



Central Board of Secondary Education

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

M.C. SHARMA
CONTROLLER OF EXAMINATIONS

DO(COORD)/2012

15th February 2012

Sub: Amedment/Additions in Guidelines for Centre Superintendents/Spot Evaluation and Observation Schedule for Senior School Certificate (Class XII) and Secondary School (Class X) Examinations, 2012

Dear Principal,

Let me take this opportunity to extend my very warm greetings to you for the New Year and express my very sincere thanks to you for extending your unqualified support to CBSE in the conduct of 2011 examination.

1. You are aware that class X & XII examinations are to begin from 1st March,2012 Through this letter, I want to invite your attention to some of the critical issues that have a bearing on people's trust in our examination system. It is our bounden duty to sustain this trust.
2. Firstly, it is essential that the conduct of examination does not appear to be fair only but should enjoy the complete confidence and trust of the public at large. This is an onerous task. It would demand whole hearted dedication of functionaries at various levels involved in the examination. I hope, we will discharge our responsibilities in a team spirit no matter wherever we happen to be placed.
3. Linked with the conduct of examinations are the perceptions & reactions about the question papers administered in different subjects. These reactions are received from the diversified groups spread all over the country and also from abroad . Interest groups, more so the schools and the students have every right to air their views on the quality of question papers administered. But this right puts an added responsibility on them to see that the observations and comment are not made to gain cheap popularity. Rather these should be made to strengthen the system. We should also keep in mind that during examinations, examinees are under heavy stress and anxiety and our adverse views on the question papers through different media, often upset them in their preparations of future examinations. It would, therefore, be advisable that schools should send their reactions and perceptions direct to the Board instead of expressing them to the media.

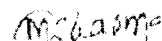
4. To give a fair deal to the comments on the question papers and redress the genuine grievances of students, CBSE has developed an Observation Schedule, a copy of which is enclosed in case you have your observations about a question paper, these may please be recorded and forwarded as per directions contained therein within twenty four hours of the conduct of examination of the subject concerned so that these observations could be considered by the expert group while preparing the marking scheme. You are aware that with the introduction of Continuous and Comprehensive Evaluation w.e.f 2009-2011 session, the first batch of Class X student has appeared for the 2011 Examination and second batch will be appearing for 2012 Examination. The Board will be having two sets of students appearing for the Summative Assessment II-one set appearing for Board conducted and the second set appearing for school conducted Summative Assessment II. The observations on the question papers administered for Board conducted Summative Assessment II should only be sent to the Board within twenty four hours of the conduct of the examination of the subject concerned
5. Careful marking of script and timely declaration of results in our paramount concern. To ensure this we need quality examiners in adequate numbers. It has been observed in the past that some Schools under one pretext or the other do not relieve the teachers for evaluation work and the Board has to remind them in the midst of the evaluation work. This is an undesirable practice. I would, therefore, appeal to you to relieve your teachers for evaluation work instead of complaining about the quality of marking subsequently. Teachers selected for evaluation work must report on the appointed date and time. This is essential because on the first day, marking schemes are studied, discussed and clarified to the examiners. Non-release of teachers may compel the board to delay the declaration of result of the defaulting institution and also initiate disaffiliation proceedings.
6. I request you to participate willingly and not reluctantly. Rather advise your teachers to be regular and very serious in marking as it amounts to professional judgement on 10 to 12 years of hard work put in by the examinees. If you happen to be the Head Examiner/Additional Head Examiner please ensure that the sample checking of answer book of each evaluator is just not routine. It should conform to the marking scheme so that it provides academic guidance to the evaluators for objective and uniform evaluation
7. In order to preserve sanctity of the system and avoid criticism, I request the principals appointed as Chief Nodal Supervisors to provide logistic and administrative support to the Head Examiners and also to ensure that the answer books are evaluated as per the instructions/markings scheme(s) provided by the Board.
8. As per orders of the Hon'ble Supreme Court, the candidates would now be permitted to obtain photocopy of the Answer Book on request on payment of the prescribed fee. All examiners/Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points for each answer as given in the Marking Scheme.
9. For 2012 examinations, some new instructions have been provided in the Guidelines for the Spot Evaluation. You are requested to kindly read these instructions carefully, I am enclosing a compiled list of these instructions as annexure 'A' for your ready reference.

In the end, I once again request you to please extend your willing co-operation to the Board in the smooth and fair conduct of examinations. I am sure, with your active support we shall be able to preserve the sanctity of the system and avoid criticism. Needless to mention that we all are custodian of examinees faith and we have to preserve it at all cost.

With warm regards

To,
Principals of all the Schools
affiliated to the Board.

Yours Sincerely,



(M.C. Sharma)

Encls : - As above

Copy to :

1. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi - 110054
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi- 110016
3. The Secretary, Central Tibetan School Administration, EFF, ESS Plaza, Sector - 3, Rohini, Delhi-85
4. The Additional Director General, Director General of Army Education, A-wing, Sena Bhawan, DHQ-PO, New Delhi
5. The Deputy Director of Education, Border Security Force, Block -10, CGO Complex, Lodhi Road, New Delhi-110003.
6. The Secretary, AWES, Army Headquarters, Adjutant General Branch CW-4, Army Welfare Education Society, West Block No.3, R.K.Puram, New Delhi-110022
7. The Secretary & Director Education, Govt. of Sikkim, Gangtok (Sikkim) - 737101
8. The Director of Education, Andaman and Nicobar island, Port Blair -744101.
9. The Director of School Education, Govt. of Arunachal Pradesh, Civil Sectt.. Ita Nagar-791111, Arunachal Pradesh
10. The Director Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi-110048.
11. The Director of Public Instruction, Chandigarh Administration, Sector-9 Chandigarh-160017
12. All the HODs and other Officers of CBSE
13. The E.O. to Chairman, CBSE
14. All the Regional Officers of the CBSE.
15. All the Education Officers of the CBSE
16. Joint Secretary(IT), CBSE with a request to host the circular on the Website.
17. The PRO, CBSE, Delhi

(Signature)

CONTROLLER OF EXAMINATIONS

A. AMENDMENTS/ADDITION IN THE GUIDELINES FOR SPOT EVALUATION-2012.

3.56 The HE/AHE will obtain a certificate from the examiners/coordinators that they have evaluated the answer sheets according to correct set of question paper and strictly as per marking scheme/grand total on the title-cover and correct marks have been entered in the award-List.

3.56 मुख्य परीक्षक/ सहायक मु. परीक्षक, परीक्षकों से/ समन्वयकों से इस आशय का प्रमाण पत्र प्राप्त करेगा कि उत्तर पुस्तिकाओं का मुल्यांकन प्रश्न पत्र के समुचित सेट के अनुसार व पूर्णतः अंक योजना के अनुसार किया है। मुख्य पृष्ठ पर अंकों का पूर्ण योग सही है और अवार्ड लिस्ट में सही अंक दर्शाये गये हैं।

CENTRAL BOARD OF SECONDARY EDUCATION

OBSERVATION SCHEDULE-2012

SCHOOL NO. _____

Name and complete Postal Address of the School

Tel No. Office _____

Res _____

Date of Examination _____

Subject & Subject Code _____

Class XII / X

Question Paper Code _____

| S.No. | Nature of Complaint | Question No(s) Suggestions (attach separate sheet, if so required) |
|-------|---------------------|--|
|-------|---------------------|--|

| | | |
|----|---------------------------------|-------|
| 1. | Question deemed out of syllabus | _____ |
|----|---------------------------------|-------|

| | | |
|----|---|-------|
| 2. | Beyond the comprehension level of the candidate | _____ |
|----|---|-------|

| | | |
|----|--------------------|-------|
| 3. | Faulty translation | _____ |
|----|--------------------|-------|

| | | |
|----|----------------------------------|-------|
| 4. | Defective formation of questions | _____ |
|----|----------------------------------|-------|

| | | |
|----|--|-------|
| 5. | Any other (please specify with Relevant details) | _____ |
|----|--|-------|

Signature of the School Head _____

Name of the School Head (in capital letters) _____

NOTE :

1. Use only one proforma (may be photocopied) for each subject in case you have comments about the question papers administered by CBSE for Class XII and Class X (Board conducted examination only)
2. The Observations may be E-mailed/delivered/faxed within twenty four hours of the conducts of examination of the subject concerned.
3. E-Mail/deliver/fax it simultaneously to :
 - i) The subject Expert of your Region selected to participate in the Marking Scheme Development Programme
 - ii) Deputy Secretary (Coordination), CBSE, 2, Community Centre, Preet Vihar, Delhi-110 301
 - a) Fax Numbers : 011-22057089/22517250/22515828
 - b) E-mail: mcsharma2007@rediffmail.com
4. The comments should be clear but brief
5. Please use separate proforma for separate question paper code.