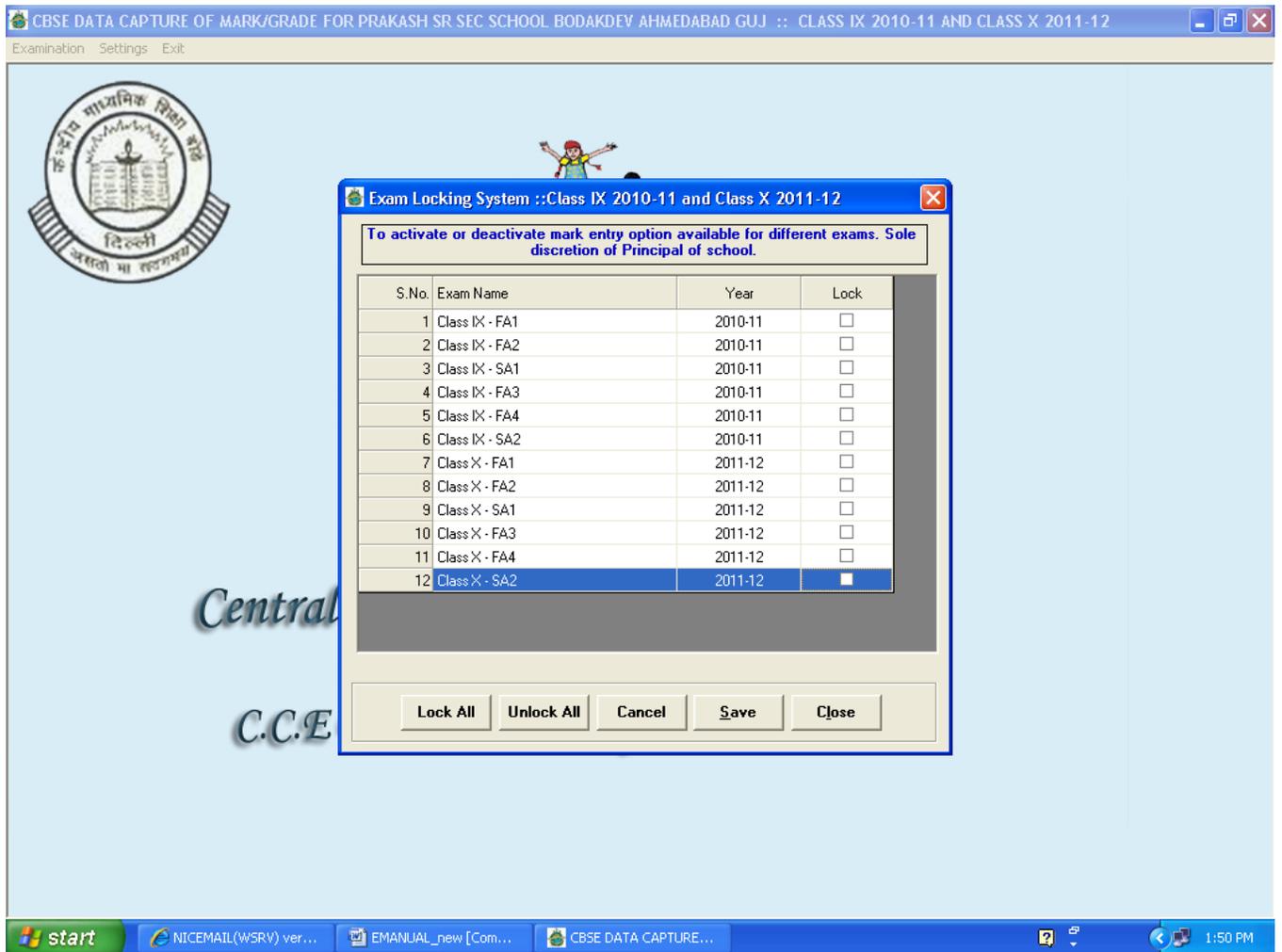
Steps to be followed for changing password:

1. Open the CBSE-CCE2012 software by double clicking ‘CBSE-CCE2012’ icon in the desktop of your computer
2. Select the user id ‘ADM’ and enter password - ‘CBSE’ if not changed
- Changed password if changed

3. Go to 'Settings' Menu and Click
4. Go to 'Change Password' and click
5. Enter : Old Password
New Password
Confirm Password
6. Click **update**
7. The **old Password** will get changed to **New Password**
8. The changed password may be noted for future use and kept confidential to avoid misuse.

4.6.2 Exam Locking :

From security point of view, Exam Locking System has been provided so that once activated; it would disable the provision of feeding marks/ corrections any further. This control is at the discretion of the school Principal.



4.6.3 Exit:

The purpose of this option is to ensure that user can exit the application after necessary work.

5.0 Downloading Registered Candidate's Database and Updation/ Correction of Subject Codes/ Skill Codes :

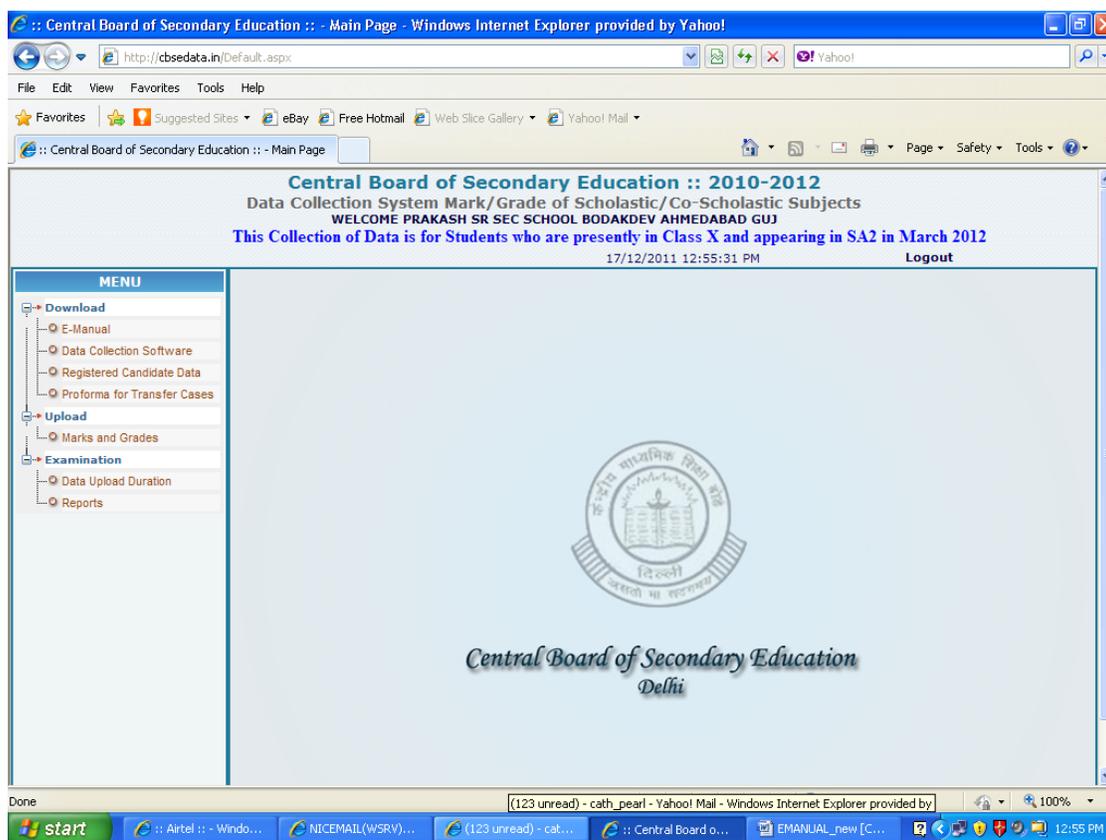
5.1 How to import/ download Registered Candidate's Database from CBSE server :

Download List of Candidates (LOC) for Class X for Academic Session 2011-12 registered from school for School Conducted as well as Board Conducted with Roll No on school computer from CBSE server.

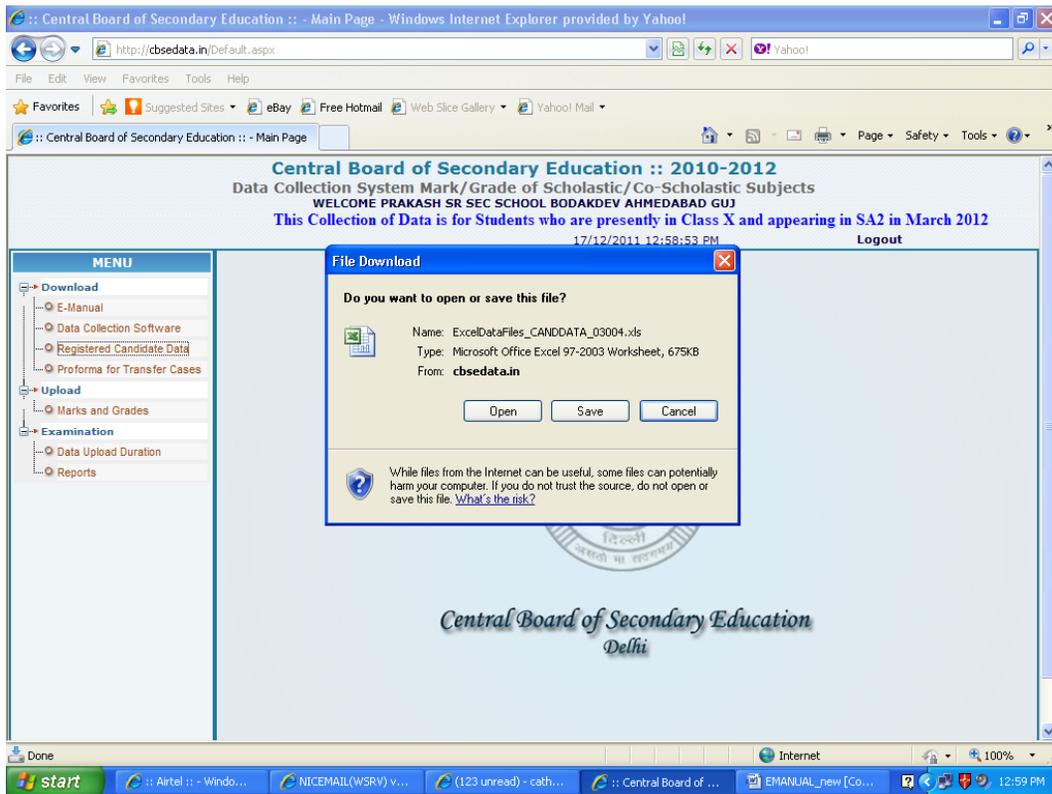
Note:	<ol style="list-style-type: none">1. Database can be downloaded ONLY ONCE.2. No addition or deletion of Roll Number is permitted in this database3. Correction of Candidate's Name, Mother's Name, Father's Name and Date of Birth are not permitted in this database. For any correction in these, please contact the concerned Regional Office.
--------------	--

Steps to be followed for downloading Registered Candidate's Database:

1. Visit Board's website www.cbse.nic.in and click on Public portal.
2. Click on "Compilation and Uploading of Assessment Data for Session 2010-12"
3. For login on Board's website, 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 checking the credentials the following screen is displayed

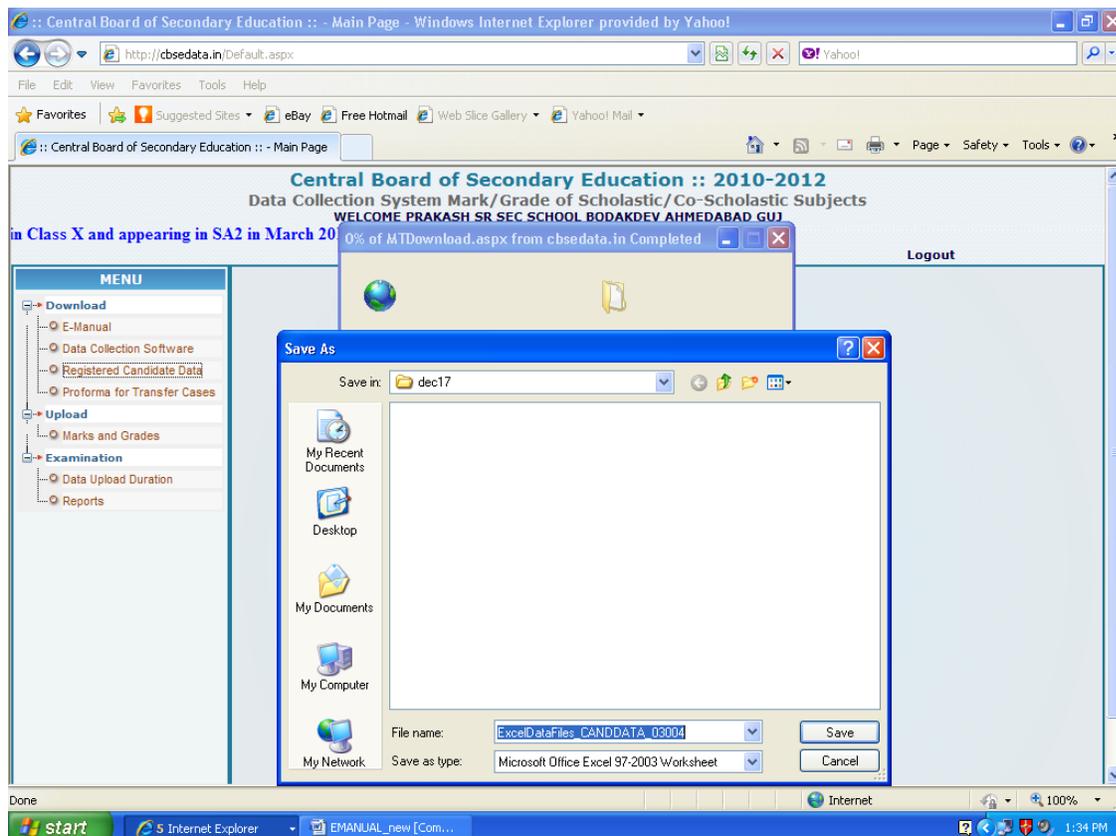


4. Under Option '**DOWNLOAD**', following four sub-options are available:
 - E-Manual
 - Data Collection Software
 - Registered Candidate Data
 - Proforma for Transfer Cases
5. Click on '**Registered Candidate Data**', the following screen is displayed

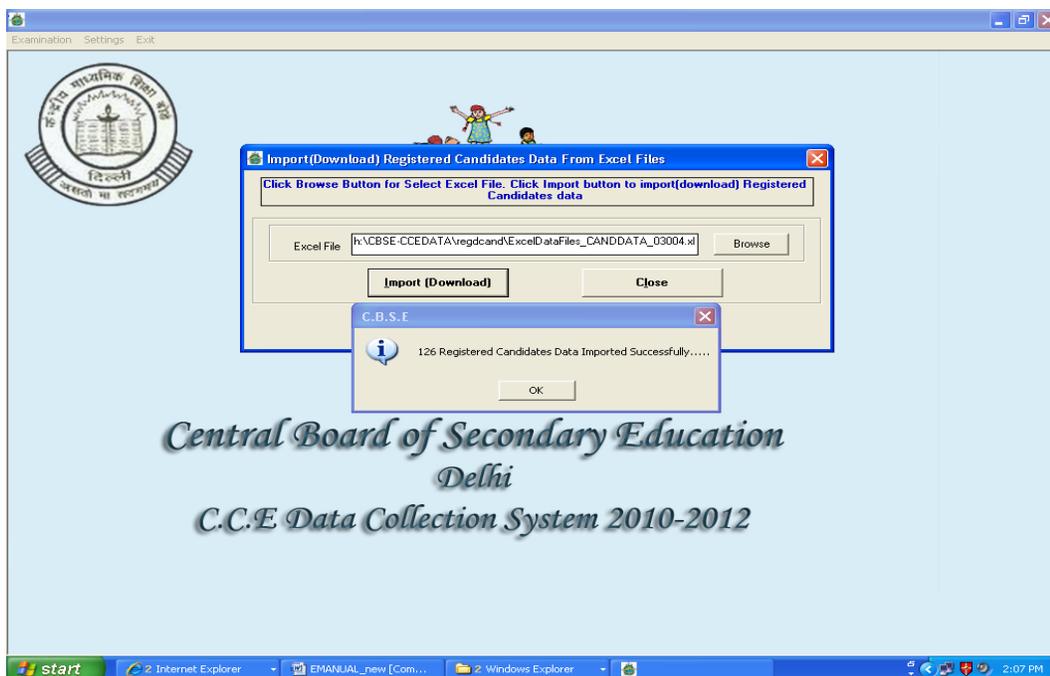


- Save the file 'ExcelDataFiles_canddata-99999.xls' (where 99999 indicates your school code) on your computer in any folder. (Example in folder CBSE-CCÉ created while downloading software.)

Note If other than Excel file is being downloaded (in Internet Explorer 6 or lower versions), save the file in any folder. Open the folder, Right click the saved file, choose option 'open with', and choose 'Microsoft Office Excel'. Save the file using 'Save as' option and in box that open choose the file name as 'canddata-99999.xls' (where 99999 indicates your school code) and file type as (.xls)



7. After saving the file logout from web
8. Open the **CBSE-CCE2012** software by double clicking ‘**CBSE-CCE2012**’ icon in the desktop of your computer
9. Select the user id ‘**ADM**’ and enter password - ‘**CBSE**’ if not changed
- **Changed password if changed**
10. Click ‘**OK**’ button
11. Go to ‘**Examination**’ Menu
12. Choose options ‘**Import (Download) Registered Candidates data**’



13. Click on ‘**Browse**’ button and choose the folder where you have saved the ‘canddata-99999.xls’ file.
14. Click ‘**Import (Download)**’ button for ‘**Importing/ Downloading Data**’
It may take few minutes. ‘Please wait’ message is displayed on the screen.
15. List of Candidates (LOC) for Class X for Academic Session 2011-12 registered from school for School conducted as well as Board conducted with Roll No shall be downloaded on school computer and a message ‘**(nnn) Registered candidates data imported/ downloaded successfully.**’ shall be displayed on your computer where **nnn** indicates the Number of candidates registered from your school
16. Click ‘**OK**’ button.
17. Click ‘**Close**’ to come back to main-menu

5.2 Actions required in downloaded Registered Candidate’s Database:

Following actions are required in downloaded Registered Candidate’s Database:

C-1 Printing of **Check List-1**: Roll No wise subjects offered by the candidate under ‘**Scholastic Areas Part 1(A)**’ and Skills opted (in Class IX and Class X) under ‘**Co-Scholastic Activities Part 3(A) & 3(B)**’

How to print is mentioned in Section 5.2.1

C-2 Checking of correctness of Subjects/ Skills opted by Candidates under ‘**Scholastic Areas Part 1(A)**’ and Skills opted (in Class IX and Class X) under ‘**Co-Scholastic Activities Part 3(A) & 3(B)**’. **Action required is mentioned in Section 5.2.2**

C-3 Updation/ Correction of Subject Code/ Skill Code, if any in Subjects under ‘**Scholastic Areas Part 1(A)**’ and Skills (in Class IX and Class X) under ‘**Co-Scholastic Activities Part 3(A) & 3(B)**’.

How to Update/ Correct is mentioned in Section 5.2.3

C-4 Assign Subject wise Max. Mark to each Assessment/Examination conducted by the school

Class	Academic Session	Term	Assessment/ Examination
IX	2010-11	I	FA1, FA2, SA1
		II	FA3, FA4, SA2
X	2011-12	I	FA1, FA2, SA1
		II	FA3, FA4, SA2

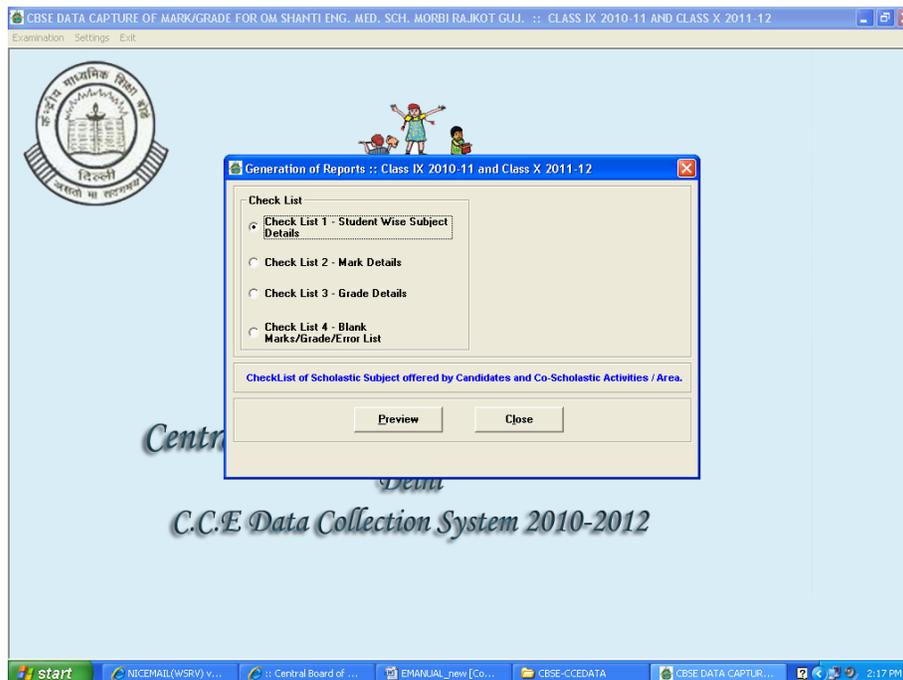
How to assign mark is mentioned in Section 5.2.4

5.2.1 C-1 Printing of Check List-1: Roll No wise Subjects offered by the candidate under ‘Scholastic Areas Part 1(A)’ and Skills opted (in Class IX and Class X) under ‘Co-Scholastic Activities Part 3(A) & 3(B)’

Note: Schools shall print Check List using a printer attached with the School’s computer. The Printer settings are set for A4 size paper with Landscape printing with all side margins set to 0.50”. If error message ‘Report width is greater than page width’ is displayed on the screen, the Printer must be set for A4 size paper with landscape printing with all side margins set to 0.50”

Steps to be followed:

1. Open the **CBSE-CCE2012** software by double clicking ‘**CBSE-CCE2012**’ icon in the desktop of your computer
2. Select the user id ‘**ADM**’ and enter password - ‘**CBSE**’ if not changed
- **Changed password if changed**
3. Click ‘**Examination**’
4. Choose Option ‘**Generation of Reports**’



5. Choose ‘**Check List -1**’
6. Click ‘**Preview**’
7. The List of Candidates with the subjects offered by the candidates is displayed on the screen.

Studentwise Subject Report

Zoom 75%

Check List - 1 : Check List of Subjects Offered : Class : IX and X Year : 2010 - 2012
 School Code and Name : 13035 - OM SHANTI ENG. MED. SCH. MORBI RAJKOT GUJ. Date : 17/12/2011 Page No : 1

Roll No	Candidate Name Father's Name Mother's Name	Scholastic Area Part 1A						CBSE	Co-Scholastic Optional Subjects			
		Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Subject 6		Part 3A		Part 3B	
									Subject 12	Subject 13	Subject 14	Subject 15
1107620	AKANISHA PRADEEP JOSHI PRADEEP INDRAPRAKASH JOSHI LATA PRADEEP JOSHI	101 ENG-COM	002 HINDI-A	041 MATH	006 SCIENCE	007 SOC.SCI		IX	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
								X	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
1107621	URVI ANIL RAJA ANIL HARILAL RAJA GEETA ANIL RAJA	101 ENG-COM	010 GUJRATI	041 MATH	006 SCIENCE	007 SOC.SCI		IX	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
								X	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
1107622	DHIRAJ R SURYAVANSHI RANJEET RAMNARESH SURYAVANSHI HEMALATA RANJEET SURYAVANSHI	101 ENG-COM	002 HINDI-A	041 MATH	006 SCIENCE	007 SOC.SCI		IX	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
								X	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
1107623	RAJ RATILAL BHAI HOTHI RATILAL BHAI KANJI BHAI HOTHI NITA BEN RATILAL BHAI HOTHI	101 ENG-COM	010 GUJRATI	041 MATH	006 SCIENCE	007 SOC.SCI		IX	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
								X	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
1107624	DEEP N VARMOORA NITIN BHAI H VARMOORA INDU BEN N VARMOORA	101 ENG-COM	010 GUJRATI	041 MATH	006 SCIENCE	007 SOC.SCI		IX	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
								X	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
1107625	BHIMANI HARDIK RAMESHBHAI BHIMANI RAMESHBHAI A SANGITABEN RAMESHBHAI BHIMANI	101 ENG-COM	010 GUJRATI	041 MATH	006 SCIENCE	007 SOC.SCI		IX	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID
								X	S31 LIT&RT	S32 SCIENCE	S44 SWAMI	S47 FAID

The subjects offered by each candidate for Scholastic Part 1A and Co-Scholastic Skills opted for Part 3(A) and Part 3(B) to be checked. Corrections if any be updated through option 'Roll No Wise Subject/Skill Code Updation' in the software.

Pages: 1

8. Click 'Print icon' at top left hand corner and Print window is displayed
9. Click 'Print' to take print out of Check List-1.
10. Click 'X' at right hand top corner – to close the 'Preview' screen.
11. Click 'Close' button to come back to main-menu

5.2.2 C-2 Checking the correctness of Subject Codes/ Skills Codes opted by Candidates:

- 'Check List – 1' generated using steps 5.2.1 be checked for correctness of subjects offered under Scholastic Area Part 1(A) and Skills opted (in Class IX and Class X) under Co-Scholastic Activities Part-3(A) and 3(B). Corrections, if any are marked with red ink, on printed list.
- The corrections in this list be updated/ corrected using steps in 5.2.3

Note: • Refer 2.1 for Subject code under Scholastic Areas Part 1(A) and Co-Scholastic Activities – Part 3(A) & 3(B)

5.2.3 C-3 Updation/ Correction of Subject Code / Skill Code:

Subjects under 'Scholastic Areas Part 1(A)' and skills (in Class IX and Class X) under 'Co-Scholastic Activities Part 3(A) & 3(B)'

Note:

- It must be ensured that all Subject corrections under Scholastic Areas 1(A) and Skills opted (in Class IX and Class X) under Co-Scholastic Activities 3(A) & 3(B) are carried out here before proceeding further. **Subject corrections cannot be done later.**
- **Subjects for a candidate under Scholastic Areas Part 1(A) in Class IX and Class X have to be same.**
- Skills Codes under Scholastic Areas-Part 1(B), Co-Scholastic Areas-Part 2(A) & 2(B) in Class IX and Class X are fixed. **However, the candidate has option to choose any two Skills under Co-Scholastic Activities – Part 3(A) & 3(B) in Class IX and Class X**

Steps to be followed for updation/ correction of Subject Code/ Skill Code :

1. Open the CBSE-CCE2012 software by double clicking 'CBSE-CCE2012' icon in the desktop of your computer
2. Select the user id 'ADM' and enter password - 'CBSE' if not changed
- Changed password if changed
3. Click 'Examination'

Term II : FA3 (10%) + FA4 (10%) + SA2 (40%) = 60%

3. The **CBSE-CCE2012** software will automatically calculate required **Term wise weightage for Formative Assessments and Summative Assessments based on Max. Marks assigned and Marks obtained.**

Steps to be followed for Assigning Max Mark for each Assessment/ Examination and each subject:

1. Open the **CBSE-CCE2012** software by double clicking '**CBSE-CCE2012**' icon in the desktop of your computer
2. Select the user id '**ADM**' and enter password - '**CBSE**' if not changed
- **Changed password if changed**
3. Click '**Examination**'
4. Choose Option '**Subject wise Max Mark Assigner**'
5. Choose appropriate **Year** from '**Year**' drop down menu
 - Class IX 2010-11
 - Class X 2011-12
6. Choose appropriate **Examination** from '**Exam**' drop down menu
 - Class IX FA1
 - Class IX FA2
 - Class IX SA1

 - Class IX FA3
 - Class IX FA4
 - Class IX SA2

 - Class X FA1
 - Class X FA2
 - Class X SA1

 - Class X FA3
 - Class X FA4
 - Class X SA2

7. The subjects offered by the School are displayed as per Screen below :

The screenshot shows the 'Subject Wise Max Mark Assigner' window for Class IX 2010-11 and Class X 2011-12. The window title is 'Subject Wise Max Mark Assigner :: Class IX 2010-11 and Class X 2011-12'. Below the title bar, there is a message: 'To assign Max Marks for all the FA's & SA's of various subjects. * Max Marks * can be edited, default value is '0'. * Wt to Result * is a fixed value (No editing permitted)'. Below this message, there are three dropdown menus: 'Year' set to 'Class IX 2010-11', 'Exam' set to 'Class IX-SA1', and 'SubjectGroup' set to 'PART (IA) - SCHOLASTIC AREA'. A table with the following data is displayed:

S.No.	Subject Name	Max. Mark	Wt. to Result
1	HINDI COURSE-A - 002	80	20
2	GUJARATI - 010	80	20
3	MATHEMATICS - 041	80	20
4	SCIENCE - 086	80	20
5	SOCIAL SCIENCE - 087	80	20
6	ENGLISH COMM. - 101	80	20

At the bottom of the window, there are three buttons: 'Save', 'Apply All', and 'Close'. The background of the software shows the CBSE logo and the text 'केंद्राध्यक्ष माधविक शिक्षा बोर्ड दिल्ली' and 'असतो मा सद्गमय'.

8. Enter Max Marks assigned by the school for the selected Assessment/ Examination for all subjects
 - If school has conducted Assessments/ Examinations for all the subjects with the same Max. Marks - then enter Max. Mark for one subject and click '**Apply All**' button to assign the same Max. Mark to all subjects instead of typing for all subjects individually. Click '**Save**' button to save the changes.

- If school has conducted Assessments/ Examinations with different Max. Marks for all the subjects - then enter Max. Mark for each subject displayed individually. Click 'Save' button to save the changes.
9. 'Saved successfully' is displayed on the screen.
 10. Click 'OK' button
 11. Repeat step 5 to 10 for all Assessments/ Examinations.
 12. Once this is done for all Assessments/ Examinations and for all subjects – Click 'Close' to come back to main-menu
 13. Subject Wise MAX. MARK assigned for all Assessments/ Examinations is displayed on the screen. This list may be printed and checked. Corrections if any are carried out by repeating steps 1 to 12 till there is no error.

Class Wise Subject Maxmark

Zoom 75%

Check List of Subject Wise Max Mark: Class : IX And X Year 2010 - 2012
 School Code and Name :13035 - OM SHANTI ENG. MED. SCH. MORBI RAJKOT GUJ. Date : 09/12/2011 Page No :1

Subject Wise Max Mark Assigned.		CLASS - IX						CLASS - X					
Subject Code	Subject Name	FA-1	FA-2	SA-1	FA-3	FA-4	SA-2	FA-1	FA-2	SA-1	FA-3	FA-4	SA-2
002	HINDI COURSE-A	20	30	30	60	50	30	0	0	30	0	0	30
010	GUJARATI	20	30	30	60	50	30	0	0	30	0	0	30
041	MATHEMATICS	20	30	30	60	50	30	0	0	30	0	0	30
086	SCIENCE	20	30	30	60	50	30	0	0	30	0	0	30
087	SOCIAL SCIENCE	20	30	30	60	50	30	0	0	30	0	0	30
101	ENGLISH COMM.	20	30	30	60	50	30	0	0	30	0	0	30

start | nad-pq [Compatibili... | EMANUAL_new [Co... | screens for CCE m... | NICEMAIL(WSRV) v... | CBSE DATA CAPTU... | 3:47 PM

6.0 Requirement of Data for Academic Session 2010-12:

The schools are required to supply following Marks and Grade for each candidate for Session 2010-12 as per schedule indicated against each term:

Class	Academic Session	Term	Activity	Schedule
IX	2010-11	I	Part 1(A) - Marks for FA1, FA2 and SA1 for all subjects	by 15 th Feb., 2012
		II	Part 1(A) - Marks for FA3, FA4 and SA2 for all subjects Part 1(B) , Part 2 and Part 3 - Grades for each activity for entire year	by 29 th Feb., 2012
X	2011-12	I	Part 1(A) - Marks for FA1, FA2 and SA1 for all subjects	by 31st Jan, 2012
		II	Part 1(A) - Marks for FA3, FA4 and SA2* for all subjects Part 1(B) , Part 2 and Part 3 – Grades for each activity for entire year	by 15 th April, 2012

SA2* in Class X 2011-12 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:	<ol style="list-style-type: none"> 1. 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. 2. Grades under Part 1(B), Part 2(A) & 2(B) and Part 3(A) & 3(B) are to be provided for Class IX and Class X separately for each Activity for entire year. Descriptive Indicators shall be provided by the Board. 3. Subjects for a candidate under Part 1(A) & 1(B) and Part 2(A) & 2(B) in Class IX and Class X have to be same. However, subjects under Part 3(A) & 3(B) can be different in Class IX and Class X.
-------	--

It is expected that most of the schools might be having candidate wise required data for various assessments in electronic format i.e. already computerized. In view of this, the system has been designed and developed to Post Marks and Grades data from Excel files to **CBSE-CCE2012** software. This will have following advantages:

- avoid repetitive data entry by those who have already computerized
- facilitate data entry in Excel format by those who have not yet computerized

Based on updated Candidate's Master Database created under Section 5.2.3, Excel files with Roll No and Candidates Name (without Marks and without Grades) shall have to be created as per Section 6.2 through **CBSE-CCE2012** software only.

6.1 Nomenclature of Excel files created through CBSE-CCE2012 software shall be as follows :

For Secondary School Examination (Session: 2010-12), Nomenclature of Excel files created shall be:

(a) For Scholastic Areas Part 1(A) :

Class	Academic Session	Term	Assessment/ Exam	Excel Files for Subject	Folder / Directory
IX	2010-11	I	FA1, FA2, SA1	2011_Class IX _T1_SUB.xls	2011-IX-T1
		II	FA3, FA4, SA2	2011_Class IX _T2_SUB.xls	2011-IX-T2
X	2011-12	I	FA1, FA2, SA1	2012_Class X _T1_SUB.xls	2012-X-T1
		II	FA3, FA4, SA2	2012_Class X _T2_SUB.xls	2012-X-T2

Note: 1. SUB indicates three digits Subject Code. (Example: 041 for Mathematics)
2. Excel files for all subjects offered by the candidates in the school shall be created.

(b) For Scholastic Areas Part 1(B), Co-Scholastic Areas Part 2(A) & 2(B) and Co-Scholastic Activities Part 3(A) & 3(B):

Class	Academic Session	Excel Files for Scholastic Areas Part-1(B), Co-Scholastic Areas 2(A) & 2(B) and Co-Scholastic Activities 3(A) & 3(B)	Folder /Directory
IX	2010-11	2011_Class IX _1B.xls for Scholastic Areas Part-1(B)	2011-IX-T2
		2011_Class IX _2A.xls for Co-Scholastic Areas Part-2(A)	
		2011_Class IX _2B.xls for Co-Scholastic Areas Part-2(B)	
		2011_Class IX _3A.xls for Co-Scholastic Activities Part-3(A)	
		2011_Class IX _3B.xls for Co-Scholastic Activities Part-3(B)	
X	2011-12	2012_Class X _1B.xls for Scholastic Areas Part-1(B)	2012-X-T2
		2012_Class X _2A.xls for Co-Scholastic Areas Part- 2(A)	
		2012_Class X _2B.xls for Co-Scholastic Areas Part-2(B)	
		2012_Class X _3A.xls for Co-Scholastic Activities Part-3(A)	
		2012_Class X _3B.xls for Co-Scholastic Activities Part-3(B)	

6.2 Steps to be followed for creation of Excel Files through CBSE-CCE2012 software :

1. Open the **CBSE-CCE2012** software by double clicking '**CBSE-CCE2012**' icon in the desktop of your computer
2. Select the user id '**ADM**' and enter password - '**CBSE**' if not changed
- Changed password if changed
3. Click '**Examination**'
4. Choose Option '**Create Excel Files for Mark and Grade Entry**'
5. Choose appropriate **Year** from '**Year**' drop down menu
 - Class IX 2010-11
 - Class X 2011-12
6. Choose appropriate '**Term**' from '**Term**' drop down menu
 - Class IX Term I
 - Class IX Term II
 - Class X Term I
 - Class X Term II
7. Choose Folder/Directory where you want to store created Excel files
8. Excel files for Class / Term are created in the sub-folders :
 - 2011-IX-T1 for 2010-11 Class IX Term I
 - 2011-IX-T2 for 2010-11 Class IX Term II
 - 2012-X-T1 for 2011-12 Class X Term I
 - 2012-X-T2 for 2011-12 Class X Term II
 or in the folder/ directory selected by you.
9. Repeat steps 5 to 8 for required Year and Term
10. Once this is done for all Assessments/ Exams and for all subjects – Click '**Close**'. List of Excel files created are displayed on the screen.

Report-4: List of Excel Files Created For Mark Entry / Grade Entry Class : IX and X Year : 2010-2012 Term : Term I & Term II
 School Code and Name : 13035 OM SHANTI ENG. MED. SCH. MORBI RAJKOT GUJ. Date : 17/12/2011 Page No : 1

SubjectCode : 101	Subject Name : ENGLISH COMM.
Excel Sheet Created at Pooe QD12-X-T1QD12_C bas X_T1_101.xls	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_T2_101.xls	
SubjectCode : 010	Subject Name : GUJARATI
Excel Sheet Created at Pooe QD12-X-T1QD12_C bas X_T1_010.xls	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_T2_010.xls	
SubjectCode : 002	Subject Name : HINDI COURSE-A
Excel Sheet Created at Pooe QD12-X-T1QD12_C bas X_T1_002.xls	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_T2_002.xls	
SubjectCode : 041	Subject Name : MATHEMATICS
Excel Sheet Created at Pooe QD12-X-T1QD12_C bas X_T1_041.xls	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_T2_041.xls	
Subject Group : PART (1B) - SC HO LASTIC AREA	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_1B.xls	
Subject Group : PART (2A) - LIFE SKILLS	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_2A.xls	
Subject Group : PART (2B) - ATTITUDE & VALUES	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_2B.xls	
Subject Group : PART (3A) - CO-SC HO LASTIC ACTIVITIES	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_3A.xls	
Subject Group : PART (3B) - PHYSICAL & HEALTH EDUCATION	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_3B.xls	
SubjectCode : 006	Subject Name : SCIENCE
Excel Sheet Created at Pooe QD12-X-T1QD12_C bas X_T1_006.xls	
Excel Sheet Created at Pooe QD12-X-T2QD12_C bas X_T2_006.xls	
SubjectCode : 007	Subject Name : SOCIAL SCIENCE
Excel Sheet Created at Pooe QD12-X-T1QD12_C bas X_T1_007.xls	

Pages: 1

Note:	<ul style="list-style-type: none"> Excel files shall be created Class/ Term wise under Scholastic Areas Part-1(A) for Marks entry - for all subjects offered in the school as per Section 6.1(a) Excel files shall be created Class wise for Scholastic Areas Part-1(B), Co-Scholastic Areas Part-2(A) & 2(B) and Co-Scholastic Activities Part-3(A) & 3(B) for Grades entry for entire year as per Section 6.1(b). Sub-folder 2011-IX-T1 shall have Excel files required for 2010-11 Class IX Term I 2011-IX-T2 shall have Excel files required for 2010-11 Class IX Term II 2012-X-T1 shall have Excel files required for 2011-12 Class X Term I 2012-X-T2 shall have Excel files required for 2011-12 Class X Term II List of Excel Files created are displayed on the Screen. Take a printout and use this printout as a check list for monitoring and supervision of Marks and Grades entry. Tick each file as and when Marks entry or Grades entry is over. Created Excel files may be copied on other computers where Marks and Grade is to be entered. Format of Excel Files created should not be changed
--------------	---

6.3 Format of Excel Files and Valid Marks/ Grades:

6.3.1 Format of Excel Files for Mark Entry in Subjects under Scholastic Areas 1(A)

Column Name	Column Description
SESSION	2010-11 or 2011-12
EXAM	Class IX – Term I (OR) Class X – Term I (for Term I) Class IX – Term II (OR) Class X – Term II (for Term II)
SUBJECT	Subject Code and Name. For Subject Code and Subject Name – refer Section 2.1
ROLLNO	Roll No allotted to the candidate
NAME	Candidate's Name
MAX. MARK	Max Marks (Assigned as per Section 5.2.4) for an Assessment/Examination - FA1/ FA2/ SA1 - FA3/ FA4/ SA2
OBT.	Marks obtained out of Max Marks for an Assessment/Examination

Example for Scholastic Areas 1(A) : **SESSION – 2010-11 EXAM – Class IX – Term II SUBJECT – MATHEMATICS**

SESSION	2010-11	EXAM	Class IX - Term II		SUBJECT	041-MATHEMATICS		
		FA3-MAX	20	FA4-MAX	60	SA2-MAX	80	Grade Upgraded (Y/N)
		FA3		FA4		SA2		
ROLLNO	NAME	Obt.	WT-10%	Obt.	WT-10%	Obt.	WT-40%	

Note: FA3-MAX means Max.Marks assigned for FA3 Assessment/Examination.

Obt. means Marks obtained by the candidate out of FA3-MAX

WT – means weightage assigned to Assessments/ Examinations

Note : 'Y' under Grade Upgraded Column indicates that the upgradation of Grades has been done in the subject in 2010-11 Class IX as per circular No. 10/2011 dated 10.02.2011.

6.3.2 Format of Excel Files for Grades entry under Scholastic Areas 1(B), Co-Scholastic Areas 2(A) & 2(B) and Co-Scholastic Activities 3(A) & 3(B)

Column Description	Column Description
SESSION	2010-11 (OR) 2011-12
EXAM	Class IX or Class X
SKILL	Skill Code and Name under Scholastic Areas 1(B), Skill Code and Name under Co-Scholastic Areas 2(A) Skill Code and Name under Co-Scholastic Areas 2(B) Skill Code and Name under Co-Scholastic Activities 3(A) Skill Code and Name under Co-Scholastic Activities 3(B) For Skill Code and Skill Name – refer Section 2.1
ROLLNO	Roll No allotted to the candidate
NAME	Candidate's Name
GRADE	Grade obtained by the Candidate in the Skill

Example for Scholastic Areas 1(B) :

SESSION	2010-11	EXAM	Class IX		
ROLLNO	NAME	500-WRK EXP GRADE	501-ART EDN GRADE	502-P & H EDN GRADE	

Example for Co-Scholastic Activities 3(A) :

SESSION	2010-11	EXAM	Class IX		
ROLLNO	NAME	3A SKILL-1	GRADE	3A SKILL-2	GRADE

6.3.3 Valid Marks and Grades: Only valid Marks and Grades are to be entered.

(a) Valid Marks obtained under Scholastic Area Part 1 (A) :

Marks have to be provided as a Numerical Value upto one place of decimal (Example: 37.5 marks obtained):

Valid Marks	Details	Valid for
Marks	Numerical Value upto one place of decimal (Example: 37.5 marks obtained)	All Terms
AB	Absent	All Terms
BC	Board Conducted SA2 in Class X 2011-12. Applicable for 2011-12 Class X – SA2 only	Class X – Term II –SA2 only
IM	If Candidate has passed Class X in 2011 and is appearing for Upgradation of Performance in 2012.	Class IX only
DA Incoming Candidates	If Candidate has been directly Admitted from a School not affiliated with CBSE in Class X – Term I	Class IX – Term I & II
	If Candidate has been directly Admitted from a School not affiliated with CBSE in Class X – Term II	Class IX – Term I & II Class X – Term I
TC Outgoing Candidates	If Candidate has been Transferred from your school in Class X – Term II	Class X – Term II

(b) Valid Grades obtained under 1(B), 2(A) & 2(B) , 3(A) & 3(B) :

Valid Grades	Details	Valid for
A+ , A, B+, B, C	Scholastic Areas Part 1(B)	Class IX and X
A+ , A, B+, B, C	Co-Scholastic Areas Part 2(A)	Class IX and X
A+ , A, B	Co-Scholastic Areas Part 2(B)	Class IX and X
A+ , A, B	Co-Scholastic Activities Part 3(A)	Class IX and X
A+ , A, B	Co-Scholastic Activities Part 3(B)	Class IX and X
AB	Absent	Class IX and X
EX	For Physically Handicapped candidates – in 502 (Physical & Health Education /Games)	Class IX and X
IM	If Candidate has passed Class X in 2011 and is appearing for Upgradation of Performance in 2012.	Class IX
DA Incoming Candidates	If Candidate has been directly Admitted from a School not affiliated with CBSE in Class X	Class IX

(c) Enter following under Marks obtained and Grade column for reasons as indicated against each:

Note : Marks should be provided for full Term and Grades for a class based on entire year.

S.No	Reason	Marks obtained	Grade	
1	Candidate Present in an Assessment/Examination Marks for 2010-11 Class IX Term I - FA1, FA2 SA1 Class IX Term II - FA3, FA4, SA2 2011-12 Class X Term I - FA1, FA2, SA1 Class X Term II - FA3, FA4, SA2* Grades under 1(B), 2(A) & 2(B) and 3(A) & 3(B) for entire year: 2010-11 Class IX 2011-12 Class X	Provide Marks obtained in Numeric	Provide Valid Grade obtained	
	*2011-12 Class X Term II - SA2	Board conducted	Provide BC against Marks obtained for SA2 in Class X – Term II	--
		School Conducted	Provide Marks obtained in Numeric	--
2	If the candidate is Absent for an Assessment/ Examination	Provide AB against Marks obtained	--	
3	If the candidate has passed Class X in 2010-11 and is appearing for Up gradation of Performance in 2012.	For Class IX 2010-11 (Since Class IX 2010-11 Marks and Grades shall not be available)	Provide IM against Marks obtained for Class IX – Term I & II	Provide IM against Grade obtained
		For Class X 2011-12, <i>Marks and Grades to be provided</i>	Provide Marks obtained in Numeric for Class X – Term I & II	Provide Valid Grade obtained

Transfers		Marks obtained	Grades obtained	
4(a).	For Incoming Candidates – Admitted from a school NOT affiliated with the CBSE .	Admitted in Class IX – Term I	Provide Marks obtained in Numeric for Class IX – Term I & II and Class X – Term I & II	Provide Valid Grade for Class IX & Class X
		Admitted in Class IX – Term II	1. Provide DA against Marks obtained for Class IX – Term I 2. Provide Marks obtained in Numeric for Class IX - Term II, Class X - Term I & II	
		Admitted in Class X – Term I	1. Provide DA against Marks obtained for Class IX – Term I & II 2. Provide Marks obtained in Numeric for Class X - Term I & II	Provide DA against Grade for Class IX and Provide Valid Grade for Class X
		Admitted in Class X – Term II	1. Provide DA against Marks obtained for Class IX – Term I & II and Class X – Term I 2. Provide Marks obtained in Numeric for Class X - Term II	
		Admitted in Class X – Term II (Roll No. Allotted by the CBSE and NOT available in downloaded database)	Download Proforma for Transfer Cases available on Board’s website www.cbse.nic.in 1. Provide DA against Marks obtained for Class IX – Term I & II and Class X – Term I 2. Provide Marks for Class X – Term II	Provide DA against Grade for Class IX and Provide Valid Grade for Class X
4(b)	For Incoming Candidates – Admitted from a school affiliated with the CBSE .	Admitted in Class IX – Term I	Provide Marks obtained in Numeric for Class IX - Term I & II and Class X – Term I & II	Provide Valid Grade for Class IX & Class X
		Admitted in Class IX – Term II	1. ‘****’ for Class IX Term I 2. Provide Marks obtained in Numeric in Class IX - Term II, Class X - Term I & II	Provide valid Grade for Class IX & Class X
		Admitted in Class X – Term I	1. ‘****’ for Class IX Term I & II 2. Provide Marks obtained in Numeric in Class X - Term I & II	‘@@@@’ for Class IX and Provide Valid Grade for Class X
		Admitted in Class X – Term II	1. ‘****’ for Class IX Term I & II and Class X Term I 2. Provide Marks obtained in Numeric for Class X - Term II	
		Admitted in Class X – Term II (Roll No. Allotted by the CBSE and NOT available in downloaded database)	Download Proforma for Transfer Cases available on Board’s website www.cbse.nic.in 1. ‘****’ for Class IX – Term I & II and Class X – Term I 2. Provide Marks for Class X – Term II	‘@@@@’ for Class IX and Provide Valid Grade for Class X
		<p>‘****’ – Required Marks be obtained from previous school and provided. Please ensure that the Marks of such candidates are converted proportionately to the Max. Marks applicable in your school in each subject and for each Assessment / Examination</p> <p>‘@@@@’ Required Grades for all Skills for entire year for Class IX should be obtained from previous school and entered.</p>		
5	For Outgoing Candidates – Registered from your school and transferred to other school	Transferred in Class IX – Term I	No action	
		Transferred in Class IX – Term II	Download Proforma for Transfer Cases available on Board’s website www.cbse.nic.in Provide Marks for Class IX – Term I	
		Transferred in Class X – Term I	Download Proforma for Transfer Cases available on Board’s website www.cbse.nic.in 1. Provide Marks for Class IX – Term I & II 2. Provide Grades for Class IX	
		Transferred in Class X – Term II	Download Proforma for Transfer Cases available on Board’s website www.cbse.nic.in 1. Provide Marks for Class IX – Term I & II and Class X – Term I 2. Provide Grades for Class IX	
		Transferred in Class X – Term II (Roll No. Allotted by the CBSE and available in downloaded database)	1. Provide Marks obtained in Numeric for Class IX - Term I & II and Class X – Term I 2. Provide TC against Marks obtained in Class X Term II	Provide Valid Grade for Class IX and Class X

6.4 Steps to be followed for entry of Marks and Grades in created Excel Files

Note	Files created in Excel 2007 shall not be readable in Excel 2003 or lower versions. Format of Excel Files created should not be changed
------	--

6.4.1 Schools having required Assessment/Examination record in paper form:

6.4.1 (a) Steps to be followed for entry of Marks obtained in created Excel Files under Scholastic Areas Part-1(A)

1. Use created Excel files as per Section 6.2 only for ENTRY of Marks
2. Choose one file out of created files say 2011_Class IX_T1_041.xls
(Example: For 2010-11 Class IX Term I, Subject Code-041 Mathematics)
3. Open 2011_Class IX_T1_041.xls in Microsoft Office Excel
4. Enter only the Marks obtained by the candidate in 2010-11 Class IX Term I - FA1, FA2, SA1 in subject Code 041 Mathematics under 'OBT.' columns as per Section 6.3.3(c)
5. Print Check List of Marks entered using File, Print options in Excel File
6. Check Check List and mark corrections, if any with red ink on printed Check List
7. Make correction, if any in this Excel file
8. Repeat steps 5 to 7 till all corrections are made and data is error free
9. Choose other files out of created files and repeat above steps 1 to 8.

This process shall continue till all subjects under Scholastic Areas Part-1(A) for a Term in the school are complete.

Note	a. Repeat above process for all subjects offered in the School for Class IX – Term I & II and Class X – Term I & II b. Use printout of Excel Files created in Section 6.2 for monitoring and supervision of Marks entry. Tick each file as and when Mark entry is over.
------	--

6.4.1 (b) Steps to be followed for entry of Grades obtained in created Excel Files :

1. Use created Excel files as per Section 6.2 only for ENTRY of Grades
2. Choose one file out of created files say 2011_Class IX_1B.xls (Example: For 2010-11 Class IX for all Scholastic Areas under Part 1(B))
3. Open 2011_Class IX_1B.xls in Microsoft Office Excel
4. Enter only the Grades obtained by the candidate against particular Skill in 2010-11 Class IX for Scholastic Areas under Part 1(B) as per Section 6.3.3(c)
5. Print Check List of Grades entered using File, Print options in Excel File
6. Check Check List and mark corrections, if any in Grades with red ink on printed Check List
7. Make corrections, if any in this Excel file
8. Repeat steps 5 to 7 till all corrections are made and data is error free.
9. Choose other files i.e. 2011_Class IX_2A.xls,
2011_Class IX_2B.xls,
2011_Class IX_3A.xls
2011_Class IX_3B.xls and repeat above steps 1 to 8.

This shall complete entry of Grades for Class IX 2010-11 for entire year.

Note	a. Above process shall be repeated for Class X 2011-12 also. b. Use printout of Excel Files created in Section 6.2 for monitoring and supervision of Grade entry. Tick each file as and when Grade entry is over.
------	--

6.4.2 Schools having required Assessment/Examination record in Electronic Format i.e. records already Computerized

Note : Enter/Tag Roll No allotted by the Board to the candidate in computerized Database with the school

6.4.2(a) Steps be followed for creation of Marks file from computerized Database with the school to Excel file format under Scholastic Areas Part-1(A)

Convert Marks data from computerized Database with the school under Scholastic Areas Part 1(A) as per Excel file format in Section 6.2 along with Marks as per Section 6.3.3(c) for

2010-11 Class IX Term I for FA1, FA2 and SA1 for all subjects offered in the school
2010-11 Class IX Term II for FA3, FA4 and SA2 for all subjects offered in the school

2011-12 Class X Term I for FA1, FA2 and SA1 for all subjects offered in the school
2011-12 Class X Term II for FA3, FA4 and SA2 for all subjects offered in the school

Note:	<ol style="list-style-type: none">1. The Column Name should be maintained as per created Excel files (6.3.1)Individual Excel files may be created Class/ Term/ Assessment/ Subject wise or combined Excel file for all assessments and all subjects under Scholastic Areas Part 1(A) for Class/ Term as per Excel File format in Section 6.2 along with Marks as per Section 6.3.3(c)Under 'Obt.' column in Excel files, valid marks shall be as per Section 6.3.3(a)
-------	--

6.4.2(b) Steps to be followed for creation of Grades file from computerized Database with the school to Excel file format under:

- **Scholastic Areas Part-1(B)**
- **Co-Scholastic Areas Part -2(A)**
- **Co-Scholastic Areas Part -2(B)**
- **Co-Scholastic Activities Part- 3(A)**
- **Co-Scholastic Activities Part -3(B)**

Convert Grades data from computerized Database with the school under Scholastic Areas Part 1(B), Co-Scholastic Areas Part 2(A) & 2(B) and Co-Scholastic Activities Part 3(A) & 3(B) as per Excel file format in Section 6.2 along with Grades as per Section 6.3.3(c) for:

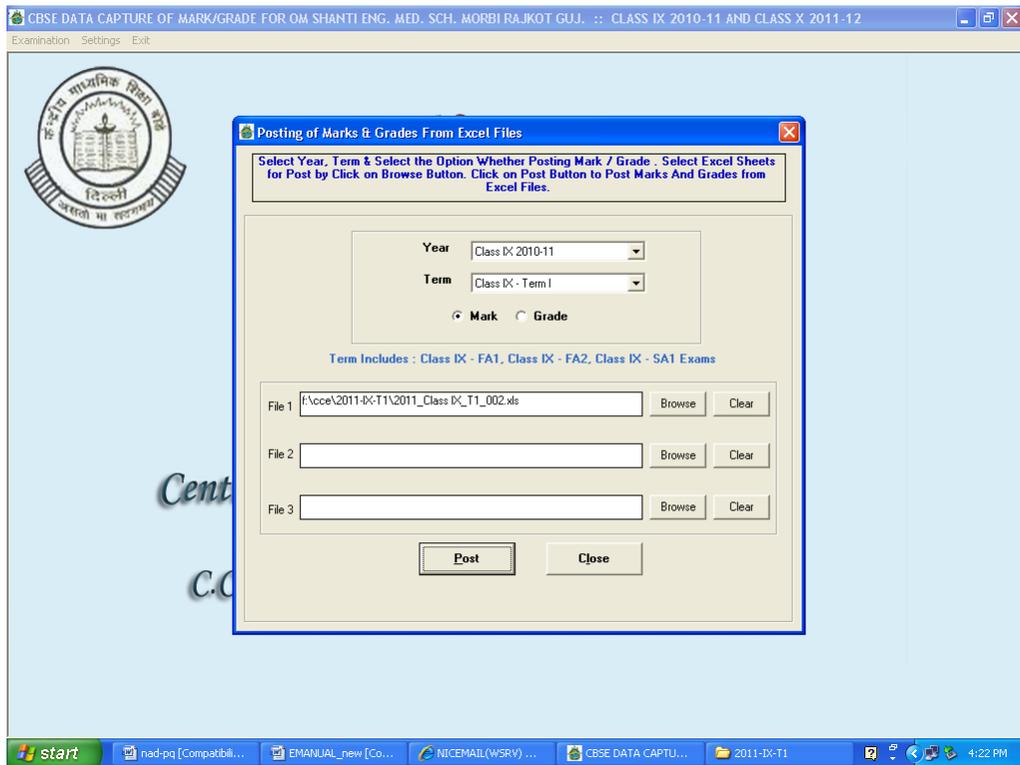
2010-11 Class IX
2011-12 Class X

Note	<ol style="list-style-type: none">1. The Column Name should be maintained as per created Excel files (6.3.2)Individual Excel files may be created Class/ Skill wise or combined Excel file Class wise for all skills under Scholastic Areas Part-1(B), Co-Scholastic Areas- Part 2(A) & 2(B) and Co-Scholastic Activities- Part 3(A) & 3(B) as per Excel File format in Section 6.2 along with Grade as per Section 6.3.3(c)Under GRADE column in Excel files, valid grades shall be as per Section 6.3.3(b)
------	---

6.5 Posting of Marks and Grades entered in Excel files to CBSE-CCE2012 software :

1. Open the **CBSE-CCE2012** software by double clicking '**CBSE-CCE2012**' icon in the desktop of your computer
2. Select the user id '**ADM**' and enter password - '**CBSE**' if not changed
- **Changed password if changed**
3. Click '**Examination**'
4. Choose Option '**Posting of Marks and Grade from Excel Files**'
5. Choose appropriate **Year** from '**Year**' drop down menu
 - Class IX 2010-11
 - Class X 2011-12
6. Choose appropriate **Term** from '**Term**' drop down menu
 - Class IX Term I
 - Class IX Term II

 - Class X Term I
 - Class X Term II
7. Choose '**Mark**' or '**Grades**'
8. Choose Folder/Directory where the Excel Files with Marks/Grade are existing



9. Click 'OK' button to post the Marks and Grades from Excel Files
10. Errors List if any, occurred during posting of Marks and Grades shall be shown on the screen. Error List should be printed and checked for the error and should be corrected

Report-5A: Error Cases - Not Updated while Posting of Marks - Scholastic Part 1(A) : Class : IX Year 2010 - 2011
 School Code and Name 13035 - OM SHANTI ENG. MED. SCH. MORBI RAJKOT GUJ. Date : 17/12/2011 Page No : 1

Roll No	Candidate Name	Exam	SubjCode	Old Mark in Database			New Mark in Excel File (Not Updated)			Remark
				Max	Obt	Wt	Max	Obt	Wt	
1107629	BHATIGIRISH POONAMCHAND	Class IX - FA1	096				20	23	11.5	Mark Greater than Max Mark
1107631	KARAN NARENDRA BHAI CHAROLA	Class IX - FA1	096				20	21	10.5	Mark Greater than Max Mark
1107632	MAULIKKUMAR JITENDRAKUMAR RAJA	Class IX - FA1	096				20	22	11	Mark Greater than Max Mark
1107633	JAY BHAGVANJIBHAI KAILA	Class IX - FA1	096				20	23	11.5	Mark Greater than Max Mark
1107634	RAVANI MIHIR RAMESHBHAI	Class IX - FA1	096				20	24	12	Mark Greater than Max Mark
1107629	BHATIGIRISH POONAMCHAND	Class IX - FA1	097				20	23	11.5	Mark Greater than Max Mark
1107631	KARAN NARENDRA BHAI CHAROLA	Class IX - FA1	097				20	21	10.5	Mark Greater than Max Mark
1107632	MAULIKKUMAR JITENDRAKUMAR RAJA	Class IX - FA1	097				20	22	11	Mark Greater than Max Mark
1107633	JAY BHAGVANJIBHAI KAILA	Class IX - FA1	097				20	23	11.5	Mark Greater than Max Mark
1107634	RAVANI MIHIR RAMESHBHAI	Class IX - FA1	097				20	24	12	Mark Greater than Max Mark
1107621	URVIANIL RAJA	Class IX - FA1	101				20	34	17	Mark Greater than Max Mark
1107622	DHIRAJ R SURYAVANSHI	Class IX - FA1	101				20	96	28	Mark Greater than Max Mark
1107623	RAJ RATILAL BHAI HOTHI	Class IX - FA1	101				20	78	39	Mark Greater than Max Mark
1107629	BHATIGIRISH POONAMCHAND	Class IX - FA1	101				20	23	11.5	Mark Greater than Max Mark
1107631	KARAN NARENDRA BHAI CHAROLA	Class IX - FA1	101				20	34	17	Mark Greater than Max Mark
1107632	MAULIKKUMAR JITENDRAKUMAR RAJA	Class IX - FA1	101				20	96	28	Mark Greater than Max Mark
1107633	JAY BHAGVANJIBHAI KAILA	Class IX - FA1	101				20	78	39	Mark Greater than Max Mark
1107630	KRUTARTH M KAMANI	Class IX - FA2	101				30	34	11.33	Mark Greater than Max Mark

List may be checked and Corrections, if any be updated through option 'Update of Marks / Grades' in the Software.

Pages: 1

11. Click '**Print icon**' at top left hand corner and Print window is displayed
12. Click '**Print**' to take print out of Error List.
13. Click '**X**' at right hand top corner – to close the 'Preview' screen.
14. Repeat steps 5 to 13 for required Year and Term
15. Click '**Close**' to come back to main-menu.

6.6 Action required after Posting of Marks and Grades from Excel files to CBSE-CCE2012 software:

Action Required	Reference
FOR Scholastic Subjects under Part 1A for all subjects in each Term :	
1. Printing of Check List of Marks from CBSE-CCE2012 software Subject wise for each Term	As per 6.6.1
2. Checking of correctness of Marks	Manual action
3. Updation/ Correction of Marks errors, if any – Subject wise for each Term	As per Section 6.6.3
4. Printing of Blank (Missing) Marks/ Grades/ Error List	As per Section 6.6.4
FOR Co-Scholastic Areas/ Activities under Part 1(B)/2(A)/2(B)/3(A)/3(B) for all Skills in each Class :	
5. Printing of Check List of Grades from CBSE-CCE2012 software for Class IX and Class X separately for entire year	As per 6.6.2
6. Checking of correctness of Grades	Manual action
7. Updation/ Correction of Grade errors, if any – Skill wise for Class IX and Class X separately for entire year	As per Section 6.6.3
8. Printing of Blank (Missing) Marks/Grades/Error List	As per Section 6.6.4

6.6.1 Printing of Check list of Marks from CBSE-CCE2012 software (Check List-2) :

Steps to be followed for Printing of Check List of Marks posted in CBSE-CCE2012 software

1. Open the CBSE-CCE2012 software by double clicking '**CBSE-CCE2012**' icon in the desktop of your computer.
2. Select the user id '**ADM**' and enter password - '**CBSE**' if not changed
- **Changed password if changed**
3. Click '**Examination**'
4. Choose Option '**Generation of Reports**'
5. Choose '**Check List – 2**'
6. Choose appropriate **Year** from '**Year**' drop down menu
 - Class IX 2010-11
 - Class X 2011-12
7. Choose appropriate **Term** from '**Term**' drop down menu
 - Class IX Term I
 - Class IX Term II
 - Class X Term I
 - Class X Term II
8. Choose appropriate Subject group from '**Subject Group**'
9. Choose appropriate Subject from '**Scholastic Subjects Part 1(A)**'
10. Click '**Preview**' and Check list of Marks posted for the subject chosen is displayed on the screen

Screen for: check list of Marks in Scholastic Areas - Part 1(A)::

Mark Details Report

Zoom 100%

Check List - 2 : Check List of Marks Entered : Class : IX Year : 2010 - 2011 Term : Term I Date : 17/12/2011 Page No : 1

School Code and Name : 13035 -OM SHANTI ENG. MED. SCH. MORBI RAJKOT GUJ. Subject : MATHEMATICS - 041

Roll No	Candidate Name	Class IX - Term I					
		Max-Marks - 20		Max-Marks - 30		Max-Marks - 80	
		FA1		FA2		SA1	
		Obt.	WT (10%)	Obt.	WT (10%)	Obt.	WT (20%)
1107620	AKANKSHA PRADEEP JOSHI	14	7	1	0.3	23	5.8
1107621	URVI ANIL RAJA	15	7.5	2	0.7	45	11.2
1107622	DHIRAJ R SURYAVANSHI	16	8	3	1	76	19
1107623	RAJ RATILAL BHAI HOTH	17	8.5	4	1.3	45	11.2
1107624	DEEP N VARMORA	DA		DA		DA	
1107625	BHIMANI HARDIK RAMESHBHAI	TR		TR		TR	
1107626	DEEP H KARIA	12	6	7	2.3	34	8.5
1107627	HIRANI CHAND R	1	0.5	9	3	56	14
1107628	SHUBHAM R SINGH	2	1	12	4	78	19.5
1107629	BHATI GIRISH POONAMCHAND	3	1.5	23	7.7	6	1.5
1107630	KRUTARTH M KAMANI	4	2	2	0.7	23	5.8
1107631	KARAN NARENDRA BHAI CHAROLA	5	2.5	21	7	45	11.2
1107632	MAULIKKUMAR JITENDRAKUMAR RAJA	6	3	22	7.3	67	16.8
1107633	JAY BHAGVANJIBHAI KAILA	7	3.5	23	7.7	23	5.8
1107634	RAIYANI MIHIR RAMESHBHAI	9	4.5	24	8	56	14

Pages: 1

start Internet Explorer EMANUAL_new [Co... emannual [Compatibili... 2011-IX-T1 CBSE DATA CAPTUR... 3:21 PM

- Click 'Print icon' at top left hand corner and Print window is displayed
- Click 'Print' to take print out Check List - 2.
- Click 'X' at right hand top corner – to close the 'Preview' screen.
- Repeat steps 6 to 13 for required Year, Term and Subject
- Click 'Close' to come back to main-menu.

Note 1	6.6.1 should be repeated for all subjects offered by the candidates in the school under Scholastic Areas I(A) for each Term <ul style="list-style-type: none"> 2010-11 Class IX Term I 2010-11 Class IX Term II 2011-12 Class X Term I 2011-12 Class X Term II.
Note 2	If Max. Mark is to be changed for an assessment after Posting of Marks : <ul style="list-style-type: none"> After posting of Marks, If Max. Marks is to be changed, the posted marks must be deleted - using 'Delete' button Correct/Update Max. Marks of an assessment using Section 5.2.4 – Assign Max.Mark Post Marks from Excel File again using Section 6.5

6.6.2 Printing of Check List of Grades from CBSE-CCE2012 software (Check List-3):

Steps to be followed for Printing of Check List of Grades posted

- Open the CBSE-CCE2012 software by double clicking 'CBSE-CCE2012' icon in the desktop of your computer.
- Select the user id 'ADM' and enter password - 'CBSE' if not changed
- Changed password if changed
- Click 'Examination'
- Choose Option 'Generation of Reports'
- Choose 'Check List – 3'

6. Choose appropriate **Year** from ‘Year’ drop down menu
 - Class IX 2010-11
 - Class X 2011-12
7. Choose appropriate Co-Scholastic Subject group from ‘**Subject Group**’ drop down menu
8. Click ‘**Preview**’ and Check list of Grade posted for the subject chosen is displayed on the screen

Screen for check list of Grades under Scholastic Areas - Part 1(B), Co-Scholastic Areas – Part 2(A) & 2(B) and Co-Scholastic Activities Part 3(A) & 3(B):

Grade Details Report

Zoom 100%

Check List - 3 : Check List of Grades Entered : **Class :** IX **Year :** 2010 - 2011 **Date :** 09/12/2011 **Page No :** 1

School Code and Name : 13035 - OM SHANTI ENG. MED. SCH. MORBI RAJKOT GUJ.

Roll No	Candidate Name	PART (1B) - SCHOLASTIC AREA		
		500 - WRK EXP	501 - ART EDN	502 - P H EDN
1107620	AKANKSHA PRADEEP JOSHI	A	B	A
1107621	URVI ANIL RAJA	B	A	B
1107622	DHIRAJ R SURYAVANSHI	A+	B	A+
1107623	RAJ RATILAL BHAI HOTHI	C	A+	C
1107624	DEEP N VARMORA	DA	C	DA
1107625	BHIMANI HARDIK RAMESHBHAI	A	DA	A
1107626	DEEP H KARIA	B	A	B
1107627	HIRANI CHAND R	A+	B	A+
1107628	SHUBHAM R SINGH	C	A+	C
1107629	BHATI GIRISH POONAMCHAND	DA	C	DA
1107630	KRUTARTH M KAMANI	A	DA	A
1107631	KARAN NARENDRABHAI CHAROLA	B	A	B
1107632	MAULIKKUMAR JITENDRAKUMAR RAJA	A+	B	A+
1107633	JAY BHAGVANJIBHAI KAILA	C	A+	C
1107634	RAIYANI MIHIR RAMESHBHAI	DA	C	C

Pages: 1

start | EMANUAL_new [Com... | NICEMAIL(WSRV) ver... | CBSE DATA CAPTURE... | 4:43 PM

9. Click ‘**Print icon**’ at top left hand corner and Print window is displayed
10. Click ‘**Print**’ to take print out **Check List - 3**.
11. Click ‘**X**’ at right hand top corner – to close the ‘Preview’ screen.
12. Repeat steps 6 to 11 for required Year
13. Click ‘**Close**’ to come back to main-menu.

Note	6.6.2 should be repeated for all Skills under Scholastic Areas - Part 1(B), Co-Scholastic Areas – Part 2(A) & 2(B) and Co-Scholastic Activities Part 3(A) & 3(B) for each Class i.e. <ul style="list-style-type: none"> • 2010-11 Class IX • 2011-12 Class X
------	--

6.6.3 Updation/ Correction of Marks and Grades in CBSE-CCE2012 software :

Note	<p>If Max. Mark is to be changed/updated for an assessment after Posting of Marks :</p> <ul style="list-style-type: none"> • After posting of Marks, If Max. Marks is to be changed, the posted marks must be deleted - using ‘Delete’ button • Correct/Update Max. Marks of an assessment using Section 5.2.4 – Assign Max.Mark • Post Marks from Excel File again using Section 6.5 • Follow steps in 6.6 again <p>If Marks obtained by candidates are to be corrected/updated follow Section 6.6.3</p>
------	--

Steps to be followed for Updation/ Correction of Marks and Grades in CBSE-CCE2012 software

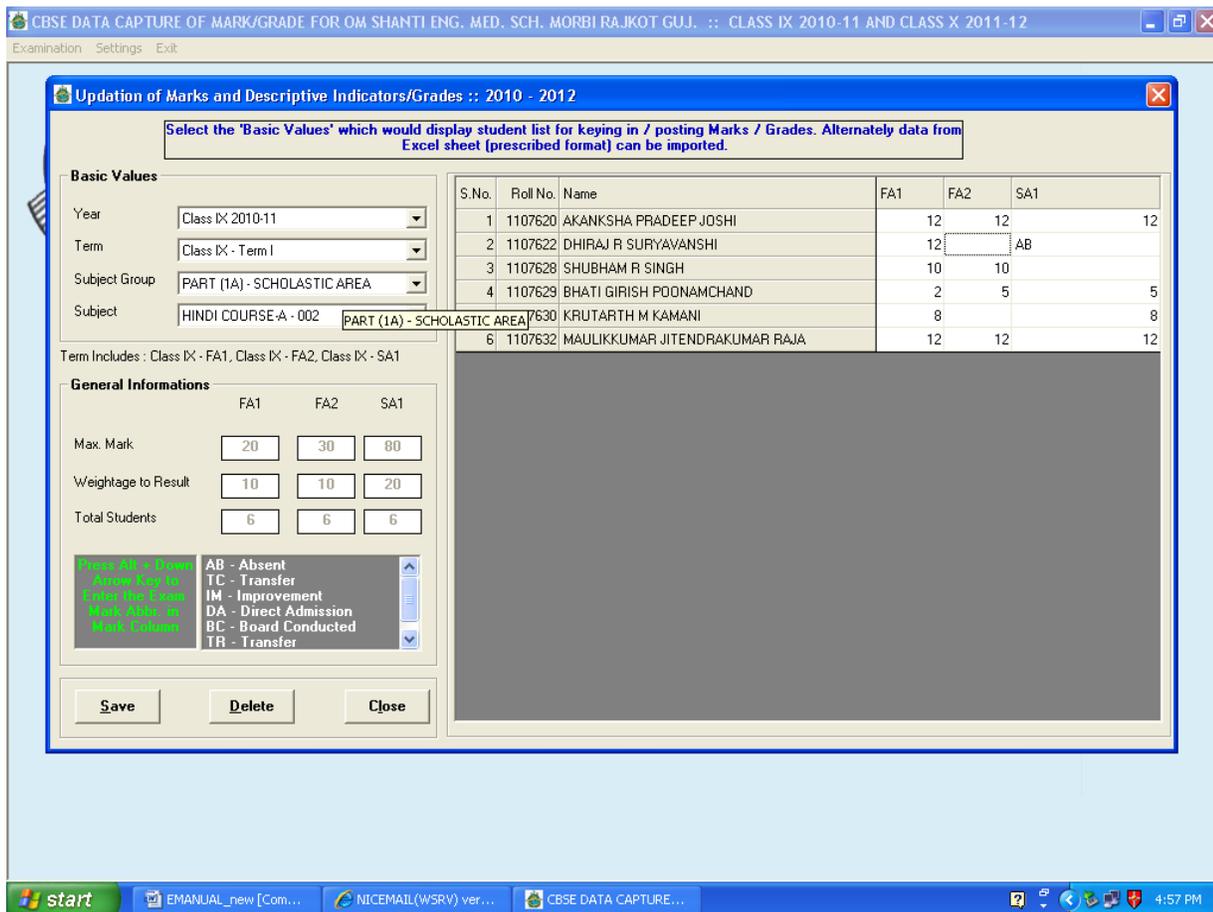
1. Open the **CBSE-CCE2012** software by double clicking '**CBSE-CCE2012**' icon in the desktop of your computer
2. Select the user id '**ADM**' and enter password - '**CBSE**' if not changed
- **Changed password if changed**
3. Click '**Examination**'
4. Choose Option '**Updation of Marks and Grades**'
5. Choose appropriate **Year** from '**Year**' drop down menu
- Class IX 2010-11
- Class X 2011-12
6. Choose appropriate Term from '**Term**' drop down menu
- Class IX Term I
- Class IX Term II

- Class X Term I
- Class X Term II
7. Choose appropriate Subject group from '**Subject Group**' drop down menu
8. Choose appropriate Subject from '**Subject**' drop down menu
9. The Marks and Grades posted for the Term is displayed on the Screen
10. Max Mark for the Subject chosen, Total No. of Candidates in the school are displayed under General Information
11. Buttons '**Save**', '**Delete**' and '**Close**' are highlighted. And a table 'AB' 'TC' 'IM' 'DA' and 'BC' are also displayed.
 - '**Delete**' – to delete all the marks for the chosen subjects for all the candidates.
 - '**Save**' - to save any changes done.
 - '**Close**' - to come back to main-menu.

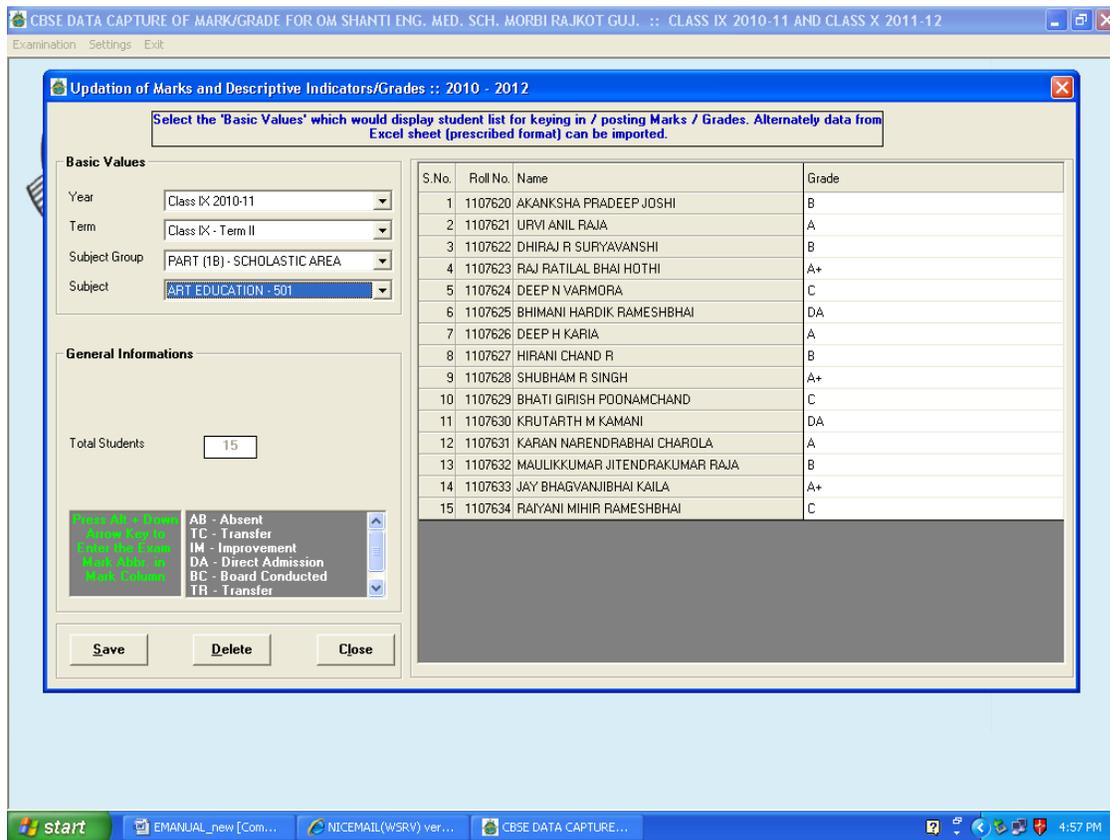
Note:

- '**Delete**' button should be used cautiously.
- **In case, posting of assessment data for subject in a Term has been done wrongly for all candidates, you can correct it by following either one of the two ways 1 or 2 below.**
 1. **Do not use Delete button. Using 6.6.3, enter assessment data one by one for all candidates and post/correct it.**
 2. **Use Delete button, Correct the assessment data in the respective Excel file from where it was posted and post it again using steps in 6.5**

Screen for: Updation of Marks under Scholastic Areas - Part 1(A):



Screen for Updation of Grades under Scholastic Areas - Part 1(B), Co-Scholastic Areas – Part 2(A) & 2(B) and Co-Scholastic Activities Part3(A) & 3(B) :



12. The scroll bar may be moved up and down to view the Marks/ Grades posted for the candidates.
13. Click on the cell of Mark and Grade of the candidate in which correction for Mark/ Grades has to be made. Make the correction as follows :
 - Enter the changed marks.
 - If 'AB', 'EX', 'IM', 'DA', 'TR', 'TC' or 'BC' are to be entered, **Press Alt + Down** arrow key. Choose from the drop down menu any of the values.
14. Repeat Step 12 to 13 for all corrections to be made
15. Click '**Save**' to store the corrections made in the database
16. Roll No. wise Check list of Updations carried out is displayed on the screen
17. Click '**Print icon**' at top left hand corner and Print window is displayed
18. Click '**Print**' to take print out Updation List.
19. Click '**X**' at right hand top corner – to close the 'Preview' screen.
20. Repeat Step 5 to 18 for all subjects in Scholastic Areas Part 1A and Co-Scholastic Areas/Activities I(B), 2(A), 2(B), 3(A) and 3(B)
21. Click '**Close**'

6.6.4 Printing of Blank (Missing) Marks/Grade or Error List from CBSE-CCE2012 software (Check List-4):

Steps to be followed for Printing of Blank (Missing) Marks/Grade or Error List from CBSE-CCE2012 software :

1. Open the **CBSE-CCE2012** software by double clicking '**CBSE-CCE2012**' icon in the in the desktop of your computer.
2. Select the user id '**ADM**' and enter password - '**CBSE**' if not changed
- **Changed password if changed**
3. Click '**Examination**'
4. Choose Option '**Generation of Reports**'
5. Choose '**Check List – 4**'
6. Choose appropriate **Year** from '**Year**' drop down menu
- Class IX 2010-11
- Class X 2011-12
7. Choose appropriate Subject group from '**Subject Group**' drop down menu

Screen for: blank Marks or error list in Scholastic Areas - Part I(A):

Miss Mark Details Report

Zoom 100%

Check List 4 : Check List of Errors in Marks Entered : Class : IX Year : 2010 - 2011 Term : Term I Date : 09/12/2011 Page No : 1

School Code and Name : 13035 -OM SHANTI ENG. MED. SCH. MORBI RAJKOT GUJ.

PART (1A) - SCHOLASTIC AREA

Roll No.	Student Name	Subject Code	Subject Name	FA1	FA2	SA1	Remark
1107621	URVI ANIL RAJA	087	SOCIAL SCIENCE	2	----	2	Missing
1107622	DHIRAJ R SURYAVANSHI	002	HINDI COURSE-A	12	----	AB	Missing
1107622	DHIRAJ R SURYAVANSHI	041	MATHEMATICS	----	21	21	Missing
1107622	DHIRAJ R SURYAVANSHI	086	SCIENCE	----	21	21	Missing
1107622	DHIRAJ R SURYAVANSHI	087	SOCIAL SCIENCE	3	DA	21	Error(One of the Subject/Skill Contain TC,M,TR or DA)
1107622	DHIRAJ R SURYAVANSHI	101	ENGLISH COMM.	----	21	21	Missing
1107624	DEEP N VARMOORA	041	MATHEMATICS	----	----	----	Missing
1107624	DEEP N VARMOORA	086	SCIENCE	----	----	----	Missing
1107624	DEEP N VARMOORA	087	SOCIAL SCIENCE	5	9	----	Missing
1107624	DEEP N VARMOORA	101	ENGLISH COMM.	----	----	----	Missing
1107625	BHIMANI HARDIK RAMESHBHAI	010	GUJARATI	14	14	14	Error(One of the Subject/Skill Contain TC,M,TR or DA)
1107625	BHIMANI HARDIK RAMESHBHAI	041	MATHEMATICS	TR	TR	TR	Error(One of the Subject/Skill Contain TC,M,TR or DA)
1107625	BHIMANI HARDIK RAMESHBHAI	086	SCIENCE	TR	TR	TR	Error(One of the Subject/Skill Contain TC,M,TR or DA)
1107625	BHIMANI HARDIK RAMESHBHAI	087	SOCIAL SCIENCE	6	0	TR	Error(One of the Subject/Skill Contain TC,M,TR or DA)
1107625	BHIMANI HARDIK RAMESHBHAI	101	ENGLISH COMM.	TR	TR	TR	Error(One of the Subject/Skill Contain TC,M,TR or DA)
1107626	DEEP H KARIA	041	MATHEMATICS	----	----	----	Missing
1107626	DEEP H KARIA	086	SCIENCE	----	----	----	Missing
1107626	DEEP H KARIA	087	SOCIAL SCIENCE	7	11	----	Missing
1107626	DEEP H KARIA	101	ENGLISH COMM.	----	----	----	Missing
1107628	SHUBHAM R SINGH	002	HINDI COURSE-A	10	10	----	Missing
1107630	KRUTARTH M KAMANI	002	HINDI COURSE-A	8	----	8	Missing

Pages: 1/1

start | EMANUAL_new [Com... | NICEMAIL(WSRV) ver... | CBSE DATA CAPTURE... | 5:06 PM

Screen for blank Grades under Scholastic Areas - Part 1(B), Co-Scholastic Areas – Part 2(A) & 2(B) and Co-Scholastic Activities Part 3(A) & 3(B):

Miss Mark Details Report

Zoom 100%

1107623	RAJ RATILAL BHAI HOTH	531	LITERARY & CREATIVE SKILLS	----	----	----	Missing
1107623	RAJ RATILAL BHAI HOTH	532	SCIENTIFIC & ICT SKILLS	----	----	----	Missing
1107624	DEEP N VARMOORA	531	LITERARY & CREATIVE SKILLS	DA	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107624	DEEP N VARMOORA	532	SCIENTIFIC & ICT SKILLS	DA	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107625	BHIMANI HARDIK RAMESHBHAI	531	LITERARY & CREATIVE SKILLS	A	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107625	BHIMANI HARDIK RAMESHBHAI	532	SCIENTIFIC & ICT SKILLS	TR	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107626	DEEP H KARIA	531	LITERARY & CREATIVE SKILLS	B	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107626	DEEP H KARIA	532	SCIENTIFIC & ICT SKILLS	B	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107627	HIRANI CHAND R	531	LITERARY & CREATIVE SKILLS	TR	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107627	HIRANI CHAND R	532	SCIENTIFIC & ICT SKILLS	A+	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107628	SHUBHAM R SINGH	531	LITERARY & CREATIVE SKILLS	B	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107628	SHUBHAM R SINGH	532	SCIENTIFIC & ICT SKILLS	TR	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107629	BHATI ORISH POONAMCHAND	531	LITERARY & CREATIVE SKILLS	A+	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107629	BHATI ORISH POONAMCHAND	532	SCIENTIFIC & ICT SKILLS	B	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107630	KRUTARTH M KAMANI	531	LITERARY & CREATIVE SKILLS	----	----	----	Missing
1107630	KRUTARTH M KAMANI	532	SCIENTIFIC & ICT SKILLS	A+	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107631	KARAN NARENDRABHAI CHAROLA	531	LITERARY & CREATIVE SKILLS	DA	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107631	KARAN NARENDRABHAI CHAROLA	532	SCIENTIFIC & ICT SKILLS	----	----	----	Missing
1107632	MAULIKUMAR JITENDRAKUMAR	531	LITERARY & CREATIVE SKILLS	A	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107632	MAULIKUMAR JITENDRAKUMAR	532	SCIENTIFIC & ICT SKILLS	DA	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107634	RAIYANI MIHR RAMESHBHAI	531	LITERARY & CREATIVE SKILLS	----	----	----	Missing
1107634	RAIYANI MIHR RAMESHBHAI	532	SCIENTIFIC & ICT SKILLS	B	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR

PART (3B) - PHYSICAL & HEALTH EDUCATION

1107620	AKANKSHA PRADEEP JOSHI	544	SWIMMING	TR	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107620	AKANKSHA PRADEEP JOSHI	547	FIRST AID	TR	----	----	Error : One of the Co-Scholastic Subject contain either DA,M or TR
1107623	RAJ RATILAL BHAI HOTH	544	SWIMMING	----	----	----	Missing
1107623	RAJ RATILAL BHAI HOTH	547	FIRST AID	----	----	----	Missing

List may be checked and Corrections, if any be updated through option 'Updation of Marks / Grades' in the Software.

Pages: 1/6

start | EMANUAL_new [Com... | NICEMAIL(WSRV) ver... | CBSE DATA CAPTURE... | 5:12 PM

8. Click 'Preview' and Check list of Blank Marks/ Grades or Error List for the subject group is displayed on the screen
9. Click 'Print icon' at top left hand corner and Print window is displayed
10. Click 'Print' to take print out Check List - 4.
11. Click 'X' at right hand top corner – to close the 'Preview' screen.
12. Repeat steps 6 to 11 for required Year
13. Click 'Close' to come back to main-menu.

Note : If Marks/ Grades obtained by candidates are to be corrected/updated follow Section 6.6.3

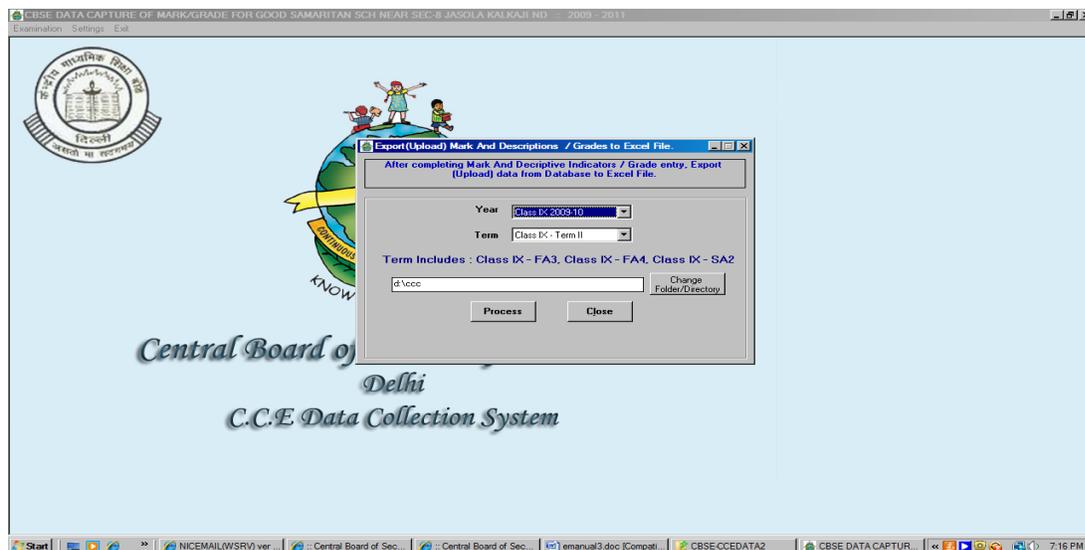
7.0 How to Export/ upload assessment data from school computer to CBSE server through CBSE-CCE2012 software:

Assessment data is to be Exported/ Uploaded as follows:

Class	Academic Session	Term	Marks and Grades	Assessments/ Year-Class and Term	Schedule by
IX	2010-11	I	Scholastic Areas under 1(A) – Marks	FA1,FA2,SA1 (2010-11 Class IX Term I)	15 th Feb., 2012
		II	Scholastic Areas under 1(A) – Marks	FA3, FA4, SA2 (2010-11 Class IX Term II)	29 th Feb., 2012
			Co-Scholastic Areas/ Activities under 1(B), 2(A), 2(B), 3(A) and 3(B) – Grades for entire year	2010-11 Class IX	
X	2011-12	I	Scholastic Areas under 1(A) – Marks	FA1, FA2, SA1 (2011-12 Class X Term I)	31 st Jan., 2012
		II	Scholastic Areas under 1(A) – Marks	FA3, FA4, SA2 (2011-12 Class X Term II)	15 th Apr., 2012
			Co-Scholastic Areas/ Activities under 1(B), 2(A), 2(B), 3(A) and 3(B) – Grades for entire year	2011-12 Class X	

7.1 Steps to be followed to create Excel file for Exporting/ Uploading TERM wise Marks and Grades :

1. Open the **CBSE-CCE2012** software by double clicking ‘**CBSE-CCE2012**’ icon in the desktop of your computer
2. Select the user id ‘**ADM**’ and enter password - ‘**CBSE**’ if not changed
- **Changed password if changed**
3. Go to ‘**Examination**’ Menu
4. Choose options ‘**Creation of Excel File for Export (Upload) Term Wise Marks and Grades to CBSE Server**’



5. Choose appropriate **Year** from ‘**Year**’ drop down menu.
 - Class IX 2010-11
 - Class X 2011-12
6. Choose appropriate **Term** from ‘**Term**’ drop down menu.
 - Class IX Term I
 - Class IX Term II
 - Class X Term I
 - Class X Term II
7. Click on ‘**Change Folder/Directory**’ and choose folder to save the ‘**Mark and Grade Data**’
8. Click ‘**Process**’
9. If any of the candidates is without Mark or Grades or any error, the data will not be uploaded and Error Message ‘Please do complete Mark or Grades Entry for the Term is displayed’ and an Error List for which the mark is blank are displayed on the Screen.
 - Follow Section 6.6.3 for Marks or Grades updation for the error cases
 - Follow Section 7.0 again after finishing Mark or Grade entry for a Term

10. Following Excel File is created in sub Folder 'Upload Data' in the chosen folder for chosen Class and Term.

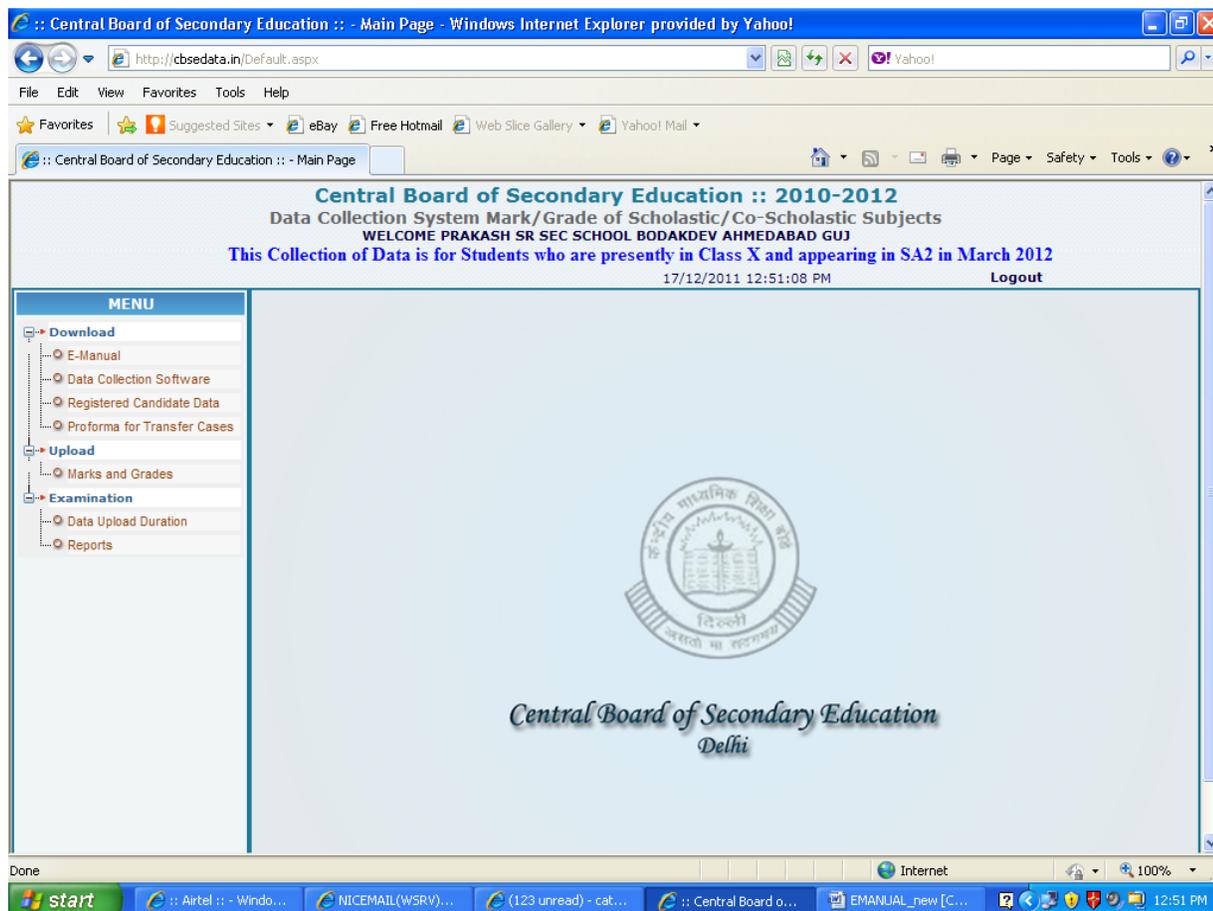
Class	Term	Excel File in Folder upload data
Class IX	Term I	CLASS IX – TERM I.XLS
Class IX	Term II	CLASS IX – TERM II.XLS
Class X	Term I	CLASS X – TERM I.XLS
Class IX	Term II	CLASS X – TERM II.XLS

11. Once the Excel File has been created, the message 'Exce File Created successfully' is displayed on the screen.
12. Click '**Close**' to come back to main-menu
13. 'List of Files created for exporting of Mark and Grade to CBSE Server' is displayed on the screen. This list shall be taken and kept for reference.

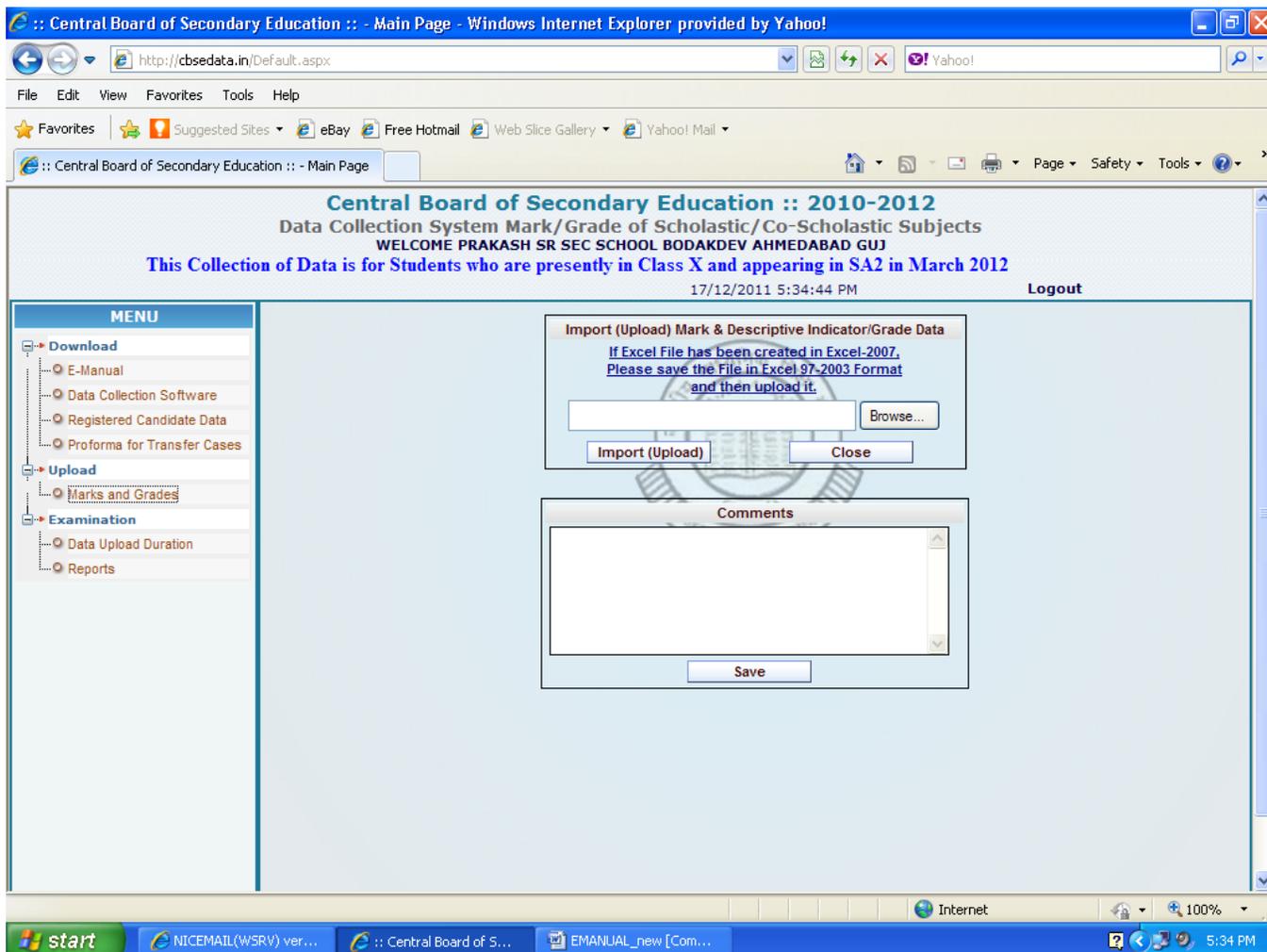
7.2 Steps to be followed for Exporting/ Uploading TERM and Class wise assessment data from School Computer to CBSE server:

Marks entered from your school computer shall be uploaded **only once for a TERM** to CBSE Server. Once uploaded to CBSE Server, no more corrections can be done on the school Computer for that TERM. Even if corrections are done on school computer, data cannot be uploaded.

1. Visit Board's website www.cbse.nic.in and click on Public portal.
2. Click on "**Compilation and Uploading of Assessment Data for Session 2010-12**"
3. For login on Board's website, 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 checking the credentials, the following screen is displayed



4. Click on **Mark and Grade data** under **Upload** sub-menu



- Click on **'Browse'** button and choose the corresponding Excel file for Class and Term from the folder where you have saved the files created for exporting of Marks and Grades to CBSE Server (steps 7 to 11).

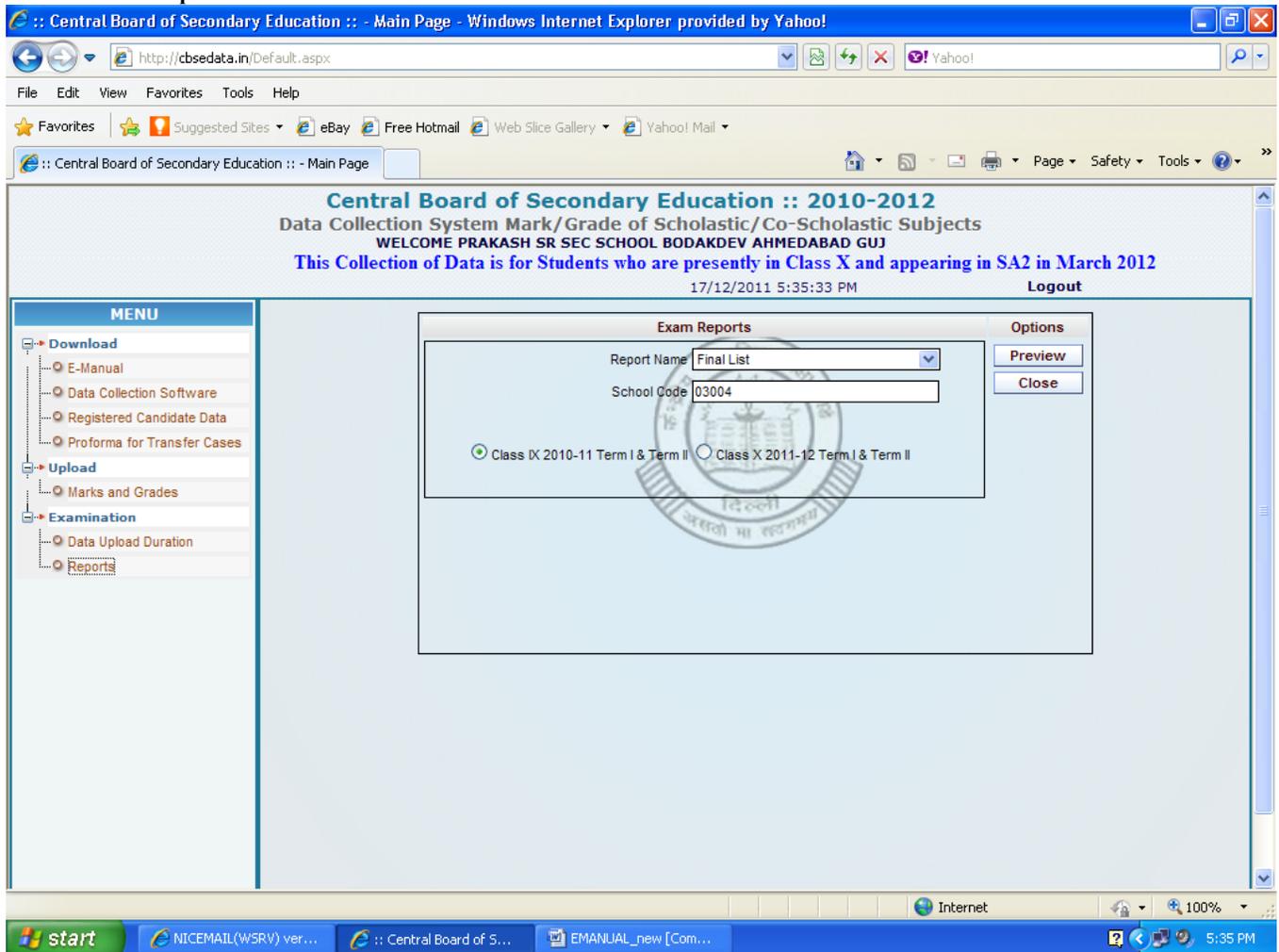
Class /	Term	Excel File in Folder upload data
Class IX	Term I	CLASS IX – TERM I.XLS
Class IX	Term II	CLASS IX – TERM II.XLS
Class X	Term I	CLASS X – TERM I.XLS
Class IX	Term II	CLASS X – TERM II.XLS

- Click on **'Import (Upload)'** button
- Marks entered from your school computer shall be uploaded **only once for a TERM** to CBSE Server. Once uploaded to CBSE Server, no more corrections can be done on the school Computer for that TERM. Even if corrections are done on school computer, data cannot be uploaded.
- If any of the candidates is without Mark or Grades, the data will not be uploaded / with invalid marks/ data uploaded for wrong Term, an appropriate Error Message is displayed' on the screen.
 - Follow Section 6.6.3 for Marks or Grades updation for the error cases
 - Follow Section 7.0 again after finishing Mark or Grade entry for a Term
- If **data upload is successful**, a message **'Data successfully uploaded into CBSE Server'** shall be displayed on your computer.

8.0 How to Print Final List with Marks and Grades from CBSE server :

Steps to be followed are:

1. Visit Board's website www.cbse.nic.in and click on Public portal.
2. Click on "Compilation and Uploading of Assessment Data for Session 2010-12"
3. For login on Board's website, 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**.
4. Click 'Reports'



5. Click on 'Report Name' and choose 'Final List'
 - Choose appropriate Class
 - Class IX – Term I & II (2010-11)
 - Class X – Term I & II (2011-12)
 - The heading of this List will be 'FINAL LIST OF ASSESSMENTS MARKS FOR CLASS ___ SESSION - ?'.
 - The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25" and Print this 'FINAL LIST'
 - Final Report should be checked thoroughly and mistakes, if any, be corrected with Red Ink and duly attested by the Principal.
 - Each page of the 'Final List' should be duly attested by the Principal and be sent to Respective Regional Officer in a sealed envelope superscribed as 'CONFIDENTIAL'
 - A copy of the Final List should be retained by the School as office copy.

EXAMPLE

Suppose following 13 Candidates as per details given below are from a School:

(a) Roll No wise List of Candidates downloaded from CBSE server is as follows:

ROLL-NO	BRD	CT	CANDIDATE'S NAME	S-1	S-2	S-3	S-4	S-5	S-6	CL	SKILL CODE UNDER				
											-3(A)-	-3(B)-			
1450784	B		DINESH SONI	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450785	B		KAMALPREET SINGH	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450786	B		VARUN CHAWLA	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450787	B		SHIVANI KALRA	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450788	S		PRASHANT BALANA	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450789	S		AMANDEEP KAUR RAMANA	006	002	041	086	087	004		IX	531	533	541	544
											X	531	533	541	544
1450790	S		SHIVANGI DHURIA	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450791	S		BHAVYA SONI	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450792	S		ASHOK	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450793	S	I	RAMESH	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450794	S		SHYAM	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544
1450795	S		MOHAN	101	002	041	086	087			IX	531	533	541	544
											X	531	533	541	544

(b) Whereas, corrected data should have been as follows:

ROLL-NO	BRD	CT	CANDIDATE'S NAME	S-1	S-2	S-3	S-4	S-5	S-6	CL	SKILL CODE UNDER					
											-3(A)-	-3(B)-				
1450784	B		DINESH SONI	101	002	041	086	087			IX	531	533	541	544	
											X	531	533	541	544	
1450785	B		KAMALPREET SINGH	101	002	041	086	087			IX	531	533	541	544	
											X	532	534	541	544 @@@	
												---	---			
1450786	B		VARUN CHAWLA	101	002	041	086	087	018		IX	531	533	541	544 @@@	
											---	X	531	533	541	544
1450787	B		SHIVANI KALRA	101	002	041	086	087			IX	531	533	541	544	
											X	531	533	545	546 @@@	
												---	---			
1450788	S		PRASHANT BALANA	101	002	041	086	087			IX	531	533	541	544	
											X	531	533	541	544	
1450789	S		AMANDEEP KAUR RAMANA	101	002	041	086	087			IX	531	533	541	544	
											---	X	531	533	541	544 @@@
1450790	S		SHIVANGI DHURIA	101	002	041	086	087			IX	531	533	541	544	
											X	531	533	541	544	

1450791	S	BHAVYA SONI	101 002 041 086 087	IX 531 533 541 544 X 531 532 541 544 @@@
1450792	S	ASHOK	101 002 041 086 087	IX 531 533 541 544 X 531 533 541 544
1450793	S	I RAMESH	101 002 041 086 087	IX 531 533 541 544 X 531 533 541 544
1450794	S	SHYAM	101 002 041 086 087	IX 531 533 541 544 X 531 533 541 544
1450795	S	MOHAN	101 002 041 086 087	IX 531 533 541 544 X 531 533 541 544
	S	ASHOK SONI	101 002 041 086 087	IX 531 533 541 544 @@@ X 531 533 541 544

‘@@@’ Correction Cases.

Note:

- (A) Roll Nos 1450784 to 1450787 are Registered for **Board Conducted**
 (B) 1450788 to 1450795 are Registered for **School Conducted**
 (C) 1450792 Admitted in Class IX in October, 2010 from a **School NOT affiliated with the CBSE (Transfer from outside the CBSE system)**
 (D) 1450793 Passed Class X in 2010-11 and is appearing for Upgradation of Performance in 2011-12
 (E) 1400794 Admitted in Class X in April, 2011 from a School affiliated with the CBSE (**Transfer within the CBSE system**)
 (F) 1400795 Registered and allotted Roll No in your school and has taken TRANSFER in other School in October, 2011
 (G) ASHOK SONI has been TRANSFERRED from another CBSE school to your school in Nov., 2011 and Roll No NOT available in downloaded Registered Candidate’s Database i.e. List of Candidates

1. Following Assessment data is to be provided to the Board :

Class	Academic Session	Term	Marks and Descriptive Indicators / Grades	Assessments/ Year-Class and Term
IX	2010-11	I	Scholastic Areas under 1(A) – Marks	FA1, FA2, SA1 (2010-11 Class IX Term I)
		II	Scholastic Areas under 1(A) – Marks	FA3, FA4, SA2 (2010-11 Class IX Term II)
			Co-Scholastic Areas/ Activities under 1(B), 2(A), 2(B), 3(A) and 3(B) – Grades for entire year	2010-11 Class IX
X	2011-12	I	Scholastic Areas under 1(A) – Marks	FA1, FA2, SA1 (2011-12 Class X Term I)
		II	Scholastic Areas under 1(A) – Marks	FA3, FA4, SA2 (2011-12 Class X Term II)
			Co-Scholastic Areas/ Activities under 1(B), 2(A), 2(B), 3(A) and 3(B) – Grades for entire year	2011-12 Class X

2. Valid Marks and Grade: Only valid Marks and Grade are to be provided.

- (a) **Valid Marks** shall be: Numerical Value upto one place of decimal (Example: 37.5)
AB, BC, IM, DA, TC in special cases as per reasons given in Section 6.3.3(c)

In Class X 2011-12, **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.

School has to enter BC against Marks obtained for those appearing for Board Conducted in 2011-12 Class X SA2.

- (b) **Valid Grades** shall be as follows for:

- Scholastic Areas Part 1(B) - A+, A, B+, B, C
- Co-Scholastic Areas Part 2(A) - A+, A, B+, B, C
- Co-Scholastic Areas Part 2(B) - A+, A, B
- Co-Scholastic Activities Part 3(A) - A+, A, B
- Co-Scholastic Activities Part 3(B) - A+, A, B

AB, EX, IM, DA, TC in special cases as per reasons given in Section 6.3.3 (c) Descriptive Indicators shall be provided by the Board.

Note : Upgradation of Grades carried out if any, as per circular No. 10/2011 dated 10.02.2011, may be indicated in the Grade Upgraded column provided in the Excel File created for 2010-11-Class IX – Term-II through the Software.

Following illustrates how Assessment/ Examination Data is to be supplied for cases (A) to (G) to the Board:

(A) Roll Nos 1450784 to 1450787 are Registered for Board Conducted :

For 2010-11 Class IX Term I : ‘**’ **provide Marks obtained for FA1, FA2 and SA1.**

For 2010-11 Class IX Term II: ‘**’ **provide Marks obtained for FA3, FA4 and SA2.**

For 2011-12 Class X Term I : ‘**’ **provide Marks obtained for FA1, FA2 and SA1.**

For 2011-12 Class X Term II : ‘**’ **provide Marks obtained for FA3, FA4 and SA2.**

SA2 Marks shall be available with the Board. Provide ‘BC’ against Marks for SA2

Subject Offered	Roll No.	2010-11 Class IX TERM I Marks Obtained			2010-11 Class IX TERM II Marks Obtained			2011-12 Class X TERM I Marks Obtained			2011-12 Class X TERM II Marks Obtained		
		FA1	FA2	SA1	FA3	FA4	SA2	FA1	FA2	SA1	FA3	FA4	SA2
002	1450784	**	**	**	**	**	**	**	**	**	**	**	BC
041	1450784	**	**	**	**	**	**	**	**	**	**	**	BC
086	1450784	**	**	**	**	**	**	**	**	**	**	**	BC
087	1450784	**	**	**	**	**	**	**	**	**	**	**	BC
101	1450784	**	**	**	**	**	**	**	**	**	**	**	BC
002	1450785	**	**	**	**	**	**	**	**	**	**	**	BC
041	1450785	**	**	**	**	**	**	**	**	**	**	**	BC
086	1450785	**	**	**	**	**	**	**	**	**	**	**	BC
087	1450785	**	**	**	**	**	**	**	**	**	**	**	BC
101	1450785	**	**	**	**	**	**	**	**	**	**	**	BC
002	1450786	**	**	**	**	**	**	**	**	**	**	**	BC
018	1450786	**	**	**	**	**	**	**	**	**	**	**	BC
041	1450786	**	**	**	**	**	**	**	**	**	**	**	BC
086	1450786	**	**	**	**	**	**	**	**	**	**	**	BC
087	1450786	**	**	**	**	**	**	**	**	**	**	**	BC
101	1450786	**	**	**	**	**	**	**	**	**	**	**	BC
002	1450787	**	**	**	**	**	**	**	**	**	**	**	BC
041	1450787	**	**	**	**	**	**	**	**	**	**	**	BC
086	1450787	**	**	**	**	**	**	**	**	**	**	**	BC
087	1450787	**	**	**	**	**	**	**	**	**	**	**	BC
101	1450787	**	**	**	**	**	**	**	**	**	**	**	BC

- 2010-11 Class IX for entire year - **Provide Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**
- 2011-12 Class X for entire year – **Provide Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**

(B) Roll Nos 1450788 to 1450791 are Registered for School Conducted :

For 2010-11 Class IX Term I : ‘**’ **provide Marks obtained for FA1, FA2 and SA1.**

For 2010-11 Class IX Term II: ‘**’ **provide Marks obtained for FA3, FA4 and SA2.**

For 2011-12 Class X Term I : ‘**’ **provide Marks obtained for FA1, FA2 and SA1.**

For 2011-12 Class X Term II : ‘**’ **provide Marks obtained for FA3, FA4 and SA2. SA2 Marks shall be available with the School.**

Subject Offered	Roll No.	2010-11 Class IX TERM I Marks Obtained			2010-11 Class IX TERM II Marks Obtained			2011-12 Class X TERM I Marks Obtained			2011-12 Class X TERM II Marks Obtained		
		FA1	FA2	SA1	FA3	FA4	SA2	FA1	FA2	SA1	FA3	FA4	SA2
002	1450788	**	**	**	**	**	**	**	**	**	**	**	**
041	1450788	**	**	**	**	**	**	**	**	**	**	**	**
086	1450788	**	**	**	**	**	**	**	**	**	**	**	**
087	1450788	**	**	**	**	**	**	**	**	**	**	**	**
101	1450788	**	**	**	**	**	**	**	**	**	**	**	**
002	1450789	**	**	**	**	**	**	**	**	**	**	**	**
041	1450789	**	**	**	**	**	**	**	**	**	**	**	**
086	1450789	**	**	**	**	**	**	**	**	**	**	**	**
087	1450789	**	**	**	**	**	**	**	**	**	**	**	**
101	1450789	**	**	**	**	**	**	**	**	**	**	**	**
002	1450790	**	**	**	**	**	**	**	**	**	**	**	**
041	1450790	**	**	**	**	**	**	**	**	**	**	**	**
086	1450790	**	**	**	**	**	**	**	**	**	**	**	**
087	1450790	**	**	**	**	**	**	**	**	**	**	**	**
101	1450790	**	**	**	**	**	**	**	**	**	**	**	**
002	1450791	**	**	**	**	**	**	**	**	**	**	**	**
041	1450791	**	**	**	**	**	**	**	**	**	**	**	**
086	1450791	**	**	**	**	**	**	**	**	**	**	**	**
087	1450791	**	**	**	**	**	**	**	**	**	**	**	**
101	1450791	**	**	**	**	**	**	**	**	**	**	**	**

- 2010-11 Class IX for entire year - **Provide Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**
- 2011-12 Class X for entire year – **Provide Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**

(C) 1450792 Admitted in Class X from a School NOT affiliated with the CBSE (Transfer from outside the CBSE system) and is Registered for School Conducted

For 2010-11 Class IX Term I : **Marks shall not be available with the school. Provide ‘DA’ against Marks.**
 For 2010-11 Class IX Term II : **‘**’ provide Marks obtained for FA3, FA4 and SA2.**

For 2011-12 Class X Term I : **‘**’ provide Marks obtained for FA1, FA2 and SA1.**
 For 2011-12 Class X Term II : **‘**’ provide Marks obtained for FA3, FA4 and SA2.**

Subject Offered	Roll No.	2010-11 Class IX TERM I Marks Obtained			2010-11 Class IX TERM II Marks Obtained			2011-12 Class X TERM I Marks Obtained			2011-12 Class X TERM II Marks Obtained		
		FA1	FA2	SA1	FA3	FA4	SA2	FA1	FA2	SA1	FA3	FA4	SA2
002	1450792	DA	DA	DA	**	**	**	**	**	**	**	**	**
041	1450792	DA	DA	DA	**	**	**	**	**	**	**	**	**
086	1450792	DA	DA	DA	**	**	**	**	**	**	**	**	**
087	1450792	DA	DA	DA	**	**	**	**	**	**	**	**	**
101	1450792	DA	DA	DA	**	**	**	**	**	**	**	**	**

- 2010-11 Class IX for entire year - **Provide Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**
- 2011-12 Class X for entire year – **Provide Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**

**(D) 1450793 has passed Class X in 2010-11 and is appearing for Up gradation of Performance in 2011-12 :
Registered for School Conducted**

For 2010-11 Class IX Term I & Term II : **Marks and Grade shall not be available with the school.
Provide 'IM' against Marks and Grades.**

For 2011-12 Class X Term I : **'**' provide Marks obtained for FA1, FA2 and SA1.**
For 2011-12 Class X Term II : **'**' provide Marks obtained for FA3, FA4 and SA2.**

Subject Offered	Roll No.	2010-11 Class IX TERM I Marks Obtained			2010-11 Class IX TERM II Marks Obtained			2011-12 Class X TERM I Marks Obtained			2011-12 Class X TERM II Marks Obtained		
		FA1	FA2	SA1	FA3	FA4	SA2	FA1	FA2	SA1	FA3	FA4	SA2
		IM	IM	IM	IM	IM	IM	**	**	**	**	**	**
002	1450793	IM	IM	IM	IM	IM	IM	**	**	**	**	**	**
041	1450793	IM	IM	IM	IM	IM	IM	**	**	**	**	**	**
086	1450793	IM	IM	IM	IM	IM	IM	**	**	**	**	**	**
087	1450793	IM	IM	IM	IM	IM	IM	**	**	**	**	**	**
101	1450793	IM	IM	IM	IM	IM	IM	**	**	**	**	**	**

- 2010-11 Class IX for entire year - **Provide 'IM' against Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**
- 2011-12 Class X for entire year – **Provide Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**

**(E) 1450794 Admitted in Class X in April, 2011 from a School affiliated with the CBSE (Transfer within the CBSE system)
Registered for School Conducted**

For 2010-11 Class IX Term I and Term II :

- **Required Marks and Grade should be obtained from previous school and provided to the Board.**
- **Please ensure before entry that the Marks of such candidates are converted out of Max. Marks applicable in your school for each assessment and in each subject.**

For 2011-12 Class X Term I : **'**' provide Marks obtained for FA1, FA2 and SA1.**
For 2011-12 Class X Term II : **'**' provide Marks obtained for FA3, FA4 and SA2.**

Subject Offered	Roll No.	2010-11 Class IX TERM I Marks Obtained			2010-11 Class IX TERM II Marks Obtained			2011-12 Class X TERM I Marks Obtained			2011-12 Class X TERM II Marks Obtained		
		FA1	FA2	SA1	FA3	FA4	SA2	FA1	FA2	SA1	FA3	FA4	SA2
		**	**	**	**	**	**	**	**	**	**	**	**
002	1450794	**	**	**	**	**	**	**	**	**	**	**	**
041	1450794	**	**	**	**	**	**	**	**	**	**	**	**
086	1450794	**	**	**	**	**	**	**	**	**	**	**	**
087	1450794	**	**	**	**	**	**	**	**	**	**	**	**
101	1450794	**	**	**	**	**	**	**	**	**	**	**	**

- 2010-11 Class IX for entire year - **Provide Grade obtained from previous school for 1(B), 2(A), 2(B), 3(A) & 3(B)**
- 2011-12 Class X for entire year - **Provide Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**

(F) 14500795 Registered and allotted Roll No in your school and has taken TRANSFER in other School in October, 2011 :

For 2010-11 Class IX Term I and Term II : **'**' Provide Marks obtained for FA1, FA2, SA1 and FA3, FA4, SA2**

For 2011-12 Class X Term I : **'**' Provide Marks obtained for FA1, FA2 and SA1.**
For 2011-12 Class X Term II : **Provide 'TC' against Marks for FA3, FA4 and SA2**

Subject Offered	Roll No.	2010-11 Class IX TERM I Marks Obtained			2010-11 Class IX TERM II Marks Obtained			2011-12 Class X TERM I Marks Obtained			2011-12 Class X TERM II Marks Obtained		
		FA1	FA2	SA1	FA3	FA4	SA2	FA1	FA2	SA1	FA3	FA4	SA2
		**	**	**	**	**	**	**	**	**	TC	TC	TC
002	1450795	**	**	**	**	**	**	**	**	**	TC	TC	TC
041	1450795	**	**	**	**	**	**	**	**	**	TC	TC	TC
086	1450795	**	**	**	**	**	**	**	**	**	TC	TC	TC
087	1450795	**	**	**	**	**	**	**	**	**	TC	TC	TC
101	1450795	**	**	**	**	**	**	**	**	**	TC	TC	TC

- 2010-11 Class IX for entire year – **Provide Grade for 1(B), 2(A), 2(B), 3(A) & 3(B)**
- 2011-12 Class X for entire year - **Provide ‘TC’ against Grades for 1(B), 2(A), 2(B), 3(A) & 3(B)**

(G) ASHOK SONI has been TRANSFERRED from another CBSE school to your school in Nov., 2011 and Roll No NOT available in downloaded Registered Candidate’s Database i.e. List of Candidates

Download Proforma for Transfer Cases available on Board’s website www.cbse.nic.in and fill up required Assessment Data in Proforma. Please ensure before entry that the Marks of such candidates are converted out of Max. Marks applicable in your school for each assessment and in each subject.

For 2010-11 Class IX Term I and Term II :

- **Required Marks for FA1, FA2, SA1 and FA3, FA4, SA2 should be obtained from previous school.**
- **Required Grade should be obtained from previous school.**

For 2011-12 Class X Term I:

- **Required Marks for FA1, FA2 and SA1 should be obtained from previous school**

For 2011-12 Class X Term II:

- **Required Marks for FA3, FA4 and SA2 shall be available with the School.**
- **Required Grade shall be available with the school.**

Following Actions are required to be taken in sequence by the School given in above example for “Compilation and Uploading of Assessment Data for Session 2010-12” through CBSE-CCE2012 software :

- Action-01** (a) Download and **Print E-Manual** (Operational/ User Manual): **Refer Section 3.3**
 (b) Read E-Manual (Operational/ User Manual) before start of work
 (c) **Read Feedback** on the Assessment Data provided by the Schools for Session 2009-11 :**Refer Section II**
 (d) Download and Install **CBSE-CCE2012 software** on school computer: **Refer Section 3.3**
 (e) How to Open/Run CBSE-CCE2012 Software installed on School Computer **Refer Section 4.1**

Action-02 Download Registered Candidate’s Database from CBSE server i.e. List of Candidates (LOC) for Class X for Academic Session 2011-12 registered from school for School conducted as well as Board conducted with Roll No on school Computer: **Refer Section 5.1**

Note:	<p>c. Subjects for a candidate under Scholastic Areas Part 1(A) in Class IX and Class X have to be same</p> <p>d. 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.</p> <p>e. Skills Codes under Scholastic Areas-Part 1(B), Co-Scholastic Areas-Part 2(A) & 2(B) 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.</p> <p>f. Grades under Part 1(B), Part 2(A) & 2(B) and Part 3(A) & 3(B) are to be provided for Class IX and Class X separately for each activity for entire year. Descriptive Indicators shall be provided by the Board.</p> <p>g. Refer 2.1 for Subject code under Scholastic Areas Part 1(A) and Co-Scholastic Activities – Part 3(A) & 3(B)</p>
--------------	---

Action-03 Ensure correctness of Subject Codes under Scholastic Areas – 1(A) and Skill Codes under Co-Scholastic Activities –3(A) & 3(B):

- Print **Check List-1** : **Refer Section 5.2.1**
- Check **Check List-1** for correctness of Subject Codes under 1(A) and 3(A) & 3(B). Corrections, if any are marked with red ink on printed list. **Refer Section 5.2.2**

Suppose during checking, following errors are noticed :

- Skill Code in Class X under 3(A) is to be corrected as 532 and 534 for Roll No 1450785
- Subject Code 018 under 1(A) is to be added for Roll No 1450786
- Skill Code in Class X under 3(B) is to be corrected as 545 and 546 for Roll No 1450787
- Subject Code 006 under 1(A) is to be corrected as 101 and Subject Code 004 under 1(A) is to be deleted for Roll No 14050789
- Skill Code in Class IX under 3(A) is to be corrected as 531 and 532 for Roll No 1450785
- **ASHOK SONI has been TRANSFERRED from another CBSE school to your school in Nov., 2011 and Roll No NOT available in downloaded Registered Candidate’s Database i.e. List of Candidates**

Action-04 To update/ correct above Subject Code/ Skill Code corrections: **Refer Section 5.2.3**

Note:	<ul style="list-style-type: none"> Action-03 and Action-04 shall ensure correctness of Subject Code under Scholastic Areas – Part 1(A) and Skill Codes under Co-Scholastic Activities – Part 3(A) & 3(B) Action-03 and Action-04 be repeated till there is no error of Subject Code under Scholastic Areas – Part 1(A) and Skill Codes under Co-Scholastic Activities – Part 3(A) & 3(B) Subject corrections can not be done later. Therefore, it must be ensured that all Subject corrections under Scholastic Areas 1(A) and Co-Scholastic Activities 3(A) & 3(B) are carried out before proceeding further.
--------------	--

Action-05 Assign Subject Wise Max Mark to each Assessment/ Examination conducted by the school: Refer Section 5.2.4 :

Suppose during 2010-11 Class IX Term I & Term II and 2011-12 Class X Term I & Term II, School has conducted different Assessments/ Examination in different subjects under Scholastic Areas Part 1(A) with Max. Marks as follows:

Subject Offered in the School	2010-11 Class IX TERM I Max. Marks			2010-11 Class IX TERM II Max. Marks			2011-12 Class X TERM I Max. Marks			2011-12 Class X TERM II Max. Marks		
	FA1	FA2	SA1	FA3	FA4	SA2	FA1	FA2	SA1	FA3	FA4	SA2
002 HINDI COURSE-A	40	25	80	25	40	80	25	40	80	40	25	80
018 FRENCH	30	30	80	30	30	80	30	30	80	30	30	80
041 MATHEMATICS	40	25	80	20	60	80	25	40	80	40	25	80
086 SCIENCE	40	25	80	25	40	80	25	40	80	40	25	80
087 SOCIAL SCIENCE	40	25	80	25	40	80	25	40	80	40	25	80
101 ENGLISH COMM.	40	25	80	25	40	80	25	40	80	40	25	80

Note :

- The CBSE-CCE2012 software will automatically calculate required Term wise weightage for Formative Assessments and Summative Assessment for session 2010-12.
- The Term-wise weightage for Formative Assessments and Summative Assessments under Scholastic Areas Part 1(A) for Academic session 2010-12 are as follows:

Assessments	Term I			Term II			Total
	FA1	FA2	SA1	FA3	FA4	SA2	
Formative Assessments	10%	10%		10%	10%		40%
Summative Assessments			20%			40%	60%

Action-06 CREATE Excel files through CBSE-CCE2012 software - Term wise for data Entry: **Refer Section 6.2**

- Excel files shall be created Class/ Term wise for each Assessment/Examination under Scholastic Areas Part-1(A) for Marks entry - for all Subjects offered in the school as per **Section 6.2**
- Excel files shall be created Class wise for all Skills under Scholastic Areas Part-1(B), Co-Scholastic Areas Part-2(A) & 2(B) and Co-Scholastic Activities Part-3(A) & 3(B) for Grades entry for entire year as per **Section 6.2**.

(a) For Scholastic Areas Part 1(A) – Excel files for all Subjects offered by the candidates in the School shall be created - Class/ Term wise as follows :

Class	Academic Session	TERM	Assessment/ Examination	Excel File created shall be	Folder / Directory
IX	2010-11	I	FA1/FA2/SA1	2011_Class IX –T1_002.xls 2011_Class IX –T1_018.xls 2011_Class IX –T1_041.xls 2011_Class IX –T1_086.xls 2011_Class IX –T1_087.xls 2011_Class IX –T1_101.xls	2011T1
		II	FA3/FA4/SA2	2011_Class IX –T2_002.xls 2011_Class IX –T2_018.xls 2011_Class IX –T2_041.xls 2011_Class IX –T2_086.xls 2011_Class IX –T2_087.xls 2011_Class IX –T2_101.xls	2011T2

X	2011-12	I	FA1/FA2/SA1	2012_Class X –T1_002.xls 2012_Class X –T1_018.xls 2012_Class X –T1_041.xls 2012_Class X –T1_086.xls 2012_Class X –T1_087.xls 2012_Class X –T1_101.xls	2012T1
		II	FA3/FA4/SA2	2012_Class X –T2_002.xls 2012_Class X –T2_018.xls 2012_Class X –T2_041.xls 2012_Class X –T2_086.xls 2012_Class X –T2_087.xls 2012_Class X –T2_101.xls	2012T2

(b) For Scholastic Areas Part 1(B), Co-Scholastic Areas Part 2(A) & 2(B) and Co-Scholastic Activities Part 3(A) & 3(B) for Grade entry for all Skills Class wise for entire year :

Excel files for Part 1(B), 2(A), 2(B), 3(A), and 3(B) shall be created – Class wise for entire year.

Class	Academic Session	Excel File	Folder / Directory
IX	2010-11	2011_ClassIX_1B.xls for Scholastic Areas Part-1(B) 2011_ClassIX_2A.xls for Co-Scholastic Areas Part-2(A) 2011_ClassIX_2B.xls for Co-Scholastic Areas Part-2(B) 2011_ClassIX_3A.xls for Co-Scholastic Activities Part-3(A) 2011_ClassIX_3B.xls for Co-Scholastic Activities Part-3(B)	2011T2
X	2011-12	2012_ClassX_1B.xls for Scholastic Areas Part-1(B) 2012_ClassX_2A.xls for Co-Scholastic Areas Part-2(A) 2012_ClassX_2B.xls for Co-Scholastic Areas Part-2(B) 2012_ClassX_3A.xls for Co-Scholastic Activities Part-3(A) 2012_ClassX_3B.xls for Co-Scholastic Activities Part-3(B)	2012T2

Note:

- Take printout of Excel Files created and use this printout as a check list for monitoring and supervision of Marks and Grade entry. Tick each file as and when Marks and Grade entry is over.
- Created Excel files may be copied on other computers where Marks and Grade are to be entered.
- Entry has to be made in Microsoft Office Excel 2003/2007.

Action-07 Entry of Marks and Grade in created Excel Files: Refer Section 6.3 and 6.4

(a1) For Entry of Marks under Scholastic Areas Part 1(A) for 2010-11 Class IX Term II for FA3, FA4, SA2 (Refer Section 6.3 and 6.4.1(a)) i.e

SESSION – 2010-11 EXAM – Class IX – Term II SUBJECT – MATHEMATICS

Select 2011_Class IX –T2_041.xls and enter Marks for 2010-11 Class IX Term II MATHEMATICS

SESSION	2010-11	EXAM		Class IX - Term II		SUBJECT		041-MATHEMATICS	
		FA3-MAX	20	FA4-MAX	60	SA2-MAX	80	Grade Upgraded (Y/N)	
		FA3		FA4		SA2			
ROLLNO	NAME	Obt.	WT-10%	Obt.	WT-10%	Obt.	WT-40%		
1450784	DINESH SONI								
1450785	KAMALPREET SINGH								
1450786	VARUN CHAWLA								
1450787	SHIVANI KALRA								
1450788	PRASHANT BALANA								
1450789	AMANDEEP KAUR RAMANA								
1450790	SHIVANGI DHURIA								
1450791	BHAVYA SONI								
1450792	ASHOK								
1450793	RAMESH								
1450794	SHYAM								
1450795	MOHAN								

Similarly for data entry of other Subjects :

- Select 2011_Class IX –T2_002.xls and enter Marks for 2010-11 Class IX Term II HINDI COURSE A
- Select 2011_Class IX –T2_018.xls and enter Marks for 2010-11 Class IX Term II FRENCH
- Select 2011_Class IX –T2_086.xls and enter Marks for 2010-11 Class IX Term II SCIENCE
- Select 2011_Class IX –T2_087.xls and enter Marks for 2010-11 Class IX Term II SOCIAL SCIENCE
- Select 2011_Class IX –T2_101.xls and enter Marks for 2010-11 Class IX Term II ENGLISH COMM.

Note : This shall complete Entry of Marks under Scholastic Areas Part 1(A) for 2010-11 Class IX Term II

(a2) For Entry of Marks under Scholastic Areas Part 1(A) for 2010-11 Class IX Term I for FA1, FA2, SA1 (Refer Section 6.3 and 6.4.1(a)) i.e.

- Select 2011_ClassIX-T1_002.xls and enter Marks for 2010-11 Class IX Term I HINDI COURSE.
- Select 2011_ClassIX-T1_018.xls and enter Marks for 2010-11 Class IX Term I FRENCH
- Select 2011_ClassIX-T1_041.xls and enter Marks for 2010-11 Class IX Term I MATHEMATICS.
- Select 2011_ClassIX-T1_086.xls and enter Marks for 2010-11 Class IX Term I SCIENCE
- Select 2011_ClassIX-T1_087.xls and enter Marks for 2010-11 Class IX Term I SOCIAL SCIENCE.
- Select 2011_ClassIX-T1_101.xls and enter Marks for 2010-11 Class IX Term I ENGLISH COMM.

Note : This shall complete Entry of Marks under Scholastic Areas Part 1(A) for 2010-11 Class IX Term I

Note:	<ul style="list-style-type: none"> • (a1) and (a2) shall complete Entry of Marks under Scholastic Areas Part 1(A) for 2010-11 Class IX Term I and Term II. • Print Check List of Marks entered using File, Print menu in Excel • Check Check List and make corrections, if any with red ink on printed Check List • Make correction, if any in the respective Excel file
--------------	--

(b1) For Entry of Grade under Scholastic Areas 1(B) for 2010-11 Class IX: Refer Section 6.3 and 6.4.1(b)

Select 2011_ClassIX_1B.xls and enter Grade for 2010-11 Class IX. in 1(B)

SESSION	2010-11	EXAM	Class IX	
			500-WRK EXP GRADE	501-ART EDN GRADE
1450784	DINESH SONI			
1450785	KAMALPREET SINGH			
1450786	VARUN CHAWLA			
1450787	SHIVANI KALRA			
1450788	PRASHANT BALANA			
1450789	AMANDEEP KAUR RAMANA			
1450790	SHIVANGI DHURIA			
1450791	BHAVYA SONI			
1450792	ASHOK			
1450793	RAMESH			
1450794	SHYAM			
1450795	MOHAN			

(b2) For Entry of Grade under Co-Scholastic Areas 2(A) for 2010-11 Class IX: Refer Section 6.3 and 6.4.1(b)

Select 2011_ClassIX_2A.xls and enter Grade for 2010-11 Class IX. in 2(A)

(b3) For Entry of Grade under Co-Scholastic Areas 2(B) for 2010-11 Class IX: Refer Section 6.3 and 6.4.1(b)

Select 2011_ClassIX_2B.xls and enter Grade for 2010-11 Class IX in 2(B).

(b4) For Entry of Grade under Co-Scholastic Areas 3(A) for 2010-11 Class IX: Refer Section 6.3 and 6.4.1(b)

Select 2011_ClassIX_3A.xls and enter Grade for 2010-11 Class IX. in 3(A)

SESSION	2010-11	EXAM	Class IX			
			ROLLNO	NAME	3A SKILL-1	GRADE
1450784	DINESH SONI	531 LIT&CRT			533 VIS&ART	
1450785	KAMALPREET SINGH	531 LIT&CRT			533 VIS&ART	
1450786	VARUN CHAWLA	531 LIT&CRT			533 VIS&ART	
1450787	SHIVANI KALRA	531 LIT&CRT			533 VIS&ART	
1450788	PRASHANT BALANA	531 LIT&CRT			533 VIS&ART	
1450789	AMANDEEP KAUR RAMANA	531 LIT&CRT			533 VIS&ART	
1450790	SHIVANGI DHURIA	531 LIT&CRT			533 VIS&ART	
1450791	BHAVYA SONI	531 LIT&CRT			533 VIS&ART	
1450792	ASHOK	531 LIT&CRT			533 VIS&ART	
1450793	RAMESH	531 LIT&CRT			533 VIS&ART	
1450794	SHYAM	531 LIT&CRT			533 VIS&ART	
1450795	MOHAN	531 LIT&CRT			533 VIS&ART	

(b5) For Entry of Grade under Co-Scholastic Areas 3(B) for 2010-11 Class IX: Refer Section 6.3 and 6.4.1(b)

Select 2011_ClassIX_3AB.xls and enter Grade for 2010-11 Class IX in 3(B)

Note:	<ul style="list-style-type: none"> • This shall complete Entry of Grade under 1(B), 2(A), 2(B), 3(A), 3(B) for 2010-11 Class IX • Print Check List of Grades entered using File, Print menu in Excel • Check Check List and make corrections, if any with red ink on printed Check List • Make correction, if any in the respective Excel file
--------------	--

Action-08 Posting of Marks and Grade entered in Excel files to CBSE-CCE2012 software : Refer Section 6.5

To ensure accuracy of Marks and Grade posted, following Action required after Posting of Marks and Grades from Excel files to CBSE-CCE2012 software : Refer Section 6.6

Action Required	Reference
FOR Scholastic Subjects under Part 1A for all subjects in each Term :	
9. Printing of Check List of Marks from CBSE-CCE2012 software Subject wise for each Term	As per 6.6.1
10. Checking of correctness of Marks	Manual action
11. Updation/ Correction of Marks errors, if any – Subject wise for each Term	As per Section 6.6.3
12. Printing of Blank (Missing) Marks/ Grades/ Error List	As per Section 6.6.4
FOR Co-Scholastic Areas/ Activities under Part 1(B)/2(A)/2(B)/3(A)/3(B) for all Skills in each Class :	
13. Printing of Check List of Grades from CBSE-CCE2012 software for Class IX and Class X separately for entire year	As per 6.6.2
14. Checking of correctness of Grades	Manual action
15. Updation/ Correction of Grade errors, if any – Skill wise for Class IX and Class X separately for entire year	As per Section 6.6.3
16. Printing of Blank (Missing) Marks/Grades/Error List	As per Section 6.6.4

- Printing of Check list of Marks from CBSE-CCE2012 software (Check List-2) and its checking
- Printing of Check List of Grades from CBSE-CCE2012 software (Check List-3) and its checking
- Updation/ Correction of Marks and Grades in CBSE-CCE2012 software as per Section 6.6.3

Action-09 Printing of Blank (Missing) Marks/Grade or Error List from CBSE-CCE2012 software (Check List-4):

- Print **Check List-4** of Blank (Missing) Marks / Grade or Error List .
- Check **Check List-4** and make corrections, if any with red ink on printed Check List
- Make correction, if any **as per Section 6.6.3**

Note:	If any of the candidates is without Mark or Grade or any error, the data will not be uploaded and Error Message ' Please do complete Mark or Grade Entry for the Term is displayed ' and an Error List for which the Mark/ Grade is blank or invalid are displayed on the Screen.
--------------	--

Action-10 Exporting / uploading Assessment data from school computer to CBSE server through CBSE-CCE2012 software:

- Create Excel file for **Exporting/ Uploading TERM wise Marks and Grades : Refer Section 7.1**
- **Exporting/ Uploading TERM and Class wise Assessment data from School Computer to CBSE server: Refer Section 7.2**

Action-11 Printing of Final List with Marks and Grades from CBSE server : Refer Section 8.0

After uploading of Assessment Data for 2010-11 Class IX Term I and Term II, Print Final List with Marks and Grade from CBSE Server and send it to the respective Regional Office of the CBSE in a sealed cover.

Note:

- Action-06 to Action-10 shall complete **Compilation and Uploading of Assessment Data for Session 2010-11 Class IX Term I**
- Action-06 to Action-10 be repeated to complete **Compilation and Uploading of Assessment Data for Session 2010-11 Class IX Term II**
- Action-11 shall complete **Printing of Final List with Marks and Grades from CBSE Server and send it to the respective Regional Office of the CBSE in a sealed cover. A copy of the Final List should be retained by the School as office copy.**

- | |
|--|
| <ul style="list-style-type: none">• Action 01 to Action 04 should not be repeated for 2011-12 Class X Term I and Term II• Action 05 should be carried out for :<ul style="list-style-type: none">Class IX 2010-11 FA1, FA2, SA1Class IX 2010-11 FA3, FA4, SA2
Class X 2011-12 FA1, FA2, SA1Class X 2011-12 FA3, FA4, SA2• Action 06 should be carried out for :<ul style="list-style-type: none">Class IX 2010-11 Term IClass IX 2010-11 Term II
Class X 2011-12 Term IClass X 2011-12 Term II• Action 07 to Action 11 be repeated for 2011-12 Class X Term I and Term II |
|--|