CBSE/Coord/AS/112492/ CCE Data/2099   **Dated: 15/03/2017**

Principals/Heads of the Institution,
Affiliated to the CBSE

Sub: Uploading of Class X Result Data by the Schools (for 2017 exams).

Dear Sir/Madam,

       This year (i.e. session 2016-17) Board will be collecting CCE result data of class X only through online system. The schedule of the same is enclosed as per annexure.

       After due consideration it has been decided that this year onwards Board will not include Class IX result in Gradesheet cum Certificate of Performance of Class X. This provision will be applicable to both Board based and school based candidates. However schools are advised to conduct the Class IX Summative Assessments and Formative Assessments in its true spirit and the failure of Class IX should not be promoted to Class X to appear for any of the SAs and FAs of Class X. Further, in class X for Co-scholastic areas, certificate will be issued separately by the school. Co-scholastic Grade Certificate can be issued by the School on School's stationery in the format as provide in part 2 & 3 of CCE Certificate 2015-16.

       Link for uploading data will be accessible through School login/password as used during LOC/Registration. Recently affiliated schools should contact the concerned Regional Office of the CBSE for obtaining the password.

       For any queries IT unit of the concerned Regional Office (details given in Annexure) may be contacted.

Yours faithfully,

(K.K.CHOUDHURY)
CONTROLLER OF EXAMINATIONS

Annexure -I

Time Schedule for finalization of FA SA Data

Class X

FA and SA	20th March, 2017 to 20th April, 2017

Failure to timely upload the correct result data will attract following penalties:-

	Head	Penalty (Rs.)	
a	Penalty for Correction in hard copy of FA/SA data submitted Online	1000	per candidate
b	Penalty for late submission of hardcopy of LoC/ Penalty for late submission of Online FA/SA data/ Penalty for late submission of hardcopy of FA/SA data (submitted online)		
i	Upto 15 days from prescribed date of submission	5000	Penalty in Rs.
ii	upto 30 days after prescribed date of submission	10000	
iii	upto 45 days after prescribed date of submission	15000	
iv	upto 60 days after prescribed date of submission	20000	

Schools are thereby requested to be careful while filling the particulars of the students and send hardcopy after online submission of data.

Annexure -II

Points to be noted while uploading the marks

Marks of class IX are not to be entered. Only marks of FA/SA of class X are to be entered in following manner:

i. Marks of FAs should be out of 40 (taking all four FAs together i.e. FA1 to FA4) and SA1 (out of 30) and SA2 (out of 30).

ii. In music subject marks of FA should be entered as Zero (0). For SA marks of Music should be out of 50.

iii. For the students of Board Based SA2, schools are advised to put BC against the Marks field.

iv. The result data will have to be uploaded using pre-formatted downloadable excel file. The result data file format will be different for FA and SA and school will be able to upload the marks in the file in chronological order. Detailed instructions will appear after the login window.

v. For Direct admission in class X school should obtain the marks of FAs & SAs of the student awarded by the previous (CBSE affiliated) school (only class X marks) and enter the same in the system.

vi. Marks of ASL (Assessment in Speaking and Listening) are to be uploaded while uploading grade point in co-scholastic area.

Instructions for Uploading of English and ASL marks

   a) The marks to be uploaded for English theory should be out of 70.
   b) The theory marks obtained out of 70 have to be converted to be out of 30 both for SA1 and SA2.
   c) Marks obtained after conversion have to be uploaded against English Theory marks in online system.
   d) ASL marks obtained out of 20 (best of SA1 and SA2) have to be uploaded online separately.
   e) The result of class X in the subject of English will be calculated combining both the marks obtained to be out of 90 (70+20) (Theory 70 + ASL 20).
   f) Passing criteria in class IX and X will be applied on combined marks obtained in Theory and ASL.

vii. In case where the marks of any student/subject could not be uploaded in the system in respect of cases pertaining to Change of subject/ Transfer case/ Direct Admission case, the same will be collected by the Regional Office CBSE. For direct admission cases Regional Offices will issue registration number.

viii. Co-Scholastic grades will not be taken, however school has to upload numerical grade point scored by students in all the co-scholastic areas taken together. The grade point will be as following scale:

Grade	Grading Point Range	Grade Point
A	4.1-5.0	5
B	3.1-4.0	4
C	2.1-3.0	3
D	1.1-2.0	2
E	0.1-1.0	1

ix. An illustration of calculating and entering grade point of co-scholastic areas on website is as under:

S.No.	Co-Scholastic Area	Grade awarded	Rounded off grade
1	Thinking Skill	4.1	5
2	Social Skill	3.2	4
3	Emotional Skills	4.6	5
4	Work Education	3.5	4
5	Visual and Performing Arts	4.5	5
6	Attitude and Values for teachers	2.5	3
7	Attitude and Values for school mates	3.5	4
8	Attitude and Values for school programmes	3.2	4
9	Attitude and Values for value system	4.8	5
10	Literary and creative skills	3.6	4
11	Scientific Skills	4.9	5
12	Sports/indigenous sports	2.8	3
13	First Aid	3.6	4
		Co-Scholastic Grade Point to be entered on the website*	55

(*) In general, the co-scholastic grade point to be uploaded will be in between 13 and 65 excepting AB(Absent) cases.

Annexure-III

<u>Minimum passing in FA and SA: As per circular no. COORD/EC-14.01/2013 DATED 08.08.13:-</u>

i. It would be mandatory for a student to appear in both the Summative Assessments in both Classes IX & X.

ii. In case of non-appearance in Summative Assessments on grounds of illness, one more chance to appear in SA1 may be given upto 31st October in Class X. SA2 of Class X be held only as per the schedule given by the school/datesheet published by the Board in the month of March. EIOP for SA2 in class X be conducted as per Rule 42(i) (b) of the Examination Byelaws i.e. by the Board in July/by the schools:

iii. Students would have to obtain atleast 25% marks in the Summative Assessments both the SA1 and SA2 taken together to eligible to qualify the examination i.e. at least 15 marks out of 60 marks and total 33% in each to the five subjects of scholastic area, as per the present practice.

iv. In respect of students participating in Sports at National/International level, exemption from appearing in any one of the summative Assessments may be granted under intimation to the Regional Office of the Board concerned, provided the student will be participating in sports at national/international level organised by recognised federations/CBSE/SGFI and being held during the Month of conduct of summative Assessment. In such case, the marks obtained in one Summative Assessment shall also be indicated for the 2nd Summative Assessment by the Board. The school shall fill in the relevant field with zero(0) marks. In the hard copy remark be given against such student supported with necessary document. As regards attendance requirement, school may take action as per rule 14 of the Examination Byelaws. However, efforts be made by the school to give them one more chance to appear in the SA1 upto 31st October in Class IX/X and for SA 2 upto 31st March in Class IX.

Procedure for entering data and sending to CBSE:

1) Download excel file from website.
2) All fields in the excel file are having relative "tool tip" indicating what is to be entered in that particular cell.
3) Kindly ensure that you are entering only valid data as the mode of preparing excel file is offline.
4) Fields for entering Formative Assessments (FA) is given with each subject. The marks to be entered must be out of 40 only(except music subject).
5) Fields for entering Summative Assessments (SA) is given with each subject. The marks to be entered must be out of 30 only.
6) Kindly ensure that FA and SA marks you are entering are related to that subject only and are out of 40 and 30 respectively.
7) DO NOT CHANGE THE FORMAT OF EXCEL FILE. NO COLUMN HEADING SHOULD BE ALTERED.
8) After checking the data thoroughly school can upload the excel file using "upload data option"
9) After successfully uploading the excel file, schools are advised to go "generate check list" option and take a print of check list and carefully ensure correctness of result data.
10) In case there is any discrepancy in the check list use " review data option" to alter the desired changes online.
11) If data is correct in all respects "finalize data option "should be clicked. This will do final submission of data.
12) Take print of the data from "print of CCE report".
13) Printouts of the list duly signed by Principal should be sent to the Deputy Secretary (Confidential) of the Regional Office within 10 days of finalization of data by Hand/Post in a sealed cloth parcel superscribing 'CONFIDENTIAL' with Class/ Term/School No./School name mentioned on it

Annexure- V

For any technical query or help in this regard, contact following:

Regional Office	Jurisdiction of States	For any technical query regarding On line submission
Regional Office-Delhi Central Board of Secondary Education, PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110 092.	NCT of Delhi, Foreign Schools	Ms I Margaret Catherine, Joint Secretary (IT), E-mail : rodlicu@gmail.com 011-22236195 , 011-22236180
Regional Office - Chennai Central board of Secondary Education, Plot No. 1630 A, "J" Block, 16th Main Road Anna Nagar West, Chennai-600040. Tamil Nadu	Andhra Pradesh, Telangana Goa, Karnataka, Maharashtra, Tamil Nadu, Andaman and Nicobar Islands, Daman and Diu, Puducherry	M. Vijaylakshmi Asstt. Programmer In addition to M Paramasivan, Superintendent, rochennai@cbse.gov.in Tel.91-44-26164608, 91-44-26162264 Mob:91-9498043510 Fax:91-44-26162212
Regional Office - Thiruvananthapuram Central board of Secondary Education, Block-B, 2nd Floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram – 695004, Kerala	Kerala, Lakshadweep	Assistant Secretary(IT) rotrivandrum.cbse@nic.in Tel:91-471-2534404/2534496 Fax:91-471-2534406
Regional Office-Guwahati Central Board of Secondary Education, Shilpogram Road, (Near SankardevKalakshetra), Panjabari, Guwahati-781037 Assam	Assam, Nagaland, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Mizoram.	Md. Fida Hussain Assistant Programmer Mob: 09401822334 roguwahati.cbse@nic.in Ph: 0361-2334661 (Direct) EPABX NO.: 0361-2331995, EXT. - 30 Fax No.: 0361-2330992
Regional Office-Ajmer Central Board of Secondary Education, TodarmalMarg, Ajmer-305 030 Rajasthan	Gujarat, Madhya Pradesh, Rajasthan, Dadra and Nagar Haveli	Mr. Prasad RanjitLakhraj Assistant Programmer, roajmer.cbse@nic.in Tel:91-145-2627350/2627451 Mob:08764235509, 08764235510

		Fax:91-145-2421543
Regional Office-Panchkula Central Board of Secondary Education, Sector- 5 , Panchkula - 134152 Haryana	Haryana, Himachal Pradesh., J & K, Punjab, U.T.of Chandigarh	Mr. J K Jain Assistant Secretary (IT) ropanchkula.cbse@nic.in Tel:91-172-2585193/2583547/2585577 Mobile : 08699126066 Fax:91-172-2585163
Regional Office-Allahabad Central Board of Secondary Education, 35 B, Civil Station, M.G. Marg , Civil Lines, Allahabad-211 001, Uttar Pradesh	Uttar Pradesh except Western Uttar Pradesh Districts	MrsHarshikha,, Assistant Programmer, roallahabad.cbse@nic.in MOBILE NOS. : 9454081800 9450601047 DIRECT LINE : 0532 – 2400434 EPABX LINE :Tel:91-532-2407970-72 WITH EXTN – 116 (COMPUTER CELL) Fax:91-532-2408977
Regional Office-Dehradun Central Board of Secondary Education, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand	Uttrakhand and Western Uttar Pradesh i.e. Badaun, Baghpat, Bijnour, Bulandshahr, , GautamBudh Nagar(Noida), Ghaziabad, Hapur, J.P.Nagar/Amroha, Meerut, Muradabad, Muzaffarnagar, Rampur, Saharanpur, Sambhal and Shamli	Mr Krishan Murari Assistant Programmer, roddn.cbse@nic.in Tel:0135-2757766,2757744 Fax: 0135-2757733 Helpline Mob No. 7579214383
Regional Office-Bhubaneswar Central Board of Secondary Education, 6th Floor, AlokBhartiComplex, Saheed Nagar, Bhubaneshwar-751007. Odisha	West Bengal, Odisha, Chhattisgarh	Ms. Shweta B Lakra Assstant Programmer, rocbsebbsr@rediffmail.comrobhubaneshwar.cbse@nic.in Tel:91-0674-2548426,2542312, 2548212(Extn 129)
Regional Office-Patna Central Board of Secondary Education, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna-800014,Bihar	Bihar, Jharkhand	Mr Ajay Mishra, Assistant Programmer, ropatna.cbse@nic.in Tel:91-612-2295048,2295008,2295080