

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH, HYDERABAD

Present: K. Sandhya Rani, IPoS

Proc. Rc. 3/B/C&T/SCERT/2016

Dated: 19-4-2016

Sub: SCERT, AP, Hyderabad – School Education Department – Conducting Common Summative – III Examination - From class VI to X in all the Govt. schools in the State of Andhra Pradesh – Valuation of Answer Scripts and Verification – Orders Issued - Reg.

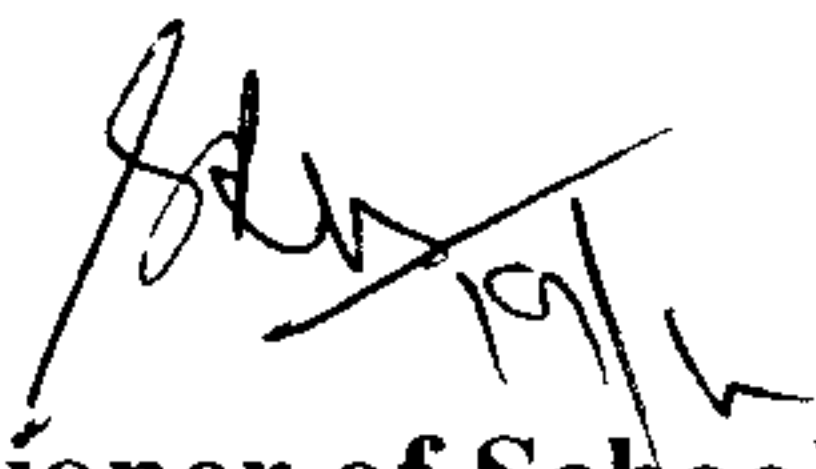
- Ref:-
- 1) G.O.Ms.No. 82, School Edn (Prog.II) Dept, dated: 29.10.2015 From JS to C.M., CMP No. 1315/JS/2015, dated 02.01.2016
 - 2) Govt. Memo.No. 124632/Prog-II/A1/2016, dated: 13.01.2016.
 - 3) G.O.Ms.No. 12 School Edn (Prog.II) Dept, dated: 25.02.2016
 - 4) From the Commissioner of School Education, A.P. Hyderabad, Lr.Rc.No.302/A&I/ 2015, dated 26.02.2016.
 - 5) G.O.Ms.No. 20, School Edn. (Prog. II), Dept, dated 28-3-2016.

* * * *

In continuation to the Examination Reforms mentioned in the reference 1st and 4th, all the District Educational Officers and Regional Joint Directors in the State are informed that as per reference 5th cited Summative I, II and III Examination shall be conducted in all the schools irrespective of all managements in the State of Andhra Pradesh from class VI to X. Answer Scripts should be evaluated in the neighbouring Mandal duly following jumbling procedure from the academic year 2016-17. The detailed guidelines are enclosed in Annexure – I.

For this Academic Year i.e., 2015-16, conduct of SA-III Examination and evaluation of Answer Scripts is to be done at school level. The Evaluation Procedures and Guidelines are enclosed in Annexure – II.

Encls: Annexure – I
Annexure – II


Commissioner of School Education
ANDHRA PRADESH

To
All the DEOs in the State.
All the RJDSEs in the State.
All the Secretaries of Residential Institutions in the State.
All the Project Officers of SSA in the State.
All the Principals of DIETs in the State.
Copy to Director, RMSA, Andhra Pradesh.
Copy to Director, Model Schools in the State.

Annexure - I

GOVERNMENT OF ANDHRA PRADESH

DEPARTMENT OF SCHOOL EDUCATION

COMMON SUMMATIVE EXAMINATION GUIDELINES for 2016-17

Government of Andhra Pradesh, Department of School Education have issued G.O.Ms.No: 82 School Edn(Prog.II) Dept. dated 29-10-2015 and G.O.Ms.No: 12 School Edn(Prog.II) Dept. dated 25-02-2016 for implementation of Examination reforms i.e., Continuous and Comprehensive Evaluation system from classes VI-IX from the academic year 2015-16 and for class X from the academic year 2016-17 in the fullest extent in all the schools irrespective of all managements in the state.

Further Government of Andhra Pradesh, Department of School Education has issued G.O.Ms.No. 20 (Prog.II) dated 28-03-2016 on conduct of Common Summative Examinations to the students from Class VI-X keeping in view of Continuous and Comprehensive Evaluation, by using the questions papers developed by SCERT-AP.

As per G.O.Ms.No. 20 B (2) (IV,V) the summative I, II and III examinations shall conduct in all the schools irrespective of all managements in the state from academic year 2016-17 and answer scripts should be evaluated in the neighboring Mandal duly following the jumbling procedure.

The District Educational Officers in the state are instructed to implement the smooth conduct of Common Summative Examination, answer script valuation and uploading of students performance data on the website from the academic year 2015-16. For this purpose you are instructed to constitute the district level and Mandal level committees to monitor the above said works. Mandal level verification team should verify 10% of answer scripts in all schools by following jumbling procedure.

Composition of District Level Committee:-

The District level committee to monitor the implementation of examinations reforms as follows:

1. District Educational Officer- Chairman
2. Principal D.I.E.T
3. Project Officer S.S.A
4. One Dy.E.O. (Local)
5. Sec.D.C.E.B.
6. A.C.Govt.Exams
7. One M.E.O

Composition of Mandal level Committee:-

1. Mandal Educational Officer-Chairman
2. One School Complex H.M
3. One H.M of High School
4. Two School Assistants

Roles and Responsibilities:-

a) District Educational Officer

- D.E.O. is the Chairman of the Committee. He has to monitor smooth conduct of S.A-I, II and III Examinations from class VI-X
- D.E.O has to constitute District level committee.
- Prepare Road map for jumbling procedure of answer scripts valuation.
- Constitute a district team for verification/validation of 10% of valued answer scripts of all schools in the Mandal.
- Conduct one day orientation to the stake holders on the process to be followed for answer scripts valuation and uploading of data.
- Ensure uploading of Students Performance data from the Mandal Point.

b) Principal D.I.E.T and Dy.E.O:-

- The Principal D.I.E.T has to support the D.E.O in preparation and implementation of Common Summative Examinations Road map.
- A team of observers Principal D.I.E.T / D.I.E.T Faculty / Dy.E.O Should visit Mandal level valuation Camps and observe process of valuation and uploading of data.

c) P.O.S.S.A :-

- The Project Officer S.S.A. has to support the D.E.O in preparation and implementation of Common Summative Examinations Road map.
- Utilise the services of The Sectoral Officers of S.S.A to support D.E.O. in the conduct of examination, valuation of answer scripts and uploading of data at Mandal point and 10% of answer script validation.

d) A. C. Govt. Exams , Sec. D.C.E.B:-

Under the Chairman ship of D.E.O, The A.C. Govt. Exams and Sec. D.C.E.B, has to perform the following roles:

- Prepare a matrix of Mandal level spot valuation centers and allotments in jumbling manner.
- Develop de-coding procedure and disseminate the same to the spot valuation centers.
- Sec. D.C.E.B. is in-charge of the confidential work relating to receipt of question papers from SCERT, Printing and distribution of question papers maintaining utmost confidentiality.

- Detailed notes and guidelines of jumbling procedure should be issued to all M.E.Os , H.Ms, well in advance with approval of the DEO.
- Close Co-ordination should be ensured with all the M.E.O.s , H.Ms.
- Print and supply of Comprehensive Student Report Card after completion of S.A-III. The same will be available on Govt. AP. Website.

e) **M.E.O:-**

- Mandal Educational Office should constitute a committee with one school complex H.M, one Head Master and two School Assistants.
- Receiving of question papers from district and distribute to all schools.
- Ensuring a good leak proof storage point.
- Identification of Spot valuation center with good accommodation.
- Identification and serving orders to the evaluators in the Mandal.
- Act as a Camp Officer for smooth conduct of Examinations, Paper corrections and uploading of the data on the website.
- Observe the process of posting of marks as per the academic standards by the evaluator in the prescribed format.
- De-coding of answer scripts should be done.
- Transportation of the question papers to the allotted spot valuation centers i.e. Mandal.

f) **Role of A.P. Online:-**

- Design of software for uploading of marks from Mandal Point.
- Updating of software time to time
- Providing help desk to get suggestions for uploading of data

g) **Role of Director Govt. Examinations:-**

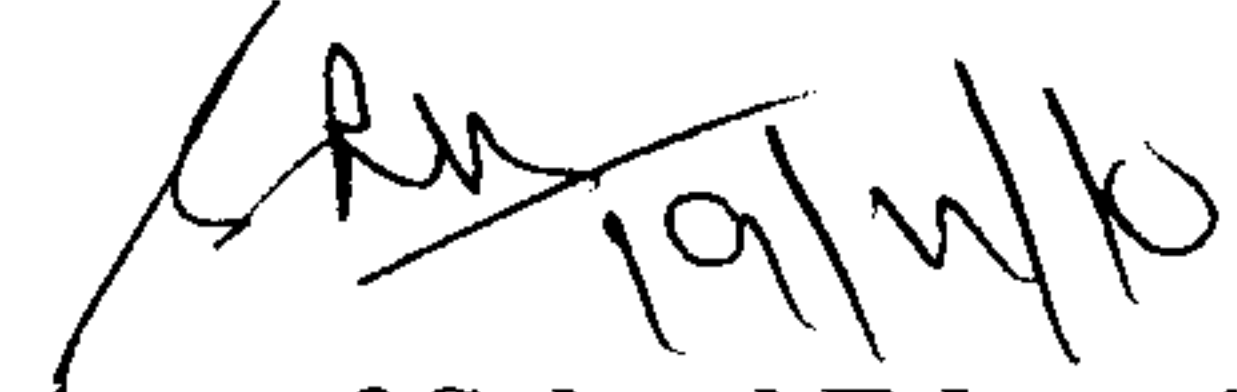
- D.G.E Monitor the total process of activities done by A.P. online.
- Ensure Comprehensive Students Performance Report Cards issued by D.E.O
- Monitoring of District Committee activities time to time.

h) **Procedure of Jumbling of answer scripts correction centers:-**

- List out number of High schools / institutions having classes VI-X in the Mandal.
- The Head Master of High School / Institution should bundle the answer scripts at the end of examination of classes VI-X
- The subject wise / class wise sealed bundles should be sent to the allotted paper correction center i.e., Mandal Head Quarter.
The bundles will be unsealed in the presence of M.E.O and other committee numbers at the time of allotment of answer scripts for Evaluation.
- While jumbling the mentioned example may be followed i.e. Mandal A answer scripts of classes VI-X of all subjects has sent to Mandal B. Answer scripts of Mandal B should be sent to Mandal C. Answer scripts of Mandal C

should be sent to Mandal D. Answer scripts of Mandal D has sent to Mandal E and so on.

- For 10% of external verification/validation of answer scripts. The Mandal 'A' teachers may be sent to Mandal 'C' and Mandal 'B' teachers may be sent to Mandal 'D'. Mandal 'C' teacher sent to Mandal 'A' and Mandal 'D' teachers sent to Mandal 'A' for verification.
- The Evaluator should enter the marks academic standard wise marks secured by the student in the given format which was printed on part B of question paper.
- The M.E.O and other committee members should take care on uploading of students performance in the online format.
- M.E.O should keep in contact with The State Level Technical Support Group.
- The details of the website for uploading the student marks will be communicated in due course.
- In case of Urban area more number of schools or functioning, the D.E.O. has to divide the Urban area into sectors. Constitute each sector as valuation camp by appointing one gazetted officer as camp officer. Jumble the answer scripts for valuation from one sector to the other sector as mentioned in the case of Mandals.

 19/12/10

**Commissioner of School Education
Andhra Pradesh**

Annexure – II

COMMON SUMMATIVE - III EXAMINATION GUIDELINES for 2015-16

As per G. O. Ms. No. 82, School Edn (Prog.II) Dept, dated: 29.10.2015 and G. O. Ms. No. 20, School Edn. (Prog. II), Dept, dated 28-3-2016 Common Summative – III Examination shall be conducted in all the Government Schools i.e., GHS, ZPHS, Model Schools, KGBVs, Aided, Municipal Schools and all type of Residential and Welfare Schools.


Valuation of the SA-III Answer Scripts is to be done at school level only. After valuation 10% of the Answer Scripts of each subject will be evaluated by Mandal level team. The validation teams shall visit the allotted Mandal and critically review the answer scripts. The Mandal level validation team after completion of the work should submit the report to the DEO and to the concerned schools through MEO.

Procedure for 10% validation of Answer scripts for the year 2015-16 :-

- This academic year 2015-16 S.A-III conduct of Examination and valuation of answer scripts at school level only.
- The D.E.Os should constitute Mandal level validation committees with one teacher per subject per Mandal.
- The D.E.O prepare matrix of validation teams to be visited
- For example:- ‘A’ Mandal validation team shall visit ‘B’ Mandal. ‘B’ Mandal validation team shall visit ‘C’ Mandal and so on.
- Each validation team member should prepare two copies of report in the prescribed format and submit one copy to D.E.O and one copy to school through M.E.O
- Validation team report format is annexure.

Time Schedule : -

Sl. No	Activity	Duration
1	Answer scripts valuation at school level	On or before 23.04.2016
2	10% verification of answer scripts by external committee	25.04.2016 to 27.04.2016.
3	Uploading of student wise performance in the website	02.05.2016 to 09.05.2016.


**Commissioner of School Education
Andhra Pradesh**

1201
19/4/16

VALIDATION TEAM REPORT

Name of the Validation team Member

Class: –

Name of the Subject: –

Name of the School visited: –

Mandal: –

District: –

No. of answer scripts valued : –

Sl.No	Name of the Student	Subject / Paper	Marks – awarded by the teacher	Marks-awarded by validation team member	Difference

Observations of the Validation team member:-

- 1.
- 2.
- 3.

Suggestions per improvement of validation: -

- 1.
- 2.
- 3.

Signature of the
validation team member