

GUIDELINES FOR SPOT EVALUATION 2019



CENTRAL BOARD OF SECONDARY EDUCATION, DELHI

CONTENT

1. Spot Evaluation	3-4
2. Evaluation Team & Scheme of Evaluation	5-7
3. Chief Nodal Supervisor (CNS) - Appointment, Role & Responsibilities	8-10
4. Head Examiner – Appointment, Role & Responsibilities	11-18
5. Additional Head Examiner (Evaluation)-Appointment, Roles & Responsibility	19-22
6. Evaluators – Appointment, Roles & Responsibilities	23-28
7. Additional Head Examiner (Coordination)-Appointment, Roles & Responsibilities	29-30
8. Coordinators - Appointment, Roles & Responsibilities	31-34
9. General Instructions	35-38
10. e – Theory (R-2.0) Online Theory Marks Uploading System for Class X & XII	39-44

ANNEXURES

I. Schedule of first day	45
II. Instructions to be displayed at Evaluation Centre	46-47
III. Extract from Affiliation Bye-Laws	48-49
IV. Precautions to be taken at Spot Evaluation	50
V. Remuneration Bill for Head Examiners/AHE/Coordinators at Nodal Centres	51-52
VI. Assessment report of Sub-Examiners	53-54
VII. Report of Examiners of students' performance	55-56
VIII. Report of Head Examiner	57-58
IX. Script Mark Sheet to be submitted by Head Examiner	59-60
X. Proforma for Coordinators (Record register for checking and entering of marks of A/Books)	61
XI. Proforma for record of Evaluated Answer Books	62
XII. Proforma for forwarding Evaluated Answer Books	63
XIII. Certificate of Central Evaluation Work	64
XIV. Attendance Certificate	65
XV. Proforma of consolidated claim	66
XVI. Theory Award List	67
XVII. Evaluation Monitoring Slip	68
XVIII. Form containing details of relations appearing in 2019 examination	69
XIX. Proforma for compilation of errors committed by Examiner	70
XX. Penalties for errors	71-73
XXI. Mock Evaluation Summary Report	74
XXII. Rates of payment of contingent charges remuneration, conveyance TA/DA	75
XXIII. Certificate to be given Coordinator(s)	76
XXIV. Important Telephone Numbers	77-79

1.1 CONCEPT OF NODAL CENTRES IN THE EVALUATION PROCESS

The Board follows an established system of spot evaluation for the answer books of class X and XII examinations by engaging Evaluators of the respective subjects. The Examiners are selected based on the teacher's data provided by the schools and as per norms fixed for the same.

The Nodal Centres (NC) are the affiliated schools where the appointed Head Examiners (HE) report for carrying out the evaluation work of the coded answer books sent by the Regional Offices. The Nodal Centre is headed by a Chief Nodal Supervisor (CNS) who is essentially the Principal of the nodal school.

At Nodal Centres, the Board deutes Head Examiners along with a contingent comprising of Additional Head Examiners-Evaluation (AHE-E), Additional Head Examiners-Coordination (AHE-C), Examiners and Coordinators as per scheme of Evaluation.

For the purpose of error free posting of marks and to ensure speedy collection of theory marks data, the Board has created link <http://59.179.16.89/2018/theory2018/login.aspx> for online uploading of theory marks for class X and XII from the Nodal Centres.

NOTE:

Attention is also invited to the CBSE's Circular No CBSE/AFF/Adv 2017 dated 18th December 2017 regarding nomination and deployment of regular teachers for the evaluation of answer scripts of Class X and XII Examinations.

All the affiliated schools must also note the direction given in Circular No 3/2018 dated 23.02.2018 issued by the CBSE HQ on "Relieving of teachers nominated by the CBSE for the evaluation of answer scripts of Board Examination."

Schools have been directed to relieve all the teachers nominated by the CBSE for training and evaluation strictly as per the schedule communicated. Non-compliance will be viewed seriously inviting penalty including withholding of further extension/Upgradation/Additional subject applications. In addition to this, action shall also be initiated against such schools based on the report given by the Regional Officer in the event of non-compliance on the part of any affiliated schools. Result of such schools may also not be declared. In this regards, relevant rules of Affiliation Bye Laws may be seen. Annexure-III

1.2	<p>FIXING OF NODAL CENTRES (NC)</p> <p>Nodal Centre is an affiliated school which is identified by the Board's Regional Offices on following broad parameters:</p>
1.2.1	Availability of experienced Principal to act as Chief Nodal Supervisor.
1.2.2	Location of the school (connectivity) for easy reach of examiners/ other functionaries from the Schools in the vicinity / area.
1.2.3	Adequate infrastructural facilities and human resources.
1.2.4	Availability of staff for other duties including support for logistics and IT support for the purpose of data uploading.
1.2.5	Availability of secured storage place for answer books and other confidential materials.
1.2.6	Availability of CBSE affiliated schools near Nodal centre for appointing examiners.
1.2.7	Centre is safe and secured.
1.3	<p>NUMBER OF SUBJECTS AT EACH NODAL CENTRE</p> <p>At each Nodal Centre, evaluation of answer scripts of 3 or more subjects (as decided by the Regional Office) will be taken up under the supervision of respective Head Examiner.</p>

CH	2	EVALUATION TEAM AND SCHEME OF EVALUATION																																			
2.1	Following scheme of evaluation shall be followed in the Nodal Centre under the supervision of the Chief Nodal Supervisor for the purpose of evaluation of answer books of the examinations conducted every year.																																				
2.1.1	Every Nodal Centre will have Head Examiners reporting to the Nodal Centre as appointed by the Regional Office. Nodal Centre will have Chief Nodal Supervisor under whom three or more Head Examiners will be working as shown below:																																				
<table><tr><td colspan="5">Chief Nodal Supervisor (NODAL CENTRE)</td></tr><tr><td>HE (Sub-1)</td><td>HE (Sub-2)</td><td>HE (Sub-3)</td><td>HE (Sub-4)</td><td>HE (Sub-5)</td></tr></table>							Chief Nodal Supervisor (NODAL CENTRE)					HE (Sub-1)	HE (Sub-2)	HE (Sub-3)	HE (Sub-4)	HE (Sub-5)																					
Chief Nodal Supervisor (NODAL CENTRE)																																					
HE (Sub-1)	HE (Sub-2)	HE (Sub-3)	HE (Sub-4)	HE (Sub-5)																																	
2.1.2	The number of HEs working or deployed at any particular Nodal Centre shall be at the discretion of the Regional Officer (RO), CBSE. Subjectwise HE deployment at the Nodal Centre shall also be the discretion of the Regional Officer, CBSE.																																				
2.1.3	At every Nodal Centre, evaluation shall be carried out under the supervision of the Head Examiner who shall be appointed by the RO, CBSE. HE will work with his/her team/strength for a particular subject as per scheme given below:																																				
<table><tr><th colspan="4">HEAD EXAMINER (HE) (appointed by CBSE, Regional Office)</th></tr><tr><th>AHE: SET1 (Evaluation)</th><th>AHE: SET2 (Evaluation)</th><th>AHE: SET3 (Evaluation)</th><th colspan="3">AHE: C (Coordination)</th></tr><tr><td>Evaluator E01</td><td>Evaluator E05</td><td>Evaluator E09</td><td colspan="3" rowspan="4">Coordinator C1 Coordinator C2 Coordinator C3</td></tr><tr><td>Evaluator E02</td><td>Evaluator E06</td><td>Evaluator E10</td></tr><tr><td>Evaluator E03</td><td>Evaluator E07</td><td>Evaluator E11</td></tr><tr><td>Evaluator E04</td><td>Evaluator E08</td><td>Evaluator E12</td></tr><tr><td>= 4 Evaluators</td><td>= 4 Evaluators</td><td>= 4 Evaluators</td><td colspan="3">= 3 Coordinators</td></tr></table>							HEAD EXAMINER (HE) (appointed by CBSE, Regional Office)				AHE: SET1 (Evaluation)	AHE: SET2 (Evaluation)	AHE: SET3 (Evaluation)	AHE: C (Coordination)			Evaluator E01	Evaluator E05	Evaluator E09	Coordinator C1 Coordinator C2 Coordinator C3			Evaluator E02	Evaluator E06	Evaluator E10	Evaluator E03	Evaluator E07	Evaluator E11	Evaluator E04	Evaluator E08	Evaluator E12	= 4 Evaluators	= 4 Evaluators	= 4 Evaluators	= 3 Coordinators		
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= 4 Evaluators	= 4 Evaluators	= 4 Evaluators	= 3 Coordinators																																		
If number of AHE is more, Evaluators will be given number as 13, 14..... Also, one Coordinator will be appointed for each AHE(Evaluation).																																					

- 2.1.4** The Additional Head Examiner (AHE) for the purpose of evaluation shall be appointed by the HE from amongst the list of evaluators supplied by the RO. The AHE will work with a team of 4 Evaluators as assigned to him/her by the Head Examiner Set wise as per scheme given below:

ADDITIONAL HEAD EXAMINER (AHE): Evaluation

(to be appointed by HE generally based on involvement exhibited by the evaluators during 1st day discussion on marking scheme and Mock evaluation to be conducted in the 2nd half of the 1st day of the commencement of evaluation)

Evaluator: 1

Evaluator: 2

Evaluator: 3

Evaluator: 4

- 2.1.5** Evaluators will be appointed by the HE from amongst the list of Evaluators provided by the RO. 4 Evaluators will be assigned to one AHE (Evaluation) for the purpose of evaluation of answer books of a set of the QP. Each evaluator will complete the evaluation of 25-30 Answer Books per day.

- 2.1.6** It is compulsory for the appointed Principal/Vice-principal/Teacher to work as CNS/HE/AHE(E)/AHE(C)/Evaluator/Coordinator and extend all help to the Board for evaluation/examination work as per provisions contained in the Examination and Affiliation Bye-laws of the Board.

2.2 FLOW OF THE PROCESS OF EVALUATION AND UPLOADING OF MARKS

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|-------|---|
| 2.2.1 | Identification of Nodal Centres and appointment of Chief Nodal Supervisors by the Board. |
| 2.2.2 | Appointment of Head Examiners by the Board. |
| 2.2.3 | Supply of lists of appointed Evaluators to the HEs with intimation to the CNS and individual evaluator. |
| 2.2.4 | 1 st day discussion on QP & Marking Scheme with evaluators and mock evaluation at the location of Nodal Centre. All appointees are expected to remain present on time and participate mock evaluation. |
| 2.2.5 | Appointment of AHE(E), AHE(C), Evaluators, Coordinators by the HE from amongst the list of Evaluators provided by the RO and based on participation & usefulness. |
| 2.2.6 | Issuance of Answer Books to HEs by the CNS and allotment of secured space for storing the same at the Nodal Centre. |
| 2.2.7 | Issuance of first 05 copies by the HEs for sample checking. |
| 2.2.8 | Sample checking of first 05 copies by the Evaluators. |

2.2.9	Daily issuance of 25-30 copies to each AHE(E) per evaluator by the HE and checking of copies by the Evaluators.
2.2.10	Checking of Answer Books or supplementary Answer Book for any missing or torn pages and recording the same on the answer book and submission of a written report to the HE/AHE.
2.2.11	Checking of Answer Book by evaluators.
	<p>Verification of Answer Books by interchanging of evaluated Answer Books by each evaluator in the following manner:-</p> <ol style="list-style-type: none"> Check of intactness of all copies including additional Ans Book. Check erratic evaluation and if any, report to AHE(E) Check that there is no un-evaluated part Check that totalling of marks is correct inside Check that posting of marks is correct on title page Check that total of marks on title page is correct.
2.2.12	<p>Re-evaluation of 20% copies per Evaluator by the AHE(E), and re-evaluation of all copies awarded 0-5 marks and 96-100 marks.</p> <p>AHE(E) shall also resolve issues raised by Evaluators, if any, from time to time for all the Evaluators working under him/her.</p>
2.2.13	Handing over of copies to the Coordinator for checking and uploading of marks.
2.2.14	<p>Verification of marks of all copies by Coordinator in the following manner: -</p> <ol style="list-style-type: none"> Check of intactness of all copies including additional Ans Book. Check that there is no un-evaluated part Check that totalling of marks is correct inside Check that posting of marks is correct on title page Check that total of marks on title page is correct. <p>Mistake noticed if any, must be informed and corrected carefully under the supervision of AHE(C).</p>
2.2.15	<p>AHE(C) will also re-check copies of Coordinators in the following manner:-</p> <ol style="list-style-type: none"> 10% Copies of each Coordinator 100% comparison of marks from copies to award list with coordinator(s)
2.2.16	Uploading of the marks on the given link by the Coordinators.
2.2.17	Checking of uploaded marks and award lists by the AHE(Coord)
2.2.18	<p>Checking of 10% copies will be done by the HE in the following manner:-</p> <ol style="list-style-type: none"> 2 copies of each AHE (Evaluation)(2x3=6)- do complete Re-evaluation 1 copy of each evaluators(1x12=12)- do complete Re-evaluation 2 copies of AHE(Coord)(2x1=2)- do Scrutiny 3 copies of each Coordinator(3x3=9)- do Scrutiny <p>Total 29 copies have been assigned to HE.</p>

2.2.19	Checking of uploaded marks and award lists by the HE and signing of the award lists.
2.2.20	In case any discrepancies are found in the actual awards and the uploaded marks after the uploading and final submission of the award lists online, the same be immediately brought to the notice of the Regional Officer.

CH	3	CHIEF NODAL SUPERVISOR (CNS): APPOINTMENT, ROLE & RESPONSIBILITIES
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Chief Nodal Supervisor (CNS) is a crucial functionary in the entire scheme of spot evaluation. CNS facilitates the entire evaluation process and provides necessary support to the HEs allotted to his/her nodal centre. CNS has multiple roles and responsibilities as enumerated below:

3.1 APPOINTMENT

CNS shall be appointed by the Regional Officer based on experience, competency, and qualifications utilizing the details obtained through Teacher's Data Bank and based on infrastructure of the school.

3.2 ELIGIBILITY

CNS shall essentially be a Principal of an affiliated School.

3.3 ROLE

CNS shall provide all type of logistic and administrative support to the HEs.
CNS will also check randomly 3-5 copies of Head Examiners to ensure quality of evaluation depending number of Head Examiners appointed at centre.

3.4 INFRASTRUCTURE AND WORKING CONDITIONS

CNS shall ensure and provide reasonably good working conditions, i.e. staff, requisite number of classrooms, hall, furniture and other conveniences to the working Evaluators.

3.5 IT FACILITIES

CNS shall arrange for IT facilities including Hardware, Software, Net Connectivity etc.

3.6 RECEIPT AND STORAGE OF ANSWER BOOKS

CNS shall monitor and ensure timely receipt of the answer books from the RO.
CNS shall ensure its safe custody & storage at the Nodal Centre.
CNS shall hand over answer books to the appointed Head Examiner on his/her reporting for evaluation.

3.7 MEETING

CNS shall arrange for the meeting of the entire team of evaluation at Evaluation Centre and shall remain present in the meeting.

3.8	ADHERENCE TO MARKING SCHEME CNS shall personally inform in the meeting that though Marking Scheme is to be adhered however, correct, innovative and replies based on the latest information etc. be awarded marks.
3.9	ENGAGEMENT OF COORDINATORS CNS shall engage teachers (preferably having Science, Maths. or Computer background) of his/her school to act as Coordinators at the Evaluation Centres in consultation with the Head Examiner.
3.10	ARRANGEMENT OF SUBSTITUTES CNS shall make arrangement of substitute Evaluators for the HE in case of non-reporting of the Evaluators and extend required help to the HE for timely evaluation.
3.11	COPIES OF QPs AND MARKING SCHEME CNS shall ensure that all HEs have received sufficient copies of Question Paper(s) and Marking Scheme(s).
3.12	MONITORING CNS shall ensure adherence to the marking scheme by way of effective monitoring, and also through daily progress review in consultation with the HE.
3.13	QUALITY CNS will confirm quality of evaluation by confirming variation in marks if any of all the functionaries working under the HE and take the suitable action.
3.14	TIMELY COMPLETION CNS shall facilitate timely completion of evaluation work as per evaluation schedule given by the Regional Office concerned.
3.15	DAY TO DAY COUNT AND RECORDS CNS shall ensure count of answer books every day and maintenance of all records of received answer books, records of issued answer books to HE etc.
3.16	UPLOADING OF MARKS CNS shall ensure complete uploading of marks of all answer books taken for evaluation, on day to day basis.

3.17 PRINTING OF AWARD LISTS

CNS shall also ensure printing of Award list after marks are uploaded on the given link.

3.18 DAILY REPORTS

CNS shall send daily report of the evaluation to the RO and forwarding of the Award List, duly signed, to the RO concerned as per instructions.

3.19 SEALING OF BAGS AND STRONG ROOM

CNS shall ensure proper sealing of bags and strong room where answer books are stored.

CH	4	HEAD EXAMINER: APPOINTMENT, ROLE & RESPONSIBILITIES
<p>HE shall be the key functionary for the entire process of evaluation of the answer books of the subject assigned to him/her and he/she will be appointed by the RO based on specified norms and teachers' database provided by the affiliated schools.</p>		
4.1	<p>ELIGIBILITY</p> <p>Any Principal, Vice-Principal, Post Graduate Teacher, Experienced Trained Graduate Teacher (In the subjects of Science and Social Science of Class-X) of an affiliated school or a Lecturer/Reader in a college can be appointed as Head Examiner for a subject/paper.</p>	
4.2	<p>POSITION AS HEAD OF EVALUATION</p> <p>HE shall be the Head of the evaluation in a subject to be conducted by a team at the Nodal Centre allotted to him/her by the RO.</p>	
4.3	<p>RESPONSIBILITIES</p> <p>HE shall be the leader of an evaluation unit for all purposes and would be responsible for all the activities and proceedings relating to the arrangement and conduct of evaluation, checking and the coordination work of the answer books allotted to him/her as per instructions of the Board under the supervision of Chief Nodal Supervisor at the Nodal Centres.</p>	
4.4	<p>INFRASTRUCTURE AND WORKING CONDITIONS</p> <p>HE shall ensure reasonably good working conditions and environment, i.e. requisite number of classrooms, hall, furniture and other conveniences to the working Evaluators.</p>	
4.5	<p>CONTINGENT EXPENSES</p> <p>HE is authorised to spend Rs.1000/- as contingent expenses for purchase of necessary petty stationery items at the Spot Evaluation Centre. The account of all such expenses incurred should be supported by original vouchers duly verified by him/her.</p>	
4.6	<p>SUPPORT STAFF</p> <p>01 Clerk and 01 Class IV staff will be provided at one Nodal Centre to each HE/ In-charge.</p>	

4.7	<p>COPIES OF QPs AND MARKING SCHEME</p> <p>HE shall ensure that he/she has received sufficient copies of Question Paper(s) and Marking Scheme(s).</p>
4.8	<p>RECEIVING OF BAGS AND RECORD KEEPING</p>
4.8.1	HE shall receive sealed bags sent by RO (sent in 200 Nos. in centurial order with relevant papers) and maintain necessary records.
4.8.2	HE will verify that the seals are intact, and no tampering has been done.
4.8.3	HE shall make entries of the account in a register meant for the purpose. In case,
4.8.4	HE finds any discrepancy or irregularity, he/she should report the matter to the Regional Officer concerned immediately.
4.8.5	HE shall be the custodian of Answer Books sent by the Board or handed over by the CNS for evaluation.
4.9	<p>ANSWER BOOKS OF Children With Special Needs (CWSN)</p> <p>HE should check whether any answer books of differently abled (CWSN) candidates (Children with disabilities as defined in the Persons with Disabilities Act, 2016 have been erroneously received along with the answer books of other candidates. If the Answer Books of differently abled (CWSN) candidates are found mixed with the answer books of other candidates, these shall be immediately returned to the respective RO without being evaluated.</p>
4.10	<p>APPOINTMENT SCALE OF FUNCTIONARIES</p> <p>HE shall appoint following functionaries:</p>
4.10.1	Three (3) AHE-Evaluation (or more based on availability) from amongst the list of Evaluators provided by the RO in such a way that different components of subjects / QP sets are taken care of for error free evaluation as per marking scheme.
4.10.2	HE shall appoint one (1) AHE (Coordination) from amongst the list of Evaluators provided by the RO in such a way that the entire coordination work takes place without error and on day to day basis.
4.10.3	HE shall appoint four (4) evaluators under each AHE (Evaluation) from amongst the list of Evaluators provided by the RO in such a way that the entire evaluation work takes place without error and on day to day basis.
4.10.4	HE shall appoint three (3) Coordinators i.e. one for each AHE from amongst the list of Evaluators provided by the RO in such a way that the entire coordination work takes place without error and on day to day basis. In case there are more than three AHE-Evaluation, then one Coordinator each will be provided to each AHE (E).

	4.10.5	HE shall appoint one clerk and one MTS staff in consultation with the CNS.
4.11	SUBSTITUTE EVALUATORS HE shall appoint eligible substitute Evaluators if required in consultation with the CNS for timely completion of evaluation work.	
4.12	TEAM COMPOSITION HE shall ensure that the team composition is drawn in such a way that different components of subjects (such as in the subject of Science and Social Science involving different subjects) are taken care of for error free evaluation.	
4.13	PRESENCE DURING EVALUATION HE shall remain present throughout the duration of evaluation.	
4.14	WORKING HOURS HE will fix working hours for the staff at the centre in consultation with the CNS, if any, and shall ensure 8 hours working duration in consultation with the CNS.	
4.15	MEETING: FIRST HALF HE shall essentially conduct meeting in the first half of the 1 st day of Evaluation with his/her entire team and discuss the entire action plan for the 10-12 days evaluation process. The detailed discussion will be initiated by HE about:	
	4.15.1	The Question Paper.
	4.15.2	Marking scheme.
	4.15.3	All minute points of the QP and Marking Scheme.
	4.15.4	Evaluation modalities.
	4.15.5	Points where mistakes could occur.
	4.15.6	Precautions to be taken during evaluation, coordination etc.
	4.15.7	Correct way of awarding marks, totalling inside answer book, posting of marks on cover page and totalling of marks on cover page.
	4.15.8	Question answer session to clear doubts and queries if any.
4.16	MEETING: SECOND HALF HE shall undertake in the 2 nd half of the same day, a <u>mock evaluation</u> by distributing photocopy of same answer book (one of the Answer Book with maximum contents written). In the mock evaluation, all appointed AHE(E), AHE(C), Evaluators, Coordinators (If of the same subject) alongwith HE (as per list of the RO) shall participate.	

4.17	<p>FOLLOW-UP AFTER MOCK EVALUATION</p> <p>After mock evaluation, the variations observed be discussed for narrowing down the subjectivity. Evaluators shall be suitably briefed. Individual mistakes shall be noted and informed to the evaluators concerned for understanding the nature of inaccuracies committed by him/her to avoid in the actual evaluation.</p>
4.18	<p>SUMMARY REPORT OF MEETING</p> <p>HE shall create a summary report both for the morning meeting as well as of the Mock Evaluation exercise undertaken on the 1st day.</p>
4.19	<p>PLANNING FOR PERIOD OF EVALUATION</p> <p>HE after considering the outcome and performance shown by every individual evaluator shall decide to appoint AHEs for entire duration of evaluation process and appoint AHE (Coordination) for the purpose of day to day coordination.</p>
4.20	<p>TIME LIMITS FOR COMPLETION</p> <p>HE shall ensure completion of evaluation maximum in 12 days excluding 2 days for coordination or as per instructions issued by the CBSE.</p>
4.21	<p>EVALUATION OF FIRST FIVE ANSWER BOOKS</p> <p>HE shall issue 05 Answer Books to each Evaluator on the first day of actual evaluation after the day of meeting and ensure that all AHEs are fully conversant with evaluation procedure and will monitor the first evaluation very closely.</p>
4.22	<p>MULTIPLE SETS OF QUESTION PAPERS AND OTHER ASPECTS</p> <p>In case there are multiple sets of question papers, HE shall ensure that every Evaluator is fully conversant with the multiple sets of question paper(s), the marking scheme(s) and every aspect of the evaluation process before starting the actual marking of the answer books.</p>
4.23	<p>EVALUATION OF DIFFERENT MEDIUM ANSWER BOOKS</p> <p>HE shall ensure that Answer Books of Hindi and English version are evaluated by the evaluators of the respective mediums only.</p>
4.24	<p>EVALUATION UNDER ASSIGNED AHE ONLY</p> <p>HE shall ensure that each evaluator is carrying out evaluation under their assigned AHE strictly set wise.</p>
4.25	<p>STRICT ADHERENCE TO THE MARKING SCHEME</p> <p>HE shall ensure strict adherence to the marking scheme by way of close monitoring and check and adhere to the instructions in these guidelines.</p> <p>However, factually correct, innovative answers, as well as answers based on latest information should also be awarded marks.</p>

CASES OF UNFAIR MEANS

HE shall report Cases of Unfair Means found, if any, Answer Books without Roll Nos., or with duplicate roll number. In the reports to be sent to RO in all such cases, the Bag number must be mentioned by the HE. In case any page(s) of Answer Book or supplementary Answer Book is missing/torn, report on such cases be sent to RO with details of HE, AHE, Evaluator. Cases of answer books left blank if any, be also reported.

If during examination, a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations and as such his/her result shall not be declared but shall be marked as UNFAIRMEANS (U.F.M.):

- (a) *Having in possession any item or article which has been prohibited in examination centre or may be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;*
- (b) *Paying/Placing someone else to write examination (impersonation) on candidate's behalf or preparing material for copying;*
- (c) *Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS;*
- (d) *Assisting other candidate to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so;*
- (e) *Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;*
- (f) *Tearing of any page of the answer book or supplementary answer book etc.;*
- (g) *Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;*
- (h) *Communicating with another candidate or the Assistant Superintendent directly or indirectly.*
- (i) *Taking away the answer book out of the examination hall/room/centre;*
- (j) *Smuggling out Question Paper or its part or smuggling out answer books/ supplementary answer sheet or part thereof;*
- (k) *Threatening any of the officials connected with the conduct of the examinations or threatening any of the candidates;*
- (l) *Using or attempting to use any other undesirable method or means in connection with the examination;*
- (m) *Forceful entry/exit in/from Examination Centre/Hall;*
- (n) *Use or attempted use of any electronic device after entering the examination centre;*
- (o) *Uploading/sharing any examination related material, correct or wrong, on social media.*
- (p) *Affixing/uploading of fabricated photograph on the admit card;*
- (q) *Erasing or obliterating any information printed on the ANSWER BOOK(S);*
- (r) *Providing wrong information on the answer sheet;*
- (s) *Having in possession Question papers of previous years;*
- (t) *If a candidate approaches any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorised privilege(s) in these Examinations.*
- (u) *taking legal course or any other means to influence CBSE for gaining advantage in their favour, by providing false information*

4.27	ENSURING RE-EVALUATION BY THE AHEs HE shall ensure that the AHEs appointed by him/her are doing complete Re-evaluation of the 20% of the total evaluated answer books done by his/her respective Evaluators.	
4.28	RANDOM CHECKING OF 10% COPIES BY HE HE shall check minimum 10% copies picking randomly from each group of AHE in the following manner:	
4.28.1	Two (2) copies of each AHE (Evaluation) which have been Re-evaluated by AHE. These copies will be Re-evaluated by HE. Discrepancy if any, be informed to AHE(E).	
4.28.2	One (1) copy of each evaluators <u>but not re-evaluated</u> by the AHE. These copies will be entirely Re-evaluated by HE. Discrepancy if any, be informed to AHE(E) & concerned evaluator.	
4.28.3	Two (2) copies of Coordinator checked by AHE(Coord). These copies will be scrutinised by HE. Discrepancy if any, be informed to AHE(C).	
4.28.4	Three (3) copies of Coordinator. These copies will be scrutinised by HE. Discrepancy if any, be informed to AHE(C) & Coordinator concerned.	
	As per details given above, for 1 AHE, 10 copies will be checked by HE.	
4.29	ASSIGNING & ISSUANCE OF ANSWER BOOKS HE shall assign QP set to each AHE(E) for carrying out set wise evaluation. Issue of answer books will be recorded in a register in the following proforma:	
	DATE	SUBJECT
	No. of Answer Books from Roll No	to Roll No
	Time of Issuance.....	Time of Return.....
	Signature of HE/AHE	Signatures of Examiner
4.30	ENSURING MINIMUM WORK HE shall accomplish evaluation of 25 to 30 Answer Books per evaluator, per day without compromising on quality of evaluation.	
4.31	GUIDANCE TO THE AHEs HE will guide AHE-Evaluation and AHE-Coordination in fulfilling their assigned responsibility including guidance on evaluation to AHE-E. In case if there is any important issue/ information, the same will be informed to other AHEs.	

4.32	<p>DAY TO DAY UPLOADING OF MARKS</p> <p>HE shall ensure day to day uploading of Marks on the online Link http://59.179.16.89/2018/theory2018/login.aspx through AHE (Coordination) giving him/her THREE COORDINATORS in consultation with the CNS (or from the list of evaluators provided by RO).</p>										
4.33	<p>COUNTERSIGNING OF AWARD LIST</p> <p>HE shall countersign the final print of award list along with the CNS, AHE (Coord) and the three Coordinators after cross verifying the marks uploaded with the answer scripts without fail. After putting signatures by all concerned on the print out of the award list, the same are needed to be sent to the RO.</p>										
4.34	<p>MANUAL AWARD LISTS FOR ROLL NUMBERS NOT AVAILABLE ONLINE</p> <p>HE shall ensure to prepare the manual award list with Sub Code, QP Set, for those roll numbers which are not available in the online link.</p>										
4.35	<p>INFORMATION ON THE ENVELOPES OF AWARD LISTS</p> <p>The Head Examiner will clearly indicate on the sealed envelope of Award Lists:</p> <table border="1"> <tr> <td colspan="2">Statement of Award Lists from Head Examiner:</td> </tr> <tr> <td>Name of the Examination:</td> <td>Subject Code and name:</td> </tr> <tr> <td>No. and name of the Nodal Centre (Spot Evaluation Centre):</td> <td>No. of Award Lists packed:</td> </tr> <tr> <td>Serial Nos. of Award Lists packed from to</td> <td>Roll Ids. of Award Lists packed from to</td> </tr> <tr> <td>Manual Award Lists (triplicate), if any, No. of Sets Roll Id (s)</td> <td>No. and Name of HE Signature with date</td> </tr> </table>	Statement of Award Lists from Head Examiner:		Name of the Examination:	Subject Code and name:	No. and name of the Nodal Centre (Spot Evaluation Centre):	No. of Award Lists packed:	Serial Nos. of Award Lists packed from to	Roll Ids. of Award Lists packed from to	Manual Award Lists (triplicate), if any, No. of Sets Roll Id (s)	No. and Name of HE Signature with date
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Manual Award Lists (triplicate), if any, No. of Sets Roll Id (s)	No. and Name of HE Signature with date										
4.36	<p>SAFE KEEPING OF UN-EVALUATED ANSWER BOOKS</p> <p>HE 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. At the end of the day, room should be locked and sealed under the signature of HE & 1 AHE (E). Room should also be opened next day in the presence of HE & AHE (E) in whose presence it has been sealed.</p>										

4.37	<p>MAINTENANCE OF RECORDS</p> <p>HE shall maintain records, registers and proformae for entire evaluation, daily attendance, receipt & issue of answer books Evaluator wise, AHE wise and all proformae provided by the RO. Duly signed records shall be made available to the RO concerned after evaluation.</p>
4.38	<p>ERROR REPORTING</p> <p>HE shall forward the list of all errors detected in the evaluation and coordination to the Regional Officer alongwith his/her observations about performance of evaluators and coordinators.</p>
4.39	<p>ADVANCES AND ACCOUNTS</p> <p>HE 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 finalised.</p>
4.40	<p>DISBURSEMENT OF ALLOWANCES TO THE STAFF</p> <p>HE will disburse the conveyance allowance, refreshment charges and other payments on the concluding day of the evaluation work as per norms of the Board.</p>
4.41	<p>DEDUCTIONS FROM THE PAYMENTS</p> <p>HE will deduct the amount of remuneration form the payment to be made to the staff as per rules.</p>
4.42	<p>CONSOLIDATION OF ACCOUNTS OF CLAIMS</p> <p>HE shall consolidate all claims, duly verified, related to evaluation such as conveyance, refreshment charges, remuneration and other charges as per norms of the Board and submit to RO along with the Register and Records for payment to various people engaged in the evaluation process as per norms of the Board.</p>
4.43	<p>HE will submit the report about the performance of the examiner individually on the prescribed proforma no.CBSE/CONF./08/ at the conclusion of his evaluation work</p>

CH	5	ADDITIONAL HEAD EXAMINER (EVALUATION): APPOINTMENT, ROLE & RESPONSIBILITIES
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Keeping in view the heavy responsibilities of the Head Examiner at the Spot Evaluation Centre, it has been decided that an additional functionary in the form of AHE be provided to ensure better academic supervision. The AHEs would be chosen by the Head Examiner from amongst the Evaluators appointed by the Board.

5.1 APPOINTMENT

AHE shall be appointed by the HE from amongst the list of Evaluators provided by the RO based on his / her performance in the 1st day interaction and during mock evaluation. Care shall be taken to select AHE for composite subject so that contents of different subject components are evaluated carefully.

5.2 CONDITIONS AND SCALE FOR APPOINTMENT

AHE shall be appointed only when the number of Examiners in the subject is more than four (04). One AHE shall be appointed for every 4 Evaluators.

5.3 ELIGIBILITY

Person who is a PGT in the same subject with not less than five (5) years' experience as PGT, is eligible to be appointed as AHE for Class XII and a TGT having not less than five (5) years' experience in the same subject is eligible to be appointed as AHE for Class X.

5.4 DUTIES

AHE shall assist HE in the discharge of duties and shall ensure error free evaluation.

5.5 SPECIALIZATION OF AHE(E)

Additional Head Examiner (AHE) - Evaluation will specialize in one particular set of the Question paper in case of subjects involving multiple set of QP as per practice of the Board.

5.6 COPIES OF QPs AND MARKING SCHEME

AHE shall ensure sufficient copies of marking scheme, QP and ensure that evaluators get adequate copies for checking from the HE.

5.7 MEETING ON FIRST DAY OF EVALUATION

AHE shall compulsorily attend meeting called by CNS and HE on the 1st day of Evaluation and understand the entire action plan for the 12 days evaluation process.

5.8	<p>EVALUATION OF FIRST FIVE (05) ANSWER BOOKS</p> <p>On issuance of first 05 Answer Books to each Evaluator on the first day of actual evaluation after the day of meeting, the AHE shall ensure that all Evaluators are fully conversant with evaluation procedure and will monitor the first evaluation very closely.</p>
5.9	<p>MAINTAINING THE STANDARD OF EVALUATION</p> <p>After the meeting and 1st day Mock evaluation, AHE shall maintain the standard of evaluation. Evaluators not doing evaluation as per Marking Scheme should be guided by him/her and he/she may also be warned through the HE that the evaluators may be restricted for fresh issue of answer books for evaluation.</p>
5.10	<p>ENSURING COMPLIANCE OF INSTRUCTIONS</p> <p>In case the evaluation made by an Examiner is not found as per the Marking Scheme(s), AHE should issue necessary instructions to the Examiner concerned and should also ensure that the Examiner concerned has followed the instructions and is able to adhere to the Marking Scheme(s) before issuing additional answer books for evaluation.</p>
5.11	<p>PRESENCE AND SAMPLE CHECK DURING EVALUATION</p> <p>AHE shall remain physically present throughout the evaluation period at the nodal centre, supervise and monitor the evaluation of answer books, ensure maintenance of all proforma as listed in the duties of HE and should sample check 20 answer books per day to ascertain that the Examiners are evaluating the answer books according to the instructions and value points detailed in the Marking Scheme(s) of the subject concerned and put signature for having checked the answer books. He/She shall maintain proper record of such answer books for onward transmission to the Regional Office.</p>
5.12	<p>SET WISE ALLOCATION OF ANSWER BOOKS TO THE AHEs</p> <p>HE shall decide as to which AHE will evaluate which Set. The AHE would then ensure that the evaluators take up the evaluation work carefully as per set wise allocation of answer scripts issued by the HE to the AHE.</p>
5.13	<p>KEEPING TRACK OF ALLOCATION OF ANSWER SCRIPTS</p> <p>AHE shall keep a track of allocation of answer scripts in the register issued to his / her team of Evaluators.</p>

5.14	SUPERVISION OVER EVALUATORS AHE shall supervise the working of Evaluators and by conducting 100% re-evaluation of 10% evaluated copies of each evaluator, shall ascertain adherence to Marking Scheme.
5.15	REPORTING OF DISCREPENCIES AHE shall report the following to the HE:
5.15.1	Unfair means cases
5.15.2	Answer Books without roll numbers
5.15.3	Answer Books with duplicate roll number
5.15.4	Missing pages
5.15.5	Torn pages
5.15.6	Answer Books of medium, other than for which the evaluation is being carried out
5.15.7	Answer written with ink/pen other than the blue/royal blue ink gel/ball point pen
5.15.8	Any other discrepancy noticed
5.16	HANDLING TORN/MISSING PAGES IN THE COMPUTERISED AWARD LIST AHE should ensure that if Roll No. of a particular answer book is missing in the online Award List then manual Award List is prepared with all necessary information like subject name with code no. and question paper set no. etc.
5.17	HANDLING MISSING ROLL NUMBERS IN THE COMPUTERISED AWARD LIST In case any page(s) of the answer book or supplementary answer book is found missing/torn, the same be recorded on the answer book and brought to the notice of the HE along with his/her detailed report about it.
5.18	RE-CHECKING OF UNASSESSED PORTIONS In case, un-assessed portion is found, AHE will get it assessed from the concerned evaluator.
5.19	RE-EVALUATION OF UNUSUALLY LOW/HIGH MARKS AHE shall re-evaluate the Answer Books of all the students awarded 0 to 5 marks and 96 to 100 marks.

5.20	SPECIAL CHECKING IN CERTAIN CASES Shall check duplicate answers, value points, under marking, over marking etc. to ensure consistency and objectivity in the evaluation by the Evaluators.
5.21	BLANK PAGES IN ANSWER BOOKS AHE shall ensure that blank pages are crossed in the Answer Scripts.
5.22	DAY TO DAY UPLOAD OF MARKS AHE shall take adequate care for day to day uploading with the support of AHE (Coordination).
5.23	RECORD OF ATTENDANCE AHE shall keep a record of attendance, i.e. arrival and departure time of the Examiners and the other staff and shall also verify records of attendance.
5.24	MAINTENANCE OF RECORDS AHE shall help the HE in creating and maintaining necessary record, proformae, registers etc. especially the daily output of the Evaluators, receipts and issues of the Answer Scripts - Evaluator and subgroup wise.
5.25	PAYMENT OF DUES AHE should be paid honorarium, conveyance, refreshment charges as given in Annexure XXII. AHE working in the School, where the spot evaluation is being done should also be entitled to conveyance allowance provided the evaluation work is continued till late hours and a certificate to the effect is given by the HE concerned.

CH	6	EVALUATORS: APPOINTMENT, ROLE & RESPONSIBILITIES
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The Evaluators will be shortlisted and appointed by the concerned Regional Office on the basis of teachers' database uploaded by the respective schools. The list of such Evaluators will be forwarded by the Board to the respective HE with copy to the concerned CNS and the individual evaluator.

6.1 ELIGIBILITY

The qualifications of an Examiner as laid down in Examination Bye-Laws are given below:

- | | |
|-------|---|
| 6.1.1 | Holds at least a post graduate degree in case of Senior Secondary Level and a graduate degree in case of Secondary Level in the concerned/allied subject; |
| 6.1.2 | Has at least 03 years teaching experience at Secondary/Senior Secondary/Higher Education level; |
| 6.1.3 | Be a practising teacher teaching the same subject in: <ul style="list-style-type: none"> ➤ a School affiliated to this Board ➤ a School affiliated to any other recognized Board/University/Institution ➤ a State/National level Educational Organization set up by the Govt. and is actually involved in the organization of In-service Training Programmes, development of study material for Secondary/Senior Secondary students, teacher or research work. |
| 6.1.4 | A retired teacher from CBSE affiliated Schools (PGT for Class XII and TGT for Class X) teaching the same subject prior to his/her retirement and has not attained the age of 65 years on 1 st August of the year of evaluation work may also be appointed as an evaluator. |

6.2 DISQUALIFICATIONS

No person shall be appointed as an Examiner in a subject if:

- | | |
|-------|---|
| 6.2.1 | He/she is under suspension from services. |
| 6.2.2 | A departmental inquiry is either pending or contemplated against him/her. |
| 6.2.3 | He/she has earlier been debarred from any work of the Board. |
| 6.2.4 | His/her integrity is doubtful. |

6.3 RULE OF ONE EXAM AND ONE SUBJECT

No person shall be appointed as an Examiner, for more than one subject or for more than one examination simultaneously.

6.4	<p>RELIEVING FOR EVALUATION DUTY AND REPORTING TO THE NODAL CENTRE</p> <p>All the teachers who have been shortlisted by the Board for duty as Evaluators will have to be compulsorily relieved for duty by the concerned schools.</p> <p>Subsequent to their relieving the respective Evaluators will report to their concerned Nodal Centre for duty as per directions, date and time with their identity cards and the appointment letter.</p>
6.5	<p>APPOINTMENT</p> <p>Evaluators shall be appointed by the HE from amongst the list of Evaluators provided by the RO based on his/ her performance in the 1st day interaction and during mock evaluation. Care shall be taken to select Evaluators for composite subjects so that contents of different subjects are evaluated carefully.</p>
6.6	<p>REPORTING AND SUPERVISION</p> <p>Evaluators will report to the respective AHEs/HEs/CNS for the purpose of evaluation of Answer Books and will carry out the work of evaluation under the supervision of respective AHEs/HEs/CNS.</p>
6.7	<p>COMPULSORY REPORTING AT THE NODAL CENTRE</p> <p>Evaluators shall report and remain present at the nodal centre strictly as per the direction and schedule fixed by the HE / CNS. Non-reporting or non-compliance shall invite action, both against the individuals as well as schools from where Evaluators are drawn.</p> <p>He/She shall mark attendance, both at arrival and departure time at the centre.</p>
6.8	<p>DAILY WORKLOAD</p> <p>Evaluators shall report at the specified venue at the specified time and undertake evaluation duration of normally 8 hours each day and evaluate 25 to 30 scripts per day.</p>
6.9	<p>FIRST DAY MEETING</p> <p>Evaluators shall attend the first meeting of the Evaluators/Coordinators convened by the HE/CNS, for discussing the question paper(s) and Marking Scheme(s), procedure of evaluation, timing of centre and other allied issues.</p>

6.10	<p>PREPARATION FOR JUDICIOUS EVALUATION</p> <p>Evaluators shall prepare himself/herself mentally and academically specially set wise to ensure judicious evaluation. Before he/she starts the actual evaluation, an Evaluator must ensure that he/she has gone through the instructions meant for the Evaluators sent by the Board or the HE, the question paper(s) of the multiple sets and the Marking Scheme(s) with reference to the value points on which the allotted marks will be given in a particular paper.</p>						
6.11	<p>INFORMATION ABOUT THE VALUE POINTS IN THE MARKING SCHEME</p> <p>Before starting actual evaluation, the Evaluators shall acquaint themselves with the parts, sub parts of the various questions and the value points/weightage assigned to these parts/sub-parts according to the Marking Scheme(s).</p>						
6.12	<p>EVALUATION OF FIRST FIVE ANSWER BOOKS</p> <p>After attending the first meeting, participating in the workshop type discussion, going through the question paper(s), Marking Scheme(s) and allied instructions, when the Evaluator is confident that he/she is ready for evaluation, he/she should then get his/her first lot of 05 answer books for the sample checking done from the HE/AHE of the centre. Before issuance of first 05 Answer Books, the Evaluator should be fully conversant with evaluation procedure, parts, sub parts of the QP. He/She should also have a copy of proforma No. CBSE/Conf/26 to enter the Roll Nos. of the answer books, which he/she has received from the HE.</p>						
6.13	<p>STARTING OF THE EVALUATION</p> <p>The Evaluators should only start the process of evaluating the answer books with final permission of the AHE/HE. Before doing so, he/she should ascertain, if team marking is being adopted in that particular subject. If so, he/she should know from the AHE/HE which specific question nos. of the paper he/she has to evaluate.</p>						
6.14	<p>SCHEDULE AND DAILY ROUTINE DURING EVALUATION</p> <p>From the 2nd working day, the Evaluator will start his/her evaluation work regularly as follows:</p> <table> <tr> <td>6.14.1</td><td>He/She will report on duty at the evaluation centre at the specified time and stay upto sufficiently reasonable time. Normally, 7-8 hours of time is expected to be devoted every day for evaluating 25-30 answer books.</td></tr> <tr> <td>6.14.2</td><td>He/She will have a red pen and copy/copies of question paper(s) and Marking Scheme(s) concerned.</td></tr> <tr> <td>6.14.3</td><td>He/She will receive 25-30 answer books from the HE every working day and make necessary entry into his/her proforma No. CBSE/Conf/26.</td></tr> </table>	6.14.1	He/She will report on duty at the evaluation centre at the specified time and stay upto sufficiently reasonable time. Normally, 7-8 hours of time is expected to be devoted every day for evaluating 25-30 answer books.	6.14.2	He/She will have a red pen and copy/copies of question paper(s) and Marking Scheme(s) concerned.	6.14.3	He/She will receive 25-30 answer books from the HE every working day and make necessary entry into his/her proforma No. CBSE/Conf/26.
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6.14.3	He/She will receive 25-30 answer books from the HE every working day and make necessary entry into his/her proforma No. CBSE/Conf/26.						

6.15	<p>CORRESPONDING COMPONENTS IN COMPOSITE SUBJECTS</p> <p>Evaluators shall adhere to the marking scheme and attend to the corresponding components of the answer scripts in composite subjects like Science and Social Science.</p>
6.16	<p>PRECAUTIONS IN THE PROCESS OF ALLOTING MARKS</p> <p>Evaluators shall allot marks to each answer, i.e. to sub part, part or full question, carry out the marks in the cages of the particular question and complete all relevant entries on title page of the answer book.</p> <p>He/She must take the following precautions:</p>
6.16.1	Marks to each sub-part or part of a question should be allotted at the end of such specific sub-part/part on the right-hand side without a circle. The total of all sub-parts/parts should be shown to the left-hand side, very near to the margin of the page and encircled, and carried over to the title page;
6.16.2	<p>The Evaluator should draw a vertical line at the end of the last question and put his signature and also cross out the blank pages of the answer book attempted by the examinee.</p> <p>The Examiner should ensure that he/she crosses out each blank space/page(s) full or part thereof, of the answer book.</p> <p>This is essential to prevent the possibility of misusing the blank space/page of the answer book at any stage afterwards;</p>
6.16.3	Where team marking (in the composite subjects) is being resorted to, the Evaluator has to mark his/her specific questions inside the answer book, in the manner prescribed in the guidelines and carry out or post the same as it is on title page in the particular cages meant for those questions and also do grand total by rotation;
6.16.4	Examiners participating in team marking shall have to be extra vigilant in locating and awarding marks to the answer/portions/matter/parts/sub-parts to the questions which have been assigned to them for marking as the candidate may have attempted a question in part or in stages on different pages of the answer book;
6.16.5	They must see that if answer/matter to a particular sub-part/question does not deserve any marks, then they have to put zero marks against that question in particular and also write 0(zero) against that question no. and carry over the same on the title page of the answer book;
6.16.6	In case where question(s) has/have not been attempted by the Candidate, (Dash)____ be indicated against that/these Question No(s) on the title page.

6.16.7	The Evaluators have to put their signatures with name in capital letters on the title page of the answer book in the specified space when the evaluation work for a particular answer book is over. They should not forget to quote/write their examiner number also.
6.16.8	Sometimes, the candidate writes wrong question/part/sub-part nos. with reference to the question paper. The Evaluator should correct the question number before evaluating the particular sub-part/part/question otherwise the Coordinator will be confused at the time of checking and posting of marks on the title cover.
6.16.9	Care shall be taken to take into account the attempts made by the examinee for any part of the question solved / done at some other place / page in the answer book.
6.16.10	The Evaluators will work set wise and gain expertise in the same set for greater accuracy.

6.17 **REPORTING OF DISCREPENCIES**

Evaluators shall report the following to the AHE/HE:

6.17.1	Unfair means cases
6.17.2	Answer Books without roll numbers
6.17.3	Answer Books with duplicate roll number (after marking them A and B)
6.17.4	Missing pages
6.17.5	Torn pages
6.17.6	Answer Books of medium, other than which the evaluator is conversant with
6.17.7	Answer written with ink/pen other than the blue/royal blue ink gel/ball point pen
6.17.8	Any other discrepancy noticed

6.18 **INTERCHANGING OF COPIES BETWEEN EVALUATORS FOR CROSS-CHECKING**

Once the Answer books have been evaluated, these copies will be cross-checked by interchanging between Evaluators for any shortcomings (erratic evaluation, unassessed portion, wrong marking, wrong totalling inside, wrong posting, etc.) in the following manner:

(A)	Copy checked by Evaluator: 1	Cross-checking by Evaluator: 2
(B)	Copy checked by Evaluator: 2	Cross-checking by Evaluator: 1
(C)	Copy checked by Evaluator: 3	Cross-checking by Evaluator: 4
(D)	Copy checked by Evaluator: 4	Cross-checking by Evaluator: 3
OR		
(E)	Copy checked by Evaluator: 1	Cross-checking by Evaluator: 2
(F)	Copy checked by Evaluator: 2	Cross-checking by Evaluator: 3

	(G)	Copy checked by Evaluator: 3	Cross-checking by Evaluator: 1															
6.19	Verification of Answer Books by interchanging of evaluated Answer Books by each evaluator in the following manner:- a) Check of intactness of all copies including additional Ans Book. b) Check erratic evaluation and if any, report to AHE(E) c) Check that there is no un-evaluated part d) Check that totalling of marks is correct inside e) Check that posting of marks is correct on title page Check that total of marks on title page is correct.																	
6.20	The answer book shall then be passed on to the Coordinator for coordination in accordance with the given instructions.																	
6.21	Shall return the answer books to the AHE/HE and put his/her signature before leaving the Evaluation centre.																	
6.22	He/She will return answer books and obtain signatures in the prescribed proforma while leaving the centre;																	
6.23	PERMISSION TO LEAVE Evaluator shall not leave the centre without taking permission of AHE/ HE of the centre.																	
6.24	PROFORMAE FOR SUBMISSION When the evaluation in a paper is over, the Evaluator will furnish the following proformae to the HE: <table><tr><td>(i)</td><td>CBSE/Conf/14</td><td>Report on Students performance</td></tr><tr><td>(ii)</td><td>CBSE/Conf/26</td><td>Proforma for the Examiner</td></tr><tr><td>(iii)</td><td>CBSE/Conf/29</td><td>Certificate of Evaluation by the Examiner</td></tr><tr><td>(iv)</td><td>CBSE/Conf/30</td><td>Examiners Relieving Certificate</td></tr><tr><td>(v)</td><td>-----</td><td>TA/DA Bill for Outstation Examiners</td></tr></table>			(i)	CBSE/Conf/14	Report on Students performance	(ii)	CBSE/Conf/26	Proforma for the Examiner	(iii)	CBSE/Conf/29	Certificate of Evaluation by the Examiner	(iv)	CBSE/Conf/30	Examiners Relieving Certificate	(v)	-----	TA/DA Bill for Outstation Examiners
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(iii)	CBSE/Conf/29	Certificate of Evaluation by the Examiner																
(iv)	CBSE/Conf/30	Examiners Relieving Certificate																
(v)	-----	TA/DA Bill for Outstation Examiners																
6.24	RELIEVING OF EVALUATORS After conclusion of the assignment on relieving, the Evaluator is entitled to obtain the following: <table><tr><td>(i)</td><td>Attendance Certificate.</td></tr><tr><td>(ii)</td><td>Conveyance allowance as per rules.</td></tr><tr><td>(iii)</td><td>Refreshment Charges.</td></tr><tr><td>(iv)</td><td>Payment of remuneration</td></tr></table>			(i)	Attendance Certificate.	(ii)	Conveyance allowance as per rules.	(iii)	Refreshment Charges.	(iv)	Payment of remuneration							
(i)	Attendance Certificate.																	
(ii)	Conveyance allowance as per rules.																	
(iii)	Refreshment Charges.																	
(iv)	Payment of remuneration																	

CH	7	ADDITIONAL HEAD EXAMINER (COORDINATION): APPOINTMENT, ROLE & RESPONSIBILITIES
7.3	APPOINTMENT	AHE (Coordination) shall be appointed by the HE from amongst the list of Evaluators provided by the Regional Office.
7.4	SCALE OF APPOINTMENT	Each Head Examiner will have 3 AHEs for the purpose of evaluation and 1 AHE for the purpose of coordination. AHE(Evaluation) will assist in Evaluation while AHE (Coordination) will assist in all coordination related work including posting of marks.
7.5		Under AHE(Coord), Coordinators equal to numbers of AHEs (Evaluation) shall be appointed, meaning thereby that there will be 01 Coordinator for each AHE(E).
7.6	ROLE	AHE (Coordination) will guide coordinators in their work.
7.7	MEETING ON FIRST DAY OF EVALUATION	AHE (Coordination) shall attend the meeting convened by the HE on the first day of evaluation to discuss the Marking Scheme(s).
7.8	RESOLUTION OF PROBLEMS	To resolve any issue related to scrutiny, AHE (Coordination) will seek guidance from the HE.
7.9	CHECKING/SCRUTINY OF THE WORK OF COORDINATORS	AHE (Coordination) shall check 10% copies of each coordinator i.e. 30 copies. If 100 copies are allotted to one Coordinator than 10 copies of that coordinator are to be carefully scrutinized by the AHE (Coordination).
7.10	UPLOADING OF MARKS	AHE (Coordination) shall ensure uploading of marks every day, of all Answer Books of that particular day, by each Coordinator, on the link.
7.11	COMPARISON OF MARKS WITH AWARD LISTS	AHE (Coordination) shall compare marks from 100% copies with award lists along with each Coordinator with their answer books. Mistakes found shall be rectified.

7.12 RECORD OF MISTAKES

AHE (Coordination) shall keep the record of each mistake noticed and inform the same to the HE for guiding the concerned AHE(Evaluation)/Evaluator/Coordinator etc. for avoiding any mistakes in future.

7.13 RULING OUT MISTAKES

At the end of the day, it is the responsibility of the AHE (Coordination) and Coordinators to ensure that all copies:

- Do not have any un-evaluated part
- Do not have wrong totalling inside the copies
- Do not have wrong posting of marks on the cover page
- Do not have wrong totalling on cover page of the answer books
- Are checked as above and their marks are uploaded on the link provided.

CH	8	COORDINATORS: APPOINTMENT, ROLE & RESPONSIBILITIES
8.1	APPOINTMENT Coordinators shall be appointed by the Head Examiner from amongst the list of Evaluators supplied by the Regional Office. In case of non-availability of Evaluators appointed by the Board, the HE may appoint Coordinators locally at his level who should be a PGT in case of Class XII and TGT in case of Class X.	
8.2	REPORTING Coordinators will report to the AHE (Coordination) and seek the guidance from the AHE(Coordinator).	
8.3	MEETING ON FIRST DAY OF EVALUATION Coordinators shall attend the meeting convened by the HE on the first day of evaluation to discuss and understand the Marking Scheme(s).	
8.4	DUTY Coordinator shall do scrutiny of all the Answer Books assigned to him/her.	
8.5	DAILY WORKLOAD Every Coordinator shall do the coordination work in respect of 100 answer books daily.	
8.6	COORDINATOR TO AHE (EVALUATION) HARMONIZATION 01 Coordinator will assist in scrutinizing all the Answer Books of 01 AHE (Evaluation).	
8.7	METHOD OF SCRUTINY Coordinator shall do scrutiny of complete Answer Book and all the Answer Books allotted to him/her in the following manner:	
	8.7.1	Check for un-evaluated part in the Answer Book.
	8.7.2	Check totalling of marks awarded by Evaluator inside the Answer Book
	8.7.3	Check posting of marks on title page
	8.7.4	Check totalling of marks on title page
	8.7.5	Compare marks from Award List to Answer Book
	8.7.6	In case any mistake is found out, the same shall be rectified with the help of AHE (Coordination)

8.8	<p>RULING OUT MISTAKES</p> <p>At the end of the day, it is the responsibility of the Coordinators along with AHE (Coordination) that all copies:</p> <ul style="list-style-type: none"> ➤ Do not have any un-evaluated part, ➤ Do not have wrong totalling inside the copies, ➤ Do not have wrong posting of marks on the cover page, ➤ Do not have wrong totalling on cover page of the answer books, ➤ Are checked as above and their marks are uploaded on the link provided.
8.9	<p>RECORD OF MISTAKES</p> <p>Coordinator shall keep the record of each mistake.</p>
8.10	<p>UPLOADING OF MARKS</p> <p>Once scrutiny of all the answer books is over, the marks should be uploaded on the link.</p>
8.11	<p>PREPARATION OF AWARD LISTS</p> <p>Award Lists shall be prepared by the Coordinator.</p>
8.12	<p>CHECKING OF AWARD LISTS</p> <p>Thereafter, a printout of online Award list be taken and the marks in Answer Book and award list be checked along with AHE (Coordinator).</p>
8.13	<p>RECEIPT AND RETURN OF ANSWER BOOKS</p> <p>For receipt of the answer books and for their return to the HE after collation, the Coordinators must make entries of the answer books in the proforma meant for the Coordinators No. CBSE/Conf/25 and thus keep proper account of the tabulated answer books.</p>
8.14	<p>PROFORMAE AND FORMALITIES</p> <p>He/She is also supposed to fill in certain proformae and complete formalities at the closing of the centre, as desired by the Head Examiner, In-charge of Centre.</p>

8.15	<p>CONDITIONS FOR REMUNERATION</p> <p>The Coordinator shall not be entitled to conveyance and refreshment allowance in case they he/she does not complete the coordination job of the required number of answer books in a day.</p> <p>When the number of answer books on last working day is less, the payment to the Coordinators should be proportionate to the number of answer books available for coordination.</p>																								
8.16	<p>DAILY PROCEDURES FOR THE COORDINATORS</p> <p>The important routine for daily functioning of the Coordinators shall essentially contain the following:</p> <table border="1"> <tr> <td data-bbox="191 667 329 762">8.16.1</td><td data-bbox="329 667 1391 762">Start the work from the 2nd day of evaluation when the required number of answer books for posting of marks in the Award List are ready;</td></tr> <tr> <td data-bbox="191 762 329 898">8.16.2</td><td data-bbox="329 762 1391 898">Ensure that every answer book containing all the pages with continuation sheet(s) (as indicated on the OMR/Title cover) attached are intact and in perfect order;</td></tr> <tr> <td data-bbox="191 898 329 1035">8.16.3</td><td data-bbox="329 898 1391 1035">Ensure that the marks in each part of question have been allotted according to the maximum marks fixed for a particular part of question. It means that over marking has not been done.</td></tr> <tr> <td data-bbox="191 1035 329 1192">8.16.4</td><td data-bbox="329 1035 1391 1192">Ensure that the repeated parts or questions, if attempted, have not been marked twice, giving wrong credit to the candidate. "Repeated question/repeated parts" has/have been written and zero marks awarded by the concerned examiner on the crossed out/repeated portion;</td></tr> <tr> <td data-bbox="191 1192 329 1287">8.16.5</td><td data-bbox="329 1192 1391 1287">Ensure that the Evaluator has drawn a line where the candidate has finished his/her last attempted part or question in the answer book;</td></tr> <tr> <td data-bbox="191 1287 329 1423">8.16.6</td><td data-bbox="329 1287 1391 1423">Ensure that the total of sub parts in a question is correct. He/She will calculate and check the sub-total and grand total on the title cover of the Answer Book;</td></tr> <tr> <td data-bbox="191 1423 329 1507">8.16.7</td><td data-bbox="329 1423 1391 1507">Ensure that every blank part/portion/page of all answer books has been crossed out;</td></tr> <tr> <td data-bbox="191 1507 329 1602">8.16.8</td><td data-bbox="329 1507 1391 1602">Ensure that marks indicated on the title cover of the answer book have been punched on online system after comparing roll numbers;</td></tr> <tr> <td data-bbox="191 1602 329 1686">8.16.9</td><td data-bbox="329 1602 1391 1686">Ensure that answer books have been arranged Roll Number wise before filling online Award Lists.</td></tr> <tr> <td data-bbox="191 1686 329 1780">8.16.10</td><td data-bbox="329 1686 1391 1780">Ensure that "AB" is written against Roll Numbers whose answer book is not available.</td></tr> <tr> <td data-bbox="191 1780 329 1833">8.16.11</td><td data-bbox="329 1780 1391 1833">Ensure that "FM" is written against Roll Numbers getting 100 marks.</td></tr> <tr> <td data-bbox="191 1833 329 1904">8.16.12</td><td data-bbox="329 1833 1391 1904">Ensure that the online Award List is prepared the same day after collation of a particular lot of answer books is over</td></tr> </table>	8.16.1	Start the work from the 2 nd day of evaluation when the required number of answer books for posting of marks in the Award List are ready;	8.16.2	Ensure that every answer book containing all the pages with continuation sheet(s) (as indicated on the OMR/Title cover) attached are intact and in perfect order;	8.16.3	Ensure that the marks in each part of question have been allotted according to the maximum marks fixed for a particular part of question. It means that over marking has not been done.	8.16.4	Ensure that the repeated parts or questions, if attempted, have not been marked twice, giving wrong credit to the candidate. "Repeated question/repeated parts" has/have been written and zero marks awarded by the concerned examiner on the crossed out/repeated portion;	8.16.5	Ensure that the Evaluator has drawn a line where the candidate has finished his/her last attempted part or question in the answer book;	8.16.6	Ensure that the total of sub parts in a question is correct. He/She will calculate and check the sub-total and grand total on the title cover of the Answer Book;	8.16.7	Ensure that every blank part/portion/page of all answer books has been crossed out;	8.16.8	Ensure that marks indicated on the title cover of the answer book have been punched on online system after comparing roll numbers;	8.16.9	Ensure that answer books have been arranged Roll Number wise before filling online Award Lists.	8.16.10	Ensure that "AB" is written against Roll Numbers whose answer book is not available.	8.16.11	Ensure that "FM" is written against Roll Numbers getting 100 marks.	8.16.12	Ensure that the online Award List is prepared the same day after collation of a particular lot of answer books is over
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8.16.13	Ensure that Evaluator no. or Coordinator no. (if allotted separately) is given in the appropriate column of the Award List;
8.16.14	Ensure that zero(s) have been prefixed while writing marks in the respective columns, where-ever necessary.
8.16.15	Ensure that correct question paper set number has been entered in the Award List from the OMR/Title page of the answer book against corresponding roll number;
8.16.16	Once the job of entering marks in the Award List is over, the Coordinator who has posted the marks has to again resort to checking of the marks posted for accuracy. In case a mistake is detected, the same has to be corrected as per clause given in the Guidelines and got attested by the HE;
8.16.17	He/she is allowed one day extra after the evaluation is over in a particular subject at a Nodal Evaluation Centre;
8.16.18	Ensure that a list of errors in Proforma No. CBSE/Conf/41 committed by each Evaluator is maintained and submitted to the HE.
8.16.19	When the work is completed, Coordinator will hand over the Award Lists duly signed along-with the corresponding bundle(s) of the Answer Books to the AHE/Head Examiner.

CH	9	GENERAL INSTRUCTIONS	
9.1	COLOR OF INK OF BALL POINT PEN All the functionaries involved in the Marking of Answer Books shall compulsorily use Ball Point Pen for all purposes. The color of ink of the Ball Point Pen to be used by the different functionaries at the evaluation centres are as follows:		
	S.No.	Functionary	Color of Ink of Ball Point Pen
	1	Head Examiner	Green
	2	AHE	Purple
	3	Examiner	Red
	4	Coordinator	Black
9.2	MAINTAINENCE OF DISCIPLINE IN THE EVALUATION CENTRES CNS, HEs and AHEs shall jointly and individually be responsible for maintenance of discipline at the Evaluation Centre. Special care has to be taken to regulate the use of mobile phones and other communication devices at the Evaluation Centres. Proper decorum shall have to be maintained by all staff working at a particular Evaluation Centre. Murmuring etc. in the halls should be totally prohibited as these activities are likely to result in loss of concentration and loosing focus on the work of evaluation. In case of violation suitable action may be taken or recommendations for disciplinary action may be made against the Evaluators/Coordinators or any other staff employed at the Evaluation Centre.		
9.2	RECORDS ON PROFORMAE CNS and HEs shall jointly and personally ensure that all records are being maintained on the prescribed proformas.		
9.3	ATTENDANCE HE will keep a record of attendance, i.e. arrival and departure time of the Examiners and the other staff. The exact time of arrival and departure is required to be entered in the attendance register.		
9.4	RECORD OF EVALUATED AND UNEVALUATED ANSWER BOOKS Record of evaluated and unevaluated answer books is required to be maintained and updated on daily basis.		

9.5	<p>RECORD OF EVALUATION BY EVALUATORS</p> <p>HE will certify number of answer books evaluated by each Evaluator and days of attendance and the conveyance allowance, refreshment charges and remuneration bills etc.</p>
9.6	<p>CERTIFICATE FROM THE EXAMINERS/COORDINATORS</p> <p>The HE should obtain a certificate from the Examiners/Coordinators that they have evaluated the answer books according to the correct set of Question Paper and strictly as per Marking Scheme/grand total on the Title-cover is correct and correct marks have been entered in the Award List.</p>
9.7	<p>PRINT OUT OF THE ONLINE AWARD LISTS</p> <p>The print out of the online award lists duly prepared and signed should be packed and sealed in the presence of the concerned Coordinator/AHE by the HE. The envelope should clearly indicate the particulars such as name of evaluation centre, scheme, subject, number of award lists (Roll Nos. from _____ to _____), name of Coordinator, AHE, HE etc. It will be the personal responsibility of the concerned HE to arrange, manage and complete the above on time and forward the same to the Board's Regional Office concerned.</p>
9.8	<p>UPLOADING AWARD LISTS</p> <p>HE will ensure that award list is neatly typed and uploaded on the CBSE site at the appropriate link and after thorough verification.</p>
9.9	<p>ATTESTATION OF CORRECTIONS</p> <p>After online submission of the award lists, in case any correction has been made in the printout of the award lists, all such corrections should be attested by HE before forwarding to the RO concerned along with evaluated answer scripts.</p>
9.10	<p>CONDITIONS FOR DAILY WORKLOAD</p> <p>Conveyance/refreshment charges to an Evaluator shall not be paid if they do not assess 25-30 answer books in a day.</p>
9.11	<p>PAYMENTS</p> <p>Payment for evaluation of answer books as per the prescribed rates to the AHEs/Evaluators and other staff shall be made by the HE on the last day of evaluation, as far as possible.</p>

9.12	<p>TA/DA FOR OUT STATION EVALUATORS</p> <p>For outstation evaluators, 60% of the TA/DA shall be paid in cash to the concerned person on the concluding day of the evaluation, as admissible as per CBSE rules.</p>
9.13	<p>VERIFICATION OF BILLS</p> <p>All remuneration bills shall be prepared on the prescribed form. The HE shall verify the bills of the AHEs, Evaluators etc. and prepare consolidated statement of evaluation records in triplicate on Form No. CBSE/Conf/33 and forward the remuneration bill along with the consolidated record (in duplicate) to the Regional Office concerned.</p>
9.14	<p>MINIMUM WAGES FOR CASUAL LABOUR</p> <p>In case Class-IV person is employed as a casual worker from outside, minimum wages prescribed by Government will be payable.</p> <p>Where 01 Guard is provided with the permission of the Regional Officer concerned, he will also be paid as per Boards norms. The HE will furnish specific certificate for employing outsiders.</p>
9.15	<p>PROVISION OF PROVIDING PHOTOCOPIES TO THE CANDIDATES AND RE-EVALUATION</p> <p>Since the Board has provision of providing photocopies of answer books and also of re-evaluation, all the HEs/AHEs/Evaluators must evaluate every answer very carefully and as per the Marking Scheme(s).</p>
9.16	<p>Maximum limit of remuneration work as per Board's rules in a financial year (1st April to 31st March).</p>

9.17 **VERY IMPORTANT**

Where multiple sets of questions papers have been supplied, i.e. three sets in a particular **subject and only one set has been assigned for evaluation** to individual Evaluator, it will be the personal responsibility of the concerned Evaluator to verify and ascertain that the answer book in hand belongs to the set which he/she has been allotted to evaluate.

If case the answer book belongs to any of the other sets than he/she has been assigned to evaluate, he/she should return the said answer book, even if the candidate entered the wrong set code number on the answer book and which subsequently also had not been rectified by the Assistant Superintendent on duty at the examination centre.

It is, therefore, desired that an Evaluator evaluating one of the sets of the question paper should have the knowledge of other sets also which is not difficult being part of the same syllabus in an academic subject. Any negligence on the part of the Examiner will be viewed seriously.

Online Theory Marks Uploading System for Class-X and XII

10.1 Steps for Downloading Blank Award List (Excel Sheet)

- 10.1.1 Log in to e-Theory portal (URL: <http://59.179.16.89/2019/theory2019/login.aspx>) using the same credentials as used for LOC/Registration. (Please see Screenshot-1)
- 10.1.2 From the header of the page, choose Marks Upload->Class(X/XII).(Please see Screenshot-2)
- 10.1.3 Enter the required details on the page, i.e. CNS ID, SUBJECT & AWARD LIST ID
- 10.1.4 Click on “SUBMIT” button to open up the data entry segment. (Please see Screenshot-3)
- 10.1.5 Once the data entry segment is open, click on download excel to download the excel sheet which will contain all the IDs pertaining to the Award List ID selected. (Please see Screenshot-4)
- 10.1.6 After downloading you may log out from the portal for filling up the excel sheet. (Please see Screenshot-5)

10.2 Steps for Filling up of Downloaded Award List (Excel Sheet)

- 10.2.1 Fill the excel sheet with SET Number and Marks for all questions available in the question paper of the subject selected(maximum up to 35 questions)
- 10.2.2 Total Marks cannot exceed maximum marks for that Subject.
- 10.2.3 Total Marks Cannot be less than Zero (0).
- 10.2.4 For Student not found, put NA under ABSENT Column.

10.3 Steps for Uploading of Award List (Excel Sheet) and Print Final Award List

- 10.3.1 Follow Step 1 to Login in and Step 2 to open data entry segment.
- 10.3.2 Choose the filled up excel file and click on upload excel to upload. (Please see Screenshot-6)

10.4 All the validation checks would be performed on the excel sheet. Wait for a few seconds.

10.5 Once the validation checks are done, a message would be displayed if the sheet has failed any checks or the preview of the data to be uploaded would be given on the screen.

10.6 In the data preview, all the unmarked answers would be displayed in red. Absent students would be displayed in yellow and students scoring less than passing marks would again be displayed in red. (Please see Screenshot-7)

10.7 Once the data has been previewed and found to be correct, user can click on “Confirm & Submit” button to finally upload the data. (Please see Screenshot-8)

10.8 Once the data has been uploaded, award list could be downloaded from “Download Award List” option on the header panel. (Please see Screenshot-9)

10.9 The downloaded award list should be signed and sealed and send to the Regional Office.(Final Print Out of Award List)

Screenshot-1

THEORY MARKS UPLOAD - EXAMINATION 2019
CENTRAL BOARD OF SECONDARY EDUCATION

HOME LOGIN

Enter your Affiliation No. and Password.
(Same as used for Class (X/XI) registration)

Authentication

LOGIN

User ID:

Password:

Security Pin (Shown in Red Colour):

Security Pin: **5174MG**

Login

Screenshot-2

THEORY MARKS UPLOAD - EXAMINATION 2019
CENTRAL BOARD OF SECONDARY EDUCATION

HOME 1. UPLOAD MARKS 2. PRINT AWARD LIST RETURN OUTLYING ANSWER BOOKS LOGOUT


Welcome : ABC INTERNATIONAL SCHOOL

Class X
Class XII

Steps for upload

2) STEP 1: GO TO OPTION 'UPLOAD MARKS' AND ENTER THE CNS/HE NO/AWARD LIST ID AND SELECT PROPER SUBJECT AND CLICK ON SUBMIT
3) STEP 2: SELECT OPTION 'PRINT AWARD LIST', SELECT THE AWARD LIST ID FOR WHICH MARKS HAS BEEN UPLOADED. ENTER CEN NO AND CLICK ON SUBMIT

NOTE: PLEASE DO NOT REFRESH OR PRESS BACK BUTTON DURING THE PROCESS, OTHERWISE YOUR DATA WILL BE LOST!!
MAKE SURE TO CLICK ON LOG OUT AFTER COMPLETING YOUR WORK, ELSE YOUR DATA WILL BE LOST!!



THEORY MARKS UPLOAD - EXAMINATION 2019

CENTRAL BOARD OF SECONDARY EDUCATION

[HOME](#)
[1. UPLOAD MARKS](#)
[2. PRINT AWARD LIST](#)
[RETURN OUTLYING ANSWER BOOKS](#)
[LOGOUT](#)
Welcome : ABC INTERNATIONAL SCHOOL

MARKS UPLOADING


ENTER CNS/HE ID :

SELECT SUBJECT:

608—SHORTHAND (ENG) ▾

ENTER AWARD LIST ID :

SUBMIT



THEORY MARKS UPLOAD - EXAMINATION 2019

CENTRAL BOARD OF SECONDARY EDUCATION

[HOME](#)
[1. UPLOAD MARKS](#)
[2. PRINT AWARD LIST](#)
[RETURN OUTLYING ANSWER BOOKS](#)
[LOGOUT](#)
Welcome : ABC INTERNATIONAL SCHOOL

MARKS UPLOADING

Marks Upload

Subject: 608

Subject Name: SHORTHAND (ENG)

Award List ID: **AT07427**

MAX MARKS: 030

MINIMUM MARKS: 009

Download Blank Excel

Choose File No file chosen

Upload Excel

Screenshot-5

AT07427 (1) - Excel (Product Activation Failed)

FILEHOMEINSERTPAGE LAYOUTFORMULASDATAREVIEWVIEWADD-INSLOAD TESTTEAMDESIGN

ThemesColors

Fonts

Effects

Margins

Orientation

Size

Print Area

Breaks

Background

Print Titles

Width: Automatic

Height: Automatic

Scale: 100%

Gridlines

Headings

View

Print

Bring Forward

Send Backward

Selection Pane

Align

Group

Rotate

Themes

Page Setup

Scale to Fit

Sheet Options

Arrange

A1

X

✓

fx

BAGNO

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP		
1	BAGNO	AWR	SUBC	ID	SI	ABSE	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	TOT	
2	03732	AT07427	608	05813701																																							0	
3	03732	AT07427	608	05813702																																							0	
4	03732	AT07427	608	05813703																																							0	
5	03732	AT07427	608	05813704																																							0	
6	03732	AT07427	608	05813705																																							0	
7	03732	AT07427	608	05813706																																							0	
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19	03732	AT07427	608	05813718																																							0	
20	03732	AT07427	608	05813719																																							0	
21	03732	AT07427	608	05813720																																							0	
22																																												0

Screenshot-6

AT07427 - Excel (Product Activation Failed)

FILEHOMEINSERTPAGE LAYOUTFORMULASDATAREVIEWVIEWADD-INSLOAD TESTTEAM

CutCopyPasteFormat Painter

Clipboard

Calibri11

B I U

Font

Wrap Text

Alignment

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

InsertDeleteFormat

Cells

Σ AutoSum

Fill

Clear

Editing

Sort & Find & Filter

Select

J28

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP		
1	BAGNO	AWR	SUBC	ID	SI	ABSE	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	TOT	
2	03732	AT07427	608	05813701	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29	
3	03732	AT07427	608	05813702	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	28	
4	03732	AT07427	608	05813703	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29	
5	03732	AT07427	608	05813704	1		1	1	1	1	1	1	1	1	0	0																											8	
6	03732	AT07427	608	05813705	1		1	1	1	1	1	1	1	1	1	1																											29	
7	03732	AT07427	608	05813706	1		1	1	1	1	1	1	1	1	1	1																											29	
8	03732	AT07427	608	05813707	1		1	1	1	1	1	1	1	1	1	1																											29	
9	03732	AT07427	608	05813708	1		1	1	1	1	1	1	1	1	1	1																											29	
10	03732	AT07427	608	05813709	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	30	
11	03732	AT07427	608	05813710	1		1	1	1	1	1	1	1	1	1	1																											29	
12	03732	AT07427	608	05813711	1		1	1	1	1	1	1	1	1	1	1																											29	
13	03732	AT07427	608	05813712	1		1	1	1	1	1	1	1	1	1	1																											30	
14	03732	AT07427	608	05813713	1		1	1	1	1	1	1	1	1	1	1																												27
15	03732	AT07427	608	05813714	1		1	1	1	1	1	1	1	1	1	1																												29
16	03732	AT07427	608	05813715	1	AB																																					0	
17	03732	AT07427	608	05813716	1		1	1	1	1	1	1	1	1	1	1																											29	
18	03732	AT07427	608	05813717	1		1	1	1	1	1	1	1	1	1	1																											29	
19	03732	AT07427	608	05813718	1		1	1	1	1	1	1	1	1	1	1																											29	
20	03732	AT07427	608	05813719	1		1	1	1	1	1	1	1	1	1	1																											29	
21	03732	AT07427	608	05813720	1		1	1	1	1	1	1	1	1	1	1	2	3																									30	
22																																												

Screenshot-7

Marks Preview

BAGNO	AWRD	SUBCODE	ID	SET	ABSENT	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20	Q21	Q22	Q23	Q24	Q25	Q26	Q27	Q28	Q29	Q30	Q31	Q32	Q33	Q34	Q35	TOTAL	
03732	AT07427	608	05813701	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29		
03732	AT07427	608	05813702	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	1	1	1	1	1	1	1	1	1	28	
03732	AT07427	608	05813703	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	2	1	1	1	1	1	1	1	1	1	1	30	
03732	AT07427	608	05813704	1		1	1	1	1	1	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	19	
03732	AT07427	608	05813705	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29		
03732	AT07427	608	05813706	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29		
03732	AT07427	608	05813707	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29		
03732	AT07427	608	05813708	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29		
03732	AT07427	608	05813709	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	0	0	1	0	0	30	
03732	AT07427	608	05813710	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29	
03732	AT07427	608	05813711	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	26	
03732	AT07427	608	05813712	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	30	
03732	AT07427	608	05813713	1		1	1	1	1	1	1	1	1	1	1	1	1	5	1	1	1	1	1	1	1	1	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	27
03732	AT07427	608	05813714	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29	
03732	AT07427	608	05813715	1	AB																																			0		
03732	AT07427	608	05813716	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	30	
03732	AT07427	608	05813717	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29	
03732	AT07427	608	05813718	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	29	
03732	AT07427	608	05813719	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	29
03732	AT07427	608	05813720	1		1	1	1	1	1	1	1	1	1	1	2	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	1	1	1	1	1	30

Cells Appearing Yellow - 0 Marks Questions Cells Appearing Blue - Students Obtaining Less Than Minimum Marks Cells Appearing Red - Unmarked Questions

Confirm & Submit Marks

Screenshot-8



THEORY MARKS UPLOAD - EXAMINATION 2019 CENTRAL BOARD OF SECONDARY EDUCATION

HOME 1. UPLOAD MARKS 2. PRINT AWARD LIST RETURN OUTLYING ANSWER BOOKS LOGOUT

Welcome : ABC INTERNATIONAL SCHOOL

MARKS UPLOADING


Marks Upload

Subject: 608
Subject Name: SHORTHAND (ENG)
Award List ID: AT07427

MAX MARKS: 030

MINIMUM MARKS: 009

Data Uploaded successfully! Please continue for printing Award List

 **THEORY MARKS UPLOAD - EXAMINATION 2019**
CENTRAL BOARD OF SECONDARY EDUCATION

HOME 1. UPLOAD MARKS 2. PRINT AWARD LIST RETURN OUTLYING ANSWER BOOKS LOGOUT [Welcome : ABC INTERNATIONAL SCHOOL](#)

SELECT AWARD LIST ID :

ENTER ONLINE ID :

SUBMIT

Final Print Out of Award List



CENTRAL BOARD OF SECONDARY EDUCATION
THEORY AWARD LIST FOR ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION-2018
 REGION/CLASS : 12/AJMER
 SUBJECT : 608 - SHORTHAND (ENG)
 AWARD LIST ID / BAG NUMBER : AT87427/88732 DATE OF UPLOAD:09/03/2018

MAX MARKS: 090

ID	SET	total
05813701	1	29
05813702	1	29
05813703	1	29
05813704	1	8
05813705	1	29
05813706	1	29
05813707	1	29
05813708	1	29
05813709	1	30
05813710	1	29
05813711	1	29
05813712	1	30
05813713	1	27
05813714	1	29
05813715	1	48
05813716	1	29
05813717	1	29
05813718	1	29
05813719	1	29
05813720	1	30

SUB TOTAL: 530 PRESENT: 19 ABSENT: 1 TOTAL: 20

NAME, SIGNATURE AND ID (HEAD EXAMINER) NAME AND SIGNATURE AHE COORDINATION NAME AND SIGNATURE (COORDINATOR)

DECLARATION
 I hereby certify that the uploading of marks, printing of award list and sealing of the envelope has been done in my presence and due confidentiality has been maintained.

(ID : testabc)
 STAMP AND SIGNATURE OF CHIEF NODAL SUPERVISOR

SCHEDULE OF FIRST DAY

TIME	ACTIVITY
9.30 AM	Reporting by all functionaries
9.30 AM -10.00AM	Basic preparations are to be completed
10.00AM -10.15 AM	TEA
10.00AM-01.00 AM	<ol style="list-style-type: none"> 1. Discussion on Question Papers 2. Discussion on Marking scheme 3. Discussion on all minute points of the QP and Marking Scheme. 4. Discussion on evaluation modalities. 5. Information on points where mistakes could occur 6. Precautions to be taken during evaluation, coordination etc. 7. (i) Correct way of awarding marks, (ii) Totalling inside answer book, (iii) Posting of marks on cover page and (iv) Totalling of marks on cover page. 8. Question answer session to clear doubts and queries if any.
01.00PM-01.30PM	LUNCH
01.30PM-01.45PM	Distribution of Photocopy of Answer Sheet
01.45PM-02.00PM	MOCK EVALUATION
02.00PM-02.30PM	Preparing report and Tea
02.30PM-03.00PM	Discussion on variation
03.00PM-03.15PM	Distribution of 05 copies
03.15PM-04.30PM	Evaluation by Evaluators
04.30PM-05.00PM	Discussion on Quality of Evaluation by AHEs

TO BE DISPLAYED AT EVALUATION CENTRE**RANDOM CHECKING OF 10% COPIES BY HEAD EXAMINER**

Two (2) copies of each AHE (Evaluation) which have been Re-evaluated by AHE. Discrepancy if any, be informed to AHE (E).

One (1) copy of each evaluators **but not re-evaluated** by the AHE. These copies will be entirely Re-evaluated by HE. Discrepancy if any, be informed to AHE (E) & concerned evaluator.

Three (3) copies of Coordinator checked by AHE (Coord). These copies will be scrutinised by HE. Discrepancy if any, be informed to AHE (C).

Three (3) copies of Coordinator. These copies will be scrutinised by HE. Discrepancy if any, be informed to AHE(C) & Coordinator concerned.

RANDOM CHECKING OF 20% COPIES BY AHE (EVALUATION)

Complete re-evaluation of 20% copies of each Evaluator will be done by AHE

Re-evaluation of all copies from 0 to 05 marks will be done by AHE

Re-evaluation of all copies from 96 to 100 marks will be done by AHE

RANDOM CHECKING OF 20% COPIES BY AHE (COORDINATION)

10% Copies of each Coordinator i.e. 10 copies

100% comparison of marks from award list to copies

REPORTING OF DISCREPANCIES

AHE shall report the following to the HE:

Unfair means cases,

Answer Books without roll numbers

Answer Books with duplicate roll number

Missing pages

Torn pages

Answer Books of medium, other than for which the evaluation is being carried out

Answer written with ink/pen other than the blue/black/royal blue ink gel/ball point pen

Any other discrepancy noticed

INTERCHANGING OF COPIES BETWEEN EVALUATORS FOR CROSS-CHECKING

Copy checked by Evaluator: 1	Cross-checking by Evaluator: 2
Copy checked by Evaluator: 2	Cross-checking by Evaluator: 1
Copy checked by Evaluator: 3	Cross-checking by Evaluator: 4
Copy checked by Evaluator: 4	Cross-checking by Evaluator: 3
OR	
Copy checked by Evaluator: 1	Cross-checking by Evaluator: 2
Copy checked by Evaluator: 2	Cross-checking by Evaluator: 3
Copy checked by Evaluator: 3	Cross-checking by Evaluator: 1

METHOD OF SCRUTINY

Check all copies including additional are intact
Check that there is no un-evaluated part in the Answer Book.
Check that totalling of marks awarded by evaluator inside the Answer Book is correct
Check that posting of marks on title page is correct
Check that totalling of marks on title page is correct
Compare marks from Award List to Answer Book

EXTRACT FROM AFFILIATION BYE-LAWS

Sl. no	Chapter of affiliation byelaw 2018	Para in Affiliation byelaw 2018	Byelaw
	Chapter 12	12.2	The Board may impose all or any of the penalties mentioned in clauses 12.1.1 to 12.1.9 on any school, in the following cases:
			12.2.1 For gross malpractices in examination, academic, administrative and financial matters
			12.2.10 For not nominating and relieving teachers/principal/staff for the evaluation of answer scripts of the Board's examinations and other ancillary activities as per requirements of the Board.
			12.2.11 Any misconduct, negligent act/omission and non-compliance of the examination byelaws (including the disobeying of the directions of the board in connection with the conduct of examinations) which may jeopardize the public examinations, evaluation of answer books, the result processing thereof and other ancillary activities.
			12.2.12 Any violation, by employee(s) of the school or person(s) associated with the school management, who are under the control of the school or the Trust/Society/Company running the school, of any instructions express or implied, issued by the Board in connection with the conduct of public examinations, evaluation of answer books, the result processing thereof and other ancillary activities which has or could have jeopardized the public examinations, evaluation of answer books and the result processing thereof.

	Chapter 12	12.2.13	Any violation in connection with the duties and responsibilities by the School or the Head of the School or Trust/Society/Company which has established or running the school as given in these bye-laws or directions issued from time to time.
	Chapter 14	14.3	The Board shall select a school as a center for any Public Examination or Board's Examination with or without the formal acceptance of such assignment by the school. If a school has been selected as a center for any Public Examination or Board's Examination by the Board, the school shall compulsorily arrange for all facilities like strong room, basic minimum IT infrastructure etc. or any other requirement communicated by the Board.
	Chapter 14	14.4	The building and furniture of Affiliated Institutions shall be placed at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations, evaluation of scripts and other ancillary activities. If directed by the Board, the school shall provide teachers and principal to act as examiners in all subjects offered by the school. In case they fail to do so, the Board shall have the right to take appropriate action including initiating action for disaffiliation of the school.

PRECAUTIONS TO BE TAKEN AT SPOT EVALUATION CENTRE

1. Spot Evaluation Centre is fully secured
2. Only authorised persons are allowed inside the centre
3. It has proper arrangements
4. Fire extinguishers are available
5. Availability of drinking water
6. Availability of Power backup in case of emergency
7. Secured storage
8. No communication zone
9. No photography zone
10. Space for keeping personal belongings including mobile etc
11. Availability of clean toilets

CENTRAL BOARD OF SECONDARY EDUCATION
REMUNERATION BILL FOR HEAD EXAMINERS/AHE
EXAMINERS/COORDINATORS AT NODAL CENTRES

Name of Nodal Centre

Examiner No.....

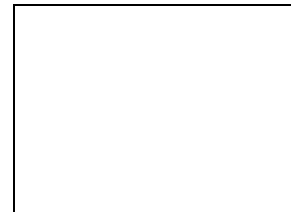
1. Name
2. Designation.....
3. Name & year of Examination.....
4. Subject of Examination.....
5. Postal Address.....
6. No. of Answer books assessed.....
(Details to be given on back page)
7. REMUNERATION

Status	No. of days/Copies	Rate	Amount Claimed
Head Examiner			
AHE			
Examiner			
Coordinator			

- Mention No. of days.....Total Rs.....
- Mention No. of copies.....Total Rs.....

8. Conveyance No.of days.....Amount Rs.....
9. Refreshment No.of days.....Amount Rs.....
10. Less deduction on a/c of mistakes detected by
Coordinator.....Rs.....

Received Total Rs.....



Full Signature with revenue stamp

ACCOUNT OF ANSWER BOOKS ASSESSED

[illegible]

C.B.S.E. Conf/8/2019

Annexure-VI

Year.....

CENTRAL BOARD OF SECONDARY EDUCATION

(Para 4.43)

Regional office.....

Annual/Compartment

Aimer/Panchkula/Guwahati/Chennai/Allahabad/Delhi/Patna/Bhubaneshwar/Thiruvanthapuram/Dehradun

Delhi/All India Sec.School Exam.

Assessment Report of Sub Examiners

(subject.....)

Delhi/All India Sr. School Certificate Exam.

This Statement should be duly filled in by Head Examiner in respect of his/her Sub-Examiners and sent to the Regional officer, central Board of Secondary Education (Region Concerned)

Name of Head Examiner..... Head Examiner No.....

[illegible]

Direction for Grading :

- A. **Outstanding:** followed directions of HE Fully; followed scheme (s) exactly: award of marks conform to prescribed criteria with negligible variation, completed assessment on time; fully competent in subject matter, no clerical errors in addition, no omission of assessment of any question.
- B. **Very Good :** followed instructions of HE and Marking Scheme Carefully, variation in award of +4-6 (Science & Maths variation should be very small but variation of 5 or 6 is acceptable in Languages and Social Science); completed assessment on time, no clerical errors or negligence, competent in the subject (Basically same as A, but only of a somewhat lower order).
- C. **Satisfactory :** Understood directions of HE and the marking scheme reasonably well and followed them either first time or after explanations, ready to learn and reevaluate : cover/ under marks with variation of 6+or more: some clerical errors occurred/ some evidence of negligence in marking and in following the directions of HE regarding marking (each value point not ticked if correct or crossed if wrong) : marks for such-questions to be given separately and total to be circled etc.
- D. **Not Satisfactory/Poor :** did not understand / did not follow marking scheme and directions of HE, not competent in the subject/ not teaching the subject properly: wide variation in marking +10 more : assessment nor completed on time: Several Clerical errors and evidence of Carelessness/negligence.

Signature of HE.....

CENTRAL BOARD OF SECONDARY EDUCATION

Regional Office-Ajmer/Panchkula/Guwahati/Chennai/Allahabad/Delhi/Patna/
Bhubaneswar/Thiruvananthapuram/Dehradun

REPORT OF EXAMINERS OF STUDENTS PERFORMANCE

Report by the Head-Examiner/AHE/Sub-Examiner on the general character of answer-books of candidates examined by him/her for the Examination, 20 Examiner should send this report to the Head Examiner who will forward the same to the Board's Office..

Examiner No.

Name of the Examiner.....

Designation.....

Subject and paper.....

No. of answer- Books/Candidates examined.....

No of Candidates given pass mark or more..... Pass percentage.....

No. of candidates getting (i)..... (ii).....

(60% or marks)

(Between 45%to 59% marks)

(iii).....

(33%to 44% marks)

REPORT

The Board publishes report on each examination to provide teachers with guidance and help for the preparation of candidates for future examinations. In respect of the paper on a whole the report should indicate which areas of the syllabus candidates answered satisfactorily and which they could not. In respect of Individual questions, the report should indicate what were the points that were answered well and what other points could not be done so and why. It would be helpful to give questions wise remarks with brief illustrations wherever possible.

Examiners should avoid such comments as:-

1. This question was generally well done.
2. Few Candidates attempted the question.
3. The examiners failed to distinguish between excellent and poor question.
4. The paper turned out to be difficult.

REPORT PROFORMA

(I) General Report

(II) Question- wise Report
(Mention type of mistake committed by the candidates while answering question)

(III) Suggestions

Signature.....

Designation.....

Official Address.....

.....

Residential Address.....

.....

Dated.....

CENTRAL BOARD OF SECONDARY EDUCATION

Report of Head Examiner

1. Name.....
2. Subject.....
3. Name of Examination.....
4. Date on which meeting held and time.....
5. Number of Examiners present..... out of

Make a narrative report on major points that came up for discussions and decision during the meeting.

(a) Regarding the question paper

(b) Regarding answer to particular question (after marking sample Scripts)

(c) Regarding changes made in the marking scheme

(d) Regarding any specific directions given by HE for communication to the Sub-Examiners

This is an important which the board would use for feed-back to itself regarding the examination process and not an item for filling. Hence, we would appreciate a careful report.

Note :- Use additional sheets of paper, if necessary.

Central Board of Secondary Education

Annexure- IX

SCRIPT MARK SHEET TO BE SUBMITTED BY HEAD EXAMINER

Examiner No.....

Examiner's Name & Address.....

Name of Examination.....Subject.....Paper.....

Examiners marks to be entered above the dotted line.

Head Examiners to enter marks below the dotted line.

Roll No.	Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12	Q 13	Q 14	Q 15	Q 16	Q 17	Q 18	Q 19	Q 20

Roll No.	Q 21	Q 22	Q 23	Q 24	Q 25	Q 26	Q 27	Q 28	Q 29	Q 30	Q 31	Q 32	Q 33	Q 34	Q 35	Q 36	Total Marks	Variation Marks
	
	
	
	
	
	
	
	
	
	

Note :- Head Examiner will use separate sheet for each of his/her sub-examiner(s)

Whether to be appointed next year Yes/No
Average Variation of Marks.....

Signature of Head Examiner.....

Head Examiner No.....

(Para 8.13)

All India/Delhi Sr./Sec.Exam,20....

Subject.....

School Address.....

Res. Address.....

[illegible]

C.B.S.E. Conf/26/2019

**CENTRAL BOARD OF SECONDARY EDUCATION
PROFORMA FOR RECORD OF EVALUATED ANSWER BOOKS**

(Para 6.12)

Examiner No.

Name

All India/Delhi Sr./Sec. Certificate Examination,20...

Designation.....

School Address.....

Res. Address.....

Subject.....

Date	Lot /Unit No. I(FN) II(AN)	Total No. Answer Books issued	Roll Nos. of Answer Books Evaluated	No. of Evaluated Answer Books returned	Signature Of Examiner	Signature Of the Receiving Officer	Remarks
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						
	I _____ II _____						

Subject.....Bag No.....

Series of Roll Numbers	No. of Answer Books				Extra answer books received in the Bundle whose Roll No(s) are not printed in Computerized Award List. Roll No. Marks
	English Medium	Hindi Medium	Other Medium	Total	
Grand Total of Scripts in the Bag:					
Signature.....					
Name (in capital letters).....					
Head Examiner No.....					

Note :- One copy of the above proforma may be retained by the Concerned Head Examiner and two copies be forwarded for Confidential Section and A/B Cell of the Regional Office for purpose of maintaining proper record of answer books.

C.B.S.E. Conf/29/2019

CENTRAL BOARD OF SECONDARY EDUCATION

Certificate of Central Evaluation Work

(to be filled in by the Examiner)

(Para 6.23)

This is to certify that, I.....

(In capital letters)

have attended the Central Evaluation Workshop held at.....

from.....to.....for the(subject).....

All India Sr./Delhi Sr. School Certificate/All India Sec./Delhi Sec. Examination 2019.

During this period, I have completed the job assigned to me as per details given below:-

1. No. of days for attending the Evaluation Workshop.....
2. No. of Answer Books evaluated
3. No. of Answer-Books re-checked/marks entered in the award list.....
4. No. of days devoted as co-ordinator for the work of Co-ordination.....
5. Certified that I/we have evaluated the Answer book(s) according to the correct set of question paper & strictly as per marking scheme.

Signature.....

Name.....

Designation.....

Examiner No.....

Home Address.....

.....

School Address.....

.....

Verification by H.E/AHE.....

Name of HE/AHE.....

HE/AHE No.....

C.B.S.E. Conf/30/2019

CENTRAL BOARD OF SECONDARY EDUCATION

ATTENDANCE CERTIFICATE

(Examiner Relieving Certificate)

(Para 6.23)

Date.....

Certified that Shri/Smt./Miss.....Examiner No.....

Attended the Central Evaluation work-shop from.....to.....

.....(Subject) for.....

.....

All India Sr./Delhi Sr. School Certificate/All India Sec./Delhi Sec.Examination 2019.

Signature of Head Examiner

C.B.S.E. Conf/33/2019

CENTRAL BOARD OF SECONDARY EDUCATION

To be prepared in Triplicate
(One copy to be retained by HE)

REGIONAL OFFICE, CBSE
PROFORMA OF CONSOLIDATED CLAIM

NAME OF SPOT EVALUATION CENTRE.....

SL. NO	Name & official Address of H.E, Examiner, Coordinator, other Staff	Examiner No	No. of days worked	Amount of conveyance payable	Refreshment @ Rs 75/- per day	No. of A/books checked/ co-ordinated	Amount Payable (Rs.)	Wages to Clerical/Class IV as per approved rate & contingent expenditure (Vrs. Attached)	Total (Rs.)	Acquaintance (Affix revenue stamp)
1	2	3	4	5	6	7	8	9	10	11

Subject.....Year of Exam.....Verified.....Sign. of HE.....

Code:.....Class.....

(To be supplied in Triplicate)

Examination : _____

PAGE

Region : _____

Subject Code & Name : _____

Examiner No.

--	--	--	--	--	--

 :

Coordinator No.

--	--	--	--	--	--

 :

Maximum Marks _____ Minimum Pass Marks _____

[illegible]

Note:- Please Print Boxes, Roll NO, Marks obtained & Q.P Set.

Name & Signature of Co-ordinator

EVALUATION MONITORING SLIP

Class.....Senior/Secondary.....

Note:- Please indicate marks of such Roll Nos. not found in the Award List.

[illegible]

Signature of HE

Dated.....

FORM CONTAINING DETAILS OF RELATIONS APPEARING IN 2019 EXAMINATION

[illegible]

Signature of Co-ordinator.....

Co-ordinator No.....

70

Central Board of Secondary Education

Proforma for Compilation of errors committed by Examiner (Para 8.6.19)

Name and address of spot Evaluation Centre _____

S.No	Date	Name and no. of The Examiner/first Co-ordinator	Roll no in which error committed	Nature of error, e.g Posting error/unassessed portion etc.	Remarks

Signature of Co-ordinator.....

Co-ordinator No.....

Date:-.....

PENALTIES FOR ERRORS

C. B.S.E has prescribed the following penalties for the errors, omissions and mistakes committed by the Head Examiners, AHE's Examiners and the Co-ordinators:

Sl. No.	Functionary	Penalties Applicable in India	Penalties Applicable in Outside India
1.	Against Head Examiners/AHE		
1.1	For not doing random checking by HE to the extent of 10% of the answer books evaluated by each AHE(E)/Examiner working under him	Rs.20/-per examiner per day	Rs.40/-per examiner per day
1.2	For not ensuring by HE, that the AHEs are doing complete Re-evaluation of the 20% of the total evaluated answer books done by his/her respective evaluators	Rs.20/-per examiner per day	Rs.40/-per examiner per day
1.3	For not doing random checking of 20% copies by AHE (Evaluation) : a. Complete re-evaluation of 20% copies of each Evaluator will be done by AHE b. Re-evaluation of all copies from 0 to 05 marks will be done by AHE c. Re-evaluation of all copies from 96 to 100 marks will be done by AHE	Rs.20/-per examiner per day	Rs.40/-per examiner per day
1.4	For not doing random checking of 20% copies by AHE (Coordination) : a. 10% copies of each Coordinator i.e 10 copies b. 100% comparison of marks from award list to copies.	Rs.20/-per examiner per day	Rs.40/-per examiner per day
1.5	For not doing interchanging of copies between Evaluators for cross-checking	Rs.20/-per examiner per day	Rs.40/-per examiner per day
1.6	For errors in the answer books checked by Head Examiner/AHE	Rs.20/-per answer book	Rs.40/-per answer book
2.	Against Examiners		
2.1	Leaving answer or part thereof unassessed in an answer script	Rs.40/- per A/B	Rs.80/- per A/B

2.2	Giving more marks for an answer to a question than assigned to it or deviation from the marking scheme with reference to a particular question or part thereof	Rs.20/- per question	Rs.40/- per question
2.3	Wrong totalling	Rs.30/- per A/B	Rs.60/- per A/B
2.4	Wrong transference of marks from the inside pages of the answer book to the title page	Rs.30/- per A/B	Rs.60/- per A/B
2.5	Marks in words and figures not tallying	Rs.20/- per A/B	Rs.40/- per A/B
2.6	Total no. of marks shown in figures but not in words and vice versa on the title page of the answer book.	Rs.20/- per answer book	Rs.40/- per answer book
2.7	Not signing on answer book	Rs.20/- per A/B	Rs.40/- per A/B
2.8	Evaluating answer book with another set of question paper and marking scheme	Rs.100/- per A/B	Rs.200/- per A/B
2.9	Not tallying the question no./answer and marked as "Repeated".	Rs.20/- per question	Rs.40/- per question
3.	Against Co-ordinators		
3.1	Wrong verification of marks	Rs.30/- per answer book	Rs.60/- per answer book
3.2	Wrong transference of marks from the answer book to award list	Rs.20/- per answer book	Rs.40/- per answer book
3.3	Not entering marks of a candidate in the award list	Rs.20/- per answer book	Rs.40/- per answer book
3.4	Not signing each page of the award list	Rs.20/- per award list	Rs.40/- per award list
3.5	Wrong total or not giving total or marks in each block of the mistake award list	Rs.20/- per block of 20 roll numbers	Rs.40/- per block of 20 roll numbers
3.6	Not signing on the title page of the answer book	Rs.20/- per answer book	Rs.40/- per answer book

- Notes :**
- 1. The Regional Officer also reserves the right to debar a person from Board's future assignments in case of gross negligence.**
 - 2. The amount of penalties, as have been fixed by the Board, for committing errors/omission(s)/mistake(s) will be recovered through the employer of the concerned person, if the person concerned fails to do so after the expiry of the time given in final notice.**
 - 3. In view of the no. of mistakes detected at the time of comparison of answer book with award lists and subsequently at the time of verification of marks at the request of candidate after the declaration of results, it has been decided to bring such mistakes to the notice of the Administrators/Principals of the schools for initiation of suitable action against the erring persons including placement of such communications from the Board/Region on the C.R. dossiers of the concerned teacher.**
 - 4. For errors not indicated above, the Head Examiner/AHE shall report the matter to the Regional Officer for appropriate decision.**

MOCK EVALUATION SUMMARY REPORT

NODAL CENTRE _____ SUBJECT _____ CLASS _____ QP SET of the Sample Script _____ Date of Meeting & Mock Evaluation _____

Evaluation Schedule as per RO's letter (Fromto.....)

NOTE:

1. HE will arrange to issue a photocopy of one of the best attempted answer books from the lot supplied to him/her by the RO. The purpose of mock evaluation must be explained by the CNS / HE to the all appointed evaluators
2. All the evaluators appointed at his / her nodal centre shall do the Mock Evaluation as per instruction given in the Spot Evaluation Guidelines Chapter 3 Pointer 3.8, 3.9, 3.10, 3.11.
3. Based on the overall evaluation done by each evaluator, the variances will be checked, analysed and grading of the evaluators shall be done as per the criteria given in Chapter-8, Pointer 8.1. HE shall decide the Evaluators who would be appointed by him / her as AHE for evaluation and AHE for coordination based on this grading by the HE in presence of the CNS. Similarly other evaluators can be assigned the evaluation responsibilities. Evaluators rated as unsatisfactory may be relieved under intimation to the RO.
4. This consolidated Summary Report shall be compiled by the HE and CNS and this is mandatory to be submitted by the HE to the RO concerned on the same day through Mail and also uploaded on the link provided by the Board)

Examiner No. & Name	Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 21	Q 22	Q ..	Q ..	Q ..	Q 26	Q 27	Q 28	Total Mark s	Variation in Marks	Grade Outstanding Good Satisfactory	/ / /
E1																						
E2																						
E3																						
E4																						
E5																						
E6																						
E7																						
E8																						
E9																						
E10																						
E11																						
E12																						
E13																						
E14																						
E15																						
E16																						

Sign of CNS with Name

Sign of HE with Name

ANNEXURE-XXII

Rates of Payment of Contingent Charges remuneration, conveyance TA/DA to the appointed staff.

New SI No.	Activity/Head	Remuneration (Rs.)	Conveyance/ other/ refreshment/ tea (Rs)	Illustration
	Spot Evaluation/Evaluation of Answer Book:			
16(a)	Chief Nodal Supervisor (CNS)	2000	250	Remuneration is per HE for entire duration of evaluation subject to maximum of Rs. 10000
16(b)	Head Examiner(HE)	1000	250	per day.
16(c)	Additional Head Examiner(HE)	900	250	per day.
16(d)	Examiner For examining X Theory answer book	25	250	per answer book. Minimum Remuneration Rs. 250 per day.
16(e)	Examiner For examining XII Theory answer book	30	250	per answer book. Minimum Remuneration Rs. 300 per day.
16(f)	Coordinators (Classes XII & X)		250	Remuneration of 25 Answer Books per day and fixed conveyance of Rs.250 for finalizing 100 answer books per day.
16(g)	One Clerk per Head Examiner to Chief Nodal Supervisor for 3 days.	200		per day remuneration is as per the remuneration at spot evaluation centre.
16(h)	One Clerk to each HE	200		per day
16(i)	MTS/Class IV	100		per day
16(j)	Refreshment charges		75	per head per day
16(k)	Contingent charges to Head Examiner of Nodal Centre		1000	lump sum amount

CERTIFICATE

(To be given by Co-ordinator (s))

I certify that I have gone through and understood the instructions for coordinators as given in the Guidelines for Spot Evaluation 20..... and will work as per instructions.

Signature.....

Name.....

Coordinator No.....

Designation in the School.....

Name & Address of the School.....

IMPORTANT TELEPHONE NUMBERS

Head Office: CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delh-110092

NAME	DESIGNATION	TELEPHONE NO. OFFICE
Smt. Anita Karwal	Chairperson	Tel: 011-22467263 22023737 Fax: 011-22515826
Dr. Sanyam Bhardwaj	Controller of Examinations	Tel: 011-22515828 Fax: 011-22057089
Smt. Kavita Vazirani	Deputy Secretary(Coordination)	Tel: 011-22420400

Regional Office: CBSE, Todarmal Marg, Ajmer-305030, Rajasthan
E-mail: roajmer.cbse@nic.in

Shri Sanjib Das	Regional Officer	Tel: 0145-2627460 2629928 2621228 Fax: 0145-2421543
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Regional Office: CBSE, Panchkula-134152, Haryana
E-mail: ropanchkula.cbse@nic.in

Shri Karnail Singh	Regional Officer	Tel: 0172-2585193 2521531 Fax: 0172-2585163
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**Regional Office: CBSE, Shilpgram Road, Near Shankardev Kalakshetra,
Panjabari, Guwahati-781037, Assam**
E-mail: roguwahati.cbse@nic.in

Shri. K.K.Choudhury	Regional Director	Tel: 0361- 2666666 2331995 2338995 Fax: 0361- 2330992
---------------------	-------------------	--

**Regional Office: CBSE, NO.3 (Old No. Plot 1630 A), J Block, 16th Main Road
Anna Nagar West, Chennai-600040, Tamil Nadu
E-mail: rochennai.cbse@nic.in**

Shri K. Srinivasan Regional Officer Tel: 044-26162213
26162214
26161100
Fax: 044-26162212

**Regional Office: CBSE, Block-B, 2nd Floor, LIC Divisional Office Campus,
Pattom, Thiruvananthapuram-695004, Kerala
E-mail: rotrivandrum.cbse@nic.in**

Shri Sachin Thakur Regional Officer Tel: 0471-2534405
2534496
Fax: 0471-2534406

**Regional Office: CBSE, 35-B, MG Road, Civil Lines
Prayagraj(Allahabad)-211001, Uttar Pradesh
E-mail: roallahabad.cbse@nic.in**

Ms Shveta Arora Regional Officer Tel: 0532-2400119
2400434
2400626
Fax: 0532-2408977

**Regional Office: CBSE, 99, Kaulagarh Road,
Dehradun-248001, Uttarakhand
E-mail: roddn.cbse@nic.in**

Shri Ranber Singh Regional Officer Tel: 0135-2757744
2753250

**Regional Office: CBSE, Plot No 4(PT), Sailashree Vihar, Chandrasekharpur,
Bhubaneswar, District Khurdha-751021, Odisha
E-mail: robhubaneshwar@cbse.gov.in**

Shri Thongkholet Mate Regional Officer Tel: 0674-2721312
2721612

**Regional Office: CBSE, Ambika Complex, Behind State Bank Colony,
Near Brahmsthan, Sheikhpura, Raza Bazar, Bailey Road, Patna-800014, Bihar
E-mail: ropatna.cbse@nic.in**

Shri Jagdish Barman Regional Officer Tel: 0612-2295048
Fax: 0612-2295008

**Regional Office: CBSE, PS 1-2, Institutional Area, I.P. Extension,
Patparganj, Delhi-110092
E-mail: rodelhi.cbse@nic.in**

Shri J K Yadav Regional Officer Tel: 011-22248885
22248882
22236116
Fax: 011-22248990
