



Central Board of Secondary Education

(An Autonomous Organization under the Union Ministry of

Human Resource Development Govt. of India)

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,

PREET VIHAR, DELHI - 110301

M.C. SHARMA
CONTROLLER OF EXAMINATIONS

SO(COORD) /2010

5th January 2010

Sub: Amendment/Additions in Guidelines for Centre Superintendents/Spot Evaluation and Observation Schedule for Senior School Certificate (Class XII) and Secondary School (Class X) Examinations, 2010

Dear Principal,

Let me take this opportunity to extend my very warm greetings to you for the New Year and express my very sincere thanks to you for extending your unqualified support to CBSE in the conduct of 2009 examination.

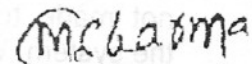
1. You are aware that class X & XII examinations are to begin from 3rd March, 2010. Through this letter, I want to invite your attention to some of the critical issues that have a bearing on people's trust in our examination system. It is our bounden duty to sustain this trust.
2. Firstly, it is essential that the conduct of examination does not appear to be fair only but should enjoy the complete confidence and trust of the public at large. This is an onerous task. It would demand whole hearted dedication of functionaries at various levels involved in the examination. I hope, we will discharge our responsibilities in a team spirit no matter wherever we happen to be placed.
3. Linked with the conduct of examinations are the perceptions & reactions about the question papers administered in different subjects. These reactions are received from the diversified groups spread all over the country and also from abroad. Interest groups, more so the schools and the students have every right to air their views on the quality of question papers administered. But this right puts an added responsibility on them to see that the observations and comment are not made to gain cheap popularity. Rather these should be made to strengthen the system. We should also keep in mind that during examinations, examinees are under heavy stress and anxiety and our adverse views on the question papers through different media, often upset them in their preparations of future examinations. It would, therefore, be advisable that schools should send their reactions and perceptions direct to the Board instead of expressing them to the media.

4. To give a fair deal to the comments on the question papers and redress the genuine grievances of students. CBSE has developed an observation Schedule, a copy of which is enclosed. In case you have your observations about a question paper, these may please be recorded and forwarded as per directions contained therein **within twenty four hours of the conduct of examination of the subject concerned** so that these observations could be considered by the expert group while preparing the marking scheme.
5. Careful marking of scripts and timely declaration of results is our paramount concern. To ensure this we need quality examiners in adequate numbers. It has been observed in the past that some Schools under one pretext or the other do not relieve the teachers for evaluation work and the Board has to remind them in the midst of the evaluation work. This is an undesirable practice. I would, therefore, appeal to you to relieve your teachers for evaluation work instead of complaining about the quality of marking subsequently. **Teachers selected for evaluation work must report on the appointed date and time. This is essential because on the first day, Marking Schemes are studied, discussed and clarified to the examiners. Non-release of teachers may compel the Board to delay the declaration of result of the defaulting Institutions and also initiate disaffiliation proceedings.**
6. I request you to participate willingly and not reluctantly. Rather advise your teachers to be regular and very serious in marking as it amounts to professional judgement on 10 to 12 years of hard work put in by the examinees. If you happen to be the Head Examiner/Additional Head Examiner please ensure that the sample checking of answer books of each evaluator is just not a routine. It should conform to the Marking Scheme so that It provides academic guidance to the evaluators for objective and uniform evaluation.
7. For 2010 Examinations, some new instructions have been provided in the Guidelines for the Centre Superintendents/Guidelines for Spot Evaluation. You are requested to kindly read these instructions carefully, I am enclosing a compiled list of these instructions as Annexure 'A' for your ready reference.

In the end, I once again request you to please extend your willing co-operation to the Board in the smooth and fair conduct of examinations. I am sure, with your active support we shall be able to preserve the sanctity of the system and avoid criticism. Needless to mention that we all are custodian of examinees' faith and we have to preserve it at all cost.

With warm regards.

Yours sincerely,



M.C. SHARMA)

To,
All the principals of
Schools affiliated to the Board

Encl : As above

Copy to:

1. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi - 110054
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi - 110016
3. The Secretary, Central Tibetan School Administration, EFF, ESS Plaza, Sector 3, Rohini, Delhi-85
4. The Additional Director General, Director General of Army Education, A-Wing, Sena Bhawan, DHQ-PO, NEW DELHI
5. The Deputy Director of Education, Border Security Force, Block - 10, CGO Complex, Lodhi Road, New Delhi-110003.
6. The Secretary, AWES, Army Headquarters, Adjutant General Branch CW-4, Army Welfare Education Society, West Block No.3, R.K. Puram, New Delhi-110022
7. The Secretary & Director Education, Govt. of Sikkim, Gangtok (Sikkim) - 737101
8. The Director of Education, Andaman and Nicobar Island, Port Blair-744101
9. The Director of School Education, Govt. of Arunachal Pradesh, Civil Sectt. Ita Nagar-791111, Arunachal Pradesh
10. The Director, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi-110048
11. The Director of Public Instruction, Chandigarh Administration, Sector-9, Chandigarh-160017
12. All the HODs and other Officers of CBSE
13. E.O. to Chairman, CBSE
14. All the Regional Officers of the CBSE.
15. All the Education Officers of the CBSE
16. Joint Secretary (IT), CBSE with a request to host the circular on the Website.
17. PRO, CBSE, Delhi

M. G. Sharma

CONTROLLER OF EXAMINATIONS

1. AMMENDMENT/ ADDITION IN THE GUIDELINES FOR CENTRE SUPERINTENDENTS, 2010

Important Information for Centres Class XII Examination Sl. No. 1 - Format of **OMR**/Title sheet and cover page of the Main Answer Book, Main answer book with Graph for Mathematics and **Drawing Sheet** have been changed.

1.23 that seating arrangements for Dyslexic, Blind, Physically Handicapped, Spastic, Autistic and candidates with disabilities as defined in the Persons with Disabilities Act, 1995 be made on the ground floor as far as possible.

4.12 Class IV staff shall be appointed at an examination centre on the dates of the examinations as per the following norms:

- | | |
|------------------------------------|-------|
| i) Upto 20 candidates | One |
| ii) Between 21 to 100 candidates | Two |
| iii) Between 101 to 400 candidates | Three |
| iv) Above 401 candidates | Four |

8(Vii) The Blind, Physically Handicapped, Spastic, Dyslexic, Autistic and candidates with disabilities as defined in the Persons with Disabilities Act, 1995 shall have the facility of having additional time as under beyond the maximum time provided to answer the question paper:

For paper of 3 hours duration	60 minutes
For paper of 2½ hours duration	50 minutes
For paper of 2 hours duration	40 minutes
For paper of 1½ hours duration	30 minutes

II There are no amendments in the **Guidelines for Spot Evaluation, 2010.**

CENTRAL BOARD OF SECONDARY EDUCATION
OBSERVATION SCHEDULE-2010

SCHOOL NO.....

Note:

1. Use only one proforma (may be photocopied) for each subject in case you have comments about the question papers administered by the CBSE
2. Mail/deliver/fax it simultaneously to:
 - i) The Subject Expert of your Region selected to participate in the Marking Scheme Development Program.
 - ii) Joint Secretary (Coordination) CBSE, 2, Community Centre, Preet Vihar, Delhi-110301
 - a) Fax Number: 22057089 (2) 22515826 (3) 22517250
 - b) E-mail: mcsharma2007@rediffmail.com
3. Write your comments clearly but briefly:

Particulars of the School Tel. No. Office.....Res.....
(with Complete Postal Address)

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Date of Examination.....

Subject and Subject Code.....

Question Paper Code..... ClassX/XII.....

S.No.	Nature of Complaint	Question No (s) Suggestions (Attach Separate Sheet, if so Required)
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- | | | |
|----|--|-------|
| 1. | Question deemed out of Syllabus | |
| 2. | Beyond the Comprehension level of the candidate | |
| 3. | Faulty translation | |
| 4. | Defective formation of questions | |
| 5. | Any other (Please specify with relevant details) | |

Name of the School Head.....
(in Capital Letters)

Note: Please use separate proforma for separate question paper code.