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24<sup>th</sup> January 2006

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 2005 exam.

1. You are aware that class X & XII examinations are to begin from 1st March, 2006. 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 the 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 2006 Examinations, some new instructions have been provided in the Guidelines to 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,

(PAVNESH KUMAR)

Encl : As above.

**Copy to:**

1. The Director of Education, Directorate of Education, Delhi Administration, Old Secretariat, Delhi – 110054.
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110067.
3. The Secretary, Central Tibetan School Administration, T.C. Jaina Complex, 2, Netaji Subhash Marg, Darya Ganj, New Delhi – 110002
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 Andaman & Nicobar Islands.
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 CBSE(Ajmer, Allahabad, Panchkula, Chennai, Guwahati and Delhi)
15. PRO, CBSE, Preet Vihar, Delhi-110092.
16. System Analyst and Web Manager, CBSE with a request to put the circular on the Website.

CONTROLLER OF EXAMS

**CENTRAL BOARD OF SECONDARY EDUCATION  
OBSERVATION SCHEDULE – 2006**

**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 Programme.
  
  - ii) Deputy Secretary (Coordination) CBSE, 2, Community Centre, Preet Vihar, Delhi-110092
    - a) Fax Number: 22057089 (2) 22515826 (3) 22517250
  
    - b) E-mail:cepavnes@hotmai.com

3. Write your comments clearly but briefly:

Particulars of the School

Tel. No. Office:.....

(With Complete Postal Address)

Residence:.....

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Date of Examination.....

Subject.....

Question Paper Code..... Class X/XII.....

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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.**

## **ANNEXURE-A**

### **AMENDMENTS/ADDITIONS IN THE GUIDELINES FOR CENTRE SUPERINTENDENTS**

- 1.4** that it is of utmost importance that the packet(s) of question papers which are meant for a particular day are opened 30 minutes before the prescribed time on the day of examination.
- 1.5** candidates will be given an additional time of 15 minutes before they start writing their answers. This time should be given exclusively for reading and understanding the question paper.
- 1.39** additional time of 15 minutes before the commencement of examination be utilized for studying the question paper and planning appropriate strategies to write the answers.
- 2.2.8** the doors should be opened 45 minutes before the time specified for the commencement of Exam. on the first day and 30 minutes on the subsequent days. Candidates should be advised to be in their seats 30 minutes before the scheduled commencement of the examination. After the commencement of Examination normally no candidate who is late by more than 30 minutes be admitted. In case, the Centre Superintendent is satisfied that the delay is on account of a bonafide reason, he/she may admit a candidate upto 30 minutes extendable up to 45 minutes in extraordinary circumstances of the commencement of the examination and send a detailed report about the same to the Regional Officer. But no extra time would be given to the candidate for completing his/her exam. Admission of any candidate to the examination hall in contravention of these instructions shall be considered invalid for that particular paper.
- 3.3** From this year, the Board will supply only two types of main answer-books – one without Graph for all the subjects (except Mathematics) and the second with Graph (for Mathematics) both for Classes X and XII.
- 3.4** From this year, the main answer book for Class X also will consist of 32 pages instead of 24.
- 5.1.1** Each packet containing question papers shall be opened by the Centre Superintendent in the Examination Hall on the day of examination 30 minutes before the time fixed for the Examination in the paper. He shall do so in the presence of at least four Assistant Superintendents. (one of them should be from the school other than the examination centre) as witnesses, who will carefully see that the seals on all the envelopes are

intact, the correct packets are being opened and then sign the certificate for opening question papers printed on the packet containing question papers. In case the number of Assistant Superintendents is less than four in a particular session the packets should be opened in the presence of all the Assistant Superintendents on duty in that session. Same person should not act as witness daily. **THEY SHOULD AS FAR AS POSSIBLE BE CHANGED EACH DAY AND SHOULD NOT BELONG TO THE SAME SCHOOL.** When there is more than one packet in one paper at a centre, the same procedure, will be followed for all the packets. After opening the sealed packets containing question paper, the no. of copies in each packet should be counted and tallied with that recorded on the packet.

- 5.2.1 Question papers must be distributed 15 minutes prior to the time given in the date sheet. In case, due to unforeseen circumstances, delay in the commencement of examination on a particular day occurs, the time lost in the **PROCESS MUST BE COMPENSATED.** Statement to this effect be taken from a few students in each room duly verified by both the Assistant Superintendents and kept on record with the Centre Superintendent.

## **AMENDMENTS/ADDITIONS IN THE GUIDELINES FOR SPOT EVALUATION**

- 3.6 He/she will keep the sealed bags of un-evaluated answer books or any other confidential material in safe custody. If there is more than one **subject at the** nodal centre the bags should be kept in separate rooms for each subject.
- 3.20 He/she will fix working hours for the staff at the centre **in consultation with the CNS, if any.**
- 3.23 He/she will receive necessary advance for the conduct of evaluation work **from CNS/RO** maintain proper accounts as desired by the Board and submit the same to the Regional Officer concerned soon after the work is finalized.
- 3.34 He/she will report cases of unfair means, answer books without roll number or with duplicate roll number or of other than English/Hindi medium for which the evaluation arrangement is not done/available at the centre. **The bag number of the answer book must be invariably mentioned in the report.**
- 4.4 AHE shall be appointed only when the number of examiners in the subject is not less than five (5).
- 5.9.2 the Examiner should draw a vertical line at the end of the last question **and put his signature** and also cross out the remaining blank pages of the answer book attempted by the examinee. The examiner should ensure that he/she crosses out each blank space/page(s) full or part thereof, of the answer book. This is essential to prevent the possibility of misusing the blank space of the answer book at any stage afterwards.
- 6.1 The preparation, checking and packing of awardlist in respect of the **evaluated answer books in a particular subject at a nodal centre is the personal responsibility of the Head examiner. He/she will therefore, select the Co-ordinators carefully from the list of the examiners appointed by the Board. In case of non-availability of examiners appointed by the Board, the Head Examiner may appoint Co-ordinators locally at his level who should be a PGT in case of Class XII and TGT in case of Class X.**

6.3.7 totals of sub parts in a question are correct. He will calculate and check the **sub-totals and grand total on the title cover of the answer book.**

6.3.22 if the computerized printed award lists of certain answer books are not available, then the Co-ordinator will prepare manual award list (s) in respect of all such answer books. While filling in such award list (s) the Coordinator will clearly give name of examination, scheme, subject code, question paper set nos. coordinator no. and other relevant information in the specified columns. The blank copies of a manual award lists are being supplied to the centres by the Regional Offices. Such award lists have to be sent to the Regional Office in a separate cover, indicating particulars of the award lists. In case there are answer books having duplicate roll nos., **these should be** marked A and B respectively by the examiner concerned. Their roll nos. and marks have to be entered in the manual award list and sent to the Regional Office concerned along with the packet of answer books in separate cover but placed in the same packet.

6.3.26 he will maintain a list of errors in Proforma No. 41 committed by each examiner and submit the same to the Head Examiner, who in turn **would** deduct the amount of remuneration from the payment to **be** made to the examiner on the last day. Head Examiner will then forward the list of such errors to the Regional Officer along with his observations about performance of examiners.

Theory Award List (Manual) appended as Annexure-XII has also been slightly modified and the column Subject Code & Name has been bifurcated to read as under :

Subject Name\_\_\_\_\_

Subject Code 

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The refreshment charges paid to various functionaries at Nodal (Spot) Evaluation Centres has been revised as under:

<u>In India</u>		<u>Outside India</u>	
Existing	Revised	Existing	Revised
Rs. 8/-	Rs. 15/-	Rs. 16/-	Rs. 30/-