



## केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)  
शिक्षा सदन, 17, इन्सटिट्यूशनल क्षेत्र, राउज एवेन्यु, नई 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, New Delhi-110002.

CBSE/ACAD/Dir.(ART&I)/2016

Circular No. Acad-34/2016

Dated: 31<sup>st</sup> August, 2016

All the Head of Institutions  
affiliated to CBSE,

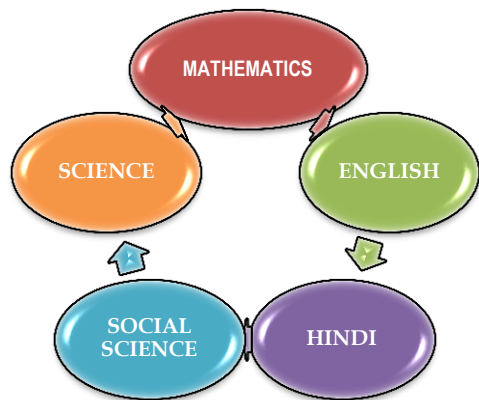
**Subject: Verification of Evidences of Assessment (EoA) of Class IX/X students for Term-I of the Academic Session 2016-2017.**

Dear Principal,

Effective assessment of students is the key to success of any education system. With the introduction of series of educational reforms, the Central Board of Secondary Education is deeply committed to ensure fair and effective assessment of its students which is also feasible and stress free leading to their wholesome personality development.

With the purpose to ensure reliability and validity of assessment practices at school level, over the last few years the Board has initiated the process of collection and verification of the ‘Evidences of Assessment (EoA) conducted at school level. These Evidences of Assessment and the marks awarded are verified by the subject evaluators appointed and empanelled by the Board at the Regional level. The subject evaluators would submit their report on these EOAs vis-a-vis award of marks. Their report will help in verifying the school based assessments as well as provide feedback to the Board.

As it is evident by now, not all schools are selected for sending evidences in each term. The schools shortlisted by the Regional Office will be requested to send the Evidences of Assessment for FA-1, FA -2 and evidences of Co-Scholastic assessment of Classes IX/X of Term-I (Session 2016-2017). In formative assessment, the evidences are collected in following five subjects:



As the practice adopted in previous terms, the Board will appoint the City Coordinators in different cities where the selected schools will be required to send their evidences.

**The schools are requested to visit the Microsite on Evidences of Assessment (link: <http://49.50.70.100/ea/index.asp>) and refer the following:**

1. Detailed list of the schools (available in the Region wise list of schools on the microsite) selected for sending EOAs for Term-I (subject and class assigned, details of City Coordinators/ Regional Office where the evidences are to be sent)  
Note: The list will be uploaded by 7<sup>th</sup>, September, 2016.
2. Guidelines for the schools
3. FAQ's
4. Instructions to schools for online updation system
5. Flow-chart on Evidences of Assessment
6. Analysis and findings of the previous terms along with the summary

#### **SELECTION OF SAMPLES FOR SENDING EVIDENCES**

Evidences of Assessment comprise the performance of five students taken from each of the three categories i.e. top, middle and bottom levels of achievement in formative assessments.

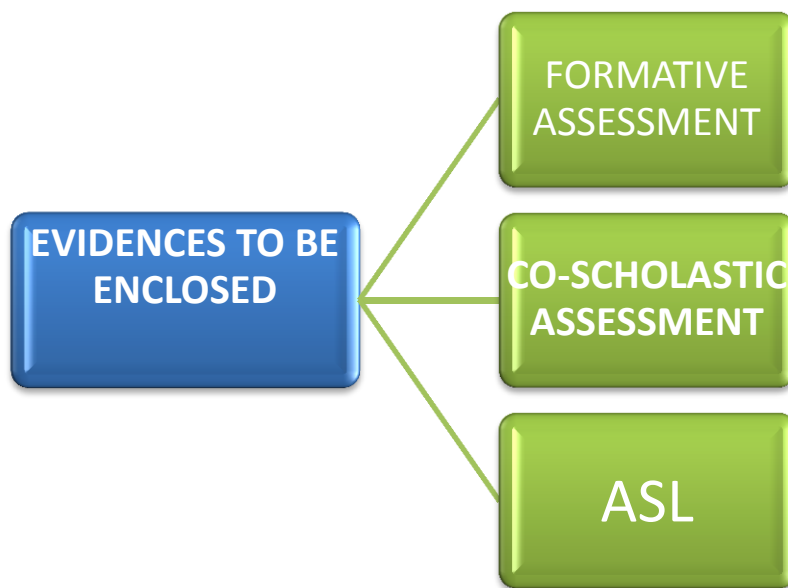
1. Arrange all students of Class IX /X (all sections) in decreasing order of marks scored in FA-1 and FA-2 together.
2. Divide the total number of students in three groups as follows:
  - a. Top one-third students,
  - b. Middle one-third students, and
  - c. Bottom one-third students.

For example: If there are 100 students in Class IX/X in a School, the three groups may consist of 33, 33 and 34 students after they have been arranged in decreasing order of marks.

3. Pick up the top five students from the first group, the last five students from the third group and any five students from the middle group.
4. This set of fifteen students is your sample for which 'Evidences of Assessment' are to be sent in formative assessment as well as co-scholastic assessment.

Thus, your school, if selected, should submit Evidences of Assessment of fifteen students. This is applicable only to one subject and one class which will be communicated to you by the Regional Office/ CBSE Microsite.

## EVIDENCES TO BE ENCLOSED



- **FORMATIVE ASSESSMENT**

The school is required to send details about all the FA-1 and FA-2 tasks in the assigned subject; it should include the break-up of marks as well as the rubrics used for assessment. If the nature of Evidences of Assessment (EoA) is such that these cannot be sent like seminars, group discussion, models, charts etc. A brief write up should be prepared by the teacher on the assignment and sent along with marks awarded (*refer to Annexure II for the format of the write up*). This should include the details of the task assigned to students individually or in groups as well as the strategies adopted, the rubrics and measures used to assess the student's performance. The schools should send only such tasks that have been taken into account for arriving at the final grades for FA-1 and FA-2.

- **SUMMATIVE ASSESSMENT**

The schools are **not** required to send evidences of Summative Assessment. They have to put only marks of SA-1 in the format provided of selected 15 students (whose FA evidences have been enclosed).

- **CO-SCHOLASTIC ASSESSMENT**

In case of co-scholastic assessment, please send write-ups, evidence of student's outcome, photographs, anecdotal records, portfolios, and CDs of the performance of selected 15 students. Please mention about those activities which were undertaken for Co-Scholastic Areas and Co-Curricular Activities, along with the assessment tools used, mode and rubrics of assessment. (*Refer to Annexure II for the format of write up*) Note: The 15 students selected for Co-Scholastic assessment will be same as for the Formative Assessment.

When the Regional Office will inform you regarding sending of evidences, please ensure that all the 'Evidences of Assessment (EOAs)' in the assigned subject along with the evidences of Co-Scholastic Assessment are sent through speed post or hand delivered (at school's cost) to the concerned Regional Office/City Coordinator latest by **20<sup>th</sup> October, 2016**. The schools are again urged to comply with the timeline so that feedback reports can be sent to them in time. It is

essential that the checklist for collection of evidences (Annexure I, III and IV) is packed separately.

The schools may note that they will be asked to send their evidences only once during an academic session. *Those schools, which are high scorers consequently in any two terms of academic years 2014-16 and scored (marks obtained are given in the bracket) (32 or 33) in Term I, 2014-15 or in Term II 2014-15 (35 or 36) and in Term I, 2015-16 (32 or 33) or in Term II, 2015-16 (35 or 36) are not required to send the evidences of assessment for next two academic sessions i.e. 2016-17 and 2017-18.* The names of high scorer schools of any two such consecutive terms will not be included by the RO in the list of newly selected schools which will appear on 5<sup>th</sup> September, 2016 on microsite of EOA. However the Board may ask the low scoring schools of the previous term and the schools which have not sent their Evidences of Assessment in the previous term to send their evidences again. In case of any query kindly contact Ms. Mridula Singh, Deputy Director at 011-23211200 or email at [singhmcbose@gmail.com](mailto:singhmcbose@gmail.com) with a copy to undersigned.

Yours Sincerely,

S/d –

**(K. K. Choudhury)**

**Director (Academics, Research, Training & Innovation)**

**Encl: Annexure I** - Checklist for Collection of Student Data – SBA

**Annexure II** – Format of Write-up (Formative Assessment/Co-Scholastic Assessment)

**Annexure III** - Calculating percentage of attendance

**Annexure IV**- Checklist for sending Attachments/Details of Packets sent

**Annexure V**- Packing and Despatch Procedure of evidences of assessment

**Annexure VI** - Receipt of Delivery of Assessment of CCE –Term-I, 2016-17

**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-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, 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 Islands
9. The Secretary, Central Tibetan School Administration, ESS Plaza, Community Centre, Sector 3 Rohini, Delhi-110085.
10. 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.
11. All Associate Professor & Additional Directors/ Advisors/ Consultants/ Assistant Professor & Joint Directors/ Assistant Professor & Deputy Directors / Deputy Directors
12. The Research Officer (Technology) with the request to put this circular on the CBSE websites.
13. The Assistant Librarian, CBSE
14. The Public Relations Officer, CBSE
15. The Hindi Officer, CBSE
16. PS to Chairman, CBSE
17. PS to Secretary, CBSE
18. SO to Controller of Examinations, CBSE
19. PS to Director (Special Exams and CTET), CBSE
20. PA to Director (Information Technology)
21. PA to Director (EDUSAT)

**Director (Academics, Research, Training & Innovation)**

**Subject: Verification of Evidences of Assessment (EOA) of Class IX/X students for Term I of the Academic Session 2016-2017****CHECKLIST FOR COLLECTION OF STUDENT DATA – SBA**  
**CLASS IX/X: TERM-I, 2016-17****1. School Details:**

- i) Name of the School: .....
- ii) Complete Address of the School :.....  
.....  
.....
- iii) CBSE's School Code: .....
- iv) Name of the Principal: .....
- v) Phone No. (School): .....
- vi) Mobile No. (Principal): .....
- vii) Email Id.: .....
- viii) Website, if any : .....

**2. Subject/s of which Evidences of Assessments are being sent {Please tick (√)}**

- i) English
- ii) Hindi
- iii) Mathematics
- iv) Science
- v) Social Science


**3. Class for which Evidences of Assessment are being sent {Please tick (√)}**

- i) IX
- ii) X


**4. Number of students in Class IX/X:** .....**5. Number of students per section in Class IX/X:** .....**6. Number of tasks in Formative Assessments:**

- i) FA-1
- ii) FA-2


**7. Number of written tasks in Formative Assessments:**

- i) FA-1
- ii) FA-2


**8. Criterion used in awarding final grades in Formative Assessments:**

i) Best score of Individual and Group activity averaged with written assessment	
ii) Best of All	
iii) Average of selected tasks	
iv) Any other criterion	

**9. Type of tasks/activities in FA-1/FA-2**

*(The evidences sent must include the breakup of marks on different rubrics/parameters of each activity undertaken.)*

**FA-1/FA-2**

S.NO.	TASK/ACTIVITY	DESCRIPTION
1.	<b>Written/ Pen-Paper test</b>	Topics covered:
2.	<b>Individual Activity</b>	Nature of activity: Topics covered: Indicators of Assessment:
3.	<b>Integrated Group Project</b> (Multidisciplinary across subjects – English, Maths, Science, Social Science, Hindi)	Subjects integrated: Topics covered: Indicators of Assessment:
	<b>or</b> <b>Any Group Activity</b>	Nature of activity: Topics covered: Indicators of Assessment:
<b>Other Comments:</b>		

*The details of one written (Pen/paper test), one individual activity and one group activity (including integrated group project) that have been taken into account for arriving at the grades for FA-1/FA-2 may be given.*

**10. Evidence of Assessment in Co-Scholastic Areas:**

Report of Activities done (one page for each activity) to be attached - *(Refer to Annexure II for the format of the report/ write up)* indicating the following:

- Assessment tools used
- Mode of Assessment: Individual teacher/Team of teachers
- Measures employed to boost students' performance
- Indicators of Assessment used (in one page for each activity to be attached)

**11. (A) List and samples of students who have been selected for sending Evidences of Formative Assessment (please refer to Annexure III for filling up the % of attendance)**

[illegible]

**11. (B) List and samples of students who have been selected for sending Evidences of Co-Scholastic Assessment**

	S. No.	Name of students & Roll No./ Registration No. assigned by the Board (Same as 11A)	Grades						Types of evidences enclosed (Photographs/ CD/Scrap Book etc)
			Life Skills	Work Education	Visual and Performing Arts	Attitude and Values	Co-Curricular Activities	Health and Physical Activities	
Top level of Achievement (Top 05 students)	1.								
	2.								
	3.								
	4.								
	5.								
Middle level of Achievement (Mid 05 students)	6.								
	7.								
	8.								
	9.								
	10.								
Bottom level of Achievement (Bottom 05 students)	11.								
	12.								
	13.								
	14.								
	15.								



## 12. List of CBSE published resources for Scholastic and Co-Scholastic Areas:

NAME OF THE PUBLICATIONS	PRICE	√ <sup>1</sup>
CCE Manual for Teachers' – IX-X – 2011-13	110.00	
CCE Manual for Teachers' – VI-VIII	110.00	
Formative Assessment teachers' Manuals (All subjects)	-	
Teachers' Manual on Life Skills – IX – X	246.00	
Life Skills Education – VI	36.00	
Life Skills Education – VII	45.00	
Life Skills Education – VIII	70.00	
Gender Sensitive Pedagogy – Teacher's Manual	130.00	
Values Education - A Handbook for Teachers	250.00	
Revised School Health Manual Vol. –I	70.00	
Revised School Health Manual Vol. –II	10.00	
Revised School Health Manual Vol. –III	130.00	
Revised School Health Manual Vol. –IV	140.00	
Environmental Education I- VIII - Teachers Manual	40.00	
Integrating Co-scholastic Activities in teaching at Upper Primary Level – VI - VIII	55.00	

<sup>1</sup> Put a √ against the publications which are available in the school's library for ready reference of the teachers.

## 13. Have the teachers attended any training programme conducted by CBSE?

YES	NO
-----	----

## 14. No. of teachers trained by CBSE?

The Board recognizes training programmes conducted by the Board itself. In case you are not trained by Board, you may visit the [Training Management website](#) and get yourself registered for the trainings conducted by the Board.

I certify that the information given is correct and has been personally verified.

Date: .....

**SIGNATURE OF HEAD OF SCHOOL**

NAME: .....

COMPLETE ADDRESS.....  
.....  
.....

**SEAL OF HEAD OF SCHOOL**

CBSE/ACAD/Dir.(ART&amp;I)/2016

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**Subject: Verification of Evidences of Assessment (EOAs) of Class IX/X students for Term I of the Academic Session 2016-2017**

**FORMAT OF THE WRITE-UP**  
**(FORMATIVE ASSESSMENT/ CO-SCHOLASTIC ASSESSMENT)**

<b>TYPE OF ASSESSMENT</b>	<b>FORMATIVE ASSESSMENT</b>	<b>FA-1/FA-2</b> <input type="checkbox"/>
	<b>CO-SCHOLASTIC ASSESSMENT</b>	<b>Life Skills</b> <input type="checkbox"/>
		<b>Work Education</b> <input type="checkbox"/>
		<b>Visual and Performing Arts</b> <input type="checkbox"/>
		<b>Attitudes and Values</b> <input type="checkbox"/>
		<b>Co- Curricular Activities</b> <input type="checkbox"/>
		<b>Health &amp; Physical Activities</b> <input type="checkbox"/>
<b>ACTIVITY CONDUCTED</b>		
<b>DESCRIPTION OF THE ACTIVITY</b>		
<b>TOOLS USED</b>		
<b>PARAMETERS/ INDICATORS OF ASSESSMENT</b>		
<b>MODE OF ASSESSMENT</b> (Individual Teacher/ Group of Teachers)		

<b>STUDENTS' PERFORMANCE</b>	<b>Sl. No. of the Student ( As per Table 10)</b>	<b>Marks/Grade Awarded</b>	<b>Remarks about Achievement</b>
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		
	12.		
	13.		
	14.		
	15.		
<b>MEASURES EMPLOYED TO ENHANCE STUDENTS' PERFORMANCE</b>			
<b>NATURE OF EVIDENCES ENCLOSED (Photographs, CD's, etc.)</b>			

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**CALCULATING PERCENTAGE OF ATTENDANCE\***

	Sl. No.	Name of Student	Month 1: Total no. of days:		Month 2: Total no. of days:		Average % of attendance
			No. of days attended	% of attendance	No. of days attended	% of attendance	
<b>Top level of Achievement (Top 05 students)</b>	1.	1.					
	2.	2.					
	3.	3.					
	4.	4.					
	5.	5.					
<b>Middle level of Achievement (Mid 05 students)</b>	6.	1.					
	7.	2.					
	8.	3.					
	9.	4.					
	10.	5.					
<b>Bottom level of Achievement (Bottom 05 students)</b>	11.	1.					
	12.	2.					
	13.	3.					
	14.	4.					
	15.	5.					

*Note\* : The attendance record of selected students is to be sent for any two months out of April, July, August of Term I, 2016-17.*

**Subject: Verification of Evidences of Assessment (EOAs) of Class IX/X students for Term I of the Academic Session 2016-2017**

**CHECKLIST FOR SENDING ATTACHMENTS/DETAILS OF PACKETS SENT**

Please mark ✓ against those, sent/received:

S.NO.	PACKET NO.	ATTACHMENT	✓ (by School) (1)	✓ (by Subject Evaluator) (2)
1	<b>1 Formative Assessment</b>	Samples of evidences of assessment of 15 students for FA-1/FA-2 (Question paper, Answer sheets of unit test / class test, pictures, CD etc.)		
2		Write-ups on evidences of Formative Assessments that cannot be sent (if applicable)		
3		Copy of the Teachers' Diary/ Notes		
4		Student portfolio/Observation Scale/ Anecdotal Records used for scholastic areas		
5	<b>2 Co-scholastic Assessment</b>	Write-ups and samples of activities done under Co-scholastic areas		
6		Write-ups on activities and indicators of assessment used for Co-scholastic Activities.		
7		Student portfolio/Observation Scale/ Anecdotal Records used for co- scholastic areas and Activities		
8	<b>3 Checklist</b>	Checklist for collection of Student Data (Annexure I and Annexure IV)		
9		Photocopy of the Attendance register of any two months of Term-I, 2016-17 (April/July/August) highlighting the selected 15 candidates and Annexure III		

**Note:** This checklist is an important instrument for keeping track of the number and type of evidences sent by the school.

- **For the school sending evidences:** Please ✓ carefully against the type of evidences sent in column 1, pack it along with the checklist in packet 3 and a copy of this checklist may be retained by you.
- **The subject evaluators will** ✓ in column 2 after verifying the type of evidences received at the Nodal Centre.

**Date:** .....

**SIGNATURE OF HEAD OF THE SCHOOL**

**NAME:** .....  
**COMPLETE ADDRESS.....**  
 .....  
 .....

**SEAL OF HEAD OF THE SCHOOL**

**Subject: Verification of Evidences of Assessment (EOAs) of Class IX/X students for Term I of the Academic Session 2016-2017**

**PACKING AND DISPATCH PROCEDURE OF EVIDENCES OF ASSESSMENT**

The Principal shall collect all the Evidences of Assessment. These should then be personally checked by him/her with the list of candidates who's Evidences of Formative Assessments in the assigned subject and Co- Scholastic Assessment are being sent. These shall comprise of the following:

- (a) Packets containing Evidences of Formative Assessment (FA tasks and write ups on tasks that cannot be sent) and Co-scholastic Assessment must be packed separately, and address on the parcels containing these be written with the **colour of the ink** as under to easily distinguish the type of assessment the parcels belong to:

<b>Packet 1:</b>	<b>Formative Assessment</b>	-	<b>Black Colour</b>
<b>Packet 2:</b>	<b>Co- Scholastic Assessment</b>	-	<b>Blue Colour</b>
<b>Packet 3:</b>	<b>Checklist for collection of Student data</b>	-	<b>Red Colour</b>

- (b) **Assessment-wise evidences** (for FA-1/FA-2 in the assigned subject and Co-scholastic assessment), should be collected and tied separately and placed inside separate envelopes with super scribing the following in bold letters on the top of envelop:

- **Name, Address and CBSE School Code of the School**
- **Name of the subject (English/Hindi/Mathematics/Science/Social Science)**
- **Assessment Type (Formative Assessment /Co- Scholastic Assessment/Checklist)**

- (c) Packet should be marked as 1/3, 2/3, 3/3 for easy identification.
- (d) These packets (Assessment wise) should be packed in cloth, sealed and then packed again in cloth parcel(s) to be dispatched to respective Nodal Centres.
- (e) To distinguish parcels containing these materials related to CCE from being erroneously opened at the Nodal Centre, the following should be written in **Bold Letters with blue ink**:

**‘EVIDENCES OF SCHOOL BASED ASSESSMENT’  
TERM-I, 2016-17**

- (f) **The Name, Address and CBSE School Code of the School should be written boldly at the Right corner of each packet in the Parcel.**

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**RECEIPT OF DELIVERY OF EVIDENCES OF ASSESSMENT  
TO THE COORDINATOR/BOARD'S REPRESENTATIVE**

Received the sealed packets said to have following material from Shri/Smt. \_\_\_\_\_ of School No. \_\_\_\_\_ pertaining to CCE 2016-17, Term I.

a)	Envelopes containing Evidences of Assessment of Formative Assessment and write-ups on evidences of FAs that cannot be sent, Attendance Records, Teachers' Diary, etc.	One Packet
b)	Envelope containing write- ups on activities done under co-scholastic areas and indicators of assessment used for co-scholastic areas	One Packet
c)	Checklist for collection of Student data - SBA	One Packet

Signature of Board's Representative/City Coordinator's representative: \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Time : \_\_\_\_\_

**NOTE: Receipt to be prepared in duplicate**

**First Copy to be handed over/ sent to the School Principal/Representative**

**Second copy to be handed over to the concerned RO**