



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

SO(COORD)/2014

11/12/13

Sub: Amendment/Additions in Guidelines for Centre Superintendents/Spot Evaluation and Observation Schedule for Senior School Certificate (Class XII) and Secondary School (Class X) Examinations, 2014.

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 2013 examination.

1. You are aware that class X & XII examinations are to begin from 1st March, 2014. 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 comments 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 question paper(s), 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 the scheme of Continuous and Comprehensive Evaluation has been implemented w.e.f the session 2009-2011 for students studying in schools affiliated to Board upto Secondary and Senior Secondary level. W.e.f. 2012-13 session of class X the school based Summative Assessment-II has been extended to all the Schools affiliated to the Board irrespective whether they are affiliated upto Secondary or Senior Secondary level. According to the revised scheme students of schools affiliated to the Board who wish to move out of the CBSE system after class X are required to take the Board's external examination at Secondary level. The observations on the question papers administered for Summative Assessment-II under scheme-II i.e Board conducted examination 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 scripts and timely declaration of results is 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 teacher 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/marking scheme(s) provided by the Board.
8. As per orders of the Hon'ble Supreme Court, the candidates who had requested for providing photocopy of the evaluated answer books had been provided the same. After getting the photocopies of the evaluated answer books, representations have been received referring to under marking or not awarding marks as per the value points given in the Marking Scheme. As this year, also, photocopies of the evaluated answer books would be provided all Examiners, Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points given in the Marking Scheme so that the Board could be in a position to defend the evaluation at any forum.

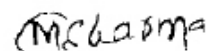
9. For 2014 examinations, some new instructions have been provided in the Guidelines for the Centre Superintendents and Guideline for Spot Evaluation. You are requested to Kindly read these instructions carefully, I am enclosing a compiled list of these instructions as Annexure 'A' for your ready reference.
10. With the introduction of Continuous and Comprehensive Evaluation Scheme upto Secondary level, there may be teachers teaching in classes IX and X whose ward/near relation may also be appearing for the Class IX/X examination from the same school. The Head of the Institution shall ensure that such teachers are not involved in the invigilation/evaluation duties for class IX/X, as the case may be, as far as possible. In case it is not feasible to absolve them from evaluation duties, the evaluation work should invariably be got done under the supervision of the Head of the School.
11. All the Schools affiliated to the Board would also be conducting Summative Assessment-2 under Scheme 1 i.e school based. Measures to be taken during the conduct of Summative Assessment 2 are enclosed in Annexure B which should be adhered to for smooth and fair conduct of the Assessment.

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 examinees faith and we have to preserve it at all cost.

With warm regards

Encls:- As above

Yours Sincerely



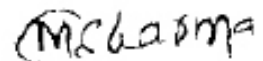
(M.C. Sharma)

To,

Principal of all the Schools
affiliated to the Board.

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 P.S. to Chairman, CBSE
14. All the Director/ Regional Officers of the CBSE.
15. The Director(IT), CBSE with a request to host the circular on the Website.
16. The PRO, CBSE, Delhi



CONTROLLER OF EXAMINATIONS

CENTRAL BOARD OF SECONDARY EDUCATION

OBSERVATION SCHEDULE-2014

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)
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- | | | |
|----|--|-------|
| 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 conduct of examinations 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) The Joint Secretary (Coordination), CBSE, 2, Community Centre, Preet Vihar, Delhi-110 301
 - a) Fax Numbers : 011-22057089/22517250
 - b) E-mail:mcs.cbse@gmail.com/
dscoordcbse@gmail.com
4. The comments should be clear but brief
5. Please use separate proforma for separate question paper code.

AMENDMENTS/ADDITION IN THE GUIDELINES FOR CENTRE SUPERINTENDENTS 2014

1. Guidelines for Centre Supdts. and Asstt. Supdts. DELHI REGION/OTHER THAN DELHI REGION.

1.42 Candidates be permitted to use only blue-black or royal-blue ink/gel/ballpoint pen. Case(s) of candidates using any other writing instrument/ink/pencil for writing on the answer book(s) be reported to the Regional Officer concerned. Cases of Answer Books left blank by the candidate(s) be also reported to the Regional Officer concerned.

DELHI REGION

1.43 Candidates be permitted to use only blue-black or royal-blue ink/gel/ballpoint pen. Case(s) of candidates using any other writing instrument/ink/pencil for writing on the answer book(s) be reported to the Regional Officer concerned. Cases of Answer Books left blank by the candidate(s) be also reported to the Regional Officer concerned.

2. Direction for candidates:- Para 4.9- Use only blue-black or royal-bue ink/gel/ballpoint pen. Using of any other writing instrument/ink/pencil etc. will be on his risk and responsibility.

AMENDMENTS/ADDITION IN THE GUIDELINES FOR SPOT EVALUATION- 2014

INSTRUCTIONS FOR HEAD EXAMINERS

3.57 - Candidates have been permitted to use only blue-black or royal-blue ink/gel/ballpoint pen. Answer book(s) written with any other instrument/ink or pencil be reported to the Regional Officer concerned.

3.58 - Cases of Answer books left blank by the candidate(s) be also reported to the Regional Officer concerned.

**Measures to be taken during the conduct of Summative Assessment-2
under Scheme 1 i.e School based**

1. That the candidates should be advised to be in their seats 30 minutes before the scheduled commencement of the assessment.
2. They may be given the Question Paper for the day 15 minutes before the commencement . This time be allotted to read the question paper only. The students will not write any answer on the answer book during this period.
3. Proper seating arrangement should be made for the conduct of the assessment.
4. The schools are advised to club themselves with the Sahodaya Cluster and schools in a particular city and design the combined date-sheet for conduct of the Assessment and evaluation of Answer Books.
5. Sufficient number of invigilators be deployed for invigilation duty.
6. It must be ensured that teacher who are teaching a particular subject should not be given invigilation duty on the day when examination of the concerned subject is being conducted.
7. No candidate should be allowed to leave the examination hall before the expiry of half the time allotted for the paper.
8. Efforts must be made to ensure that no unfair means are permitted during the conduct of the assessment.
9. The visually impaired, physically handicapped, spastic, dyslexic, autistic and candidates with disabilities as defined in the Persons with Disabilities Act 1995 shall be extended the facility of extra time and that of the Scribe(amanuensis) as per rules of the Board.

10. There may be teachers teaching in Classes IX and X whose ward/near relation may also be appearing for the Class IX/X examination from the same school. The Head of the Institution shall ensure that such teachers are not involved in the invigilation/evaluation duties for class IX/X, as the case, may be. In case it is not feasible to absolve them from evaluation duties, the evaluation work should invariably be got done under supervision of the Head of the Schools.
11. An undertaking must be obtained from the invigilators that their no near relation(s) is/are appearing at the examination.
12. Immediately after the expiry of the time of examination the Centre Superintendent shall collect all the answer Books from the invigilators. These should then be personally checked by the Centre Superintendent with the List of Candidates who appeared in each subject in that session.
13. After the examination is over the answer-books must be got evaluated strictly as per the Marking Scheme provided by the Board.
14. In case of preparing the Question Paper by the School itself the evaluation be done as per the Marking Scheme prepared by that school.
15. The answer books after evaluation must be also kept with the set of Question Papers and Marking Scheme properly and safely for verification by the Board at any time.