

SENDING EVIDENCES OF ASSESSMENT

GUIDELINES FOR SCHOOLS

1. What are evidences of assessment?

Evidences are the proofs with a school of having conducted scholastic and co-scholastic assessments as per Board's Guidelines. The proofs can be of variety of forms:-

(i) Formative Assessment:

Pen-Paper Tests	Question Papers/Work sheets, Marking Schemes, Answer sheet
Projects/Practical	Project/Practical files with a brief write-up describing the projects, timeline followed, assessment rubrics & students' performance
Charts and Models	Pictures/CDs of those charts and models along with a write up describing the models, parameters of assessment and the students' performance.
Activities	Pictures/CDs of Quiz, Debate, Role Play etc. with a brief write up describing their rationale, parameters of assessment and students performance
Survey and Visits	Survey questionnaire, Pictures of visits, Survey findings, Teacher Remarks in a brief write-up.

(ii) **Summative Assessment:** Question Papers/ Answer sheets/Marks Statement in OTBA, Class IX (For Term-II only).

(iii) **Co-Scholastic Assessment:** Brief write up of activities conducted, mode and parameters of assessment their pictures indexed and compiled in CDs, performance of the students, remarks about their achievement and other evidences to support activities.

Tip: It is a good idea to simultaneously start preparing evidences of assessment conducted by the school.

2. What is the need for preparing evidences? Why are evidences analyzed?

The Board firmly believes every school to be doing its best in terms of assessment considering their constraints such as level of awareness, availability of resources etc. By conducting analysis of evidences, the Board wishes to uniformly standardize their procedures across all schools and make them comparable with other schools. The evidences sent by schools are analyzed by subject evaluators appointed by the Regional Offices/ Nodal Centres. The Board aims to achieve the following:

- Improving Validity and Reliability of School Based Assessment
- Standardizing the assessment procedures across all schools
- Verifying whether the school has followed Board's prescribed guidelines in conducting assessment

- Identifying strong areas of assessment in each school for reinforcement
- Identifying weak areas of assessment in each school for remediation
- Interacting with schools to guide and support their efforts
- Taking up the identified issues in future training programmes
- Identify good practices followed by them which can be further shared with other schools. These can also be discussed & improved upon by the experts.
- Incorporating more inputs in the Teachers' manuals on assessment for guidance of schools.

3. How to select sample students in the assigned subjects and class?

- All students of Class IX/X (all sections) are arranged in decreasing order of marks calculated for FA in the assigned subject and divided in three groups:
 - (i) Top one-third students
 - (ii) Middle one-third students and
 - (iii) Bottom one-third students
- Top five students from Group (i), any five students of group (ii) and bottom five students of Group (iii) form the sample. The evidences of Formative, Summative and Co-scholastic assessment are collected for the same sample of selected students.
- These EAs and the marks awarded are verified and analyzed by the subject evaluators appointed and empanelled by the Board.

4. How to prepare evidences?

To help the schools in this process, the Board has created a microsite on Evidences of Assessment at URL Add: <http://49.50.126.244/eoa/index.asp> Please visit this site and follow the process & instructions given therein.

At the end of each Term, the Board issues a circular which details the process of preparing and sending evidences. Read that circular carefully. FAQ's on Evidences of Assessment have also been uploaded on the microsite.

5. How to prepare Anecdotal records and Teacher's Diary?

Please refer to FAQ's uploaded on the Microsite of Evidences of Assessment.

6. How can feedback report improve the school's performance?

The feedback report is prepared on certain parameters where marks are awarded based on evidences sent by school. It is very essential that complete evidences along with checklist be sent to the Nodal Centre well in advance so that these are objectively assessed.

The third person assessment is impartial and objective and contains concrete suggestions to help overcome difficulties and undertake remedial measures.

7. How to score good marks in the feedback report?

- Prepare samples of students as per prescribed guidelines

- Collect evidences of Formative, Summative (wherever desired) and Co-scholastic assessments of the sample students.
- Prepare proper indexing of pictures, videos and audio recording before sending in the form of CDs.
- Question papers, marking schemes etc. should be properly tagged before sending.
- Interdisciplinary projects need to be encouraged. This will reduce the burden of the students and will encourage team & thematic teaching. All the subject teachers can assess their parts in the project and assess the students in their respective subjects. The project can also involve life skills to be enhanced and can be assessed to give grades for life skills.
- The evidences of students sent for different forms of assessment should pertain to the same set of students selected as samples.

8. Is it necessary to send evidences?

Yes. This is the way you can get an objective feedback on your efforts.