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/Acad./AD(R&I)/SA-II/2016   **Dated: 27.01.2016**
                                                                              Circular No.: Acad-05/2016

All the Heads of Independent Schools

Affiliated to CBSE

Subject: Conduct of Summative Assessment-II (School based) for Classes IX and X (Academic Session 2015-2016).

Dear Principal,

1. The School Based Assessment has been operational in all CBSE affiliated schools for classes IX and X. As per the scheme, **four** Formative Assessments and **two** Summative Assessments are conducted in an academic year.

2. **The following may please be noted for Summative Assessment II** for classes IX and X:

   a) As in practice, the **Summative Assessment–II** will be in the form of a pen-paper test conducted by the schools themselves.

   b) The Syllabus and the design of the Examination Question Paper for different subjects of classes IX and X Summative Assessment II will be the same as available on the CBSE-Academic website

   c) In order to ensure standards, the Board will support schools **to generate online question papers in the** following **major subjects:**

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

3. To distribute the question papers and marking scheme to schools, the Board has been using web-based technology and has built a solution called Integrated Test Management System (ITMS).

The CBSE-ITMS is an application that automates online generation and distribution of Question Paper and Marking Scheme. 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 previously allotted login ID and password will work.

4. Each school will be provided with **two sets** of unique question papers generated through online ITMS system.

5. The school may either:

    a. *pick up one question paper out of 2 for each subject downloaded by the school from ITMS.*

    b. *mix and match the two question papers downloaded by the school from ITMS.*

    c. *prepare their own question papers as per design available on CBSE Academic website. 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.exam@cbsemail.in) for verification within a week of conduct of the respective paper.*

6. <u>**The second Summative Assessment (SA–II) for this academic session for classes IX and X will be conducted after10th March 2016 (School based)**</u>

7. In class X, while making date sheets schools may be careful about the schedule regarding subjects if they have students offering both Scheme-1 and Scheme-2. <u>**Dates for Scheme 1 and Scheme 2 should not be the same.**</u>

8. Every School, Sahodaya Cluster or City may design its own date sheet for classes IX and X School Based Examination accordingly.

9. **Schedule for Supply of Question Papers and Marking Scheme by the Board and Conduct of SA-II by the schools:**

Supply of Online Question Papers	Conduct of Examination	Supply of Online Marking Scheme
From 4th March, 2016	10th March onwards	19th March, 2016

In order to avoid congestion on the server it is suggested that the following schedule may be followed for downloading the assessment material:

S. No.	Schools in Region	Time for downloading
1.	Ajmer	7.30 a.m. to 8.30 a.m.
2.	Allahabad and Dehradun	8.30 a.m. to 9.30 a.m.
3.	Chennai	9.30 a.m. to 10.30 a.m.
4.	Delhi	10.30 a.m. to 11.30 a.m.
5.	Guwahati and Patna	11.30 a.m. to 12.30 a.m.
6.	Bhubaneswar and Trivandrum	12.30 p.m. to 1.30 p.m.
7.	Panchkula	1.30 p.m. to 2.30 p.m.

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

10. 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.**

11. 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.

12. The question papers and marking schemes will be available in both M.S. Word format and PDF format in all the subjects except English**. In English question papers will be available only in word format**. This has been done to enable the schools to change the question paper, if required.

13. 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. The schools may use the **Sahodaya School Cluster** for spot evaluation so that teachers from other schools are also involved.

14. There will be random verification of the assessment procedures carried out by schools through the Board officials/nominees appointed by the Board.

15. **Kindly note that answer scripts of Summative Assessment II for classes IX and 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 details given in CBSE circular dated **28/06/2012.**

It is imperative that no school uses defective questions. The head of the school needs to ensure that appropriate fonts are downloaded and installed for proper viewing of Question Papers of Classes IX & X (SA-II). Further, the Question paper must be thoroughly checked before administering for examination. In case of discrepancies, the details are to be sent to the following designated persons:-

For Administrative Support:

Sh. Subhash Chand, Deputy Director, phone no. 011-23324399,
E-mail: summative.exam@cbsemail.in

For Technical Support:

Sh. P. MeeranMydeen, Project Associate (Tech), Phone no 011-23324398
E-mail: summative.exam@cbsemail.in

In order to improvise further, a feedback form has been made available on the ITMS login page. The feedback form may be downloaded, filled and sent on summative.exam@cbsemail.in

16. It is requested that all schools should login to the system immediately after reading this circular to ensure that they have/remember the password to the system. All schools are requested to update their details in the system, especially principal's name and contact numbers.

Yours sincerely,
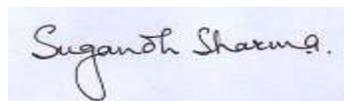
Sugandh Sharma.

(Sugandh Sharma)
Additional Director (Research and Innovation*)*

Encl : Annexure I, Annexure II and Annexure III

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, KendriyaVidyalayaSangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, N D-16
2. The Commissioner, NavodayaVidyalayaSamiti, B-15, Sector-62, Institutional Area, Noida-201309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
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 Island
9. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
10. The Additional Director General of Army Education, A –Wing, SenaBhawan, DHQ, PO, New Delhi-110001.
11. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202,Shankar Vihar (Near APS), Delhi Cantt-110010
12. The Under Secretary (EE-1), MHRD, Govt. of India, Department of SE&L, ShastriBhawan, New Delhi-110001
13. All Regional Directors/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.
14. All Associate Professor & Additional Directors/Advisors/Consultants
15. All Joint Director/Deputy Director/Assistant Director, CBSE
16. Incharge IT Unit with the request to put this circular on the CBSE Academic website.
17. The Assistant Librarian, CBSE
18. The Public Relations Officer, CBSE
19. PS to Chairperson, CBSE
20. PS to Secretary, CBSE
21. PS to Controller of Examinations, CBSE
22. PS to Director (Information Technology)
23. PS to Director (Special Exams and CTET), CBSE
24. PA to JS & IC (A & T)
25. PA to AD & IC (R&I)

Sd/-
Additional Director (Research & Innovation)

CBSE INTEGRATED TEST MANAGEMENT USER MANUAL FOR PRINCIPALS

PART 1: REGISTRATION OF SCHOOLS

1. In the web browser, type the **CBSE ITMS** URL "www.cbseitms.in/Login/Login**ENTER**.The**CBSE**.asp **ITMS** login screen will be displayed.

2.   If you are the first time user, please click on "***Don't have an Account? Register here***"

3. Enter Your Affiliation Number as verification ID and LOC Password (sent to you on your registered email) as verification Password. In case you do not remember your LOC password or the same does not work, then you may contact on the following telephone numbers 011-23324398 , 011-23324399 or write a mail to **summative.exam@cbsemail.in** with the scanned copy of your school affiliation letter.

4. Once you have logged in, you will be directed to the following screen to fill certain details.

5. Fill all the details and **submit**. Please be sure that you have put in your correct email-id. Your User Name and Password will be e-mailed to you on this email-id.

6. After submitting the details go back to home page and click on School Login button **(B).**

7. Login with the User Name and Password e-mailed to you. You will be asked to change the password at your first login.
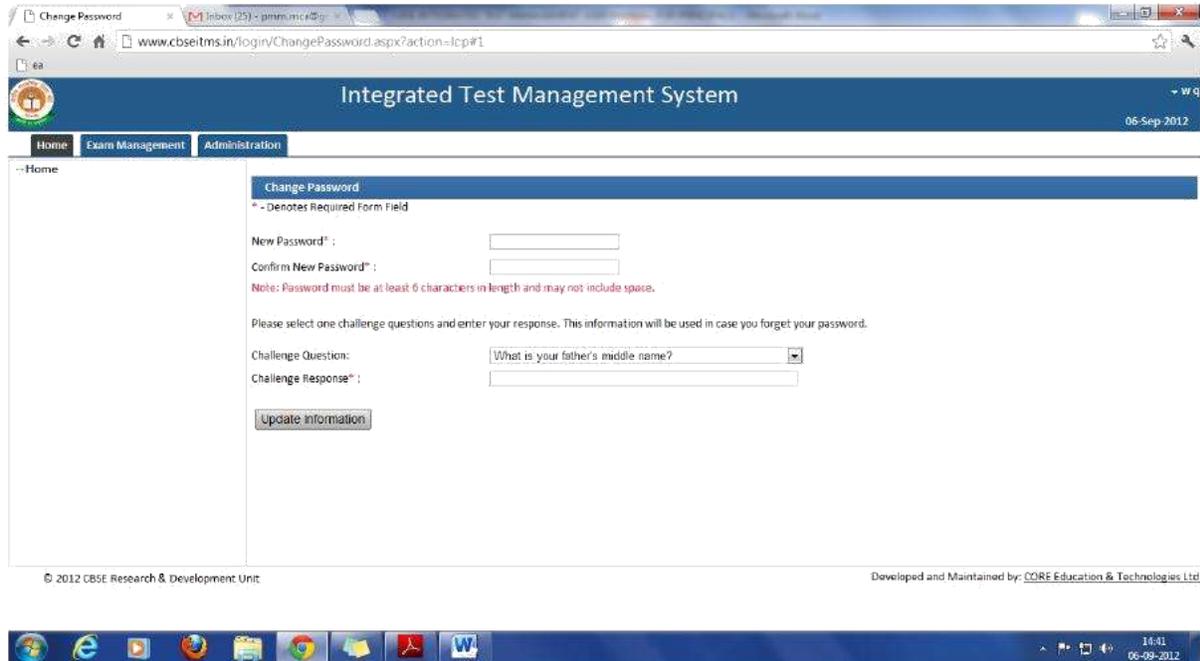
8. Enter the new Password and confirm the same.

9. Answer the challenge response question to recover password later, in case you forget it. Keep the password confidential and safe for later use.

10.   Click 'Update Information'. You will then be redirected to the home screen.

11. Logout of the system.

ANNEXURE-II
CBSE INTEGRATED TEST MANAGEMENT USER MANUAL FOR PRINCIPALS
PART 2: GENERATION OF QUESTION PAPERS AND MARKING SCHEMES
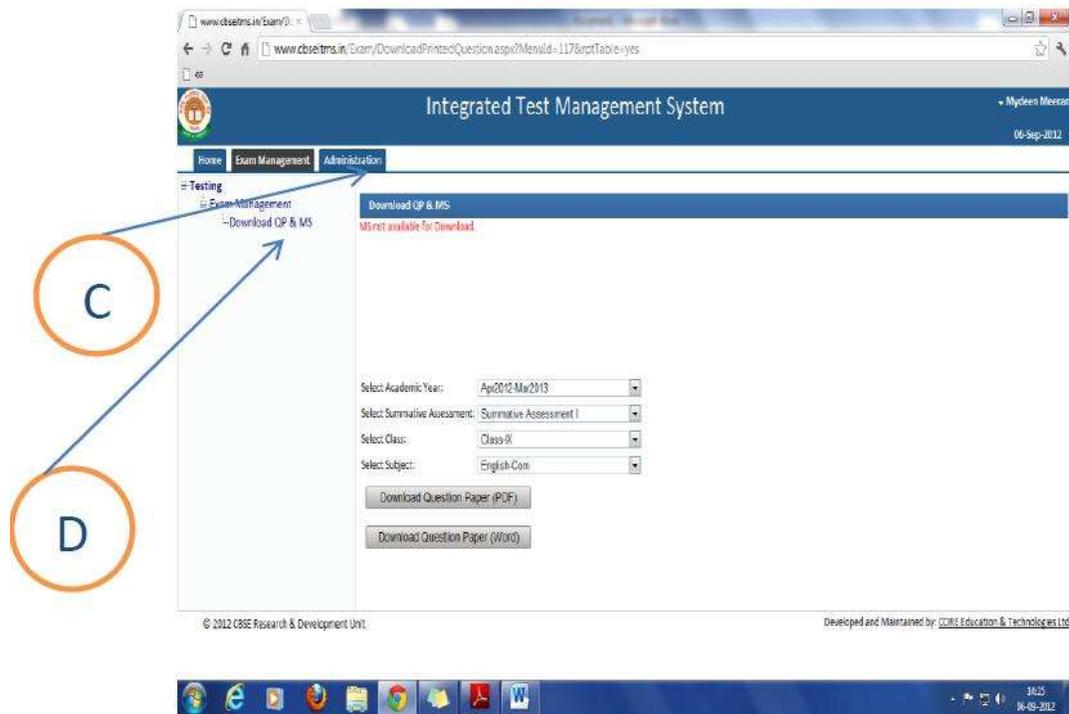
1. Login to the system with user name and password created by you, as per the instructions provided in Annexure 1.

2. Click on the Exam Management tab (C).

3. Click Download QP & MS (D).

4. Please note that in order to make the Mathematics and Hindi font visible in MS Word you should have the following fonts installed on your computer (link to download the fonts as given in the home page)

a. Chanakya

b.Universal Maths

c. Krutidev

d. Mangal

e. Chanakya Walkman 901 and 905

f. Arial Unicode

5. Choose the Academic Year, Summative Assessment, Class and Subject.

6. If the Question Paper is available a button can be seen on screen to download QP in Word Format.

7. After downloading the papers, in case school wants to administer the test for the subjects Social Science, Mathematics or Science, only in English medium, or, only in Hindi medium, the text of the other language can be deleted, before printing, thus saving paper and being environment friendly.

8. Marking scheme will be available on the day mentioned above. To generate it repeat the instructions above 1-3.

9. You can download the Question Paper or Marking Scheme in Word or PDF format by clicking on the appropriate button.

10. Logout of the system.

FREQUENTLY ASKED QUESTIONS

1.	**What is my User Name?**
	Your User Name is your **School Affiliation Number.**

2	**I am facing problem in logging in to the system. What should I do?**

	If you have registered earlier in ITMS System, you can download the QP by logging into ITMS
	
	 • **If you have forgotten the password,** you can try on the **forgot password** link to get your updated password. *Please try this feature only once and wait for about 30 minutes.*
	     o In case of no email received within 30 minutes, please send us a mail on **summative.exam@cbsemail.in** along with scanned copy of affiliation document. Mention "Forgot Password" in the subject line of the email.
	     o Your updated password will be delivered on your registered mail.
	 • **If you are a first time user and have not registered earlier:** You have to register in the system first by using Verification Password sent by us on your registered email-id with affiliation department. To find your email id registered with CBSE affiliation department please click on the following URL: http://cbseaff.nic.in/cbse_aff/schdir_Report/userview.aspx

3	**I have forgotten the password of my email Id or the Principal has changed and the current Id registered in the system is of the earlier principal.**
	If you had registered last year and have forgotten your password and unable to access your registered email id or if you want to change the registered email-id in ITMS system, 1. Please send us the scanned copy of your school affiliation letter 2. Scanned copy of request letter to update your email id and password duly signed and stamped by the School Principal to summative.exam@cbsemail.in .

4	**I face problem while downloading the papers.**
	Please wait after selecting an item from the dropdown list on the QP and MS downloading page. If the server is slow, it may be possible that papers for different subjects may either be mixed **OR** interchanged. So, it is advisable to wait after selecting an item from the dropdown list of QP and MS.

5	**What if the process of downloading the Question papers is slow?**
	There may be a possibility of congestion on the server, therefore the region-wise schedule

	of downloading the papers as mentioned in the circular should be strictly followed.
6	**On downloading word files I am not able to see Hindi/Sanskrit papers or I am not able to see the Hindi text in Mathematics/Science/Social Science papers.**
	It is advised to install fonts mentioned below before downloading or opening of the Question Papers and Marking Scheme in MS Word. Fonts are : 1. Chanakya 2. Universal Maths 3. Krutidev 4. Mangal 5. Chanakya Walkman 901 and 905 6. Arial Unicode **Note:** *As the server is being accessed by thousands of people at the same time, the server may be slow.If you feel the system is not responding,*please try after some time.
7	**When will be the Marking Scheme available for download?**
	The marking scheme will be available for download as per the schedule given in the circular of the respective summative.
8	**For how long will the Marking Scheme and Question Papers be available for downloading?**
	The QP and **MS will be available for one month**; you can download during evening hours after 4 PM for quick access.
9	What is the format in which the Marking Schemes are available?
	Marking Schemes are available only in word format.
10	**If some internal table over shoots the outer table in MS word, what do I do?**
	Please correct internal table by dragging/resizing before printing the question paper.
11	**What should the Schools do, if there is nothing (BLANK) appearing in place of a question or a discrepancy is observed in any of the questions?**
	The School may administer another question in place of such question and the same must immediately be reported back on the email ids mentioned in the circular.
12	**What should the School do, if the Question paper is running into too many pages?**
	In order to reduce the number of pages of the question paper, the blank spaces in between the questions may be deleted and the questions may be re-aligned and re-justified.

13	**What will be the format in which the question papers are going to be downloaded?**
	For Hindi A , Hindi B, Mathematics , Science, Social Science and Sanskrit, the question papers may be downloaded in **word (.doc)** as well as (.**pdf**) format. For English Communicative and English – Language and Literature, the question papers are available only in word format.
14	**What should be done if junk characters are coming in Hindi question paper and Hindi portion of bilingual question papers?**
	If junk characters are coming in Hindi question paper and Hindi portion of bilingual question papers select the incorrect text and set the desired font. In case of subjects where the question papers are bilingual and your students wish to take the exam in one medium please delete the language not required and save on printing and photocopying costs. For example, in case all your students are from English Medium in the subject of Mathematics, please delete the Hindi portion.
15	**Can the school prepare its own question paper?**
	Yes, the school may prepare its own question paper.
16	**In case the school decides to use its own question papers, does it need to send the Question Paper to the board?**
	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.exam@cbsemail.in) for verification within a week of conduct of the respective paper
17	**What if the school wants to partly use the questions provided and partly the questions prepared by itself?**
	The School may partly use the questions provided by C.B.S.E. and partly the question prepared by itself but the same must be sent to C.B.S.E. within a period of 7 days after the conduct of the examination.
18	**What is the mode of sending the Question Papers to CBSE and should the hard copies of the Question Papers be sent to CBSE?**
	The Question Papers should **only** be sent in the form of soft copy by email only. The email ids are mentioned in the circular.
19	**Can the school share the question papers provided by CBSE with other schools?**

|		
		No, the Question papers provided to the school **must not be** shared with any other school.
20		**If the school wants to conduct examination in only one language (in bilingual papers), for example in Hindi only, can it remove the questions mentioned in other language?**
		Yes, the school may delete the text in the language in which it does not want to conduct examination and retain the text in the other language.
21		**Why is the question paper/marking scheme of a different subject getting downloaded whereas the download button has been clicked for another subject?**
		This problem may occur when you initiate the download of multiple subjects at a time, therefore logout of the system and then re-login to download the question paper/marking scheme. Download one subject at a time and once that is downloaded, and then you should proceed to download the other subject.
22		Inspite of using the re-generated/new password, the following caption is coming on screen.
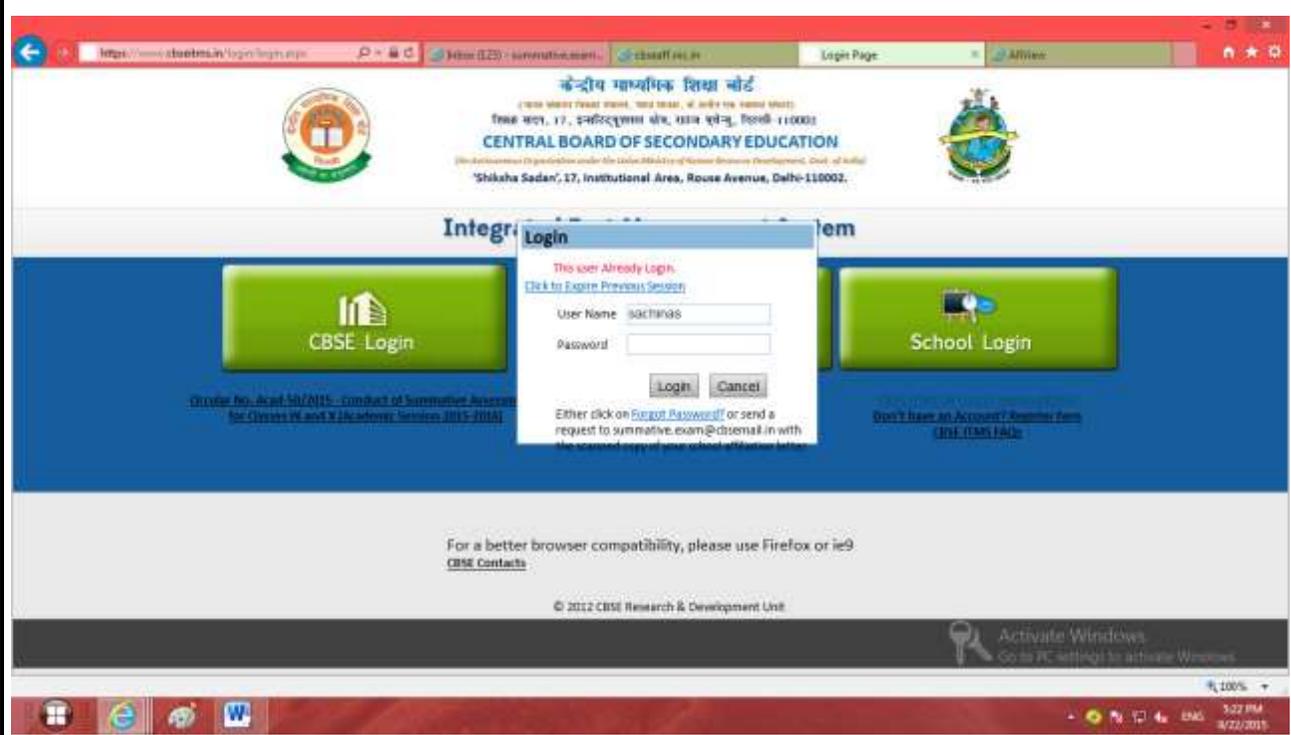
	Click on the "Click to expire previous session" and then re-login in the ITMS .
23	**For how long the school needs to preserve answer scripts of SA?**
	REDUCTION IN THE PERIOD OF RETENTION OF THE ASSESSMENTS OF CLASSES IX AND X AT SCHOOL LEVEL Vide Circular No. 8/2012 of 19.1.2012 against Sl. No.10 schools 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, errors, 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.