



F.1011/CBSE/Dir(Acad)/KYA/2019

January 10, 2019
Circular No. Acad 02/2019

All Heads of Institutions affiliated to CBSE

Subject : Administration of Know Your Aptitude (KYA) tool regarding

As students enter secondary stage of schooling, they move closer to making many important career choices, one of which is deciding subjects to be studied at senior secondary level such as Humanities, Commerce, Science or Vocational. This decision of students is influenced by a number of factors such as their interests, attitudes, motivation, personality traits, and special abilities known as aptitude. Aptitude is thought of as a natural tendency, special ability, or capacity or cluster of abilities. This natural tendency determines person's readiness to learn or acquire a skill or their suitability to a particular career. Information about aptitude is useful for students in seeking academic and or career guidance. It is to be used keeping in view the students' needs and their stage of education. The information about a student's strengths and limitations would also help parents, teachers and the school administrators to extend support to the student while making such decisions.

Keeping this in view, National Council of Educational Research and Training (NCERT), New Delhi has developed a tool for Knowing the Aptitude of students of classes IX and X. As a part of collaborative efforts in empowering the learners, the Board has developed a mechanism to administer this valuable tool in its affiliated schools. Please note that KYA documents are being shared exclusively for the benefit of schools affiliated to the Board and no commercial use of the same is allowed. The students and parents must be convinced that advance preparation or advance knowledge of the items of the tool will not help in identifying the true scores in each area and will defeat the very purpose of administration of the tool.

The pdf documents which shall be shared exclusively to the schools are as under:

- KYA Guide for teachers
- KYA Technical Manual
- KYA Test Booklet
- KYA Answer Sheet

The detailed modalities for accessing the documents and administration of the tool are as under:

1. Steps for accessing the KYA documents:

- Login using school id and password (used while filling up the LOC) through a link which will be made available **on 29th January 2019** on www.cbse.nic.in. This link shall be available from 29th January 2019 onwards. The tool may be administered on any convenient date on any working day for the students in classes IX or X. The administration of KYA tool in the school is voluntary.



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However students, teachers and parents shall be immensely benefitted by knowing the aptitude of students.

- b) Download all four KYA documents and first go through the KYA- Guide for Teachers thoroughly to understand the modalities of administration of the tool, scoring and the interpretation. For understanding the background of test development, the Technical Manual may be seen. The document may be kept in the safe custody of the Principal of the school and must not be shared with anyone else.

2. Administration of the tool :


- Preparatory time need not be given to the students as this is only a tool for self assessment and no certificate is being issued by the Board or the school.
- It is advised that the Test booklet in pdf form may be shared in soft copy through the computers available in the school or printouts maybe provided to students only in case the same is not feasible.
- Sufficient copies of the Answer Sheet may be taken and the students may be asked to attempt the questions as per the time schedule given for each area.
- Follow the guidelines given on page No. 5 of KYA Guide for teachers for administration of the tool.
- Collect back all the used test booklets (if print outs are given) from the students for future use, which will also avoid advance preparation by students who want to participate in future.

3. Scoring, Interpretation of the score and guidance

- Schools may measure the aptitude of children based on the scoring and as per instructions given on page No.6 of KYA Guide for teachers
- Interpretation of the scores can be made based on the details given on page No. 7 of KYA Guide for teachers
- Once you complete the scoring you may provide some details on the administration of the tool and scores of the students through a link which will be made available on 29th January 2019. Please note that no individual details are being taken by the Board. General information collected on the administration of the tools and scorings will help us in planning our academic programmes for the benefit of our students.
- The outcome of KYA is only indicative and schools need not depend on KYA scores for allocation of subjects at Sr. Secondary level.

If you have any query in the matter you may please contact Shri. Pramod Kumar T.K. Joint Secretary (Academics) on 011-23237780 or send an email to jsacademics.cbse@gmail.com

With best wishes and Happy New Year!


(Dr. Joseph Emmanuel)
Director (Academics)



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Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. The Director, NCERT, Shri. Aurobindo Marg, New Delhi-110016
2. The Deputy Secretary, Sch-4, DoSE&L, MHRD, Gol, Shastri Bhawan, New Delhi.
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, ND-16
4. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
5. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054
6. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
7. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
8. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
9. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
10. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Island
11. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
12. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
13. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
14. 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
15. All Heads of COEs of CBSE
16. All Joint Secretaries/ Deputy Secretaries/ Assistant Secretaries, CBSE
17. In charge IT Unit with the request to put this circular on the CBSE Academic website
18. The Sr. Public Relations Officer, CBSE
19. PS to Chairperson, CBSE
20. SPS to Secretary, Controller of Examinations, Director (Information Technology), Director (Edusat & Research), Director (Skill Education & Training), Director (Special Exams and CTET), CBSE.

Director (Academics)