CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110301

CBSE/CE/Data Collection/2012

January 13th,2012
Circular No. 03/2012

All the Heads of Institutions Affiliated to the Board

Subject: Collection of Assessment Data of students presently in Class X and appearing in SA2 in March, 2012

Dear Principal,

You are aware that the scheme of Continuous and Comprehensive Evaluation (CCE) and Grading System was introduced by the Central Board of Secondary Education at Secondary Stage in all schools affiliated to it from the academic session 2009-2010. The detailed information about the same has been given to schools from time to time through different circulars which are also available on CBSE website www.cbse.nic.in.

You are also aware that the Board has issued uniform certificates to all the students appeared in Class X in March 2011 Examination irrespective of the fact whether they were assessed by the Board or by the School in Summative Assessment-II (SA-II) and same shall continue in Class X in March 2012 Examination.

1. For this, the Board is collecting the assessment data electronically from all the schools.

2. The Board has finalized software for all schools to download List of Candidates with Roll No from Board's website; compile and upload term wise the following details in respect of each candidate :

Part 1(A) - Scholastic Areas – Academic Performance:

Sub I & Sub II	Any two prescribed languages as per scheme of studies (Out of the two languages one shall be English or Hindi)	
Sub III, Sub IV & Sub V	Mathematics, Science & Social Science	Marks
Sub VI - Additional Subject (optional):	A candidate may offer any one additional subject as per Scheme of Study	

Part 1(B) – Scholastic Areas – Academic Performance:

a. 500 - Work Experience b. 501 - Art Education c. 502 - Physical and Health Education/ Games	Grades on Five Point Scale to be given as A+, A, B+, B, C

Part 2 Co- Scholastic Areas:

Part 2 A - **Life Skills**	511 - Thinking Skills 512 - Social Skills 513 - Emotional Skills	Grades on Five Point Scale to be given as A+, A, B+, B, C
Part 2 B - **Attitude and Values** **towards**	521 - Teachers 522 - School-mates 523 - School Programmes 524 - Environment 525 - Value Systems	Grades on Three Point Scale to be given as A+, A, B

Part 3 Co- Scholastic Activities:

Part 3 A	(Any two of following to be assessed) 531 - Literary & Creative Skills 532 - Scientific and ICT Skills 533 - Visual & Performing Arts 534 - Organizational & Leadership Skills	Grades on Three Point Scale to be given as A+, A, B
Part 3 B **Physical and Health Education**	(Any two of following to be assessed) 541 - Sports/Indigenous sports (Kho-Kho etc.) 542 - NCC/NSS 543 - Scouting and Guiding 544 - Swimming 545 - Gymnastics 546 - Yoga 547 - First Aid 548 - Gardening/Shramdaan 549 - Work Education	Grades on Three Point Scale to be given as A+, A, B

Note:

- As per Scheme of Studies, subjects for a candidate under Scholastic Areas Part 1(A) in Class IX and Class X have to be same.

  Skills under Scholastic Areas-Part 1(B), Co-Scholastic Areas-Part 2(A) & 2(B) are fixed in Class IX and Class X. However, the candidate has option to choose any two Skills under Co-Scholastic Activities – Part 3(A) & 3(B). The Skills under Co-Scholastic Activities – Part 3(A) & 3(B) may be different in Class IX and Class X.

- The Term-wise weightage for Formative Assessments and Summative Assessments under Scholastic Areas Part 1(A) for Academic session 2010-12 are as follows:

Assessments	Term I			Term II			Total
	FA1	FA2	SA1	FA3	FA4	SA2	
Formative Assessments	10%	10%		10%	10%		40%
Summative Assessments			20%			40%	60%

- Marks under Part 1(A) are to be provided Term wise for each of the Classes IX and X for all assessments and for all subjects.

  Provide Marks obtained by the candidate in an Assessment/ Examination out of Max. Marks assigned to the Assessment/ Examination. **The CBSE-CCE2012 software will automatically calculate required Term wise weightage for Formative Assessments and Summative Assessments.**

  Grades under Part 1(B), Part 2(A) & 2(B) and Part 3(A) & 3(B) are to be provided for Class IX and Class X separately for each Activity for entire year. **Descriptive Indicators shall be provided by the Board**.

3. **The schools are required to send following Marks and Grade for each candidate for Session 2010-12 as per schedule indicated against each term**:

Class	Academic Session	Term	Activity	Schedule
IX	2010-11	I	**Part 1(A) -** Marks for FA1, FA2 and SA1 for all subjects	by 15th Feb., 2012
		II	**Part 1(A) -** Marks for FA3, FA4 and SA2 for all subjects **Part 1(B) , Part 2 and Part 3** - Grades for each activity for entire year	by 29th Feb., 2012
X	2011-12	I	**Part 1(A) -** Marks for FA1, FA2 and SA1 for all subjects	**by 31st Jan., 2012**
		II	**Part 1(A) -** Marks for FA3, FA4 and **SA2**[*] for all subjects **Part 1(B) , Part 2 and Part 3** – Grades for each activity for entire year	by 15th April,2012

SA2[*] in Class X 2011-12 shall be either School Conducted or Board Conducted. Schools have to supply Marks for those appearing for **School Conducted SA2**. For **Board Conducted SA2** Marks would be available with the Board**.

4. The data for **Class IX 2010-11 Term I & Term II and Class X 2011-12 Term-I may be uploaded immediately.** However, Data for **Class X 2011-12** Term-II may be uploaded positively by 15th April, 2012.

5. **The procedure for Compilation and Uploading of required data shall be available w.e.f. 18th Jan., 2012 and shall be as follows:**

   ➢ Visit Board's website www.cbse.nic.in and click on Public Portal
   ➢ Click on the link "**Compilation and Uploading of Assessment Data for Academic session 2010-12**"
   ➢ For login, you have to use your **affiliation number as User-ID** and **password** as given by you at the time of submission of **on-line data for Classes IX/ X/ XI/ XII**.
   ➢ After login, take **printout of E-Manual** and read it carefully before start of work. Click on "**Data Collection Software**" for installing required software on your computer and follow instructions as per E-Manual.

6. For any query or help in this regard, contact following **Help Lines** during working days between 10.00 AM to 17.00 PM :

Regional Office	Telephone	E-mail
Head Qtrs/General	011-22521094, 011-22045173, 09654971411, 09654971640, 09654971661, 09654971812	ccedata.cbse@nic.in
Ajmer	0145-2627350, 08233001803, 08233001804	roajmer.cbse@nic.in
Panchkula	0172-2585577, 08699126066	ccedata.ropanchkula@gmail.com
Guwahati	0361-2267786, 09401822333, 09401822334	ccecbseguwahati@gmail.com
Chennai	044-26162264, 044-26164608, 09498043510	ccedata.rochennai@gmail.com
Allahabad	0532-2407970, 0532-2408971, 0532-2407972 08808707462, 09450601047	roallahabad.cbse@nic.in
Delhi	09990178782, 09268594816	ccedata.rodelhi@gmail.com
Bhubaneswar	09654971661, 09654971812	ccedata.cbse@nic.in
Patna	0612-2332248	ccedata.ropatna@gmail.com

   The Schools are advised to contact their **concerned Regional Office for help, if any**.

7. In the interest of School's own candidates, schools are advised to start compiling and uploading the required assessment data before the last dates to avoid the possibility of dis-connection / inability / failure to log on to the Board's website on account of heavy load on internet / website jam during the last few days. In case, assessment data is not uploaded in time, result of the School may get delayed.

8. The schools are expected to ensure that the data uploaded for each candidate is accurate in all respects and the schools must retain a copy of the **'FINAL LIST OF Marks and Grades'** printed for each Class IX and Class X from CBSE server for future record.

9. The data once uploaded would not be altered by the school under any circumstances. If any changes or mistakes come to the notice of the school during checking of final list generated from Board's website, the same may be corrected in the hard copy with the red ink, attested by the Principal and sent to the concerned Regional Officer in a sealed envelope superscribed as **'CONFIDENTIAL'**. The staff of the school involved in this activity must be permanent/ regular, trust-worthy and competent so that all information provided to the Board is accurate and correct in all respects.

10. It may also be noted that the Board is separately also doing a random collection and verification of Evidence of Assessments conducted at School level under Formative and Summative Assessments for which a cicular has been issued separately.

11. **Following is the feedback on the Assessment Data provided by the Schools for Session 2009-11(For details refer Section II E-Manual) :**

   • **The Highest Marks obtained by the candidate in an Assessment/ Examination in the school were taken as Max. Marks Assigned to the Assessment/ Examination. (OR)**

      The marks obtained by the candidate were supplied after reducing to required weightage without changing Max. Marks assigned to the Assessment/ Examination which should not have been done.

   • **Marks obtained by the candidates under Scholastic Areas Part 1(A) in Class IX were supplied without taking cognizance of Marks obtained at Eligible for Improvement of Performance (EIOP). It should have been supplied after taking cognizance of EIOP.**

   • **Descriptive Indicators under Scholastic Areas Part 1(B), Co-Scholastic Areas 2(A) & 2(B) and Co-Scholastic Activities 3(A) & 3(B) :**

      There were many spelling, grammatical mistakes and variations in the Descriptive Indicators provided by the Schools. Schools should have avoided spelling and grammatical mistakes. In view of this, Descriptive Indicators were provided by the Board.

- **Different subjects opted by a candidate under Scholastic Areas Part 1(A) in Class IX and Class X.**

- **Few schools have not followed schedule for supply of Assessment data.   This resulted delay in Compilation of Results. Schools are requested to follow schedule rigorously to avoid delay in Compilation of Results.**

- **Candidates appeared in SA2 in Class X for both School conducted as well as Board conducted Exams which should not have been done. For such cases, lowest Marks obtained shall be taken as final.**

IMPORTANT	1. KINDLY NOTE THAT SCHOOLS WOULD NOT COMMUNICATE THE MARKS OF SCHOOL CONDUCTED CLASS X SUMMATIVE ASSESSMENT-2 TO THE CANDIDATES UNDER ANY CIRCUMSTANCES.
	2. AS PER THE SCHEME LAID DOWN AND COMMUNICATED EARLIER, THE BOARD WOULD BE DECLARING THE RESULTS OF THESE CANDIDATES IN THE MONTH OF MAY ALONG WITH THE RESULTS OF BOARD CONDUCTED SUMMATIVE ASSESSMENT– 2 CANDIDATES

Yours faithfully,

(M.C. Sharma)
Controller of Examinations

Enclosure: E-Manual - Operational/ User Manual for Compilation and Uploading of Assessment Data for Session 2010-12

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 Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
2.   The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
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 – 737 101.
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-744 101.
8.   The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085.
9.   All the Regional Officers of CBSE with the request to send this circular to all the Heads of Institutions affiliated to the Board in their respective regions.
10.   The Education Officers/AEOs of the Academic Branch, CBSE.
11.   The Joint Secretary (IT) with the request to put this circular on the CBSE website.
12.   The Library and Information Officer, CBSE
13.   EO to Chairman, CBSE
14.   SO to CE, CBSE
15.   PA to Secretary, CBSE
16.   PA to Director (Spl Exams.)
17.   PA to Director (Training)
18.   PA to Director (Academic)
19.   PA to HOD(IT)
20.   PRO, CBSE

Controller of Examinations