



केन्द्रीय माध्यमिक शिक्षा बोर्ड



(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्सटिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002

CBSE/Dir (ART&I)/SA-I/2013

21st August, 2013
Circular No.: Acad-60/2013

All the Heads of Independent Schools
Affiliated to CBSE

Subject: Conduct of Summative Assessment-I for Classes IX and X (Academic Session 2013-2014).

Dear Principal,

This is in continuation to our Circular No. Acad- 9/2013 dated 25.01.2013 regarding "Conduct of Class IX and X Examination under Summative Assessment-II held in March, 2013".

1. The School Based Assessment has been in operation in all CBSE affiliated schools for classes IX and X. As per the scheme, four Formative Assessments and two Summative Assessments are held in an academic year. The first Summative Assessment (SA-I) for this academic session for classes IX and X will be conducted in the second half of September 2013.
2. **The following may please be noted for Summative Assessment I** for class IX and Summative Assessment I (under scheme 1) for class X:
 - a) The Syllabus and the design of the Examination Question Paper for different subjects of Classes IX and X Summative Assessment will be the same as communicated earlier through different circulars/curriculum documents circulated by the Board.
 - b) As in practice, the Summative Assessment-I will be in the form of a pen-paper test conducted by the schools themselves.
 - c) In order to ensure standards, the Board will support schools **to generate online question papers in the following major subjects** in this session also.
 - English Communicative (Code No. 101)
 - English Language & Literature (Code No. 184)
 - Hindi Course A (Code No. 002)
 - Hindi Course B (Code No. 085)
 - Mathematics (Code No. 041)
 - Science (Code No. 086)
 - Social Science (Code No. 087)
 - Communicative Sanskrit (Code No. 122)

- d) Evaluation of answer scripts will be done by the school teachers themselves on the basis of the Marking Scheme generated online as per the schedule given below. The schools may use the Sahodaya School Cluster for spot evaluation so that teachers from other schools are also involved.
- e) There will be random verification of the assessment procedures carried out by schools through the Board officials/nominees appointed by the Board.

With respect to other subjects/languages, the schools will administer their own question paper.

- 3. The Board earlier used to provide Question papers and marking scheme to conduct the SA through CDs. This year the CBSE has decided to make the distribution system better and safer by providing each school with **two sets** of unique question papers generated through online software. The online software was used for the first time in the SAIL of March 2013 for the academic session 2012-13.
- 4. The school may:
 - a. pick up one question paper for each subject
 - b. mix and match the 2 question papers which are automatically generated from the system based on the Board's design.
 - c. Prepare their own question papers as per design available on CBSE's website (cbseacademic.in). However, in case the school prepares its own question papers, the question papers and marking scheme so prepared should be emailed to the Board (email id: summative@cbseacademic.in) for verification within a week of conduct of the respective paper.
- 5. **To distribute the question papers and marking scheme to schools, the Board has decided to use web-based technology and built a solution called "CBSE Integrated Test Management System (CBSE-ITMS)"**

The CBSE ITMS is an application that automates Question Paper and Marking Scheme generation and distribution. Question Papers and Marking Schemes are automatically generated online. This innovative solution allows the CBSE affiliated schools to access question papers and download them in a transparent, secure and user-friendly manner.

The principals of newly affiliated schools are requested to read Annexure I and register themselves in the system. The Principals who have already registered themselves previously need not register again. The previous login +password will work.

- 6. Every School, Sahodaya Cluster or City may design its own date sheet for classes IX and X School Based Examination accordingly.
- 7. **Schedule for Supply of Question Papers and Marking Scheme by the Board and Conduct of SA-I by the schools:**

Supply of Online Question Papers	Conduct of Examination	Supply of Online Marking Scheme
From 12 th September, 2013	16 th September onwards	From 20 th September, 2013

The principals are requested follow the steps in Annexure II to download the question papers and marking scheme.

- 8. The schools need to take the printouts of the desired question paper (refer para 4 above) and, thereafter, the required number of prints/copies may be made at the school level. These question papers must be kept carefully maintaining secrecy.
- 9. It may be noted again that the question papers for Classes IX and X have been designed by the Board and are being sent online to schools with the purpose of maintaining uniformity and standardization. Depending upon the feedback and suggestions from the stakeholders, the Board may review this policy in future, if need be.

10. **Kindly note that answer scripts of Summative Assessment I for class IX and Summative Assessment I (under scheme 1) for class X should not be sent to the Board under any circumstances.** However these must be preserved and kept in the safe custody at the school as per schedule given in CBSE circular dated 28/06/2012 and reproduced below:
11. This time the question papers will be downloaded as M.S. Word file from the system. This has been done to enable the schools to adapt the question paper, if required. It is imperative that no school uses defective questions and communicates them to contact details given below if any discrepancy is found.

REDUCTION IN THE PERIOD OF RETENTION OF THE ASSESSMENTS OF CLASSES IX AND X AT SCHOOL LEVEL

Vide Circular No. 8/2012 of 19.1.2012 against Sl. No. 10 schools have been instructed to preserve and keep the answer books of classes IX and X in the safe custody at the school for at least a period of three years (in case of Class IX) and two years (in case of Class X) along with question papers and marking schemes for any verification by the Board subsequently. It has, time and again been brought to the notice that with increasing volume it is becoming difficult to preserve the record. **The Board has, therefore, reduced the retention period of the assessments of classes IX and X to be preserved at the school level w.e.f. 2013 examination and the same is as under :**

- i) Answer books of candidates(both for main and Improvement of Performance examination) shall be preserved by the School upto 02 months after declaration of result in respect of such candidates who have not applied for verification of grades or sought photocopy of the answer book.
- ii) Schools shall preserve the answer books in cases where mistake has been detected on account of verification of grades and those cases seeking photocopy of answer book(s) as under –
 - Mistake detected on account of Verification of grades - 01 year from the date of declaration of result
 - In case of providing photocopy of answer book(s) – 01 year if no RTI case received and 03 years if RTI case received
- iii) Schools shall preserve the answer books of sub-judice cases for 01 year after the final judgement
- iv) Schools shall weed out the evidence of assessments of classes IX & X along with the answer books of class X of the relevant examination viz. for 2013 Class X examination the evidence of assessments of class IX session 2011-2012 and Class X session 2012-2013 be weeded out 02 months after declaration of result of class X. However, Mistake, RTI and sub-judice cases will be dealt as per paras (ii) & (iii) above
- v) Schools shall weed out the hard copies of the marks data for classes IX and X along with the answer books of the Class X examination of the relevant year viz. for 2013 Class X examination the evidence of assessments of class IX session 2011-2012 and Class X session 2012-2013 be weeded out 02 months after declaration of result of class X.

This may be brought to the notice of all teachers, students and parents of classes IX and X.

For any further clarification please contact the following between 9.00 a.m. to 5:30 p.m. on all working days:

For Technical & Administrative Support related to CBSE-ITMS:

Phone support is available at: 011-23211575 and 011-23233227

Email support is available at: itmscbse@gmail.com and itmscbseesa@gmail.com

In case you are not able to get a response on the email ids / phone numbers mentioned above, please contact Research Officer (Technology) on phone no. 011-23211575 or through E-mail: rotech@cbseacademic.in or the Assistant Secretary on phone no. 011-23233227 or through E-mail: summative@cbseacademic.in at CBSE, *Shiksha Sadan*, 17-Rouse Avenue, Institutional Area, New Delhi-110002.

Yours sincerely,

Sd/-
(Navin Maini)
Research Officer (Technology)

Encl : Annexure I and Annexure II

Copy to the respective Heads of Directorates, Organizations, and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

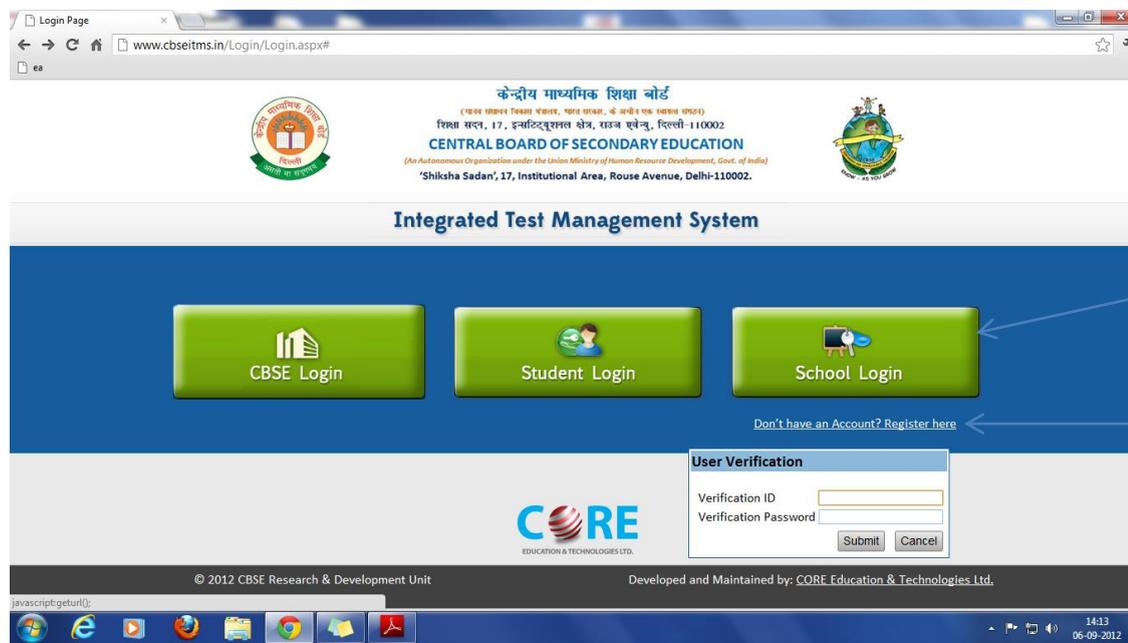
1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector 62, Institutional Area, Noida-201 309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 54.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector-9, Chandigarh- 160017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim- 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111
7. The Director of Education, Govt. of A&N Islands, Port Blair- 744101.
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Islands.
9. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi- 85
10. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
11. Associated Professor & Addl. Directors /Assistant Professor & Deputy Directors / Deputy Director (Examination & Reforms)
12. The Associate Professor & Programme Officer (Vocational) / Assistant Professor & Assistant Programme Officer (Vocational), CBSE, Preet Vihar, Delhi
13. The Research Officer (Tech.) with the request to put this circular on the CBSE Academic website and ensure that all copies are received from Sl. No. 1-21.
14. The Assistant Professor & Joint Director (Academics & Vocational)
15. Assistant Librarian, CBSE.
16. PS to Chairman, CBSE
17. PS to Secretary, CBSE
18. SO to CE, CBSE
19. PS to Director (Spl. & Exams)
20. PA to Professor & Director (Academics, Research, Training & Innovation)
21. PRO, CBSE

Research Officer (Technology)

CBSE INTEGRATED TEST MANAGEMENT USER MANUAL FOR PRINCIPALS

PART 1: REGISTRATION OF SCHOOLS

1. In the web browser, type the **CBSE ITMS** URL "<https://www.cbseitms.in/login/login.aspx>" and press **ENTER**. The **CBSE ITMS** login screen will display.



2. For the first time only, Click on "Don't have an Account Please register" (A).
3. Enter Your Affiliation Number as Verification ID and verification Password (sent to you on your registered email) as Password. In case you do not remember or have not saved or recorded your password, then you may contact the telephone numbers or email ids given in the circular. You will be directed to fill details on the following screen.

4. Fill all the details and submit. Please be sure to use correct email id. Your User Name and Password will be e-mailed to you.
5. Click on the home screen's School Login button (B).
6. Login with the User Name and Password which were e-mailed to you. For the first time you will be asked to change the password.

Change Password

* - Denotes Required Form Field

New Password* :

Confirm New Password* :

Note: Password must be at least 6 characters in length and may not include space.

Please select one challenge questions and enter your response. This information will be used in case you forget your password.

Challenge Question:

Challenge Response* :

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14:41
06-09-2012

7. Enter new Password and confirm password.
8. Answer the Challenge response question to recover password later, in case you forget. Keep the password confidential and safe for later use.
9. Click 'Update Information'. You will then be directed back to Home Page.
10. Logout of the system.

CBSE INTEGRATED TEST MANAGEMENT USER MANUAL FOR PRINCIPALS

PART 2: GENERATION OF QUESTION PAPERS AND MARKING SCHEMES

The screenshot shows the 'Download QP & MS' page in the CBSE Integrated Test Management System. The page has a blue header with the system name and user 'Mydeen Meeran'. The navigation menu is at the top, with 'Exam Management' selected. The left sidebar shows 'Testing' with 'Exam Management' and 'Download QP & MS' options. The main content area has a blue header 'Download QP & MS' and a red message 'MS not available for Download.' Below this are four dropdown menus for selecting the academic year, summative assessment, class, and subject. At the bottom are two buttons for downloading the question paper in PDF and Word formats. The footer contains copyright information and the developer's name. The Windows taskbar at the bottom shows the time as 14:25 on 06-09-2012.

1. Login to the system with user name and password which you generated as per the instructions provided in annexure 1.
2. Click on the Exam Management tab (C).
3. Click Download QP & MS (D).
4. Please note that in order to make the Maths & Hindi font visible in MS Word you should have the following fonts installed on your computer
 - a. Chanakya
 - b. Universal Maths
 - c. Krutidev
 - d. Mangal
 - e. Chanakya Walkman
 - f. Arial Unicode
5. Choose the Academic Year, Summative Assessment, Class and Subject.
6. If the Question Paper is available one button would show on the screen to download QP in Word Format.
7. In case school wants to administer the test for the subjects Social Science, Maths or Science, only in English medium, or, only in Hindi medium, the school can delete the text of one of the languages, then photocopy the papers, thus saving paper and being environment friendly.
8. Marking scheme will be available after one week of examination. To generate it repeat the instructions above 1-4.
9. You can download the Question Paper or Marking Scheme by clicking on the appropriate button.
10. Logout of the system.