



**K.K. CHOUDHURY**  
CONTROLLER OF EXAMINATIONS

CBSE/COORD./MS/2018

**Sub.: Senior School Certificate (Class-XII) and Secondary School (Class-X) Examinations 2018: Observation Schedule and Evaluation.**

**Dear Principal,**

I take this opportunity to extend my very warm greetings to you for the ensuing New Year and express my very sincere thanks to you for extending your unqualified support to CBSE in the conduct of 2017 examination.

1. You are aware that class X & XII examinations are to begin from March, 2018. Through this letter, I want to invite your attention to some of the critical issues that have a bearing on people's trust in our examination system. It is our bounden duty to sustain this trust.
2. Firstly, it is essential that the conduct of examination is not only fair but should also enjoy the complete confidence and trust of the public at large. This is an onerous task. It would demand whole hearted dedication of functionaries at various levels involved in the examination. I hope, we will discharge our responsibilities in a team spirit no matter howsoever we happen to be placed.
3. Linked with the conduct of examinations are the perceptions & reactions about the question papers administered in different subjects. These reactions are received from the diversified groups spread all over the country and also from abroad. Interest groups, more so the schools and the students have every right to air their views on the quality of question papers administered. But this right puts an added responsibility on them to see that the observations and comments are not made to gain cheap popularity. Rather these should be made to strengthen the system. We should also keep in mind that during examinations, examinees are under heavy stress and anxiety and our adverse views on the question papers through different media, often upset them in their preparations of future examinations. It would, therefore, be advisable that schools should send their reactions and perceptions direct to the Board only.
4. **To give a fair deal to the comments on the question papers and redress the genuine grievances of students, CBSE has developed an Observation Schedule, a copy of which is enclosed. In case you have your observations/feedbacks, these may please be recorded and forwarded as per directions contained therein within twenty four hours of the conduct of examination of the subject concerned so that these observations, could be considered by the Expert Group while preparing the Marking Scheme.**



5. Careful marking of scripts and timely declaration of results is our paramount concern. To ensure this, we need quality examiners in adequate numbers. It has been observed in past that some schools under one pretext or the other do not relieve the teachers for evaluation work and the Board has to remind them in the midst of the evaluation work. This is undesirable practice. I would, therefore, appeal to you to relieve your teachers for evaluation work instead of complaining about the quality of marking subsequently. Teachers selected for evaluation work must report on the appointed date and time. This is essential because on the first day, marking schemes are studied, discussed and clarified to the examiners. Non-release of teachers may compel the Board to delay the declaration of result of the defaulting institution and also initiate penalties/disaffiliation proceedings. You may kindly note that evaluation is part of the teaching-learning process and that the level of learning can only be known through evaluation.
6. I request you to participate willingly and not reluctantly. Rather, advise your teachers to be regular and serious in marking answer scripts as it amounts to professional judgement on 10 to 12 years of hard work put in by the examinees. If you happen to be the Head Examiner/Additional Head Examiner please ensure that the sample checking of answer books of each evaluator is just and made not routine. It should conform to the marking scheme so that it provides academic guidelines to the evaluators for the objective and uniform evaluation.
7. In order to preserve sanctity of the system and avoid criticism, I request the Principals appointed as Chief Nodal Supervisors to provide logistic and administrative support to the Examiners and also to ensure that the answer books are evaluated as per the instructions/marking scheme(s) provided by the Board.
8. You are aware that the Board has been providing photocopy of evaluated answer books for Class-X & XII. Revision of marks and account of verification of marks at a latter date, in many cases, deprives the candidates from getting admission in the desired course/college which is detrimental to the future of the candidate(s) concerned as also has an impact on the sanctity of the examination and evaluation conducted by the Board. In order to upkeep the sanctity of the examination and the evaluation systems, the Head Examiners, Additional Head Examiners, Examiners and Co-ordinator so appointed, are once again reminded that they must ensure that evaluation is carried out strictly as per the value points given in the Marking Scheme and other guidelines as contained in the marking scheme, so that the Board could be in a position to defend the evaluation at any forum and upkeep the sanctity of the examination and evaluation systems.



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

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

Encl.:- As above

  
(K. K. CHOUDHURY)

To,  
Head of all the Schools  
affiliated to the Board

**Copy to:**

1. The Director of Education, directorate of Education, Govt. of NCT of Delhi, Old Secretariate, Delhi-110054.
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
3. The Secretary, Central Tibetan School Administration, EFF, ESS Plaza, Sector-3, Delhi-110085.
4. The Additional Director General, Director General of Army Education, A-Wing, Sena Bhawan DHQ-PO, New Delhi.
5. The Deputy Director of Education, Border Security Force, Block-10, CGO Complex Road, New Delhi-110003.
6. The Secretary, AWES, Army Headquarters, Adjutant General Branch CW-4, Army V Education Society, West Block No. 3, R. K. Puram, New Delhi-110022.
7. The Secretary & Director Education, Govt. of Sikkim, Gangtok (Sikkim)-737101.
8. The Director of Education, Andaman and Nicobar Island, Port Blair-744101.
9. The Director of School Education, Govt. of Arunachal Pradesh, Civil Sectt., Ita Nagar-791003 (Arunachal Pradesh).
10. The Director Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi-110048.
11. The Director of Public Instruction, Chandigarh Administration, Sector-9, Chandigarh.
12. All the HODs and other Officers of CBSE.
13. The PS to Chairman, CBSE.
14. All the Director/Regional Officers/Heads of CoE of the CBSE.
15. The Director (IT), CBSE with a request to host the circular on the website.
16. The PRO, CBSE, Delhi.



**CONTROLLER OF EXAMINATIONS**

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092  
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092  
फोन / Telephone : +91-11-22509256, 22509257 वेबसाइट/Website: www.cbse.nic.in

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

SCHOOL NO.....

Observation for subject ..... Class .....

Date of Examination ..... Q.P. Code.....

Name and complete Postal Address of the school

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..... Pin code.....

Tel No. : Office.....Res.....

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<b>S.No.</b>	<b>Nature of Complaint</b>	<b>Question No.</b>	<b>Observation/Feedback</b>
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1.	Question deemed out of syllabus	.....	.....
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2.	Beyond the comprehension level of the candidate	.....	.....
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3.	Faulty translation	.....	.....
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4.	Defective formation of questions	.....	.....
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5.	Any other (please specify with Relevant details)	.....	.....
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Signature of the School Head.....

Name of the School Head (in capital letters).....

**NOTE:**

1. Use only one performa (may be photocopied) for each set & Question Paper.
2. The Observation should be sent by E-mail or Fax to CBSE within twenty four hours of the conduct of examination to :
  - i) The subject Expert of your Region selected to participate in the Marking Scheme Development Programme.
  - ii) Joint Secretary (Coordination), CBSE to 2, Community Centre, Preet Vihar, Delhi – 110301, Fax No.: 011-22057089, E-mail: [jsc.cbse@gmail.com](mailto:jsc.cbse@gmail.com), [soms.cbse@gmail.com](mailto:soms.cbse@gmail.com).
3. The comments should be clear specific and in brief.