

**AN ALTERNATIVE ASSESSMENT/EVALUATION MECHANISM
FOR ASSESSMENT OF STUDENTS IN CLASS XI AND XII FOR 2020-2021**

1. BACKGROUND

The impact of Covid 19 pandemic is unprecedented and so grim that it has disrupted society in several ways and in particular, educational processes in schools have been affected. The Government of Manipur while committed to health, safety and future of the students has not found it possible to conduct the Class XI and the Higher Secondary Examinations, 2021 as generally performed at the end of academic session 2020-21. Under the circumstances, the Class XI Examination, 2021 and Higher Secondary Examination, 2021 has been cancelled vide COHSEM Notification No. 2/25/96-HSC dated 16/06/2021 following the Convey letter of the Government vide no.MISC5-10/2/2021-EDN(S)-EDN(S) Dtd.16/06/2021 of the Secretariat: Education(S) Department, Government of Manipur. The Government of Manipur fully appreciates the need for Higher Secondary School Leaving Certification for students and its importance in facilitating their pursuit of higher education.

2. CHALLENGES BEFORE COHSEM & OBJECTIVE OF THE POLICY

For exams to be fair to all students, they should be standardized -factors such as the content and format of the examination papers and tasks, the administration conditions, access to resources and any supporting materials, and analysis of results should be the same (or equivalent) for all students.

Declaration of valid, reliable, fair and unbiased results to students in the pandemic situation is a formidably challenging task. Results calculated with the help of any approximation method would not be exactly at par with the results compiled on the basis of actual examination. However, the assessment policy will have to meet the standards of being unbiased, reliable, fair, valid and transparent to all its students. The assessment policy also needs to be procedurally robust and based on adequate credible and reliable information of the students' performance, to enable arriving at objective and precise conclusions about the performance of individual students.

3. MODE OF ASSESSMENT

A. For class XI

Promotion of the students of class XI to class XII shall be announced very soon with the approval of the Exam Committee of the Council.

Assessment pattern shall be done on the basis of the students' performance in the school based assessments like Term tests, Assignments, Projects, Viva Voce, Attendance, etc. Tabulation sheets shall be provided by the Council and the same shall be submitted to the Council after computation of the marks.

B. For Class XII

Assessment of theory examinations.

- As per the information available, schools have conducted different types of assessment like Term tests, Pre Final, Assignments, Projects, Viva voce in both online and offline mode for class XII for the session 2020-2021 depending upon the local prevailing conditions and the relaxations available to the schools.

Element 1: Class XII

- The first element in the assessment of class XII are the results of the Term tests, Pre Final, Assignments, Projects, Viva voce in both online and offline mode and based on the attendance of the students. Due to the nature of the online examinations from homes, and differential access to digital infrastructure, solely relying on these scores is not prudent for two reasons:

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- First, the results of online examinations held this year may not truly reflect the performance of students as these were not in similar settings for all, and because of differential access to digital infrastructure.
- Second, these examinations not being Council examinations conducted by COHSEM will not meet the goal of standardized assessment and may also reflect subjectivity inherent in school-based assessments. The latter aspect though, will be addressed by the moderation to be applied to the school-based assessments.
- To address these two concerns, the class XII school-based assessments need to be supplemented by standardized examinations conducted in pre-Covid time. To obtain a holistic, fair, precise and unbiased assessment of the students, additional information of the performance of the same student in class XI and class XII will help in obtaining results which are more accurate.

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Element 2: Class X

- Class X Board examination was the only public examination conducted by the Boards for actual year-end assessment, when conditions were normal and the examinations were conducted in a regular standardized manner without any deviation from the scheme announced by the Boards at the start of the academic session. The results of this examination may be treated as a measure of students' ability.
- However, it is likely that a student may not have been equally interested in all subjects in class X and may have underperformed in a few subjects. Since, the students did not know at the time of taking class X Board examinations that those marks will count towards the all-important class XII results, some of the shortcomings can be overcome by using the scores obtained in theory exams average of best three (03) subjects for the purpose of calculating the marks, to give benefit to the students of omitting the scores of the subjects in which they underperformed due to any reasons.
- Two additional concerns remain with inclusion of class X Board results.
 - First, that the students' ability may have evolved since when the class X Board exams were held
 - Second, the best 3 subjects in class X Board may not coincide with the subjects being taught and assessed in class XII

Element 3: Class XI

- It is advisable to include class XI results of the students as well in the overall assessment since they were held only a year ago under the supervision of the institutions concerned and were based on the prescribed syllabus.
- The performance of a student in Class-XI, assessed in a credible manner thus provides an unbiased measure of the upcoming performance of the student in Class-XII.
- In some cases, it is possible that students might not have applied themselves fully to the class XI exams. However, this will be addressed to an extent by taking into consideration class X marks along with class XI performance.

Conclusion:

- In sum, the assessment of class XII should be a composite measure that reflects the students' performance in school-based performance in class XII and average of best three subjects of class XI exams and results of the performance in best three subjects in class-X Board exams, duly moderated as per the policy.

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PROCEDURE FOR ASSESSMENT OF STUDENTS:

4. In class-XII examination, bifurcation of marks in Theory and Practical in various subjects is as follows: -

Theory Marks	Practical Marks	Total Marks
100	-	100
70	30	100
40	60	100

The students will be assessed out of maximum 100 marks for each subject. As per the policy of the Council, 30/60 marks are for Practical and 70/40 marks are for theory examinations conducted by the Council.

5. a) Due to cancellation of the Council examinations, the assessment of theory portion of 100/70/40 marks will be done by the school based on the following:

Class XII	Marks based on Term tests, Pre final, Assignments, projects, viva voce and attendance of the student	50%
Class XI	Marks based on average of best three performed subjects of Class XI exam	20%
Class X	Marks based on average theory/external component of best three performed subjects out of main subjects.	30%

- b) The total marks awarded should be in consonance with the best performance of the school in the preceding three years of Class-XII Council Examinations.

ASSESSMENT AND ITS COMPONENTS

6. Accordingly, in accordance with points above, the broad distribution of marks assigned to various components on the basis of which the final marks of every student will be computed is as follows:

Theory Marks				Practical Marks	Total Marks			Total Marks
	Class X 30%	Class XI 20%	Class XII 50%	Class XII	Class X	Class XI	Class XII	Class XII 2020-21
100	30	20	50	-	30	20	50	100
70	21	14	35	30	21	14	65	100
40	12	8	20	60	12	8	80	100

COMPUTATION OF THEORY MARKS

7. (a) Class XII Theory Marks

The computation of theory marks for class XII will be based on performance in one or more Term tests, Pre final, Assignments, projects, viva voce and attendance of the student. The result committee of the school may decide weightage to be given to each exam based on the credibility and reliability of the assessment.

As far as Term tests, Pre final, Assignments, Projects, Viva voce and Attendance of the student are concerned during the session 2020-2021, following is possible:-

- there may be differences in terms of the mode of conduct of examination i.e. Online/Offline.
- some of the students may not have appeared in any or some of the examinations conducted by the schools.

In all the above cases, Result Committee constituted by the School will have to address these

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challenges based on the analysis and study of the situation prevailing in the school and thereafter draw up a criterion for the assessment of Class-XII component. The aim should be to cover as broad a range of assessment objectives as possible.

The rationale for the criteria should be well thought out, objective and should be documented in the form of Rationale document (Annexure-2), explaining in detail how the school assessed marks of Class-XII component.

- a) the reasons for the weightage given to different exams/ tests.
- b) in cases where students have not appeared in none of the tests/exam categories then basis for the assessment should be indicated.

The committee should, in all cases, clearly record all its decisions in writing with the reasons in the Rationale document and take decision.

(b) Class XI Marks

Computation of class XI marks shall be on the basis of the average of the three best performed subjects of the class XI examination.

(c) Class X Theory/External Marks

Computation of class X marks shall be based on average theory/external marks obtained by the student(s) in best three performed subjects. This average will be uniformly awarded to all the class XII subjects based on theory weightage.

For entering the marks of the three best subjects of class X Board examinations, the Result Committee of the schools will have to enter the information based on the class X mark sheets of the students available with schools. Mark sheets of the students shall have to be enclosed by the Result Committee when submitting the marks.

8. CONSTITUTION OF RESULT COMMITTEE

Each school shall form a Result Committee of 5 members as follows:

- i. Principal/Vice Principal/ Senior teacher authorized by the Principal of the School (Chairperson)
- ii. 02 Senior Teachers of the School, teaching Class-XII
- iii. 02 Teachers from other Higher Secondary Schools teaching Class-XII co-opted as external members (to be nominated by the COHSEM)

Special Invitee:

- a) The Result Committee may also invite a teacher with IT back ground for full time assistance in computation of results.
- b) Subject teacher(s) shall be present in committee for deliberations as and when performance of their subject and students is being discussed and recorded.

Rules for the constitution of the Committee and their roles & responsibilities are given at Annexure-1.

Honorarium to the Committee members

The external committee members shall be paid a total fixed honorarium of Rs. 2500/- each. Three internal committee members and IT teacher will be paid a fixed honorarium of Rs.1500/- each.

9. ASSESSMENT MODERATION OF CLASS XI AND CLASS XII COMPONENT

As marks of class XI and class XII component will be awarded at school level, they will strictly not be comparable across schools due to the variations in the quality of question papers, the evaluation standard and processes, the mode of conduct of exams etc.

Therefore, to ensure standardisation, each school will have to internally moderate the marks to account for the school level variations by using a reliable reference standard.

The school shall calculate the total theory marks for each student by adding the marks for class X, class XI and class XII as per the weightage of each class. Thereafter, based on the total marks, moderation shall be carried out by the school in class-XII. Scaling up or down of class XII marks

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may have to be done in a fair and transparent manner by the Result Committee.

As class X and class XI marks are already standardised, no scaling is to be done by the schools.

- a) The historical performance of the school, in terms of the best overall performance in the preceding three years' Council examination, will be taken as the reference for moderating the marks assessed by the school for 2020-2021. For example, if in a specific school, the overall pass percentage of students in 2018 is 72%, in 2019 is 74% and in 2020, it is 71%, the school will use the subject-wise averages of 2019 for moderation, which are the highest for moderation. The selected year will be the Reference Year for the school. The subject average of marks, overall average of marks, percentage range of the Reference Year, working software and working tabulation sheet shall be provided by the Council. For each subject, the school will have to follow a broad distribution of marks which will be based on the performance of the specific year by that school in that subject.
- b) The subject wise marks assessed by the school for 2020-2021 should be within a range of +/- 5 marks obtained by the students in the school in the subject in the reference year. However, the overall average marks for the school assessed in 2020-2021, for all the subjects, should not exceed the overall average marks obtained by the school by more than 2 marks in the specific reference year.
- c) In case, data for a school for only two years' is available then the best performance out of two years' will be taken and in case, data is available for only one year, the same will be taken.
- d) In schools, where the students are appearing in the Class XII Council examinations for the first time and hence have no historical data available, the Council will provide the historical data in the following manner:
 - (i) Schools which belong to some specific group of schools will be shown data of their group of schools at the state averages of last three years' performance in the Council Exams.
 - (ii) Schools which have switched over from other Boards will also have the option to take their performance in their respective Boards during the previous year subject to approval by COHSEM.

The best performance in terms of overall average score of the state average shall be taken as the Reference Year.

- e) If any school is having 10 or less than 10 students in any subject(s), it may be noted that all such cases there is no need to follow the strict subject wise average in these subject(s). The school will only adhere to the overall average with all the subjects taken together.
 - f) Marks obtained by the students of the school in the subject in a previous Council examination have been taken for the purpose of internal moderation, as this is based on own performance of the school and thus a reasonably reliable, unbiased and fair reference standard.
 - g) Once the Result Committee finalizes the marks on the basis of tests/exams, it has to ensure that the marks of students are aligned with the broad distribution of marks provided by the Council. It may be noted that the indicated distribution has to be followed broadly and there may be some difference in terms of number of actual students in each category of the distribution than the one indicated. However, the school subject wise and overall scores should be within the limits provided.
- 10.** The above has been done, keeping in mind that the school Principals and teachers are best placed to assess the students based on the performance of the students in the internal tests/exams. They are expected to provide a fair and objective assessment of the students and have been given the autonomy and flexibility to do so. However, to take care of the variations in school level evaluation processes, there is a need to standardize the scores across schools through a process of moderation of marks. This is necessary in the interest of fairness and to ensure that the marks allocated are comparable and there is no adverse impact or undue gain for any student because

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of the methodology/processes of evaluation used by the individual school.

11. Assessment of academic Subjects

As per scheme of studies, average marks of the best of the 03 subjects out of maximum allotted marks after conversion may be awarded in the subject.

12. Safe Keeping of Records

All the schools will seal the records of the student's along with the Rationale document under the signature of all members of the Committee and these should be kept in safe custody of the Principal of the school for subsequent verification .

The evidence to verify the performance of the student in the internal tests/exams conducted by the school should be documented student-wise and maintained in a secure manner. These documents may be called upon for subsequent verification as per the instructions of the Council.

13. Verification of Records by Council

Council may depute a team to verify the documents and the process of awarding marks submitted to ensure the correctness of the same. A check on the basis of data submitted by each school will also be done by Council and all the schools identified based on the data analysis, would be asked to submit their record to the Council office and these documents will be verified by a team of experts deputed by Council. Any correction of error/discrepancy of the information submitted by the school shall be done only at the Council office by the Result committee of the concerned school.

14. Action against Non-Compliance

In cases where the school deliberately indulges in practices that are not consistent with fair, unbiased and objective practices of assessment, Council reserves the right to:

- a) start dis-affiliating proceedings and/or
- b) impose financial penalty against the school or
- c) decide not to declare the result of Class XII for the school till the time it is not in conformity with the Council's Policy.

Schools are expected to prepare the result without any bias or any favour to any student.

15. Data once submitted will be Final

COHSEM will be providing assistance to the schools in many ways. In such scenario, schools are expected to be doubly sure about the correctness of the result prepared. Data of the assessments once submitted/filled by the school shall be considered final. No request for correction of marks because of wrong entry or mistake of any sort will be allowed. Hence due care should be taken while submitting all marks on part of the school.

16. For Improvement, EIE (Eligible for Improvement Exam), Casual and Private Candidates

Category of students	Modality of assessment of marks
Improvement	Can appear in the Higher Secondary Exam of the Council as and when it is conducive to conduct the exam
EIE	Average mark in Theory of the three best performed subjects in the last Higher Secondary Exam
Casual	30% of the three best performed subjects in class X exam plus 70% of the three best performed subjects in class XI exam
Private	Average mark of the three best performed subjects in Class X exam

For Casual candidates, respective schools will submit the marks after tabulation as per the modality mentioned above.

17. Policy of Verification/Providing Photocopy of Answer Book/ Re-checking

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As assessment has been done by the schools and the answer books have been shown/handed over to the students by the schools, process of verification of marks, providing photocopy and re-checking of marks will not be applicable for Session 2020- 2021.

18. Schedule of Activities

The time lines given are to be adhered to by the schools for the purpose of compilation and declaration of results which can be seen at Annexure - 4.

19. Support to the Schools

For successful implementation of this policy and to ensure that, COHSEM will provide following support to the schools:

- a) COHSEM will organise webinars / discussion sessions/sensitization/uploading of policy statement and demos of the calculation of marks in Youtube to explain the policy in details. Schedule will be communicated at an appropriate time.
- b) Frequently Asked Questions (FAQ) will be uploaded on website.
- c) COHSEM will provide an online detail of school wise Reference Year marks as well as a provision to confirm whether the assessment is as per COHSEM's Policy.
- d) In case of any observations or clarifications, schools may send their queries to the Council. Common queries will be sent by the Result Committee to the COHSEM on Council email- cohsemimphal@yahoo.co.in or by telephone to 0385-2440883/9612661384/ 9856139082 during office hours. Council will reply all the queries in Frequently Asked Questions (FAQ) which will be hosted on website for the benefit of others.
- e) A help desk will be setup by the COHSEM in Examination Section to assist the committee in preparation of the result. Helpdesk will work from 09.30AM to 5.00 PM on working days.
- f) A support in the form of software at the end of schools shall also be made available.

20. Students not satisfied with the Assessment

Students who are not satisfied with the assessment done based on the policy will be given an opportunity to appear in examinations to be conducted by the Council when conditions are conducive for holding the examination. **Such candidates will submit the original marks statement issued by the Council for cancellation while filling up forms for the exam.** As per this policy, marks scored in later examination will be considered as final.

21. No merit list will be prepared by the Council for Class XII 2021 results.

22. No verification of marks shall be entertained.

23. All the Heads of schools and committee members are requested to read the policy carefully and follow the procedure outlined diligently within the prescribed schedule.

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RULES FOR CONSTITUTION OF COMMITTEE, THEIR ROLE AND RESPONSIBILITIES

Constitution of the Result Committee for finalizing the results would be as follows:-

1. Result committee will consist of 5 members
2. Principal/Vice Principal/Senior teacher authorized by the Principal of the school would be Chairperson of the Result Committee.
3. Two (02) Senior Teachers of the School teaching Class XII
4. Two (02) teachers from other Higher Secondary Schools, teaching Class XII as external members (**to be nominated by the Council**)

While co-opting teachers, following should be strictly ensured for the fairness of the result that :

- a) Teachers should be teaching class XII in the higher secondary school affiliated to COHSEM.
 - b) No interchange of teachers as committee members between two schools.
 - c) Teachers should not be from the same management schools.
 - d) Any other relationship which may influence the result of the school/student
 - e) There is no criterion as to distance etc. from the school from which external members are to be selected.
5. **Special Invitee:**
- (i) The Result Committee may also invite a teacher with IT back ground for full time assistance in computation of results.
 - (ii) Subject teacher(s) shall be present in committee for deliberations as and when performance of their subject and students is being discussed and recorded.
6. Ward(s) of the committee members should not be appearing from the same school.

ROLES AND RESPONSIBILITIES OF THE COMMITTEE:

Following are the Roles and Responsibilities of the Result Committee:-

1. Role of the Committee in the pandemic situation is to deliver fair and unbiased results.
2. Committee may convene online discussions and record their consent through online for decisions taken.
3. Committee can justify its Roles and Responsibilities only when the members are well acquainted with the Policy. Therefore, all committee members should familiarise themselves with the details of the Policy. They should also have discussions among themselves to arrive at a common understanding.
4. One committee may discuss with another committee, in case, need arises to clarify doubts.
5. Once a committee is well acquainted with the Policy, they will take the stock of the ground realities in the school and frame the rationale for assessment. Thereafter, they may finalise the plan for completion of the tasks.
6. Committee can make its own schedule based on the schedule provided by COHSEM.
7. In case required, opinion of other subject teachers may also be obtained by the Committee.
8. Everyday proceedings should be recorded in Rationale document by the committee.
9. Committee will keep all the proceedings confidential.
10. Chairperson of the committee will provide necessary infrastructure and assistance to the committee and make arrangements for correct submission of data.
11. External committee members will also act as public representatives in the committee to ensure the fairness of the result prepared. They will actively participate in all activities and decisions of the committee.

In nut shell, it is the sole responsibility of the committee to prepare fair and unbiased results of the students.

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Therefore, Committee is fully competent to take any justified decision in writing as per the ground realities.

Role and Responsibility of the Chairperson of the Committee

1. Chairperson of the Committee will discuss in details about each students with a motive to assess in a fair and equitable manner.
2. Will co-opt 02 members in the committee with a motive to deliver fair and just result.
3. Will ensure that work is completed within schedule and therefore prepare their own schedule and communicate to all committee members to abide by it.
4. Fix the meeting of the committee members
5. Recording of all events and decision in the Rationale document
6. Providing records to the committee
7. Providing infrastructure to the committee
8. Provide certificate at the end of Rationale document that a fair and just result has been prepared without any bias or favour to any student
9. Use all the involved teacher in preparing the result of their student
10. Ensure participation of the committee in the webinar organised by COHSEM to explain the policy
11. Any other requirement to fulfill the responsibility of the committee

Role and Responsibility of the internal members of the Committee

1. Read and understand the policy carefully
2. Study record in depth to understand the learning of each student
3. Discuss the concern subject teacher(s) about the performance of their students
4. Record day to any proceedings in the Rationale document
5. Remain careful while doing the calculations
6. Ensure that responsibility assigned and faith reposed by the COHSEM is fulfilled
7. Any other requirement to fulfill the responsibility assigned

Role and Responsibility of the external members of the Committee

1. All responsibilities as that of internal committee members
2. Will act as Public Representative to ensure that fair result is being prepared by the school
3. Will actively participate in all discussions
4. Will provide active support in completing the responsibility
5. Any other requirement to fulfill the responsibility assigned

Role and Responsibility of the IT teacher

1. All responsibilities as that of internal committee members
2. To support the committee in calculation of result
3. Any other requirement to fulfill the responsibility assigned

Role and Responsibility of the Special Invitee

1. Subject teachers teaching Class-XII will be known as Special Invitee
2. They will read and understand the policy well
3. Will study ground realities of each and every student
4. Help the committee members in finalising the assessment of the student
5. Any other requirement to fulfill the responsibility assigned

How to Prepare the Result

1. Chairperson will discuss the policy with all the members including special invitees
2. Thereafter, a draft road map will be prepared by the committee
3. Subject wise result of each class will be discussed with concern special invitee and finalised
4. Each finalised result will be cross check by the special invitee

Above are suggestive guidelines. Schools may take action as per their ground situation

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RATIONALE DOCUMENT			
Class-XII			
A. SCHOOL DETAILS			
School Name with Address			
Affiliation Number			
B. TESTS/EXAMS CONDUCTED:			
NAME OF TEST/EXAMINATION	NUMBER OF TIMES CONDUCTED THE TEST/EXAM	TIME DURATION OF EACH TEST/EXAM	REMARK
1 ST TERM TEST/ 2 ND TERM TEST/ PRE FINAL /ASSIGNMENT/ PROJECT/VIVA VOCE			RESULT COMMITTEE MAY ASSIGN RELATIVE WEIGHTAGES TO EXAM
C. REASON FOR WEIGHTAGE GIVEN TO DIFFERENT TESTS/EXAMS MAY BE INDICATED:			
D. IN CASE STUDENT(S) HAS NOT TAKEN ALL THE TESTS ON WHICH ASSESSMENT IS BASED, PROCEDURE ADOPTED FOR ASSESSING SUCH STUDENTS:			
E. IN CASE SCHOOL ASSESSMENT DOES NOT MEET THE DISTRIBUTION OF MARKS AND AVERAGE PROVIDED BY COUNCIL FOR A SUBJECT.THIS MAY BE INDICATED AND THE PROCEDURE FOLLOWED TO ALIGN THE MARKS MAY BE INDICATED: NOTE: THEORY MARKS OF ONLY CLASS XI AND CLASS XII SHOULD BE REVISED / SCALED.			
F. PROCEEDINGS OF FINAL MEETING OF THE RESULT COMMITTEE :-			
THIS IS TO CERTIFY THAT THE RESULT COMMITTEE HAS FOLLOWED THE COUNCIL GUIDELINES IN LETTER & SPIRIT AND THE STUDENT ASSESSMENT IS CARRIED OUT IN AN OBJECTIVE, UNBIASED, FAIR & TRANSPARENT MANNER.			
INTERNAL MEMBERS:-			
1) Name _____		Signature _____	
2) Name _____		Signature _____	
EXTERNAL MEMBERS:-			
1) Name _____		Designation _____	
School Name _____		Signature _____	
1) Name _____		Designation _____	
School Name _____		Signature _____	
Name of Principal/Chairperson _____			
Signature _____			

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ANNEXURE- 3

INTERNAL MODERATION OF MARKS (THIS IS AN ILLUSTRATIVE EXAMPLE ONLY)					
The Council will provide the broad distribution of marks across students for a particular subject, for the school, in the following format. The distribution of marks is based on the performance of the school in the subject in Class XII Council Examination in reference year. The school should follow the broad pattern of distribution of students total theory marks i.e. the composite total of class-X, class XI and class-XII theory marks.					
SUBJECT: MATH EMATICS			CLASS XII - 2020		
Marks Range	33-44	45-59	60-79	80-95	96-100
Percentage of total students having marks in the particular range.	1%	19%	30%	20%	30%
AVERAGE MARKS IN MATHEMATICS= 62 OVERALL AVERAGE IN ALL SUBJECTS IN REFERENCE YEAR= 66					
In case the school gets the above distribution and in 2020-2021 exams 200 students have to be assessed then the total theory marks of the students should broadly be distributed across range of marks as per the following table:					
SUBJECT: MATHEMATICS			CLASS XII - 2021		
NUMBER OF STUDENTS TO BE APPEARED = 200					
Marks Range	33-44	45-59	60-79	80-95	96-100
Number of Students	1% of 200 =2	19% of 200 =38	30% of 200 =60	20% of 200 =40	30% of 200 =60
AVERAGE MARKS ASSESED IN MATHEMATICS= 62 ± 5 MARKS.					
OVERALL AVERAGE OF ASSESED MARKS IN ALL SUBJECTS <=66					
The school has enough flexibility for assessing individual student. However, overall distribution of marks should broadly fall in the above ranges. The average marks indicated are 62 for Mathematics for the school based on reference years' performance in the Council Exam. The school will have to ensure that the average assessed marks for 2021 for mathematics are within a range of ± 5 marks i.e. between 57 to 67 marks. The committee may have to scale/ revise class XI or class XII theory marks only as per requirement. Class X marks should not be moderated as these are already standardised.					
However, the overall average for all the subjects assessed by the school should not exceed $66+2=68$ marks. Thus, the school can allow a variation of 5 marks from the subject average, however the overall average for all the subjects shall not exceed the average of the reference year by 2 marks.					

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ANNEXURE - 4

Sl. No.	Activity	Dateline
1.	Formation of Result Committee by school	On or before 30 June, 2021
2.	Development of subject average, overall average of marks of the reference year of schools, Working tabulation Sheet and final tabulation sheets of schools for the tabulation of marks by the Council	On or before 30 June, 2021
3.	Holding of webinars/ discussion sessions/sensitization of the policy/uploading of policy statement and demos of the calculation of marks in Youtube by the Council	On or before 3 July, 2021
4.	Finalization of result after moderation and checking by schools	On or before 15 July, 2021
5.	Submission of marks to the Council in the given marks slips supplied by the Council	
6.	Declaration of result by COHSEM	On or before 24 July, 2021
	SCHOOLS SHOULD NOT WAIT FOR THE LAST DATE	

Annexure 5: Subject average, Overall average Marks of the school in the Reference Year(in soft)

Annexure 6: School Summary Proforma for data entry (in soft)

Annexure 7: Student Mark Entry Proforma (in soft)

Annexure 8: Excel sheet for tabulation of marks (in soft)

(Annexures 5, 6, 7 and 8 shall be provided to the schools for easy calculation of marks)

Appendice

1. Each school should provide an **email id** of the institute/Principal to the Council through which the Council shall provide the proformas/documents in soft which will help in the tabulation of the marks.
2. Each school should submit the marks statement of the students of Regular and Casual separately both in **soft and hard copies**.

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