

CENTRAL BOARD OF SECONDARY EDUCATION

17, ROUSE AVENUE, NEW DELHI-110002

D(A)/PA/04

12th June 2004

Circular No. 25/04

To

All Heads of Institutions
of Affiliated Schools

Dear Principal,

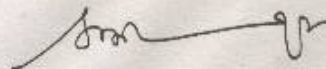
Sub : Achievement Record for Classes I to V- Reg

As you are aware, the Board had suggested to the schools introduction of Continuous and comprehensive evaluation for classes I to V. The objective of the same was to evaluate the learner in a holistic manner so that the latent competencies are reflected appropriately in their report. It would also help in identifying their positive attributes and encouraging them rather than identifying what they are not capable of.

I am pleased to forward to you two formats of the same - one for the classes I and II and another for classes III to V. You are advised to get them printed **appropriately** for your school preferably in A4 format in 130 gsm art card paper in order to **maintain** basic uniformity among the schools. You may choose the colour suitable for your school -preferably- one colour for classes I and II and another for classes III to V.

The Board fervently hopes that the introduction of this system will have its consequent impact on the **learning** environment in the school and will facilitate the learner to grow in a more holistic manner.

Yours faithfully,



(G. BALASUBRAMANIAN)
DIRECTOR (ACADEMIC)

NAME OF THE SCHOOL

ACHIEVEMENT RECORD

(Academic Year.....to.....)

CLASS I & II

Name : _____

Class : _____ Section _____

Date of Birth : _____

Admn. No. : _____

Residential
Address : _____

Telephone No. : _____

Specimen Signature of
Parent / Guardian : _____

A. LANGUAGES

ENGLISH		Evaluation 1	Evaluation 2	Evaluation 3
01.	Reading Skills <ul style="list-style-type: none">✦ Pronunciation✦ Fluency✦ Comprehension			
02.	Writing Skills <ul style="list-style-type: none">✦ Creative Writing✦ Handwriting✦ Grammar✦ Spellings✦ Vocabulary			
03.	Speaking Skills <ul style="list-style-type: none">✦ Conversation✦ Recitation			
04.	Listening Skills <ul style="list-style-type: none">✦ Comprehension			

HINDI/MOTHER TONGUE		Evaluation 1	Evaluation 2	Evaluation 3
01.	Reading Skills <ul style="list-style-type: none">✦ Pronunciation✦ Fluency✦ Comprehension			
02.	Writing Skills <ul style="list-style-type: none">✦ Creative Writing✦ Handwriting✦ Grammar✦ Spellings✦ Vocabulary			
03.	Speaking Skills <ul style="list-style-type: none">✦ Conversation✦ Recitation			
04.	Listening Skills <ul style="list-style-type: none">✦ Comprehension			

B. MATHEMATICS

Aspects	Evaluation 1	Evaluation 2	Evaluation 3
✦ Concept			
✦ Activity			
✦ Tables			
✦ Mental ability			

C. ENVIRONMENTAL SCIENCE

Aspects	Evaluation 1	Evaluation 2	Evaluation 3
♦ Environmental Sensitivity			
♦ Activity / Project			
♦ Group Discussion			

D. CO-CURRICULAR ACTIVITIES

GAMES	Evaluation 1	Evaluation 2	Evaluation 3
♦ Enthusiasm			
♦ Discipline			
♦ Team Spirit			
♦ Talent			

ART / CRAFT	Evaluation 1	Evaluation 2	Evaluation 3
♦ Interest			
♦ Creativity			
♦ Skill			

MUSIC / DANCE	Evaluation 1	Evaluation 2	Evaluation 3
♦ Interest			
♦ Rhythm			
♦ Melody			

E. PERSONALITY DEVELOPMENT

PERSONAL AND SOCIAL TRAITS	Evaluation 1	Evaluation 2	Evaluation 3
01. Courteousness			
02. Confidence			
03. Care of belongings			
04. Neatness			
05. Regularity and Punctuality			
06. Initiative			
07. Sharing and Caring			
08. Respect for other's property			
09. Self - Control			

F. HEALTH

Aspects	Evaluation 1	Evaluation 2	Evaluation 3
Height (Cms.)			
Weight (Kg.)			

Evaluation 1

Specific Participation

General Remarks

Attendance

Class Teacher

Principal

Parent

Evaluation 2

Specific Participation

General Remarks

Attendance

Class Teacher

Principal

Parent

Evaluation 3

Specific Participation

General Remarks

Attendance



Congratulations!! Promoted to Class

New Session Begins on

Class Teacher

Principal

Parent

GUIDELINES TO SCHOOLS

1. The objective of the Achievement Record is to facilitate holistic learning in the school in a stress-free environment.
2. The continuous and comprehensive evaluation should be spread over the year and at least three assessments should be made during the year.
3. The focus should be on identifying the talents of the learner and to empower him with positive inputs.
4. No negative observations shall be made in the assessment format.
5. The Board recommends a five point scale for indicating the achievements in the following order :
 - A* OUTSTANDING
 - A EXCELLENT
 - B VERY GOOD
 - C GOOD
 - D AVERAGE

NAME OF THE SCHOOL

ACHIEVEMENT RECORD

(Academic Year.....to.....)

CLASS III, IV & V

Name : _____

Class : _____ Section _____

Date of Birth : _____

Admn. No. : _____

Residential
Address : _____

Telephone No. : _____

Specimen Signature of
Parent / Guardian : _____

A. LANGUAGES

ENGLISH		Evaluation 1	Evaluation 2	Evaluation 3
01.	Reading Skills ✦ Pronunciation ✦ Fluency ✦ Comprehension			
02.	Writing Skills ✦ Creative Writing ✦ Handwriting ✦ Grammar ✦ Spellings ✦ Vocabulary			
03.	Speaking Skills ✦ Conversation ✦ Recitation			
04.	Listening Skills ✦ Comprehension			
05.	Extra Reading			
06.	Activity/Project			

HINDI/MOTHER TONGUE		Evaluation 1	Evaluation 2	Evaluation 3
01.	Reading Skills ✦ Pronunciation ✦ Fluency ✦ Comprehension			
02.	Writing Skills ✦ Creative Writing ✦ Handwriting ✦ Grammar ✦ Spellings ✦ Vocabulary			
03.	Speaking Skills ✦ Conversation ✦ Recitation			
04.	Listening Skills ✦ Comprehension			
05.	Extra Reading			

B. MATHEMATICS

Aspects	Evaluation 1	Evaluation 2	Evaluation 3
<ul style="list-style-type: none"> ✦ Concept ✦ Activity ✦ Tables ✦ Mental ability ✦ Written work 			

C. ENVIRONMENTAL SCIENCE / SCIENCE

ENVIRONMENTAL SCIENCE	Evaluation 1	Evaluation 2	Evaluation 3
<ul style="list-style-type: none"> ✦ Environmental Sensitivity ✦ Activity / Project ✦ Group Discussion ✦ Written work 			

SCIENCE	Evaluation 1	Evaluation 2	Evaluation 3
<ul style="list-style-type: none"> ✦ Concept ✦ Activity / Project ✦ Scientific Skills ✦ Group Discussion 			

D. COMPUTER

Aspects	Evaluation 1	Evaluation 2	Evaluation 3
<ul style="list-style-type: none"> ✦ Skill ✦ Aptitude 			

E. CO-CURRICULAR ACTIVITIES

GAMES	Evaluation 1	Evaluation 2	Evaluation 3
<ul style="list-style-type: none"> ✦ Enthusiasm ✦ Discipline ✦ Team Spirit ✦ Talent 			

ART / CRAFT	Evaluation 1	Evaluation 2	Evaluation 3
<ul style="list-style-type: none"> ✦ Interest ✦ Creativity ✦ Skill 			

MUSIC / DANCE	Evaluation 1	Evaluation 2	Evaluation 3
✦ Interest			
✦ Rhythm			
✦ Melody			

F. GENERAL KNOWLEDGE

Evaluation 1	Evaluation 2	Evaluation 3

G. PERSONALITY DEVELOPMENT

PERSONAL AND SOCIAL TRAITS	Evaluation 1	Evaluation 2	Evaluation 3
01. Courteousness			
02. Confidence			
03. Care of belongings			
04. Neatness			
05. Regularity and Punctuality			
06. Initiative			
07. Sharing and Caring			
08. Respect for other's Property			
09. Self - control			
10. Spirit of service			

H. HEALTH

Aspects	Evaluation 1	Evaluation 2	Evaluation 3
Height (Cms.)			
Weight (Kg.)			

Evaluation 1

Specific Participation

General Remarks

Attendance

Class Teacher

Principal

Parent

Evaluation 2

Specific Participation

General Remarks

Attendance

Class Teacher

Principal

Parent

Evaluation 3

Specific Participation

General Remarks

Attendance



Congratulations!! Promoted to Class

New Session Begins on

Class Teacher

Principal

Parent

GUIDELINES TO SCHOOLS

1. The objective of the Achievement Record is to facilitate holistic learning in the school in a stress-free environment.
2. The continuous and comprehensive evaluation should be spread over the year and at least three assessments should be made during the year.
3. The focus should be on identifying the talents of the learner and to empower him with positive inputs.
4. Attempts should be made to assess the aptitude and attitudes of the learners so that they facilitate nurturing the innate talents.
5. No negative observations shall be made in the assessment format.
6. The Board recommends a five point scale for indicating the achievements in the following order :

A* OUTSTANDING

A EXCELLENT

B VERY GOOD

C GOOD

D AVERAGE