

**PROCEEDINGS OF THE DIRECTOR, SCERT, AMARAVATI, ANDHRA PRADESH**

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

**Dated: 15-3-2017**

**Sub:** SCERT A.P. – SA-III Examination March 2017 – Conduct of SA-III External Valuation – Remedial Teaching – Certain Guidelines issued – Reg.

**Ref:** 1. Announcement of Hon'ble Chief Minister of Andhra Pradesh in public meetings.  
2. G.O.MS No. 82 School Education (Prog-II) Dept., dt. 29.10.2015 of Govt. of A.P.  
3. G.O.MS.No. 12 School Education (Prog.II) Dept., dt. 25-2-2016 of Govt. of A.P.  
4. G.O.MS. No. 20 School Education (Prog.II) Dept., dt. 28-3-2016 of Govt. of A.P.  
5. G.O.MS.No. 41 School Education (Prog.II) Dept., dt. 7-6-2016 of Govt. of A.P.  
6. Proc. Rc. No. 3 /B/C&T/SCERT/2016, dt. 16-7-2016 of the CSE, A.P.  
7. Note file approval by the CSE dated 1-3-2017.

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All the District Educational Officers in the State are informed that SA-III Examinations is scheduled from 14-3-2017 to 27-3-2017. In order to conduct Examination, External Valuation and Remedial Teaching in a systematic manner, certain guidelines are issued. Hence, all the DEOs are instructed to follow the guidelines issued for smooth conduct of examination, valuation and Remedial Teaching.

The guidelines are as follows:

**a) Guidelines for conduct of SA-III Examination & Valuation:**

- SA-III Examinations for Primary Schools (classes I-V) is scheduled from 15-3-2017 to 18-3-2017.
- SA-III Examinations for High Schools (classes VI-IX) is scheduled from 14-3-2017 to 27-3-2017.
- All the Primary Schools shall conduct SA-III examination from 9.30 a.m. to 12.15pm by following morning school timings i.e., 8.00 a.m. to 12.30 p.m.
- High Schools shall conduct SA-III in the afternoon from 2.00 p.m. to 4.45 p.m. All the staff and students attend the school at 12.30 p.m. The Mid-Day-Meal should be served and examination will be commenced from 2.00 p.m. So there is no need for the teachers to attend in the morning session.
- All the UP schools shall conduct SA-III examination for classes I-V 9.30 a.m. to 12.15pm and classes VI – VIII from 2.00 p.m. to 4.45 p.m. The Headmaster has to decide which teacher has to conduct examination classes I –V and classes VI – VIII. Those who are conducting examinations from 2.00 p.m. to 4.45 p.m. are need not to attend morning session.
- Appoint one observer to each high school and instruct the observer to affix his signature on the 5% of answer scripts of all classes day wise. The observer has to submit the details of Sl. Nos., Names of the students to whom the signature was affixed to the DCEB.
- Classes VI and VII answer scripts be evaluated by the class teacher. The 5% of external evaluation should be conducted to those answer scripts are signed by the observer.
- Take necessary steps to supply of question papers day wise from respective key centre (School Complex) to the schools by strictly following confidentiality.
- 100% External evaluation for classes VIII & IX should be conducted at Mandal Level.

- All High School Headmasters should submit the day wise answer scripts of the students to MEO with proper sealed covers.
- To maintain confidentiality while receiving question paper bundles and distribution of the question papers to all schools in the State.
- The question paper bundles should be distributed to the respective schools on the morning of the examination. As the SA-III examinations are being conducted in the afternoon, in view of SSC examinations being held in the morning. Transportation to respective schools in the morning of the examination should be possible.
- Don't give any scope for leakage or question papers at any point. If any leakage occurred in their respective jurisdictions, the concerned officers will be held responsible and necessary disciplinary action will be initiated against them.
- Issue instructions to all Headmasters of all schools of all managements to conduct of Common Summative Examinations without any scope for mass coping or malpractice.
- Prepare a Action Plan for conduct of 100% evaluation for classes VIII and IX at Mandal Headquarter.
- Prepare a plan action for 5% of external evaluation for classes VI and VII.
- Prepare a detailed report on 5% validation and communicate the same to all schools to take further actions for the improvement of the students.
- Answer Key of each SA-III examination of all subjects of all classes will be mailed after the next day and upload the same in your website.
- Instruct the headmasters and evaluators to use the key for proper evaluation of answer papers.

**b) Remedial Teaching:**

- After completion of SA-III examinations it is decided to conduct Remedial teaching and redness activities for the students from class I to IX
- Remedial Teaching Programme is scheduled from 28-3-2017 to 22-4-2017.
- Remedial Teaching Programme is meant for the D1, D2 grade students of classes I – IX.
- Remedial Teaching Material – Teacher Handbook and Students Workbook – will be supply to all DEOs in the form of soft copy and the same is placed in SCERT website.
- Student workbooks may be supply to all the students after finalization of funds pooling for Printing.
- DEOs take initiation to conduct Remedial Teaching Programme for the benefit of slow learners to enhance their learning levels.
- Conduct training programme to all the Headmasters on modalities of Remedial Teaching Programme.

- Remedial Teaching is a 200 hours programme which will be completed in 100 working days. This will be implemented in two spells for three subjects i.e., Telugu, English and Mathematics.

**1. Spell – I: After completion of SA-III examinations.**

Spell – I Remedial Teaching period is morning session and all the schools works from 8.00 am to 12.30 noon. So we have four and half working hours per day. The 4½ working hours per day will be divided into 3 sessions.

Session-1 : Telugu

Session-2 : Mathematics

Session-3 : English

Remedial teaching in the subjects of Telugu, Mathematics and English @ 1½ hours per subject. Nearly 27 working hours are available per subject. 18 working days are available for Remedial teaching from 28-03-2017 to 22-04-2017. Nearly 27 working hours are available per each subject.

**2. Spell - II: After re-opening of the schools.**

The second spell of 100 days Remedial teaching programme will be continue after re-opening of the schools for the next Academic Year i.e., 13-06-2017.

Remaining 82 days of Remedial Teaching Programme will be continued along with regular academics. Every working day 2 hours will be allotted for Remedial Teaching @ 40 minutes per subject.

3. During summer Mid-Day-Meal (MDM) will be provided to the students in the drought mandal schools. Spell-II of the Remedial Teaching will be continued during summer in these schools. Remedial Teaching classes should be conduct in the morning session before MDM.
4. Constitute Divisional Level Committees in their respective districts with DIET Principal, DIET Lecturers, SSA, RMSA Sectoral Officers, Dy.EOs, MEOs to monitor Remedial Teaching Programme.
5. During Remedial Teaching Programme instruct all the teachers to implement readiness programme for other than D2 grade students.
6. Readiness Programme is based on the required competencies of the forth coming class.
7. Readiness Programme material is also prepared by the SCERT will be disseminated to all the DEOs and the same will be placed on the SCERT website.

Sd/-

**Prof. M.V. Rajya Lakshmi**  
**DIRECTOR**  
**SCERT, Andhra Pradesh**  
**Amaravati**

Copy to

All the DEOs in the State.

All the RJDSEs in the State for necessary action.

Copy forwarded to the Commissioner of School Education, A.P. for information.