



Guidelines for Spot Evaluation 2025



(Strictly for Use of the Spot Evaluation Centres Only)

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI

IMPORTANT NOTE

This year, CBSE has changed the facilities extended to the students after result declaration.

The policy will be:

- 1. Instead of Verification of marks as done till 2024, student will request for photocopy of the answer book(s) in the first stage.**
- 2. Student will find out mistake in his/her answer book and inform it to CBSE. Based on the mistake, student can request for Verification of Marks or Revaluation or both. OASIS number of evaluator, AHE, HE, Coordinator will also be filled in by the student to know who had committed the mistake.**
- 3. Based on this information, CBSE will take necessary action against the person committed the mistake.**

ALL ARE REQUESTED TO BE EXTREMELY CAREFUL IN FULFILLING THEIR RESPONSIBILITIES.

To

**The Principal/Chief Nodal Supervisors,
Spot Evaluation Centres,
Board Exams, Session 2024-25**
(Through Regional Offices of the Board)

Subject: Spot Evaluation CNS Guidelines 2024-25-reg.

Madam/Sir,

You are aware that Board examination for Class X and XII has started from 15/02/2025. The evaluation process of answer books will begin shortly. The Board undertakes all efforts to ensure accurate and zero error assessment for every candidate appearing in the examination. The following measures have been taken by the Board to ensure the same:

1. This board has fixed more number of evaluation centres as compared to 2024.
2. More evaluators will be utilised in these evaluation centres.
3. Sunday & Holiday will be observed as off days for evaluation purpose.
4. More capacity building programmes are being organized for all stakeholders.
5. Marking Scheme of all 204 subjects is being provided to all CNS.
6. Marking Scheme in Hindi for select subjects is being provided.
7. Detailed Evaluation Guidelines is being provided.
8. Videos for capacity building will be shared.
9. A Webinar was conducted for all stakeholders.
10. Letters by Chairperson CBSE to each functionary is being sent
11. Frequently Asked Questions for the guidelines are being issued.

All the efforts will only be fruitful if the functionaries involved in the evaluation make the best efforts to do qualitative evaluation at evaluation centres.

Further, correct evaluation is the moral responsibility of each evaluation team member as it directly affects the performance of candidates appearing in Board examinations. To assist evaluators in correct evaluation of answer books of Board's Annual Examinations for the session 2024-25, the "**Guidelines for Spot Evaluation, 2025**" and **Frequently Asked Questions, 2025** are attached herewith. It is requested that before taking up assigned responsibility please read the Guidelines so that you can perform up to the expectations of the Board. I am sure that all functionaries involved will devote time, knowledge and experience for the benefit of our own students.

Wish you all the best,

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

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CHAPTER-1

SPOT EVALUATION

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 experienced evaluators of the respective subjects. The evaluators are selected based on the teacher's data provided by the schools in OASIS as per norms fixed for the same.

The Nodal Centres (NC) are affiliated schools, where the appointed Head Examiners (H.E.) 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 school selected to be the Nodal Centre.

At Nodal Centres, the Board deputes Head Examiners alongwith a team comprising of Additional Head Examiners-Evaluation (AHE-E), Additional Head Examiners-Coordination (AHE-C), Evaluators 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 developed a web-portal for online uploading of theory marks for class X and XII from the Nodal Centres.

The Web-portal can be accessed from:

**www.cbse.gov.in >> PARIKSHA SANGAM >> SCHOOLS >>
EXAM ACTIVITIES >> Theory Marks Upload**

1.2

FIXING OF NODAL CENTRES (NC)

Nodal Centre is an affiliated school which is identified by CBSE Regional Offices following the broad parameters:

| | |
|-------|--|
| 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 evaluators/ 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 logistics and IT support for the purpose of data uploading. |
| 1.2.5 | Availability of secured storage place for Answer Books and other confidential |

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| | 1.2.6 | Availability of CBSE affiliated schools near Nodal Centre for appointing sufficient number of evaluators. |
| | 1.2.7 | Centre is safe and secured for such sensitive and confidential tasks. |
| 1.3 | <p>NUMBER OF SUBJECTS AT EACH NODAL CENTRE</p> <p>At each Nodal Centre, evaluation of answer books of 3 or more subjects (as decided by the Regional Office) will be taken up under the supervision of respective Head Examiner(s).</p> | |

EVALUATION TEAM AND SCHEME OF EVALUATION

2.1 The following scheme of evaluation shall be followed at the Nodal Centre under the supervision of the Chief Nodal Supervisor for the purpose of evaluation of answer books of the examinations conducted by CBSE.

2.1.1

Every Nodal Centre will have Head Examiners (H.E.) 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:

| Chief Nodal Supervisor | | | | |
|-------------------------------|---------|---------|---------|---------|
| (NODAL CENTRE) | | | | |
| HE | HE | HE | HE | HE |
| (Sub-1) | (Sub-2) | (Sub-3) | (Sub-4) | (Sub-5) |

2.1.2

The number of H.Es working or deployed at any particular Nodal Centre shall be at the discretion of the Regional Office (RO), CBSE. Subject wise HE deployment at the Nodal Centre shall also be the discretion of the Regional Office, CBSE. There could be more than 01 HE also in a particular subject depending upon the number of Answer Books allotted to be evaluated at a specific nodal centre.

2.1.3

At every Nodal Centre, evaluation shall be carried out under the supervision of the Head Examiner, who will work with her/his team for a particular subject as per standard scheme given below:

| HEAD EXAMINER (HE) | | | |
|---|---|---|--|
| (Appointed by RO of CBSE) | | | |
| 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 |

If number of AHEs is more, Evaluators will be given number as 13, 14, in

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| | 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 Regional Office. The AHE will work with a team of 3-4 Evaluators (or more) as assigned to her/him by the Head Examiner Set wise as per scheme mentioned above. |
| | | ADDITIONAL HEAD EXAMINER (AHE): EVALUATION |
| | | HE will appoint AHE based on performance, experience etc. and without any bias. AHE will be appointed based on involvement by the evaluators during 1 st day discussion on marking scheme and Mock evaluation conducted. |
| | 2.1.5 | 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 | |
| | 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 Principal of the employing school, HEs with intimation to the CNS and individual evaluator. |
| | 2.2.4 | 1 st day discussion on QP & Marking Scheme amongst all present and mock evaluation by the Evaluation Team at the Nodal Centre. All appointees are required to be present in time and participate in the mock evaluation. |
| | 2.2.5 | Appointment of AHE (E), AHE(C), Evaluators, Coordinators by the HE from the list of Evaluators provided by the RO and based on participation, involvement, experience & expertise. |
| | 2.2.6 | Issuance of first 05 Answer Books by the HEs for sample checking. |
| | 2.2.7 | Sample checking of first 05 Answer Books by the Evaluators. After this exercise, AHE (E) will be identified. |
| | 2.2.8 | Issuance of Answer Books to HEs by the CNS and allotment of secured space for storing the same at the Nodal Centre. |
| | 2.2.9 | Daily issuance of 20/25 Answer Books to each AHE (E) per Evaluator by the HE and checking of copies by the Evaluators and re-evaluation of all Answer Books awarded 96-100% marks. Details are given in clause 2.3. |

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| | torn pages and recording the same on the answer book and submission of a written report to the HE/AHE. |
| 2.2.11 | AHE (E) will supervise and guide the evaluators working under her/him. Re-evaluation of 20% answer books per evaluator is to be compulsorily done by the AHE (E). AHE (E) shall also resolve issues raised by evaluators working under her/him (if any), from time to time. List of 96% to 100% on Different Maximum Marks is given in clause 2.3 which may be adhered to strictly. |
| 2.2.12 | Handing over of answer books to the AHE(C)/Coordinators for verification/scrutiny/checking and uploading of marks. |
| 2.2.13 | <p>Verification of marks of all answer books by the Coordinator is to be done in the following manner:</p> <ol style="list-style-type: none"> To check that all answer books including Supplementary Answer Books are intact To check that there is no un-evaluated part To check that totalling of marks is correct inside i.e., after each question To check that there are no over attempted questions To check that posting of marks on title page is correct To check that total of marks on title page is correct <p>Mistake(s) noticed (if any) must be corrected carefully under the supervision of AHE(C) and informed to the H.E.</p> |
| 2.2.14 | <p>AHE(C) will also re-check answer books of Coordinators in the following manner:</p> <ol style="list-style-type: none"> 10% answer books of each Coordinator 100% comparison of marks from answer books to award list(s) with Coordinator(s). |
| 2.2.15 | Uploading of the marks on the given link by the coordinators. |
| 2.2.16 | Checking of uploaded marks and award lists by the AHE (Coord). |
| 2.2.17 | <p>Checking of around 10% answer-books will be done by the HE in the following manner:</p> <ol style="list-style-type: none"> 02 answer books of each AHE (Evaluation) (total 06 answer books) - do complete Re-evaluation 01 answer book of each Evaluator (total 12 answer books) - do complete Re-evaluation 03 answer books of Coordinators checked by AHE (Coord) (total 03 answer books) - do Scrutiny 01 answer book of each Coordinator (total 03 answer books) - do |

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| | In the above manner, 24 Answer Books are to be checked by HE & corrective measures (if any), are to be taken. | | | | | | | | | | | | | | |
| 2.2.18 | Checking of uploaded marks and award lists by the HE and signing of the award lists. | | | | | | | | | | | | | | |
| 2.2.19 | 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 Office through CNS concerned. The Regional Office will take necessary action and allow re-upload of correct awards (if required). | | | | | | | | | | | | | | |
| 2.2.20 | <div>Details of answer books to be evaluated by each functionary(ies)</div> <div>IN MAIN SUBJECTS (Annexure-1)</div> <div><div>HEAD EXAMINER (10%=24 A/Bs)</div><div>a) 2 A/Bs of each AHE (Evaluation) (Total=6 A/Bs)- do complete Re-evaluation</div><div>b) 1 A/B of each evaluator (Total=12 A/Bs)- do complete Re-evaluation</div><div>c) 3 A/Bs of Coordinator checked by AHE (Coord) (Total=3 A/Bs)- do Scrutiny</div><div>d) 1 A/B of each Coordinator (Total=3 A/Bs)- do Scrutiny</div></div> <table><tr><td>AHE(E) (20%=16) 04 of each evaluator</td><td>AHE(E) (20%=16) 04 of each evaluator</td><td>AHE(E) (20%=16) 04 of each evaluator</td><td>AHE(C) (10%=24) 08 of each coordinator</td></tr><tr><td>E-1 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done.</td><td>E-5 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done.</td><td>E-9 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done.</td><td rowspan="3">C-1 (80 A/Bs) C-2 (80 A/Bs) C-3 (80 A/Bs)</td></tr><tr><td>E-2 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done.</td><td>E-6 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done.</td><td>E-10 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done.</td></tr><tr><td>E-3 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also</td><td>E-7 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95%</td><td>E-11 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95%</td></tr></table> | AHE(E) (20%=16) 04 of each evaluator | AHE(E) (20%=16) 04 of each evaluator | AHE(E) (20%=16) 04 of each evaluator | AHE(C) (10%=24) 08 of each coordinator | E-1 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-5 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-9 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | C-1 (80 A/Bs) C-2 (80 A/Bs) C-3 (80 A/Bs) | E-2 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-6 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-10 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-3 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also | E-7 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% | E-11 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% |
| AHE(E) (20%=16) 04 of each evaluator | AHE(E) (20%=16) 04 of each evaluator | AHE(E) (20%=16) 04 of each evaluator | AHE(C) (10%=24) 08 of each coordinator | | | | | | | | | | | | |
| E-1 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-5 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-9 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | C-1 (80 A/Bs) C-2 (80 A/Bs) C-3 (80 A/Bs) | | | | | | | | | | | | |
| E-2 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-6 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-10 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | | | | | | | | | | | | | |
| E-3 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also | E-7 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% | E-11 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% | | | | | | | | | | | | | |

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| | | done. | done. | |
| | E-4 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-8 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-12 (20 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | |
| | IN SUBJECTS OTHER THAN THOSE CONTAINED IN Annexure-1 | | | |
| | <p style="text-align: center;">HEAD EXAMINER (10%=30 A/Bs)</p> <p>a) 2 A/Bs of each AHE (Evaluation) (Total=6 A/Bs)- do complete Re-evaluation b) 1 A/B of each evaluator (Total=12 A/Bs)- do complete Re-evaluation c) 3 A/Bs of Coordinator checked by AHE (Coord) (Total=3 A/Bs)- do Scrutiny d) 3 A/Bs of each Coordinator (Total=9 A/Bs)- do Scrutiny</p> | | | |
| | AHE(E) (20%=20) 5 of each evaluator | AHE(E) (20%=20) 5 of each evaluator | AHE(E) (20%=20) 5 of each evaluator | AHE(C) (10%=30) 10 of each coordinator |
| | E-1 (25 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-5 (25 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-9 (25 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | C-1 (100 A/Bs) C-2 (100 A/Bs) C-3 (100 A/Bs) |
| | E-2 (25 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-6 (25 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | E-10 (25 A/Bs) Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | |
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| | | Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | Re-evaluation of all A/Bs awarded more than 95% marks also to be done. | |
| 2.3 | RANGE OF MARKS WHEN RE-EVALUATION IS REQUIRED TO BE DONE BY EVALUATORS AS PER DETAILS GIVEN IN CLAUSE 2.2.20 | | | | |
| | S.No. | Maximum Marks allotted to a subject | Normal Range of Marks where no re-evaluation is required to be done by Evaluator (00 to 95%) | Higher Range of Marks where re-evaluation is required to be done by Evaluator (More than 95%) | |
| | 1 | 80 | 00 to 76 | 77 to 80 | |
| | 2 | 70 | 00 to 67 | 68 to 70 | |
| | 3 | 60 | 00 to 57 | 58 to 60 | |
| | 4 | 50 | 00 to 47 | 48 to 50 | |
| | 5 | 30 | 00 to 28 | 29 to 30 | |

In addition all answer-books being awarded 00 to 05 marks irrespective of maximum marks are also to be seen by AHE and H.E.

CHIEF NODAL SUPERVISOR (CNS)

APPOINTMENT, ROLE & RESPONSIBILITIES

Chief Nodal Supervisor (CNS) is the most important functionary in the entire scheme of spot evaluation. CNS facilitates the entire evaluation process and provides necessary support to the HEs allotted to her/his nodal centre. CNS has multiple roles and responsibilities as enumerated below:

| | |
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| 3.1 | APPOINTMENT CNS shall be appointed by the Regional Office based on experience, competency and qualifications utilizing the details obtained through OASIS (Teacher's Data Bank) and based on infrastructure of the school. |
| 3.2 | ELIGIBILITY CNS shall essentially be the Principal of CBSE affiliated School. |
| 3.3 | ROLE CNS shall provide all type of logistic and administrative support to the HEs. |
| 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 evaluation team. |
| 3.5 | IT FACILITIES CNS shall arrange for IT facilities including Hardware, Software, High Speed 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 her/his reporting for evaluation. Record will also be maintained by the CNS. |
| 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 to however, correct, innovative and creative replies based on the latest information etc. be definitely awarded appropriate marks after discussion with HE and AHE (E). |

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| | If sufficient coordinators could not be appointed from the list of evaluators provided by the RO, CNS shall engage teachers (preferably having Science, Maths or IT background) of her/his 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/Coordinators for the HE in case of shortage of evaluators with the help of Regional Office and extend required help to the HE for timely and quality evaluation. |
| 3.11 | COPIES OF QUESTION PAPERS AND MARKING SCHEME CNS shall ensure that all HEs have received sufficient copies of Question Paper(s) and Marking Scheme(s). Marking Scheme will not be shared with anyone not involved in evaluation. It is to ensured by CNS that no electronic copy of the marking scheme is made or shared by any evaluation functionary. |
| 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(s). |
| 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 suitable action. |
| 3.14 | TIMELY COMPLETION CNS shall facilitate for 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 answer books received, records of answer books issued to HE etc. |
| 3.16 | UPLOADING OF MARKS CNS shall ensure uploading of marks of all answer books taken for evaluation, on day-to-day basis. |
| 3.17 | COORDINATION WORK AND UPLOADING OF MARKS Timely completion of evaluation is most important to avoid last minute rush and pressure on evaluation team and thus chances of committing mistakes. CBSE has further strengthened the evaluation scheme by providing more human resource and reducing the work load. Nearly, 25 minutes are provided for evaluating 01 Answer Book to an evaluator. Hence, all efforts to undertake qualitative evaluation should be undertaken. |

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| | <p>responsibility of the coordination team. Thereafter, daily uploading on the web-portal is also their responsibility. In no case, uploading of marks of all answer books be done on last day only. Scrutiny and uploading of marks of the answer books evaluated on first day must be done on second day and so on.</p> <p>For the purpose of error free posting of marks and to ensure speedy collection of theory marks data, the Board has developed a web-portal for online uploading of theory marks for class X and XII from the Nodal Centres.</p> <p>The Web-portal can be accessed form:</p> <p style="text-align: center;"><u>www.cbse.gov.in</u> >> PARIKSHA SANGAM >> SCHOOLS >> EXAM ACTIVITIES >> Theory Marks Upload</p> |
| 3.18 | <p>PRINTING OF AWARD LISTS</p> <p>CNS shall ensure printing of Award list after marks are uploaded on the given link.</p> |
| 3.19 | <p>DAILY REPORTS</p> <p>CNS shall send daily report of the evaluation to the RO and forward the Award Lists, duly signed, to the RO concerned as per instructions.</p> |
| 3.20 | <p>SEALING OF BAGS AND STRONG ROOM</p> <p>CNS shall ensure proper sealing of bags and their storage in the strong room, where answer books are stored, till they are collected by the Regional Office or are sent to the Regional Office concerned.</p> |
| 3.21 | <p>TO OBTAIN RELIEVING CERTIFICATE AND TO ISSUE RELIEVING CERTIFICATE TO THE EVALUATORS</p> <p>CNS shall collect the Relieving Certificates from the evaluators issued to them by their respective school at the time of their reporting at the Evaluation Centre as per Annexure-02.</p> <p>Once the evaluation work is complete, Relieving Certificate from evaluation work will be issued by CNS as per Annexure-03.</p> |
| 3.22 | CNS shall display the important points contained in Annexure-04 at the evaluation centre. |
| 3.23 | CNS shall take precautions at the Spot Evaluation Centre as listed in Annexure-05. |
| 3.24 | Whenever required, CNS shall contact the CBSE HQ or the Regional Office. The important telephone numbers are given in Annexure-24. |

HEAD EXAMINER: APPOINTMENT, ROLE & RESPONSIBILITIES

HE shall be the key functionary for the entire process of evaluation of the answer books of the subject assigned to her/him and she/he will be appointed by the Regional Office based on specified norms and teachers' database provided by the affiliated schools.

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| 4.1 | ELIGIBILITY Any Principal, Vice-Principal, Post Graduate Teacher, Experienced Trained Graduate Teacher of an affiliated school can be appointed as Head Examiner for a subject/paper. |
| 4.2 | POSITION AS HEAD OF EVALUATION HE shall be the Head of the evaluation team at the Nodal Centre allotted to her/him by the RO in a subject. |
| 4.3 | RESPONSIBILITIES HE shall be the team-head of a particular evaluation unit for all purposes and would be responsible for all the activities and proceedings related to the arrangement and conduct of evaluation, checking and the coordination work of the answer books allotted to her/him as per instructions of the Board under the supervision of Chief Nodal Supervisor at the Nodal Centres. |
| 4.4 | INFRASTRUCTURE AND WORKING CONDITIONS HE shall ensure reasonably good working conditions and environment, i.e., requisite number of classrooms, hall, furniture and other conveniences to the working evaluators. |
| 4.5 | CONTINGENT EXPENSES The contingency expenses shall be allowed as per rates of the Board. No additional expenses will be allowed. The account of all such expenses incurred should be supported by original vouchers duly verified by her/him. This amount shall be re-imbursed through the Integrated Payment System (IPS). |
| 4.6 | SUPPORT STAFF 01 Clerk and 01 Class IV staff will be provided at one Nodal Centre to each HE. |
| 4.7 | COPIES OF QUESTION PAPER(S) AND MARKING SCHEME(S) HE shall ensure that she/he has received sufficient copies of Question Paper(s) and Marking Scheme(s). |

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| | <p>(a) HE shall receive sealed bags sent by Regional Office. Each bag will contain 200 answer books or part thereof with relevant papers and maintain necessary records.</p> <p>(b) HE will verify that the seals of bags are intact and no tampering has been done.</p> <p>(c) HE shall make entries of the account in a register meant for the purpose. In case, HE finds any discrepancy or irregularity, she/he should report the matter to the CNS concerned immediately, who shall report the matter immediately to the Regional Office.</p> <p>(d) HE shall be the custodian of Answer Books sent by the Board and handed over by the CNS for evaluation.</p> | | | | |
| 4.9 | <p>ANSWER BOOKS OF CHILDREN WITH SPECIAL NEEDS (CWSN)</p> <p>Head Examiner 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.</p> <p>If the Answer Books of Children With Special Needs (CWSN) candidates are found mixed with the answer books of other candidates, these should not be returned without being evaluated. The answer books shall be evaluated keeping in mind the special requirements of the CWSN students under the direct supervision of CNS and HE concerned.</p> | | | | |
| 4.10 | <p>APPOINTMENT SCALE OF FUNCTIONARIES</p> <p>HE shall appoint following functionaries:</p> <table border="1"> <tr> <td>4.10.1</td><td>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.</td></tr> <tr> <td>4.10.2</td><td> <p>In case of evaluation in Science, Class X, Three (03) extra AHEs (Subject) may be appointed to help the evaluators in the correct evaluation. Out of these three (03) extra AHEs (Subject), one should be an expert in Physics, one in Chemistry and one in Biology.</p> <p>Similarly, in case of evaluation in Social Science, Class X, Four (04) extra AHEs (Subject) may be appointed to help the evaluators in the correct evaluation. Out of these four (04) extra AHEs (Subject), one should be an expert in History, one in Geography, one in Economics and one in Political Science.</p> <p>While appointing AHE (Subject) both PGT and TGT who can assist the evaluators in correct evaluation be appointed.</p> <p>* It may be noted that the provision of these extra AHEs is per CNS and not per HE. In case more than one HE is working in a school only one set of 03/04 extra AHEs will be deployed, not more.</p> </td></tr> </table> | 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 | <p>In case of evaluation in Science, Class X, Three (03) extra AHEs (Subject) may be appointed to help the evaluators in the correct evaluation. Out of these three (03) extra AHEs (Subject), one should be an expert in Physics, one in Chemistry and one in Biology.</p> <p>Similarly, in case of evaluation in Social Science, Class X, Four (04) extra AHEs (Subject) may be appointed to help the evaluators in the correct evaluation. Out of these four (04) extra AHEs (Subject), one should be an expert in History, one in Geography, one in Economics and one in Political Science.</p> <p>While appointing AHE (Subject) both PGT and TGT who can assist the evaluators in correct evaluation be appointed.</p> <p>* It may be noted that the provision of these extra AHEs is per CNS and not per HE. In case more than one HE is working in a school only one set of 03/04 extra AHEs will be deployed, not more.</p> |
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| | | provided by the RO in such a way that the entire coordination work takes place without error and on a day-to-day basis. |
| | 4.10.4 | 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. |
| | 4.10.5 | HE shall appoint three (3) Coordinators i.e., one for each 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. In case there are more than three AHEs-Evaluation, then one Coordinator should be provided to each AHE (E). |
| | 4.10.6 | 01 clerk and 01 MTS shall be appointed for each HE by 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 and shall ensure 8 hours working duration. | |
| 4.15 | MEETING: FIRST HALF HE shall essentially conduct meeting in the first half of the 1 st day of evaluation with her/his entire team and discuss the entire action plan for the 10-12 days evaluation process. The schedule as given in Annexure-6 could also be referred to. The detailed discussion will be initiated by HE about: | |
| | 4.15.1 | The Question Papers and Sets |
| | 4.15.2 | Marking scheme |
| | 4.15.3 | All minute points of the QP and Marking Scheme |
| | 4.15.4 | Evaluation modalities |

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| | 4.15.6 | Precautions to be taken during evaluation, coordination etc. |
| | 4.15.7 | Correct way of awarding marks, totalling inside answer book(s), 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 |
| | 4.15.9 | It would be appreciated if the discussion on Marking Scheme is done in such a manner that evaluators are trained and empowered to evaluate the answer books of both English and Hindi medium. |
| 4.16 | <p>MEETING: SECOND HALF</p> <p>HE shall undertake in the Second half of the same day mock evaluation by distributing photocopy of the answer books (one Answer Book of each of the three sets with maximum content written).</p> <p>In the mock evaluation, all appointed AHE(E), AHE(C), Evaluators, Coordinators (of the same subject) along with HE (as per the list provided from the Regional office) shall participate. It is mandatory for the entire team to be present during the discussion of the Marking Scheme and mock evaluation. Any evaluator missing will need to be made a part of both the processes before he/she is allotted answer books for evaluation.</p> | |
| 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 her/him to be avoided 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 also appoint AHE (Coordination) for the purpose of day-to-day coordination.</p> | |
| 4.20 | <p>TIME LIMIT FOR COMPLETION</p> <p>HE shall ensure completion of evaluation maximum in 10 days excluding 2 days for coordination or as per instructions issued by the CBSE. Sunday will be a non-working day for evaluation.</p> | |

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| | HE shall issue 5 answer books to each evaluator on the first day of actual evaluation i.e., 2 nd day after the day of meeting and ensure that all AHEs are fully conversant with evaluation procedure and will monitor the first evaluation very closely. |
| 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 all the 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 various mediums are evaluated by the evaluators of the respective mediums only, meaning there by evaluator should be proficient in the evaluation of answer books of a particular medium.</p> <p>It would be appreciated if the discussion on Marking Scheme is done in such a manner that evaluators are trained and empowered to evaluate the Answer Books of both English, Hindi and other medium.</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 set wise strictly. In case there is a different set allotted to an evaluator, the same may either be returned to the AHE for that set or may be evaluated as per its marking scheme very carefully.</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 adherence 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> |
| 4.26 | <p>REPORTING OF CASES TO RO</p> <p>HE will report the following cases to the concerned CNS and the CNS will send these cases to the Regional Office. In the report to be sent to RO in all such cases, the Bag number must be mentioned by the HE along with details of AHE and Evaluator:</p> <ol style="list-style-type: none"> Answer books of Unfair Means found, if any, Answer Books without Id Numbers, Any page(s) of Answer Book or supplementary Answer Book found missing Any page(s) of Answer Book or supplementary Answer Book found torn Answer book(s) left blank, if any Answer Books of medium, other than for which the evaluation is being carried out Answers written with ink/pen/pencil other than blue/royal blue ink gel/ball point pen |

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| | <p>If during the course of examination, a candidate is found indulging in any of the following, she/he shall be deemed to have used unfair means at the examinations and as such her/his result shall not be declared but shall be marked as UNFAIRMEANS (U.F.M.):</p> <ul style="list-style-type: none"> ➤ Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS; ➤ Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers; ➤ Tearing of any page of the answer book or supplementary answer book etc.; ➤ Erasing or obliterating any information printed on the ANSWER BOOK(S); ➤ Providing wrong information on the answer sheet; ➤ Putting currency / using abusive language in the Answer Book. <p>The CNS/HE/AHE/Evaluator/Coordinator has to pay special attention to the any other incident of mass copying instances other than those highlighted above and ensure that a proper UFM case is prepared and forwarded to the Regional Office. The report of UFM case shall contain complete details of unfair means detected (i.e. Answer book ID, Class, Subject, date of exam. Reason of UFM and CNS Number etc.) along with evidences and details of the HE/AHE/Evaluator/Coordinator, who detected the case under their signatures with the report of CNS.</p> | | | | | | | | |
| 4.28 | <p>ENSURING RE-EVALUATION BY THE AHEs</p> <p>HE shall ensure that the AHEs appointed by her/him are doing complete Re-evaluation of the 20% of the total evaluated answer books done by her/his respective evaluators. Details are given in Clause 2.2.20.</p> | | | | | | | | |
| 4.29 | <p>RANDOM CHECKING OF AROUND 10% ANSWER BOOKS BY HE</p> <p>HE shall check around 10% answer books picking randomly from each group of AHEs in the following manner:</p> <table border="1" data-bbox="293 1187 1372 1714"> <tr> <td data-bbox="293 1187 453 1330">4.29.1</td><td data-bbox="453 1187 1372 1330">Two (02) answer books of evaluators, which have been re-evaluated by the AHE (Evaluation). These copies will be Re-evaluated by HE. Discrepancy, if any, be informed to AHE (E).</td></tr> <tr> <td data-bbox="293 1330 453 1473">4.29.2</td><td data-bbox="453 1330 1372 1473">One (1) answer book of evaluator which <u>has not been re-evaluated</u> by the AHE. These answer books will be entirely Re-evaluated by HE. Discrepancy, if any, be informed to AHE (E) & concerned evaluator.</td></tr> <tr> <td data-bbox="293 1473 453 1616">4.29.3</td><td data-bbox="453 1473 1372 1616">Three (3) answer books of Coordinators checked by AHE (Coord). These answer books will be scrutinised by HE. Discrepancy, if any, be informed to AHE(C) and to the Coordinator.</td></tr> <tr> <td data-bbox="293 1616 453 1714">4.29.4</td><td data-bbox="453 1616 1372 1714">One (1) answer book of Coordinator, which <u>has not been checked</u> by the AHE (Coordinator). These answer books will be scrutinised by HE.</td></tr> </table> | 4.29.1 | Two (02) answer books of evaluators, which have been re-evaluated by the AHE (Evaluation). These copies will be Re-evaluated by HE. Discrepancy, if any, be informed to AHE (E). | 4.29.2 | One (1) answer book of evaluator which <u>has not been re-evaluated</u> by the AHE. These answer books will be entirely Re-evaluated by HE. Discrepancy, if any, be informed to AHE (E) & concerned evaluator. | 4.29.3 | Three (3) answer books of Coordinators checked by AHE (Coord). These answer books will be scrutinised by HE. Discrepancy, if any, be informed to AHE(C) and to the Coordinator. | 4.29.4 | One (1) answer book of Coordinator, which <u>has not been checked</u> by the AHE (Coordinator). These answer books will be scrutinised by HE. |
| 4.29.1 | Two (02) answer books of evaluators, which have been re-evaluated by the AHE (Evaluation). These copies will be Re-evaluated by HE. Discrepancy, if any, be informed to AHE (E). | | | | | | | | |
| 4.29.2 | One (1) answer book of evaluator which <u>has not been re-evaluated</u> by the AHE. These answer books will be entirely Re-evaluated by HE. Discrepancy, if any, be informed to AHE (E) & concerned evaluator. | | | | | | | | |
| 4.29.3 | Three (3) answer books of Coordinators checked by AHE (Coord). These answer books will be scrutinised by HE. Discrepancy, if any, be informed to AHE(C) and to the Coordinator. | | | | | | | | |
| 4.29.4 | One (1) answer book of Coordinator, which <u>has not been checked</u> by the AHE (Coordinator). These answer books will be scrutinised by HE. | | | | | | | | |

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| | As per details given above, for 1 AHE, 08 to 10 answer books will be checked by HE. In case of 3 AHEs, total 24 to 30 answer books will be checked by HE. | |
| 4.30 | 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 A/Books from Roll No | to Roll No |
| | Time of Issuance..... | Time of Return..... |
| | Signature of HE/AHE | Signatures of Examiner |
| 4.31 | ENSURING MINIMUM WORK HE shall accomplish evaluation of 20/25 Answer Books per evaluator per day without compromising on the quality of evaluation. | |
| 4.32 | 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 there is any important issue/ information, the same will be informed to other AHEs. | |
| 4.33 | DAY TO DAY UPLOADING OF MARKS HE shall ensure day to day uploading of Marks on the web-portal through AHE (Coordination) giving her/him THREE COORDINATORS in consultation with the CNS (or from the list of evaluators provided by RO). Head Examiners will ensure that at the end of the day, no marks remain un-uploaded in respect of the answer books, whose coordination work has been completed. BE CAREFUL WHILE UPLOADING MARKS. ONLY THE CORRECT MARKS BE UPLOADED AS MARKS ONCE UPLOADED WILL NOT BE REVISED. | |
| 4.34 | COUNTERSIGNING OF AWARD LIST 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. | |
| 4.35 | CASES OF ANSWER BOOKS WHOSE IDs ARE NOT AVAILABLE ONLINE HE shall ensure that all the answer books which are supplied to her/him for evaluation are listed in the online award lists. In case answer book ID of any answer book is not available in any or concerned Online Award List, the same shall be brought to the | |

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| | <p>the Bag of Answer Books shall be returned without online uploading of Awards.</p> <p>Manual Award List shall not be prepared.</p> | |
| 4.36 | <p>INFORMATION ON THE ENVELOPES OF AWARD LISTS</p> <p>The Head Examiner will clearly indicate on the sealed envelope of Award Lists:</p> | |
| | <p>Statement of Award Lists from Head Examiner:</p> | |
| | 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 |
| 4.37 | <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 are more than one subjects being evaluated at the Nodal Centre, the bags should be kept in separate rooms for each subject. At the end of the day the room should be locked and sealed under the signature of HE & 1 AHE (E). The room should also be opened the next day only in the presence of HE & AHE (E) in whose presence it was sealed.</p> | |
| 4.38 | <p>MAINTENANCE OF RECORDS</p> <p>HE shall maintain records, registers and proforma for entire evaluation, daily attendance, receipt & issue of answer books evaluator wise, AHE wise and all proforma provided by the RO. Duly signed records shall be made available to the RO concerned after evaluation.</p> | |
| 4.39 | <p>ERROR REPORTING</p> <p>HE shall forward the list of all errors detected in the evaluation and coordination to the Regional Office along with her/his observations about performance of evaluators and Coordinators.</p> | |
| 4.40 | <p>ACCOUNTS</p> <p>HE will maintain proper accounts as desired by the Board so that the same can be submitted through the CNS in the Integrated Payment System (IPS) for payment to the functionaries.</p> | |

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| | <p>HEs will maintain all records of staff, evaluation and attendance etc. for ensuring correct release of payments to all the evaluation staff.</p> <p>All payments, as per norms, including remuneration, conveyance allowance, refreshment charges and others will be made through the Integrated Payment System (IPS) unless otherwise communicated by the Board.</p> | | | | | | | | | | | | | | | | | | |
| 4.42 | <p>DEDUCTIONS FROM THE PAYMENTS</p> <p>Deductions will be made from the amount of remuneration to be paid to the staff as per rules.</p> | | | | | | | | | | | | | | | | | | |
| 4.43 | <p>HE will submit the following proformas to the concerned Regional Office</p> <table border="1"> <tr> <td>4.43.1</td><td>Certificate obtained from the AHEs/Evaluators/Coordinators to the extent that they have read and understood the instructions contained in the Guidelines for Spot Evaluation (Annexure-7).</td></tr> <tr> <td>4.43.2</td><td>Proforma no. C.B.S.E. Conf/39 regarding details of ward appearing obtained from all the AHEs/Evaluators/Coordinators on the first day (Annexure-8).</td></tr> <tr> <td>4.43.3</td><td>Report on Mock evaluation held on the first day on the prescribed proforma (Annexure-9).</td></tr> <tr> <td>4.43.4</td><td>Proforma no. CBSE/CONF./18 - report about the discussions held on the first day of the meeting (Annexure-10).</td></tr> <tr> <td>4.43.5</td><td>Claims of all members of the evaluation team (Annexure-11), related to evaluation such as conveyance, refreshment charges, remuneration and other charges, as per norms of the Board, are to be prepared and submitted to the CNS for further submitting claims through Integrated Payment System (IPS). The claims are not required to be sent to ROs.</td></tr> <tr> <td>4.43.6</td><td>PENALTIES FOR ERRORS committed by the personnel as per Annexure-13.</td></tr> <tr> <td>4.43.7</td><td>Proforma no. CBSE/CONF./08 - Assessment Report of Sub Examiners to be filled in by Head Examiner (Annexure-14).</td></tr> <tr> <td>4.43.8</td><td>Proforma no. CBSE/CONF./20 - report about the performance of the individual evaluator at the conclusion of her/his evaluation work (Annexure-15).</td></tr> <tr> <td>4.43.9</td><td>Proforma no. CBSE/CONF./28 - Proforma for forwarding evaluated answer books (Annexure-16).</td></tr> </table> | 4.43.1 | Certificate obtained from the AHEs/Evaluators/Coordinators to the extent that they have read and understood the instructions contained in the Guidelines for Spot Evaluation (Annexure-7). | 4.43.2 | Proforma no. C.B.S.E. Conf/39 regarding details of ward appearing obtained from all the AHEs/Evaluators/Coordinators on the first day (Annexure-8). | 4.43.3 | Report on Mock evaluation held on the first day on the prescribed proforma (Annexure-9). | 4.43.4 | Proforma no. CBSE/CONF./18 - report about the discussions held on the first day of the meeting (Annexure-10). | 4.43.5 | Claims of all members of the evaluation team (Annexure-11), related to evaluation such as conveyance, refreshment charges, remuneration and other charges, as per norms of the Board, are to be prepared and submitted to the CNS for further submitting claims through Integrated Payment System (IPS). The claims are not required to be sent to ROs. | 4.43.6 | PENALTIES FOR ERRORS committed by the personnel as per Annexure-13 . | 4.43.7 | Proforma no. CBSE/CONF./08 - Assessment Report of Sub Examiners to be filled in by Head Examiner (Annexure-14). | 4.43.8 | Proforma no. CBSE/CONF./20 - report about the performance of the individual evaluator at the conclusion of her/his evaluation work (Annexure-15). | 4.43.9 | Proforma no. CBSE/CONF./28 - Proforma for forwarding evaluated answer books (Annexure-16). |
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| 4.43.5 | Claims of all members of the evaluation team (Annexure-11), related to evaluation such as conveyance, refreshment charges, remuneration and other charges, as per norms of the Board, are to be prepared and submitted to the CNS for further submitting claims through Integrated Payment System (IPS). The claims are not required to be sent to ROs. | | | | | | | | | | | | | | | | | | |
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ADDITIONAL HEAD EXAMINER: APPOINTMENT, ROLE & RESPONSIBILITIES

5.1 ADDITIONAL HEAD EXAMINER (EVALUATION)

Keeping in view the sensitive 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.

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| 5.1.1 | <p>APPOINTMENT</p> <p>AHE shall be appointed by the HE from amongst the list of evaluators provided by the RO based on her/his 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. HE will appoint AHE based on performance, experience etc. and without any favour.</p> |
| 5.1.2 | <p>CONDITIONS AND SCALE FOR APPOINTMENT</p> <p>AHE shall be appointed only when the number of evaluators in the subject is more than four (04). One AHE shall be appointed for every 4 evaluators.</p> |
| 5.1.3 | <p>ELIGIBILITY</p> <p>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.</p> |
| 5.1.4 | <p>DUTIES</p> <p>AHE shall assist HE in the discharge of duties and shall ensure error free evaluation.</p> |
| 5.1.5 | <p>SPECIALIZATION OF AHE(E)</p> <p>Additional Head Examiner (AHE) - Evaluation will specialize in one particular set of the Question Paper in case of subjects involving multiple sets of QP as per practice of the Board.</p> |
| 5.1.6 | <p>COPIES OF QPs AND MARKING SCHEME</p> <p>AHE shall ensure sufficient copies of Marking Scheme, QP and ensure that evaluators get adequate copies for checking from the HE.</p> |
| 5.1.7 | <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</p> |

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| 5.1.8 | MAINTAINING THE STANDARD OF EVALUATION | | After the meeting and 1 st day of Mock Evaluation, AHE shall maintain the standard of evaluation. Evaluators not doing evaluation as per Marking Scheme should be guided by her/him and may also be counselled any evaluation work not upto the mark may be monitore till it is brought to be qualitative evaluation. The Evaluators may be restricted for issue of additional answer books for evaluation (if required). |
| 5.1.9 | ENSURING COMPLIANCE OF INSTRUCTIONS | | In case the evaluation made by an evaluator is not found as per the Marking Scheme(s), AHE should issue necessary instructions to the evaluator concerned and should ensure that the instructions are followed before issuing additional answer books for evaluation. |
| 5.1.10 | PRESENCE AND SAMPLE CHECK DURING EVALUATION | | 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 requisite number of answer books per day. She/he shall maintain proper record of such answer books for onward transmission to the Regional Office. |
| 5.1.11 | SET WISE ALLOCATION OF ANSWER BOOKS TO THE AHEs | | 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. |
| 5.1.12 | KEEPING TRACK OF ALLOCATION OF ANSWER BOOKS | | AHE shall keep a track of allocation of answer books in the register issued to her/his team of Evaluators. |
| 5.1.13 | 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 and the correct evaluation. |
| 5.1.14 | REPORTING OF DISCREPENCIES | | AHE shall report the following to the HE: |
| | 5.1.15.1 | Unfair Means Cases | |
| | 5.1.15.2 | Answer Books without Id numbers | |
| | 5.1.15.3 | Missing pages | |
| | 5.1.15.4 | Torn pages | |

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| | | carried out |
| | 5.1.15.6 | Answers written with ink/pen/pencil other than blue/royal blue ink gel/ball point pen |
| | 5.1.15.7 | Any other discrepancy noticed |
| 5.1.15 | CASES OF ANSWER BOOKS WHOSE IDs ARE NOT AVAILABLE ONLINE AHE shall ensure that all the Answer Books which are supplied to her/him for evaluation are listed in the online award lists. In case Answer Book ID of any Answer Book is not available in any or concerned Online Award List, the same shall be brought to the knowledge of Regional Office through the concerned HE and CNS. Under no circumstances the Bag of Answer Books shall be returned without online uploading of Awards. Manual Award List shall not be prepared. | |
| 5.1.16 | RE-CHECKING OF UNASSESSED PORTIONS In case, un-assessed portion is found, AHE will get it assessed from the concerned evaluator with the help of Marking Scheme. | |
| 5.1.17 | SPECIAL CHECKING IN CERTAIN CASES AHE shall check duplicate answers, value points, under marking, over marking etc. to ensure consistency and objectivity in the evaluation by the evaluators. | |
| 5.1.18 | BLANK PAGES IN ANSWER BOOKS AHE shall ensure that blank pages are crossed in the answer books the evaluators. | |
| 5.1.19 | DAY TO DAY UPLOADING OF MARKS AHE shall take adequate care for day to day uploading of marks of her/his answer books with the support of AHE (Coordination). Only correct marks are to be uploaded. | |
| 5.1.20 | RECORD OF ATTENDANCE AHE shall keep a record of attendance, i.e., arrival and departure time of the evaluators and other staff and shall also verify records of attendance. | |
| 5.1.21 | MAINTENANCE OF RECORDS AHE shall help the HE in creating and maintaining necessary record, proforma, registers etc. especially the daily output of the evaluators, receipts and issues of the answer books to evaluator subgroup wise. | |
| 5.1.22 | PAYMENT AND DISBURSEMENT OF ALLOWANCES TO THE STAFF AHEs will maintain all records of staff, evaluation and attendance etc. for ensuring correct payments to all the evaluation staff. | |

All payments, as per norms, including remuneration, conveyance allowance, refreshment charges and others are proposed to be made through the Integrated Payment System (IPS) unless otherwise communicated by the Board.

5.2 ADDITIONAL HEAD EXAMINER (SUBJECTS) FOR SCIENCE AND SOCIAL SCIENCE (CLASS-X ONLY)

Keeping in view the composite nature of the subjects of Science and Social Science of Class-X, it has been decided that an extra functionary in the form of AHE(Subject) be provided to ensure better academic supervision.

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| 5.2.1 | APPOINTMENT | | | |
| | AHE (Subject) shall be appointed by the Regional Office in the following subjects: | | | |
| | Class | Subject | Subjects of Expertise of AHE (Subject) | Scale of appointment |
| | X | Science (086) | Physics | 01 AHE(S) per CNS |
| | X | Science (086) | Chemistry | 01 AHE(S) per CNS |
| | X | Science (086) | Biology | 01 AHE(S) per CNS |
| | X | Social Science (087) | History | 01 AHE(S) per CNS |
| | X | Social Science (087) | Political Science | 01 AHE(S) per CNS |
| | X | Social Science (087) | Geography | 01 AHE(S) per CNS |
| X | Social Science (087) | Economics | 01 AHE(S) per CNS | |
| 5.2.2 | ELIGIBILITY | | | |
| | <ul style="list-style-type: none">• A PGT having relevant qualifications and experience for appointment as AHE (Evaluation);• A TGT having post-graduate in the relevant subject and also having proficiency in the subject; AHE (Subject) will be appointed by the Regional Office | | | |
| 5.2.3 | DUTIES | | | |
| | AHE (Subject) shall perform the following specific duties: | | | |
| | AHE (Subject) will compulsorily attend briefing meeting on the first day. | | | |
| | Make a list of the AHE(E) and evaluators, who have expertise in her/his specific subject and those who do not have expertise in her/his subject on first day itself. | | | |
| | Brief the AHE (E) and Evaluators about those who do not have expertise in their subject, | | | |

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| | <p>solutions, relevant chapters/provisions in the syllabus and text book.</p> <p>Guide all the evaluators of her/his subject also if they face any problem in the evaluation of answer books.</p> <p>Remain present with the team throughout the day on all days of evaluation.</p> <p>Randomly check the marking done in the relevant portions of the answer books on continuous basis of 100% answer books.</p> <p>Identify the weak points of the individual evaluators and brief them about the correct methods to be adopted.</p> <p>Any other duty assigned by HE to ensure error free evaluation.</p> |
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EVALUATORS:**APPOINTMENT, ROLE & RESPONSIBILITIES**

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, individual Evaluator and her/his Principal.

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| 6.1 | ELIGIBILITY The qualifications of an evaluator as laid down in the 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 of teaching experience at Secondary/Senior Secondary/Higher Education level |
| 6.1.3 | Be a practising teacher teaching the same subject in a School affiliated to CBSE |
| 6.1.4 | A retired teacher from CBSE affiliated School (PGT for Class XII and TGT for Class X) teaching the same subject prior to her/his retirement and has not attained the age of 65 years on 1 st March of the year of evaluation work may also be appointed as an evaluator. |
| 6.2 | DISQUALIFICATIONS No person shall be appointed as an evaluator in a subject if: |
| 6.2.1 | She/he is under suspension from services. |
| 6.2.2 | A departmental inquiry is either pending or contemplated against her/him. |
| 6.2.3 | She/he has earlier been debarred from any work of the Board. |
| 6.2.4 | Her/his integrity is doubtful. |
| 6.3 | RULE OF ONE EXAM AND ONE SUBJECT No person shall be appointed as an evaluator for more than one subject or for more than one examination simultaneously. |

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| | <p>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, respective evaluators will report to their concerned Nodal Centre for duty as per directions, date and time with their Identity Card, Appointment Letter issued by the Board and Relieving Letter issued by the concerned school.</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 her/his performance in the 1st day interaction and during mock evaluation. Care shall be taken to select evaluators for composite subjects so that content 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. She/he shall mark attendance, both at arrival and departure time at the centre every day.</p> |
| 6.8 | <p>DAILY WORKLOAD</p> <p>Evaluators shall report at the specified venue at the specified time and undertake evaluation for 8 hours each day and evaluate 20/25 Answer Books per day as per details given in Annexure-01. Schools shall relieve their teachers full time for the duration of evaluation. Strict action may be taken against any school which does not relieve teacher full time and makes them take classes before reporting at the Nodal Centre.</p> |
| 6.9 | <p>FIRST DAY MEETING</p> <p>Evaluators shall attend the first day of meeting to be 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 compulsorily as it sets the tone of evaluation.</p> |
| 6.10 | <p>PREPARATION FOR JUDICIOUS EVALUATION</p> <p>Evaluator shall prepare herself/himself mentally and academically set-wise to ensure judicious evaluation. Before she/he starts the actual evaluation, an evaluator must ensure that she/he 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</p> |

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| 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) of all sets of Q.P.</p> | | | | | | |
| 6.12 | <p>EVALUATION OF FIRST FIVE (05) 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 she/he is ready for evaluation, she/he should then get her/his first lot of 05 answer books of 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. She/he should also have a copy of proforma No. CBSE/Conf/26 (Annexure-17) to enter the Roll Nos. of the answer books, which she/he 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.</p> | | | | | | |
| 6.14 | <p>SCHEDULE AND DAILY ROUTINE DURING EVALUATION</p> <p>From the 2nd working day, the evaluator will start her/his evaluation work regularly as follows:</p> <table> <tr> <td>6.14.1</td><td>She/he will report at the evaluation centre at the specified time and stay upto sufficiently reasonable time. Eight (08) hours of time is expected to be devoted every day for evaluating 20/25 answer books.</td></tr> <tr> <td>6.14.2</td><td>She/he 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>She/he will receive 20/25 Answer Books per day as per details given in Annexure-1 from the HE every working day and make necessary entry into her/his proforma No. CBSE/Conf/26.</td></tr> </table> | 6.14.1 | She/he will report at the evaluation centre at the specified time and stay upto sufficiently reasonable time. Eight (08) hours of time is expected to be devoted every day for evaluating 20/25 answer books. | 6.14.2 | She/he will have a red pen and copy/copies of question paper(s) and Marking Scheme(s) concerned. | 6.14.3 | She/he will receive 20/25 Answer Books per day as per details given in Annexure-1 from the HE every working day and make necessary entry into her/his proforma No. CBSE/Conf/26. |
| 6.14.1 | She/he will report at the evaluation centre at the specified time and stay upto sufficiently reasonable time. Eight (08) hours of time is expected to be devoted every day for evaluating 20/25 answer books. | | | | | | |
| 6.14.2 | She/he will have a red pen and copy/copies of question paper(s) and Marking Scheme(s) concerned. | | | | | | |
| 6.14.3 | She/he will receive 20/25 Answer Books per day as per details given in Annexure-1 from the HE every working day and make necessary entry into her/his proforma No. CBSE/Conf/26. | | | | | | |
| 6.15 | <p>EVALUATION OF COMPOSITE SUBJECTS</p> <p>Evaluation in the composite subjects like Science and Social Science for class-X etc. shall also be carried out in the same manner as is being adopted for other subjects. However, the HE in consultation with the CNS shall form the teams of AHEs and Evaluators in such a manner that all the teams shall have the teachers from all the backgrounds, have required qualification and relevant experiences in the different components of the subjects. The AHEs will discuss the marking scheme with their team and ensure that the questions of all the components have been understood by the evaluators along with the answers. Where ever the students have different and innovative</p> | | | | | | |

the teams.

An example of the team formation for one AHE of Class-X, Science (086) is given below:

| Functionary | Subject background | Functionary | Subject background | Functionary | Subject background |
|----------------------|--------------------|-------------|--------------------|-------------|--------------------|
| Head Examiner | | | | | |
| AHE(E)-1 | <i>Any One</i> | AHE(E)-2 | <i>Any one</i> | AHE(E)-3 | <i>Any one</i> |
| Evaluator-1 | <i>Biology</i> | Evaluator-1 | <i>Physics</i> | Evaluator-1 | <i>Chemistry</i> |
| Evaluator-2 | <i>Physics</i> | Evaluator-2 | <i>Chemistry</i> | Evaluator-2 | <i>Biology</i> |
| Evaluator-3 | <i>Chemistry</i> | Evaluator-3 | <i>Biology</i> | Evaluator-3 | <i>Physics</i> |
| Evaluator-4 | <i>Any one</i> | Evaluator-4 | <i>Any one</i> | Evaluator-4 | <i>Any one</i> |

In case of evaluation in Science, Class X, three (03) extra AHEs (Subject) may be appointed per CNS to help the evaluators in the correct evaluation. Out of these three (03) extra AHEs (Subject), one should be an expert in Physics, one in Chemistry and one in Biology.

Similarly, in case of evaluation in Social Science, Class X, four (04) extra AHEs (Subject) may be appointed per CNS to help the evaluators in the correct evaluation. Out of these four (04) extra AHEs (Subject), one should be an expert in History, one in Geography, one in Economics and one in Political Science.

While appointing AHE (Subject) both PGT and TGT who could assist to the evaluators in correct evaluation be appointed.

A PGT having relevant qualification and experience for appointment as AHE (Evaluation) OR

A TGT having post-graduate in the relevant subject and also having proficiency in the subject will be appointed by the Regional Office as AHE (Subject).

6.16

PRECAUTIONS IN THE PROCESS OF ALLOTING MARKS

Evaluators shall allot marks to each answer, i.e., to sub part, part or full question. In case of sub part(s) or part(s) of a question, the marks allotted against each sub part or part should be totalled for the question number as a whole, carry over the marks of each question number in the cages of the particular question and complete all relevant entries on title page of the answer book.

She/he must take the following precautions:

6.16.1

- (a) 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 on the left-hand side, very near to the margin of the page and encircled, and carried over to the title page;

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| | clearly and precisely. |
| 6.16.2 | <p>The evaluators should draw a vertical line at the end of the last question and put their signature and also cross out the blank pages of the answer book attempted by the examinee.</p> <p>The evaluators should ensure that they 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 | <u>Evaluators need to 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 indicate 0 (zero) against that/these Question No(s). on the title page of the answer book;</u> |
| 6.16.4 | <u>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.</u> |
| 6.16.5 | 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. |
| 6.16.6 | 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. |
| 6.16.7 | The Evaluators have to put their signatures and examiner number on the title page of the answer book in the specified space when the evaluation work for a particular answer book is over. |
| 6.16.8 | The Evaluators will work set wise and gain expertise in the same set for greater accuracy. However, if any answer book of any other set is mixed with the answer book of the set being evaluated, the evaluator should be able to identify such answer books either evaluate it according to correct Marking Scheme or give it to the team evaluating the particular set. |
| 6.16.9 | The evaluators will carefully see that the student has not over attempted any question. In case of over attempted questions the best marks shall be posted on the title page. All other questions (over attempted) shall be marked as OA (over attempted). |

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| | 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/pencil other than blue/royal blue ink gel/ball point pen |
| | 6.17.8 | Any other discrepancy noticed |
| 6.18 | INTERCHANGING OF ANSWER BOOKS BETWEEN EXAMINERS FOR CROSS-CHECKING Once the Answer books have been evaluated, these answer books 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 Examiner: 1 Cross-checking by Examiner: 2 |
| | (B) | Copy checked by Examiner: 2 Cross-checking by Examiner: 1 |
| | (C) | Copy checked by Examiner: 3 Cross-checking by Examiner: 4 |
| | (D) | Copy checked by Examiner: 4 Cross-checking by Examiner: 3 |
| | OR | |
| | (E) | Copy checked by Examiner: 1 Cross-checking by Examiner: 3 |
| | (F) | Copy checked by Examiner: 2 Cross-checking by Examiner: 1 |
| | (G) | Copy checked by Examiner: 3 Cross-checking by Examiner: 2 |
| 6.19 | Evaluator cross checking the answer book shall also re-evaluate the answer books which have been awarded more than 95% marks of maximum theory paper marks. | |
| 6.20 | The answer book shall then be passed on to the AHE (C)/Coordinator for coordination in accordance with the given instructions. | |

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| | leaving the Evaluation centre. | |
| 6.22 | She/he 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 obtaining permission of AHE/ HE of the centre. | |
| 6.24 | PROFORMAS FOR SUBMISSION When the evaluation/coordination of a subject is over, the evaluators/coordinators will furnish the following proformas to the HE: | |
| 6.24.1 | CBSE/Conf/14 | Report on Students' Performance (Annexure- 18) |
| 6.24.2 | CBSE/Conf/26 | Proforma for the Examiner (Annexure-17) |
| 6.24.3 | CBSE/Conf/29 | Certificate of Evaluation by the Examiner (Annexure-19) |
| 6.25 | RELIEVING OF EXAMINERS After conclusion of the assignment on relieving, the evaluators is entitled to obtain the following: | |
| 6.25.1 | Relieving Certificate from CNS (Annexure-3) | |
| 6.25.2 | Conveyance allowance as per rules (to be released through IPS) | |
| 6.25.3 | Refreshment Charges as per rules (to be released through IPS) | |
| 6.25.4 | Remuneration as per rules (to be released through IPS) | |

ADDITIONAL HEAD EXAMINER (COORDINATION): APPOINTMENT, ROLE & RESPONSIBILITIES

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| 7.3 | <p>APPOINTMENT</p> <p>AHE (Coordination) shall be appointed by the HE from the list of evaluators provided by the Regional Office.</p> |
| 7.4 | <p>SCALE OF APPOINTMENT</p> <p>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.</p> |
| 7.5 | <p>Under AHE (Coord), Coordinators equal to number of AHEs (Evaluation) shall be appointed, meaning thereby that there will be 01 Coordinator for each AHE (E).</p> |
| 7.6 | <p>ROLE</p> <p>AHE (Coordination) will guide Coordinators in their work.</p> |
| 7.7 | <p>MEETING ON FIRST DAY OF EVALUATION</p> <p>AHE (Coordination) shall attend the meeting convened by the HE on the first day of evaluation to discuss the Marking Scheme(s).</p> |
| 7.8 | <p>RESOLUTION OF PROBLEMS</p> <p>To resolve any issue related to scrutiny, AHE (Coordination) will seek guidance from the HE.</p> |
| 7.9 | <p>CHECKING/SCRUTINY OF THE WORK OF COORDINATORS</p> <p>AHE (Coordination) shall check 10% answer books of each Coordinator i.e., 24/30 answer books. If 80/100 answer books are allotted to one Coordinator then 08/10 answer books of that Coordinator are to be carefully scrutinized by the AHE (Coordination).</p> |
| 7.10 | <p>UPLOADING OF MARKS</p> <p>AHE (Coordination) shall ensure that marks are uploaded on the link every day by each Coordinator in respect of all Answer Books of that particular day. Please ensure correct uploading of marks.</p> |
| 7.11 | <p>COMPARISON OF MARKS WITH AWARD LISTS</p> <p>AHE (Coordination) shall compare marks from 100% answer books with award lists alongwith each Coordinator with their answer books.</p> |

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| | 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 mistake(s) in future. |
| 7.13 | <p>RULING OUT MISTAKES</p> <p>At the end of the day, it is the responsibility of the AHE (Coordination) and Coordinators to ensure that:</p> <ul style="list-style-type: none"> ➤ Have all answer books (Main & Supplementary) intact ➤ Do not have any un-evaluated part ➤ Do not have wrong totalling inside the answer books ➤ Do not have wrong posting of marks on the cover page ➤ Do not have over attempted questions ➤ Do not have wrong totalling on cover page of the answer books ➤ All answer books are checked as above and their marks are uploaded on the link provided. |
| 7.14 | The proforma of award list is given in proforma no. CBSE/CONF./34. (Annexure-20) |

COORDINATORS:**APPOINTMENT, ROLE & RESPONSIBILITIES**

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| 8.1 | APPOINTMENT <p>If sufficient coordinators could not be appointed from the list of evaluators provided by the RO, CNS shall engage teachers (preferably having Science, Maths or IT background) of her/his school to act as Coordinators at the Evaluation Centres in consultation with the Head Examiner.</p> | | | | | | | | |
| 8.2 | REPORTING <p>Coordinators will report to the AHE (Coordination) and seek the guidance from the AHE (Coordinator).</p> | | | | | | | | |
| 8.3 | MEETING ON FIRST DAY OF EVALUATION <p>Coordinators shall attend the meeting convened by the HE on the first day of evaluation to discuss and understand the Marking Scheme(s).</p> | | | | | | | | |
| 8.4 | DUTY <p>Coordinator shall do scrutiny of all the answer books assigned to her/him.</p> | | | | | | | | |
| 8.5 | DAILY WORKLOAD <p>Every Coordinator shall do the coordination work in respect of 80/100 answer books daily as per the list of subjects given in Annexure-1.</p> | | | | | | | | |
| 8.6 | COORDINATOR TO AHE (EVALUATION) CONCORDANCE <p>01 Coordinator will assist in scrutinizing all the answer books of 01 AHE (Evaluation).</p> <ul style="list-style-type: none"> ➤ Coordinator-1 will do the scrutiny of AHE (E)-1 and also upload the marks ➤ Coordinator-2 will do the scrutiny of AHE (E)-2 and also upload the marks ➤ Coordinator-3 will do the scrutiny of AHE (E)-3 and also upload the marks | | | | | | | | |
| 8.7 | METHOD OF SCRUTINY <p>Coordinator shall do scrutiny of complete answer book and all the answer books allotted to her/him in the following manner:</p> <table border="1"> <tr> <td>8.7.1</td><td>Check the availability of Supplementary answer book.</td></tr> <tr> <td>8.7.2</td><td>Check for un-evaluated part in the answer book.</td></tr> <tr> <td>8.7.3</td><td>Check totalling of marks awarded by evaluator inside the answer book.</td></tr> <tr> <td>8.7.4</td><td>Check for over attempted questions.</td></tr> </table> | 8.7.1 | Check the availability of Supplementary answer book. | 8.7.2 | Check for un-evaluated part in the answer book. | 8.7.3 | Check totalling of marks awarded by evaluator inside the answer book. | 8.7.4 | Check for over attempted questions. |
| 8.7.1 | Check the availability of Supplementary answer book. | | | | | | | | |
| 8.7.2 | Check for un-evaluated part in the answer book. | | | | | | | | |
| 8.7.3 | Check totalling of marks awarded by evaluator inside the answer book. | | | | | | | | |
| 8.7.4 | Check for over attempted questions. | | | | | | | | |

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| | 8.7.6 | Check totalling of marks on title page. |
| | 8.7.7 | Compare marks from Award List to Answer Book. |
| | 8.7.8 | In case any mistake is found out, the same shall be rectified with the help of AHE (Coordination). |
| 8.8 | RULING OUT MISTAKES At the end of the day, it is the responsibility of the Coordinators along with AHE (Coordination) that all Answer Books: <ul style="list-style-type: none"> ➤ Have all answer books (Main & Supplementary) intact. ➤ Do not have any un-evaluated part. ➤ Do not have wrong totalling inside the answer books. ➤ Do not have wrong posting of marks on the cover page. ➤ Do not have over attempted questions. ➤ 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 | RECORD OF MISTAKES Coordinator shall keep the record of each mistake. | |
| 8.10 | UPLOADING OF MARKS Once scrutiny of all the answer books is over, the marks should be uploaded on the link. | |
| 8.11 | PREPARATION OF AWARD LISTS Award Lists shall be prepared by the Coordinator. Necessary instructions to prepare the Award Lists have been prescribed in the detailed instructions for Coordinators given in these guidelines. | |
| 8.12 | CHECKING OF AWARD LISTS Thereafter, a printout of online Award list be taken and the marks in answer book and award list be checked along with AHE (Coordinator). | |
| 8.13 | RECEIPT AND RETURN OF ANSWER BOOKS 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 (Annexure-21) and thus keep proper account of the tabulated answer books. | |
| 8.14 | PROFORMAS AND FORMALITIES She/he is also supposed to fill in certain proformas and complete formalities at the closing of the centre, as desired by the Head Examiner/In-charge of the Centre. | |

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|---------|--|--------|--|--------|---|--------|---|--------|---|--------|---|--------|---|--------|---|--------|--|--------|---|---------|---|
| | <p>The Coordinator shall not be entitled to conveyance and refreshment allowance in case she/he 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 the 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> <tr> <td>8.16.1</td><td>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>8.16.2</td><td>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>8.16.3</td><td>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>8.16.4</td><td>In case the coordinator is of the same subject she/he should 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>8.16.5</td><td>Ensure that the evaluator has drawn a line where the candidate has finished her/his last attempted part or question in the answer book;</td></tr> <tr> <td>8.16.6</td><td>Ensure that the total of sub parts in a question is correct. She/he will calculate and check the sub-total and grand total on the title cover of the Answer Book;</td></tr> <tr> <td>8.16.7</td><td>Ensure that every blank part/portion/page of all answer books has been crossed out;</td></tr> <tr> <td>8.16.8</td><td>Ensure that marks indicated on the title cover of the answer book have been punched on the online system after comparing Id numbers;</td></tr> <tr> <td>8.16.9</td><td>Ensure that answer books have been arranged Id Number wise before filling online Award Lists;</td></tr> <tr> <td>8.16.10</td><td>Ensure that “FM” is written against Id Numbers where candidate are securing Full Marks;</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 | In case the coordinator is of the same subject she/he should 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 her/his last attempted part or question in the answer book; | 8.16.6 | Ensure that the total of sub parts in a question is correct. She/he 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 the online system after comparing Id numbers; | 8.16.9 | Ensure that answer books have been arranged Id Number wise before filling online Award Lists; | 8.16.10 | Ensure that “FM” is written against Id Numbers where candidate are securing Full Marks; |
| 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 | In case the coordinator is of the same subject she/he should 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 her/his last attempted part or question in the answer book; | | | | | | | | | | | | | | | | | | | | |
| 8.16.6 | Ensure that the total of sub parts in a question is correct. She/he 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 the online system after comparing Id numbers; | | | | | | | | | | | | | | | | | | | | |
| 8.16.9 | Ensure that answer books have been arranged Id Number wise before filling online Award Lists; | | | | | | | | | | | | | | | | | | | | |
| 8.16.10 | Ensure that “FM” is written against Id Numbers where candidate are securing Full Marks; | | | | | | | | | | | | | | | | | | | | |

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| | particular lot of answer books is over; |
| 8.16.12 | Ensure that Evaluator no. or Coordinator no. (if allotted separately) is given in the appropriate column of the Award List; |
| 8.16.13 | Ensure that zero(s) have been prefixed while writing marks in the respective columns, where-ever necessary; |
| 8.16.14 | 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; |
| 8.16.15 | <p>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.</p> <p>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;</p> |
| 8.16.16 | She/he is allowed one day extra after the evaluation is over in a particular subject at a Nodal Evaluation Centre; |
| 8.16.17 | Ensure that a list of errors in Proforma No. CBSE/Conf/41 (Annexure-22) committed by each Evaluator is maintained and submitted to the AHE (Coordination); |
| 8.16.18 | 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. |


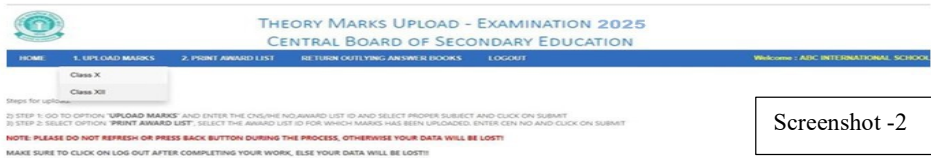
GENERAL INSTRUCTIONS

| 9.1 | <p>COLOR OF INK OF BALL POINT PEN</p> <p>All the functionaries involved in the Marking of Answer Books shall compulsorily use Ball Point Pen for all purposes.</p> <p>The colour of ink of the Ball Point Pen to be used by the different functionaries at the evaluation centres are as follows:</p> <table><tr><th>S. No.</th><th>Functionary</th><th>Colour of Ink of Ball Point Pen</th></tr><tr><td>1</td><td>Head Examiner</td><td>Green</td></tr><tr><td>2</td><td>AHE</td><td>Purple</td></tr><tr><td>3</td><td>Examiner</td><td>Red</td></tr><tr><td>4</td><td>Coordinator</td><td>Black</td></tr></table> | S. No. | Functionary | Colour of Ink of Ball Point Pen | 1 | Head Examiner | Green | 2 | AHE | Purple | 3 | Examiner | Red | 4 | Coordinator | Black |
|--------|---|---------------------------------|-------------|---------------------------------|---|---------------|-------|---|-----|--------|---|----------|-----|---|-------------|-------|
| S. No. | Functionary | Colour of Ink of Ball Point Pen | | | | | | | | | | | | | | |
| 1 | Head Examiner | Green | | | | | | | | | | | | | | |
| 2 | AHE | Purple | | | | | | | | | | | | | | |
| 3 | Examiner | Red | | | | | | | | | | | | | | |
| 4 | Coordinator | Black | | | | | | | | | | | | | | |
| 9.2 | <p>DISCIPLINE IN THE EVALUATION CENTRES</p> <p>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 an evaluation centre. Murmuring etc. in the halls should be totally prohibited as these or other similar activities are likely to result in loss of concentration on the work of evaluation.</p> <p>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.</p> | | | | | | | | | | | | | | | |
| 9.3 | <p>Evaluation Centre to be MOBILE FREE ZONE. No one will use mobile phone during evaluation work.</p> | | | | | | | | | | | | | | | |
| 9.4 | <p>PROHIBITION OF TAKING PICTURES OF MARKING SCHEME /ANSWER BOOKS</p> <p>Taking picture of the Marking Scheme or any Answer Book and sending it to someone outside will be treated as a serious offence for which CBSE may initiate action against the person concerned.</p> | | | | | | | | | | | | | | | |
| 9.5 | <p>RECORDS ON PROFORMAS</p> <p>CNS and HEs shall jointly and personally ensure that all records are being maintained on the prescribed proformas.</p> | | | | | | | | | | | | | | | |
| 9.6 | <p>ATTENDANCE</p> | | | | | | | | | | | | | | | |

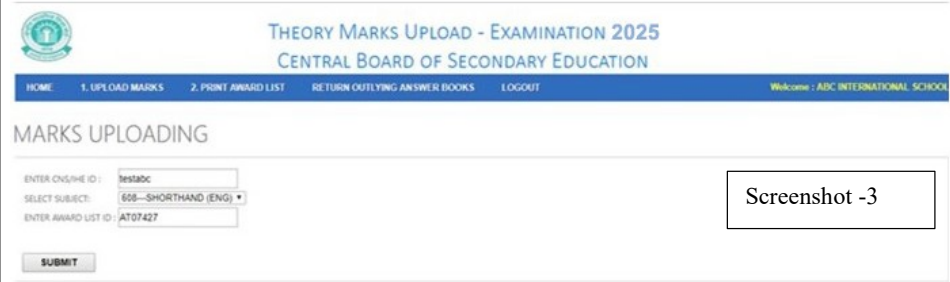
| | |
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| | the other staff. The exact time of arrival and departure is required to be entered in the attendance register. |
| 9.7 | RECORD OF EVALUATED AND UNEVALUATED ANSWER BOOKS Record of evaluated and unevaluated answer books is required to be maintained and updated on a daily basis. |
| 9.8 | RECORD OF EVALUATION BY EVALUATORS HE will certify the number of answer books evaluated by each evaluator and days of attendance. |
| 9.9 | CERTIFICATE FROM THE EXAMINERS/COORDINATORS HE shall obtain a certificate from the evaluators/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. |
| 9.10 | PRINT OUT OF THE ONLINE AWARD LISTS 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 responsibility of the concerned HE to arrange, manage and complete the above on time and forward the same to the concerned Regional Office of the Board. |
| 9.11 | UPLOADING AWARD LISTS HE will ensure that award list is typed and uploaded at the appropriate link on the CBSE site after thorough verification. |
| 9.12 | MISTAKES DETECTED AFTER UPLODING OF AWARD LISTS In case any mistakes are detected by the CNS after online submission of the award lists, the same shall be brought to the knowledge of the Regional Office immediately. The Regional Office shall take necessary action to facilitate and allow the CNS for re-upload of the award list concerned. After that the awards shall be uploaded again, printout of award list taken again and comparison be done with the answer books. After completing of all the above activities, the bag shall be packed by the CNS. No corrections should be done on the award lists downloaded from the online system as these can not be carried out in the online system at any later stage by the Regional Office. |
| 9.13 | CONDITIONS FOR DAILY WORKLOAD An evaluator shall compulsorily evaluate 20/25 answer books a day except on the last working day when the number of answer books may be lesser. |

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| | <p>All payments, as per norms, including remuneration, conveyance allowance, refreshment charges and others will be made through the Integrated Payment System (IPS) unless otherwise communicated by the Board. In this regard, all important details as in (Annexure-11) be obtained on the very first day and be updated on a daily basis.</p> <p>Further, the detailed instructions for payment through IPS to all the functionaries deployed for the evaluation of theory answer books will be issued separately.</p> |
| 9.15 | <p>PREPARATION AND RECORD OF CLAIMS / 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 on Form No. CBSE/Conf/33 (Annexure-23). A copy of the same should be retained by the CNS also.</p> <p>All payments, as per norms, including remuneration, conveyance allowance, refreshment charges and others will be made through the Integrated Payment System (IPS) unless otherwise communicated by the Board.</p> |
| 9.16 | <p>PROVISION OF PROVIDING PHOTOCOPIES TO THE CANDIDATES AND RE-EVALUATION</p> <p>Since the Board has the provision of providing photocopies of answer books and also of re-evaluation, all the HEs/AHEs/Evaluators must evaluate every answer book very carefully and as per the Marking Scheme(s).</p> |
| 9.17 | <p>VERY IMPORTANT REGARDING MULTIPLE SETS OF QP</p> <p>Where multiple sets of questions papers have been supplied, i.e., three sets in a particular subject, only one set is to be assigned for evaluation to an 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 she/he has been allotted to evaluate.</p> <p>In case the answer book belongs to any of the other sets than she/he has been assigned to evaluate, she/he should return the said answer book, even if the candidate has entered the wrong set code number on the answer book and which subsequently also has not been rectified by the Assistant Superintendent on duty at the examination centre.</p> <p>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 evaluator will be viewed seriously.</p> |

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| 9.18 | <p>CHANGES IN ANSWER BOOK DESIGN AND GUIDELINES</p> <p>The following changes have been made for the blank Answer Books of 2024-2025 examinations:</p> <ul style="list-style-type: none"> ➤ Addition of a QR code. ➤ Addition of instructions to write numbers only in the margins of answer book and not write or mark anything or mark anything on question paper provided. ➤ On all pages, space for writing question number has been mentioned. ➤ In class X/XII instructions to do the rough work in the margin on right hand side of the page which should be crossed out afterwards has been added in place of draw appropriate margin on the right side of the page for the rough work which should be crossed out afterwards. ➤ Instruction is given to candidates to write the question numbers only and only in the margin and not in the centre of the answer book or any other space in the answer book. This will not be evaluated. |
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| <div>CHAPTER – 10</div> <div>GENERAL INSTRUCTIONS FOR UPLOADING MARKS</div> | | |
|---|--|---|
| Online Theory Marks Uploading System for Class-X and XII | | |
| 10.1 | Steps for Downloading Blank Award List (Excel Sheet) | |
| | 10.1.1 | <p>Login to Theory Marks Upload portal using the same credentials as used for LOC/Registration. (Please see Screenshot-1):</p> <p>www.cbse.gov.in >> PARIKSHA SANGAM >> SCHOOLS >> EXAM ACTIVITIES >> Theory Marks Upload</p> <div>  <div>Screenshot -1</div> </div> |
| | 10.1.2 | <p>From the header of the page, choose Marks Upload->Class(X/XII). (Please see Screenshot-2)</p> <div>  <div>Screenshot -2</div> </div> |
| | 10.1.3 | Enter the required details on the page, i.e. CNSID, SUBJECT & AWARD LIST ID |

Screenshot-3)



THEORY MARKS UPLOAD - EXAMINATION 2025
CENTRAL BOARD OF SECONDARY EDUCATION

HOME 1. UPLOAD MARKS 2. PRINT AWARD LIST RETURN OUTLYING ANSWER BOOKS LOGOUT Welcome : ABC INTERNATIONAL SCHOOL

MARKS UPLOADING

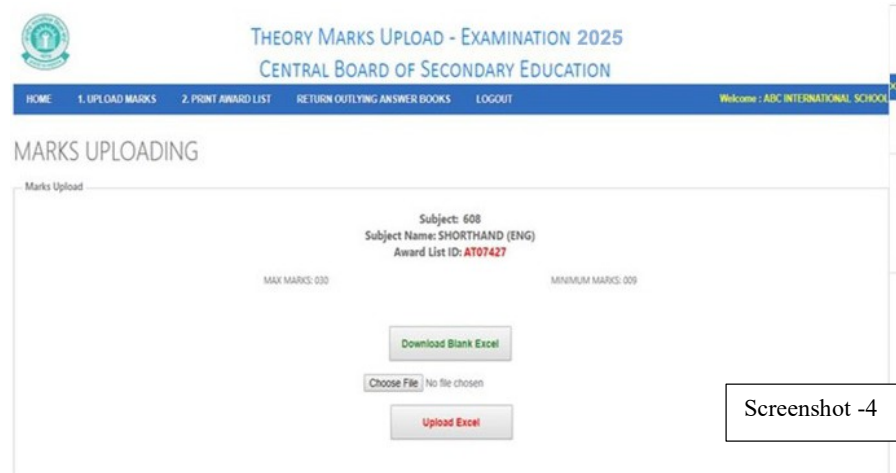
ENTER CUS/HE ID: testabc
SELECT SUBJECT: 608--SHORTHAND (ENG) ▾
ENTER AWARD LIST ID: AT07427

SUBMIT

Screenshot -3

10.1.5 Once the data entry segment is opened, 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)



THEORY MARKS UPLOAD - EXAMINATION 2025
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

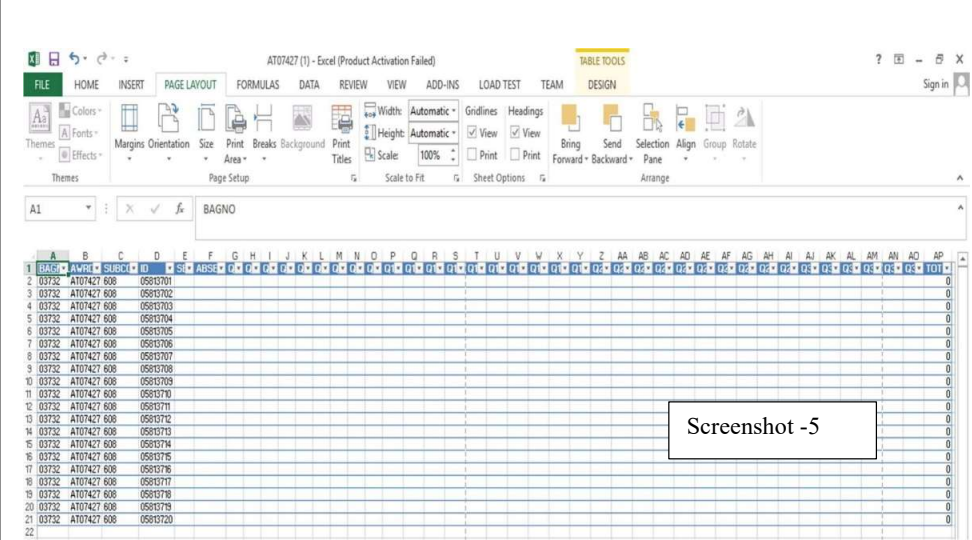
MAX MARKS: 030 MINIMUM MARKS: 009

Download Blank Excel

Choose File No file chosen

Upload Excel

Screenshot -4



(Please see Screenshot-5)

| | | |
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| | 10.1.7 | It shall be clearly understood that the excel sheets downloaded from the portal contain hidden formulas, therefore the information shall not be entered in the excel sheet by cutting, pasting or dragging contents of any of the cells in the excel sheets. Similarly, the names of the sheets shall also not be changed. |
| 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 the questions available in the question paper of the subjects. |
| | 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. |

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

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| 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. |
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| 10.6 | In the data preview, all the unmarked answers would be displayed in red. Students scoring less than passing marks would also be displayed in red. Questions awarded zero marks would be displayed in yellow. (Please see Screenshot-7) |
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Marks Preview

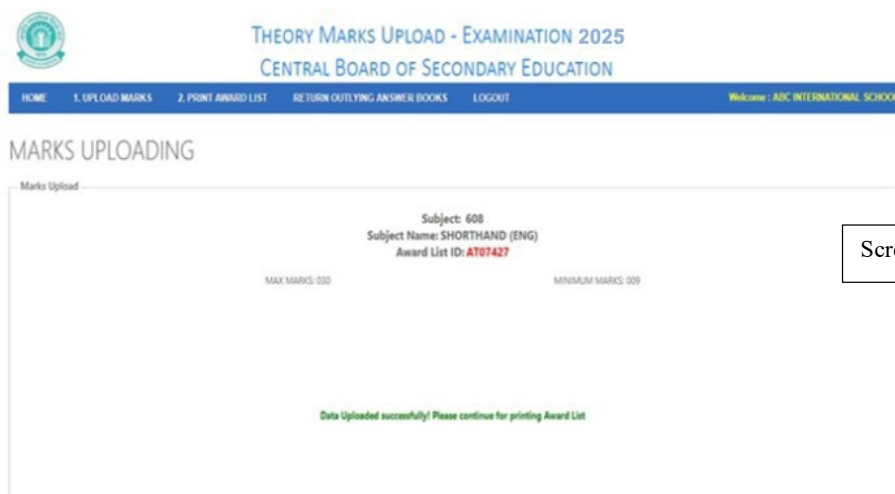
| BAGNO | AWRD | SUBCODE | ID | SET | ABSENT | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 | Q11 | Q12 | Q13 | Q14 | Q15 | Q16 | Q17 | Q18 | Q19 | Q20 | Q21 | Q22 | Q23 | Q24 | Q25 | Q26 | Q27 | Q28 | Q29 | Q30 | Q31 | Q32 | Q33 | Q34 | Q35 | TOTAL | | | |
|-------|------------|-----------|----|-----|--------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|----|----|----|
| 03732 | AT07427608 | 058137011 | | | | 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 | AT07427608 | 058137021 | | | | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 30 |
| 03732 | AT07427608 | 058137031 | | | | 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 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 28 | |
| 03732 | AT07427608 | 058137041 | | | | 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 | 1 | 1 | 19 | |
| 03732 | AT07427608 | 058137051 | | | | 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 | |
| 03732 | AT07427608 | 058137061 | | | | 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 | |
| 03732 | AT07427608 | 058137071 | | | | 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 | |
| 03732 | AT07427608 | 058137081 | | | | 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 | |
| 03732 | AT07427608 | 058137091 | | | | 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 | 0 | 0 | 1 | 0 | 0 | 30 | | |
| 03732 | AT07427608 | 058137101 | | | | 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 | |
| 03732 | AT07427608 | 058137111 | | | | 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 | |
| 03732 | AT07427608 | 058137121 | | | | 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 | |
| 03732 | AT07427608 | 058137131 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 5 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 21 | |
| 03732 | AT07427608 | 058137141 | | | | 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 | AT07427608 | 058137151 | AB | | | 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 | 0 | | |
| 03732 | AT07427608 | 058137161 | | | | 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 | 1 | 1 | 1 | 30 | |
| 03732 | AT07427608 | 058137171 | | | | 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 | |
| 03732 | AT07427608 | 058137181 | | | | 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 | |
| 03732 | AT07427608 | 058137191 | | | | 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 | AT07427608 | 058137201 | | | | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 30 | | |

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

Confirm & Submit Marks

Screenshot -7

Submit” button to finally upload the data. (Please see Screenshot-8)



THEORY MARKS UPLOAD - EXAMINATION 2025
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

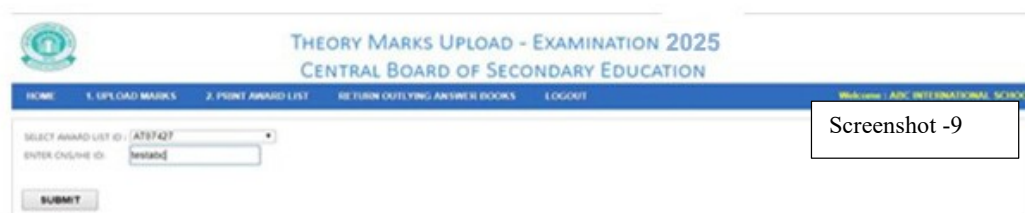
Subject: 608
Subject Name: SHORTHAND (ENG)
Award List ID: **AT07427**

MAX MARKS: 000 MINIMUM MARKS: 009

Data Uploaded successfully! Please continue for printing Award List

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)



THEORY MARKS UPLOAD - EXAMINATION 2025
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 : AT07427

ENTER ONLINE ID: hastabid

SUBMIT

Screenshot -9



CENTRAL BOARD OF SECONDARY EDUCATION
THEORY AWARD LIST FOR ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION 2025
REGION/CLASS : 12/A/MEER

SUBJECT : 608 - SHORTHAND (SHO)

AWARD LIST ID / BAG NUMBER : AT07427/98792

DATE OF UPLOAD 09/03/2018

MAX MARKS: 050

| ID | SET | total |
|----------|-----|-------|
| 05813701 | 1 | 29 |
| 05813702 | 1 | 28 |
| 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 | 40 |
| 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 : textabc)
STAMP AND SIGNATURE OF CHIEF MODAL SUPERVISOR

| CLASS XII | | |
|---|-----------------|-------------------------|
| SN | SUB CODE | SUBJECT NAME |
| 1 | 001 | ENGLISH ELECTIVE |
| 2 | 002 | HINDI ELECTIVE |
| 3 | 027 | HISTORY |
| 4 | 028 | POLITICAL SCIENCE |
| 5 | 029 | GEOGRAPHY |
| 6 | 030 | ECONOMICS |
| 7 | 037 | PSYCHOLOGY |
| 8 | 039 | SOCIOLOGY |
| 9 | 041 | MATHEMATICS |
| 10 | 042 | PHYSICS |
| 11 | 043 | CHEMISTRY |
| 12 | 044 | BIOLOGY |
| 13 | 048 | PHYSICAL EDUCATION |
| 14 | 054 | BUSINESS STUDIES |
| 15 | 055 | ACCOUNTANCY |
| 16 | 064 | HOME SCIENCE |
| 17 | 065 | INFORMATICS PRAC. (New) |
| 18 | 074 | LEGAL STUDIES |
| 19 | 083 | COMPUTER SCIENCE (New) |
| 20 | 104 | PUNJABI |
| 21 | 301 | ENGLISH CORE |
| 22 | 302 | HINDI CORE |
| 23 | 322 | SANSKRIT CORE |
| 24 | 802 | INFORMATION TECHNOLOGY |
| CLASS X | | |
| SN | SUB CODE | SUBJECT NAME |
| 1 | 004 | PUNJABI |
| 2 | 002 | HINDI COURSE-A |
| 3 | 041 | MATHEMATICS STANDARD |
| 4 | 085 | HINDI COURSE-B |
| 5 | 086 | SCIENCE |
| 6 | 087 | SOCIAL SCIENCE |
| 7 | 090 | SCIENCE W/O PRACTICAL |
| 8 | 122 | SANSKRIT |
| 9 | 184 | ENGLISH LNG & LIT. |
| 10 | 241 | MATHEMATICS BASIC |
| Note: In the subjects other than mentioned above in both the classes X as well as XII 25 answer books are to be checked by the evaluators per day. | | |

RELIEVING CERTIFICATE**(EXAMINER RELIEVING CERTIFICATE BY THE SCHOOL)**

| | | |
|----------|--|--|
| 1 | Name of teacher (to be relieved) | |
| 2 | Designation (TGT/PGT) | |
| 3 | Classes Taught (X/XII) | |
| 4 | Total Experience | |
| 5 | Qualifications | |
| 6 | Place of duty i.e., Chief Nodal Supervisor (CNS) (give school name and address) | |
| 7 | Date and time of relieving | |
| 8 | Directed to report for evaluation duty at CNS on? (Date and time) | |

It is certified that details given above are as per school records and correct to the best of my knowledge and belief. She / he is fully competent for the purpose of evaluation of answer books of Board examination.

Signature of Principal: _____

Name: _____








School Stamp

Dated: _____

Place: _____

| CENTRAL BOARD OF SECONDARY EDUCATION | | |
|--|---|--|
| RELIEVING CERTIFICATE (EXAMINER RELIEVING CERTIFICATE BY CHIEF NODAL SUPERVISOR) | | |
| 1 | Name of teacher (being relieved) | |
| 2 | Designation (TGT/PGT) | |
| 3 | Place of duty i.e., Chief Nodal Supervisor (CNS) (give school name and address) | |
| 4 | Date and time of reporting for duty as evaluator at Nodal Centre. | |
| 5 | Date and time of relieving from duty as evaluator from Nodal Centre by CNS | |
| 6 | Directed to report for resuming duty in own school on? (Date and time) | |
| <p style="text-align: right;">Signature of CNS/Principal: _____</p> <p style="text-align: right;">Name: _____</p> <p style="text-align: right;">School Stamp</p> | | |
| <p>Dated: _____</p> <p>Place: _____</p> | | |

| IMPORTANT POINTS TO BE DISPLAYED AT THE EVALUATION CENTRE | |
|--|--|
| RANDOM CHECKING OF AROUND 10% (24/30) ANSWER BOOKS BY THE HEAD EXAMINER | |
| Two (2) answer books of each AHE (Evaluation) which have been re-evaluated by AHE. Discrepancy, if any, be informed to AHE (E). (Total 06) | |
| One (1) answer book of each evaluator 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. (Total 12) | |
| Three (3) answer books of Coordinators checked by AHE (Coord). These copies will be scrutinised by HE. Discrepancy, if any, be informed to AHE(C). (Total 03) | |
| One (1) answer book of each Coordinator. These copies will be scrutinised by HE. Discrepancy, if any, be informed to AHE(C) & Coordinator concerned. (Total 03) | |
| RANDOM CHECKING OF 20% ANSWER BOOKS (16/20) BY AHE (EVALUATION) | |
| Complete re-evaluation of 20% answer books (04/05) of each Evaluator will be done by AHE | |
| Re-evaluation of all answer books from 0 to 05 marks will be done by AHE | |
| Re-evaluation of all answer books above 95% marks will be done by AHE | |
| RANDOM CHECKING OF 10% ANSWER BOOKS (24/30) BY AHE (COORDINATION) | |
| 10% answer books of each Coordinator i.e., 08/10 answer books | |
| 100% comparison of marks from award list to answer books | |
| EVALUATION BY EVALUATORS | |
| Evaluation of 20/25 answer books | |
| Scrutiny of 20/25 answer books of sister evaluator | |
| Re-evaluation of all answer books of sister evaluator scoring more than 95% of maximum marks | |
| SCRUTINY AND COORDINATION WORK BY COORDINATOR | |
| Scrutiny of 80/100 copies of concerned AHE(E) | |
| Uploading of question wise marks of 80/100 copies | |
| Verification of Marks uploaded with A/B's | |

| | | |
|---|---|---------------------------------------|
| (AHE shall report the following to the HE) | | |
| Unfair Means Cases | | |
| Answer Books without Id numbers | | |
| 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 ANSWER BOOKS BETWEEN EVALUATORS FOR CROSS-CHECKING | | |
| Answer book checked by Evaluator: 1 |  | Cross-checking by Evaluator: 2 |
| Answer book checked by Evaluator: 2 |  | Cross-checking by Evaluator: 1 |
| Answer book checked by Evaluator: 3 |  | Cross-checking by Evaluator: 4 |
| Answer book checked by Evaluator: 4 |  | Cross-checking by Evaluator: 3 |
| OR | | |
| Answer book checked by Evaluator: 1 |  | Cross-checking by Evaluator: 2 |
| Answer book checked by Evaluator: 2 |  | Cross-checking by Evaluator: 3 |
| Answer book checked by Evaluator: 3 |  | Cross-checking by Evaluator: 1 |
| METHOD OF SCRUTINY | | |
| Check all answer books 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 over attempted questions have been marked as OA | | |

PRECAUTIONS TO BE TAKEN AT SPOT EVALUATION CENTRE

| | |
|------|--|
| (1) | Spot Evaluation Centre is fully secured |
| (2) | Only authorised persons are allowed inside the Evaluation centre |
| (3) | It has proper arrangements for evaluation |
| (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 photograph zone |
| (10) | Space for keeping personal belongings including mobile |
| (11) | Availability of clean toilets |

SCHEDULE
(From First Day to Last Day of Evaluation Process)

| TIME | ACTIVITY |
|--|---|
| SCHEDULE OF FIRST DAY(DISCUSSION DAY) | |
| 9.30 AM | Reporting by all functionaries |
| 9.30 AM -09.45AM | Basic preparations to be completed |
| 09.45AM-02.00 PM | <ol style="list-style-type: none"> 1. TEA and discussion on followings:- <ol style="list-style-type: none"> a. Question Papers b. Marking scheme c. All minute points of the QP and Marking Scheme. d. Evaluation modalities e. Information on points where mistakes could occur f. Precautions to be taken during evaluation, coordination etc. g. Regarding Marks <ol style="list-style-type: none"> 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 2. Discussion with Coordinators on how marks are to be uploaded 3. Question answer session to clear doubts and queries if any |
| 02.00PM-02.30PM | LUNCH |
| 02.30PM-02.35PM | Distribution of Photocopy of Answer Sheets of three sets |
| 02.35PM-03.00PM | MOCK EVALUATION (25 MINUTES FOR CHECKING OF 01 A/B) |
| 03.00PM-03.30PM | Preparation of report by Evaluators |
| 03.30PM-04.30PM | Discussion on variation and Tea |
| 04.30PM-05.00PM | Discussion on Quality of Evaluation by HEs/selection of AHEs. |
| SCHEDULE FROM SECOND DAY | |
| 09.00AM- 10.45AM | Distribution and evaluation of 05 copies by each evaluator |
| 10.45AM-11.00AM | Discussion on evaluation with evaluators by AHE (E) and HE |
| 11.00AM-11.15AM | TEA BREAK |
| 11.15AM-05.00PM | Evaluation of remaining 15/20 A/Bs |
| SCHEDULE FROM THIRD DAY | |
| 09.00AM- 05.00PM | Evaluation and uploading of Marks |
| SCHEDULE OF LAST WORKING DAY | |
| 09.00AM- 05.00PM | Uploading of Marks and wrapping up of evaluation work of the subject |
| SUNDAY& HOLIDAY WILL BE A NON WORKING DAY | |

CERTIFICATE

(To be given by HE/AHE/Examiner/Co-ordinator)

It is to certify that :

1. I have gone through and understood the responsibilities and instructions for Head Examiner/Additional Head Examiner (Evaluation) /Additional Head Examiner (Coordination) / Examiner / Coordinator (state designation _____) as given in the Guidelines for Spot Evaluation 20... and will work as per the instructions.
2. I will abide by all the instructions issued by CBSE.
3. I will not disclose any information which may affect the sanctity of the evaluation work.

Signature.....

Name.....

HE/AHE/Examiner/Coordinator No.....

Designation in the School.....

Name & Address of the School.....

Place:.....

Date:.....

[illegible]

Note:- This form should be filled up by each Examiner/Coordinator, those who have been appointed by the Board or by the Head Examiner/AHE/HE for 20.....Exams.

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.
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. 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 e-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 11 | Q 12 | Q 13 | Q 14 | Q 15 | Q 16 | Q 17 | Q 18 | Q 19 | Q 20 | Total Mark s | Variatio n in Marks | Grade Outstanding / Very Good/ Satisfactory/N ot Satisfactory or Poor |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--------------------|---------------------------|--|
| 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

**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 report which the board would use for feed-back for itself regarding the examination process and not an item for filling. Hence, we would appreciate an authentic and careful report.

Signature.....

Examiner No.

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

CENTRAL BOARD OF SECONDARY EDUCATION
FORM FOR COLLECTING DETAILS FOR HEAD EXAMINERS / AHE / EXAMINERS /
COORDINATORS AT NODAL CENTRES FOR SUBMITTING THE SAME IN IPS

Name and number of Nodal Centre

Examiner No.....

1. Name.....
2. Designation.....
3. Bank Name and address.....
4. Bank IFSC Code.....
5. Account number.....
6. Name & year of Examination.....
7. Subject of Examination.....
8. Postal Address.....
9. No. of Answer books assessed.....
 (Date wise details to be given on back page)

10. REMUNERATION

| Status | No. of days /Answer books# | Rate | Amount Claimed |
|---------------|-------------------------------|------|----------------|
| Head Examiner | | | |
| AHE | | | |
| Examiner | | | |
| Coordinator | | | |

(i) Mention No. of days.....Total Rs.....

(ii) Mention No. of answer books.....Total Rs.....

11. Conveyance No. of days.....Amount Rs.....

12. Refreshment No. of days.....Amount Rs.....

13. Less deduction on account of mistakes detected by

Coordinator/AHE/HE/CNS.....Rs.....

Note:

- All payments will be made through the Integrated payment System (IPS).
- The details given above are to be prepared only for the purpose of submitting in IPS.

CENTRAL BOARD OF SECONDARY EDUCATION
VARIOUS RATES PAYABLE FOR SPOT EVALUATION/ EVALUATION OF ANSWER BOOKS
CLASS X & XII EXAMINATIONS

| Activity/ Head | Remuneration | Conveyance /Other | Illustration/ Details |
|---|--------------|-------------------|---|
| Spot Evaluation/ Evaluation of Answer Books (All rates in Rupees.) | | | |
| Chief Nodal Supervisor (CNS) | 2000 | 250 | Remuneration will be per HE for entire duration of evaluation, subject to maximum of Rs. 10,000/- |
| Head Examiner (HE) | 1000 | 250 | Per day |
| Additional Head Examiner (AHE) Both AHE(E) and AHE(C) | 900 | 250 | Per day |
| EXTRA AHE (Subject) (per CNS) 03 for Science Class-X 04 for Social Science Class-X | 900 | 250 | Per day |
| EXAMINER For evaluation of Class-X Theory answer book | 25 | 250 | Per answer book. Minimum Remuneration Rs. 250/- per day |
| EXAMINER For evaluation of Class-XII Theory answer book | 30 | 250 | Per answer book. Minimum Remuneration Rs. 300/- per day |
| Coordinators (Class-X) | 6.25 | 250 | Per Answer Book |
| Coordinators (Class-XII) | 7.50 | 250 | Per Answer Book |
| One clerk per Head Examiner to Chief Nodal Supervisor for 3 days | 200 | -- | Per day |
| One Clerk to each HE | 200 | -- | Per day |
| One MTS/Class IV per H.E. | 100 | -- | Per day |
| Refreshment/lunch charges | -- | 75 | Per head per day |
| Contingent charges per Head Examiner at Nodal Centres | -- | 1000 | Lumpsum amount |

PENALTIES FOR ERRORS

C. B.S.E has prescribed the following penalties for the errors, omissions and mistakes committed by the Head Examiners, AHEs Examiners and the Coordinators:

| Sl. No. | Functionary | Penalties Applicable | |
|-----------|--|-------------------------|-------------------------|
| | | In India | Outside India |
| 1. | Against Head Examiners | | |
| 1.1 | For not doing random checking as under: a) 3 A/Bs of each AHE (Evaluation) (Total=9 A/Bs) b) 1 A/B of each evaluator (Total=12 A/Bs) c) 3 A/Bs of Coordinator checked by AHE(Coord) (Total=3 A/Bs) d) 1 A/B of each Coordinator (Total=3 A/Bs) | Rs.20/- per A/B per day | Rs.40/- per A/B 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 her/his respective Examiners | Rs.20/- per A/B per day | Rs.40/- per A/B per day |
| 1.3 | For not doing random checking of 10% answer books checked by AHE (Coordination): (a) 10% answer books of each Coordinator i.e 12 copies (b) 100% comparison of marks from award list to answer books | Rs.20/- per A/B per day | Rs.40/- per A/B per day |
| 1.4 | For not doing interchanging of answer books between Examiners for cross-checking | Rs.20/- per A/B per day | Rs.40/- per A/B per day |
| 1.5 | Not signing on answer book | Rs.20/- per A/B | Rs.40/- per A/B |
| 2 | Against AHE(Evaluation) | | |
| 2.1 | For not doing random checking of 20% answer books/Complete re-evaluation of 20% answer books of each Evaluator under her/him | Rs.20/- per A/B per day | Rs.40/- per A/B per day |
| 2.2 | In case of following mistakes found after declaration of result ➤ any un-evaluated part ➤ wrong totalling inside the answer books ➤ wrong posting of marks on the cover page ➤ wrong totalling on cover page of the answer books | Rs.20/- per A/B | Rs.40/- per A/B |
| 2.3 | Not signing on answer book | Rs.20/- per A/B | Rs.40/- per A/B |
| 3. | Against AHE(Coordination) | | |
| 3.1 | For not doing random scrutiny of 10% answer books of each Coordinator | Rs.20/- per A/B per day | Rs.40/- per A/B per day |
| 3.2 | In case of following mistakes found after uploading of marks: ➤ any un-evaluated part ➤ wrong totalling inside the answer books ➤ wrong posting of marks on the cover page ➤ wrong totalling on cover page of the answer books ➤ wrong entry in the award list(s) | Rs.20/- per A/B | Rs.40/- per A/B |
| 3.3 | Not signing on answer book | Rs.20/- per A/B | Rs.40/- per A/B |
| 4. | Against Evaluators | | |
| 4.1 | Leaving answer or part thereof unassessed in an answer script | Rs.40/- per A/B | Rs.80/- per A/B |

| | | | |
|-----------|---|------------------------|------------------------|
| | question or part thereof | | |
| 4.3 | Wrong totalling | Rs.30/- per A/B | Rs.60/- per A/B |
| 4.4 | Wrong transference of marks from inside pages of the answer book to the title page | Rs.30/- per A/B | Rs.60/- per A/B |
| 4.5 | Marks in words and figures not tallying | Rs.20/- per A/B | Rs.40/- per A/B |
| 4.6 | 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 A/B | Rs.40/- per A/B |
| 4.7 | Not signing on answer book | Rs.20/- per A/B | Rs.40/- per A/B |
| 4.8 | Evaluating answer book with another set of question paper and marking scheme | Rs.100/- per A/B | Rs.200/- per A/B |
| 4.9 | Not tallying the question no./answer and marked as “Repeated”. | Rs.20/- per question | Rs.40/- per question |
| 5. | Against Co-ordinators | | |
| 5.1 | In case of following mistakes found after uploading of marks: ➤ any missing Supplementary Answer Book ➤ any un-evaluated part ➤ wrong totalling inside the answer books ➤ wrong posting of marks on the cover page ➤ wrong totalling on cover page of the answer books ➤ wrong entry in the award list(s) | Rs.20/- per A/B | Rs.40/- per A/B |
| 5.2 | Not signing each page of the award list | Rs.20/- per award list | Rs.40/- per award list |

Note:

- a) The Regional Office reserves the right to debar a person from Board’s future assignments in case of gross negligence.
- b) 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 the final notice.
- c) In view of the number 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.
- d) For errors not indicated above, the Head Examiner/AHE shall report the matter to the Regional Office for appropriate decision.

CENTRAL BOARD OF SECONDARY EDUCATION**Assessment Report of Sub Examiners**

Regional office.....

Annual/Compartment

Secondary / Senior School Certificate Exam. **Assessment Report of Sub Examiners** (Subject.....)

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

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

| Sl. No | Examiner's No | Examiner's Name | Assignment completed with punctuality or not | Indicated average variation during rechecking of sample scripts (+ or-) | Remarks | Grade A, B, C or D (see Criteria) |
|--------|---------------|-----------------|--|---|---------|-----------------------------------|
| | | | | | | |
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| | | | | | | |

Signature of HE.....

CRITERIA FOR GRADING:

| | |
|---|---|
| GRADE A OUTSTANDING | Followed directions of HE/AHE fully; followed scheme (s) exactly: award of marks conforms 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 |
| GRADE B VERY GOOD | Followed instructions of HE/AHE 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) |
| GRADE C SATISFACTORY | Understood directions of HE/AHE 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. |
| GRADE D NOT SATISFACTORY/ POOR | Did not understand / did not follow marking scheme and directions of HE/AHE; not competent in the subject/ not teaching the subject properly; wide variation in marking +10 more; assessment nor completed on time; several errors and evidence of carelessness/negligence |

| | | | | | | | | | | | | | | | | | | | | |
|--|-------|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | ***** | *** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** |
| | ***** | *** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** |
| | ***** | *** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** |
| | ***** | *** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** |
| | ***** | *** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** |
| | ***** | *** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** |

CENTRAL BOARD OF SECONDARY EDUCATION
Secondary/Senior School Certificate Examination, 20.....
PROFORMA FOR FORWARDING EVALUATED ANSWER BOOKS
(To be prepared in Triplicate by the Head Examiner)

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.

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

Examiner No.

Name

Sr./Sec. School 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 _____ | | | | | | |
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CENTRAL BOARD OF SECONDARY EDUCATION

Regional Office-.....

REPORT OF EXAMINERS OF STUDENTS' PERFORMANCE

Report by the Head-Examiner/AHE/Examiner on the general character of answer-books of candidates examined by her/him 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).....

(iii).....

(60% or more marks)

(Between 45% to 59% marks)

(Between 33% to 44% marks)

REPORT

The Board publishes a 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 question 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.

(I) General Report

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

(III) Suggestions

Signature.....

Examiner No.

Dated.....

CENTRAL BOARD OF SECONDARY EDUCATION
CERTIFICATE OF CENTRAL EVALUATION WORK
(to be filled in by the Evaluator/Coordinator)

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

(Name in capital letters)

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

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

Senior School Certificate/ Secondary School Examination 20....

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

1. No. of days attended the Evaluation Workshop.....
2. No. of Answer Books evaluated/coordinated
3. {Tick (✓) if applicable} [] Certified that I/we have evaluated the Answer book(s)
according to the correct set of question paper & strictly as per marking scheme.

Signature.....

Examiner No.....

Central Board of Secondary Education
PROFORMA FOR COMPILATION OF ERRORS COMMITTED BY EVALUATOR

Name and address of Spot Evaluation Centre _____

| S.No | Date | Name and no. of the Evaluator | Id no. in which error committed | Nature of error, e.g Posting error/unassessed portion etc. | Remarks |
|------|------|----------------------------------|------------------------------------|--|---------|
| | | | | | |

Signature of Coordinator

Coordinator No. or Name

Date

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE _____, CBSE
PROFORMA FOR CONSOLIDATED CLAIM

(One copy to be retained by CNS / HE each)

NAME OF SPOT EVALUATION CENTRE.....

| SL. No. | Name & Official Address of H.E, AHE, Evaluator, Coordinator, other Staff | Evaluator/ Coordinator No. | No. of days worked | No. of A/books checked/ co-ordinated | Wages to Clerical/Class IV as per approved rate & contingent expenditure (Vrs. Attached) |
|------------|--|-------------------------------|-----------------------|---|---|
| 1 | 2 | 3 | 4 | 7 | 9 |
| | | | | | |

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

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

CENTRAL BOARD OF SECONDARY EDUCATION

**IMPORTANT TELEPHONE NUMBERS
FOR ANY QUERY OR HELP CONTACT FOLLOWING DURING OFFICE HOURS**

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

| NAME | DESIGNATION | TELEPHONE NO. |
|----------------------------|---------------------------------------|---|
| Sh Rahul Singh, IAS | Chairman | Tel: 011-22467263, 011-22023737 Fax: 011-22515826 |
| Dr. Sanyam Bhardwaj | Controller of Examinations | Tel: 011-22515828 Fax: 011-22057089 |
| Dr. Shvetta Arora | Joint Secretary (Coordination) | Tel: 011-22420400 |

CONTACT DETAILS OF REGIONAL OFFICES
Visit the link given below

<https://www.cbse.gov.in/cbsenew/contact-us.html>



CENTRAL BOARD OF SECONDARY EDUCATION.
Shiksha Kendra 2, Preet Vihar, Delhi 110092