



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

DO(COORD)/2012

31st December - 2012

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, 2013.

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 2012 examination.

1. You are aware that class X & XII examinations are to begin from 1st March, 2013. 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 comments 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 papers, 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. **You are aware that the scheme of Continuous and Comprehensive Evaluation has been implemented w.e.f the session 2009-2011 for students studying in schools affiliated to Board upto Secondary and Senior Secondary level. W.e.f. 2012-13 session of class X the school based Summative Assessment-II has been extended to all the Schools affiliated to the Board irrespective whether they are affiliated upto Secondary or Senior Secondary level. According to the revised scheme student of schools affiliated to the Board who wish to move out of the CBSE system after class X are required to take the Board's external examination at Secondary level. The observations on the question papers administered for Summative Assessment-II under scheme-II i.e Board conducted examination should only be sent the Board within twenty four hours of the conduct of the examination of the subject concerned.**
5. Careful marking of script 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 teacher may compel the board to delay the declaration of result of the defaulting institution 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 book of each evaluator is just not routine. It should conform to the marking scheme so that it provides academic guidance to the evaluators for objective and uniform evaluation.
7. In order to preserve sanctity of the system and avoid criticism, I request the principals appointed as Chief Nodal Supervisors to provide logistic and administrative support to the Head Examiners and also to ensure that the answer books are evaluated as per the instructions/marking scheme(s) provided by the Board.
8. As per orders of the Hon'ble Supreme Court, the candidates who had requested for providing photocopy of the evaluated answer books had been provided the same. After getting the photocopies of the evaluated answer books representations have been received incurred to under marking or not awarding marks as per the value points given in the Marking Scheme. As this year also photocopies of the evaluated answer books would be provided all Examiners, Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points given in the marking so that the Board could be in a position to defend the evaluation at any forum.

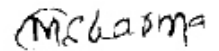
9. For 2013 examinations, some new instructions have been provided in the Guidelines for the Spot Evaluation. You are requested to kindly read these instructions carefully, I am enclosing a compiled list of these instructions as Annexure 'A' for your ready reference.
10. With the introduction of Continuous and Comprehensive Evaluation Scheme upto Secondary level, there may be teachers teaching in classes IX and X whose ward/near relation may also be appearing for the Class IX/X examination from the same school. The head of the institution shall ensure that such teachers are not involved in the invigilation/evaluation duties for class IX/X, as the case may be, as far as possible. In case it is not feasible to absolve them from evaluation duties, the evaluation work should invariably be got done under the supervision of the head of the school.

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 examinees faith and we have preserve it at all cost.

With warm regards

Encls:- As above

Yours Sincerely



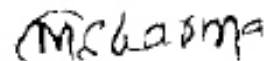
(M.C. Sharma)

To,

Principals of all the Schools
affiliated to the Board.

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. The 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. The PRO, CBSE, Delhi



CONTROLLER OF EXAMINATIONS

ANNEXURE-A

AMENDMENTS/ADDITION IN THE GUIDELINES FOR CENTRE SUPERINTENDENTS –2013

- 1. Witness of 02 Asstt. Supdts. on Proforma No. 66(one Asstt. Superintendent should be from the school other than the examination centre) (Appendix D for Outside Regions & Appendix C for Delhi Region).**
- 2. While packing of answer books, the same should be packed in the presence of 2 Asstt. Supdts. of which one should be from the school other than the examination centre (7.1(e) of the Guidelines).**
- 3. For differently abled candidates, facilities as required by them may be provided by the centre (Instruction 1.27 for Outside Regions & 1.29 for Delhi Region).**

AMENDMENTS /ADDITION IN THE GUIDELINES FOR SPOT EVALUATION – 2013

- 1. Proforma No. 28 details of number of answer books medium-wise i.e. No. of answer books in English medium/Hindi medium/Other medium/Total..**

CENTRAL BOARD OF SECONDARY EDUCATION

OBSERVATION SCHEDULE-2013

SCHOOL NO. _____

Name and complete Postal Address of the School

Tel No. Office _____

Res _____

Date of Examination _____

Subject & Subject Code _____

Class XII / X

Question Paper Code _____

S.No.	Nature of Complaint	Question No(s) Suggestions (attach separate sheet, if so required)
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)	_____

Signature of the School Head _____

Name of the School Head (in capital letters) _____

NOTE :

1. Use only one proforma (may be photocopied) for each subject in case you have comments about the question papers administered by CBSE for Class XII and Class X (Board conducted examination only)
2. The Observations may be E-mailed/delivered/faxed within twenty four hours of the conducts of examination of the subject concerned.
3. E-Mail/deliver/fax it simultaneously to :
 - i) The subject Expert of your Region selected to participate in the Marking Scheme Development Programme
 - ii) Deputy Secretary (Coordination), CBSE, 2, Community Centre, Preet Vihar, Delhi-110 301
 - a) Fax Numbers : 011-22057089/22517250/22515828
 - b) E-mail:mcsharma2007@rediffmail.com
 - c) dscoordcbse@gmail.com
4. The comments should be clear but brief
5. Please use separate proforma for separate question paper code.