

# C I R C U L A R

**Subject:- Conduct of Elementary Examination—Celebration of Progress Day-regarding.**

Whereas, the Continuous Comprehensive Scheme of evaluation is diagnostic in nature and it helps teachers to understand the learning gaps among students for a reinforcement plan. In this context the following circulations are issued:

1. The responsibility of the conduct of examination and the confirmation of results up to class 7<sup>th</sup> shall be with the **Cluster Heads** (Principal HSS) in consultation with **Zonal Education Officers**.
2. There should be uniform scheme of question papers (Sample Question Papers) to be developed at cluster level by the subject experts, experts from concerned DIET/ Cluster Head/DRPs.
3. Uniform Question papers & Date Sheet for the entire cluster be set for the classes of 3rd, 5th & 7th. Paper setters to be selected by the principal (Cluster Head) among the proficient practising teachers of the cluster teaching elementary classes within the given frame after proper consultation with the heads of the elementary schools & Zonal Resource Group.
4. Examination for the classes 1st, 2nd, 4th & 6th to be entirely conducted by the concerned schools. Date Sheet to be uniform for entire cluster here as well.
5. Balanced evaluation tools with due weightage to knowledge, understanding and application dimensions of learning be developed.
6. A variety of techniques which include both written and oral be applied to receive credible feedback from the learners during assessment.
7. The examination process be completed from October **15<sup>th</sup> – 30<sup>th</sup> of October, 2015**. To ensure the completion of the examination within the given time frame, the examination and Evaluation of the students shall go simultaneously. This aims at enabling the students to have new session started w.e.f **November 1<sup>st</sup> 2015**.
8. In order to keep the parents abreast with the performance of their children, the cumulative record cards duly prepared should be provided to the parents on the day of result i.e., **October 29<sup>th</sup> 2015**. The Day should be celebrated as a "**Progress Day**" in every school, wherein the parents, community members be invited to share their views. The programme of Progress Day shall be personally monitored by DRPs, Zonal Education Officers, Cluster Heads, DIET Principals & faculty members, Chief Education officers. They shall also formulate a reformative plan for the low performing students with due involvement of concerned teachers.

9. On **30<sup>th</sup> October 2015** a meeting of all the stakeholders including the members of VECs, SMCs, PRIs (around 15 people) to be convened to formulate institutional plan with explicit learning goals for the forthcoming session. The same be shared with concerned ZEOs, Cluster Heads, CEOs and Principal DIETs.
10. All the stake holders, preferably teachers, shall make it sure that the classroom transaction for the new session starts from November 1<sup>st</sup> 2015. In the absence of textbook, if at all, the teachers shall organise meaningful teaching learning activities on frontline subject areas.
11. The DIET principal shall assign clusters to its faculty members for extending the academic and technical support in development of tools and evaluation as envisaged under provisions of this circular.
12. The State Institute of Education Kashmir shall monitor the processes for the feedback of Director School Education Kashmir.


All to note for compliance and strict adherence to the instructions

Sd/=  
Director School Education  
Kashmir  
Dated: 07.10.2015.

No: -DSEK/Innovation/Cell/misc/mce/33

Copy for information:-

01. Commissioner / Secretary to Govt. School Education Department Jammu and Kashmir Civil Secretariat Jammu and Kashmir Srinagar.
02. Joint Director (EE) (SSA) O/o Directorate of School Education Kashmir
03. Principal State Institute of Education Srinagar for information.
04. Chief Education Officer \_\_\_\_\_ (All) (Kashmir Division)
05. Principal DIETs \_\_\_\_\_ (ALL) (Kashmir Division)

  
In-charge Innovation Cell  
Directorate of School Education,  
Kashmir

Attachment:- Tips for upcoming 10<sup>th</sup>-12<sup>th</sup> Examinations

# Tips for upcoming Class 10<sup>th</sup> to 12<sup>th</sup> Examinations

## General Instructions

1. Duration of periods can be enhanced/reduced as per the requirement of students till the examinations are over.
2. Based on previous assessments and evaluations by teachers the students can be organized in varied groups with similar learning levels and teachers will exclusively plan their lessons according to the groups.
3. Before or after school time can be used to provide extra help to the students struggling with basics.
4. Simple chapters/topics can be given more attention in revision for students facing more difficulties keeping in view the priorities of individual students.
5. Weekly tests of full syllabus to be taken as per the integrated model test paper issued from this office for practice of the students.
6. Help them develop mind maps for concepts all subject.
7. The awareness about types of questions like short answer, open ending and multiple choice questions.
8. The teachers should provide the following to the students appearing for the coming Examinations:
  - a) Previous years question papers
  - b) Model response sheets to be prepared by the teachers for the above mentioned weekly tests for the discussion among students. Best model response sheets could get awards.
  - c) Revision of chapters focussing on important topics/ grey areas.
  - d) Help in note-making for subjects like Social Science and Sciences etc.

## Tips for students

1. Use double sided margins on all pages of answer paper.
2. Attempt best prepared topics or simple questions first and then move towards the complex ones.
3. Underline important points in your answers.
4. Diagrams in Science can fetch marks even if language is a problem.
5. In subjects like Social Studies, Science listing down of points (without detailed explanation) can fetch marks in many questions.
6. Simple flow charts can also help in place of using detailed explanations on any sequence of events or process, if language is a problem.
7. Good Handwriting and tidy work can get better marks.
8. Precise answers to the questions asked save time and can get better marks than long ambiguous ones.
9. Attempt atleast the part of question or points you know instead of leaving out the entire question unanswered.
10. Practice by writing during revisions rather than orally, especially for Mathematics, Science and Social Science.