



## केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry)

No.-CBSE/CE/2021

17.06.2021

### NOTIFICATION

Policy is issued as per the directions given by Hon'ble Supreme Court of India in WP (CIVIL) NO. 522 of 2021 in the matter of Mamta Sharma Vs CBSE dated- 17.06.2021

#### POLICY FOR TABULATION OF MARKS FOR CLASS XII BOARD EXAMINATIONS 2021

##### 1 BACKGROUND

The COVID-19 pandemic is unprecedented. It has disrupted society in several ways. Quite understandably, educational processes in schools, have been deeply impacted. Given the current circumstances, CBSE has not found it possible to conduct the Senior School Certificate Examination for 2021, as generally conducted at the end of Class-XII. The examination has been cancelled Vide Notification No. CBSE/CE/EXAM.2021/ dated 01/06/2021.

While committed to the health, safety and future of the lakhs of students, CBSE fully appreciates the need for School Leaving Certification for students and its importance in facilitating their pursuit of higher education.

##### 2 CHALLENGE BEFORE CBSE & 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 an 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

###### Assessment of theory examinations.

- As per the information available, schools have conducted different types and number of tests/exams for class XII for the session 2020-2021. Due to schools closures caused by COVID pandemic, most of the classes and exams/tests were conducted online by the schools. Some schools were also successful in conducting in-person examinations usually done as preparatory tests for Board examinations, depending upon the local prevailing conditions and the relaxations available to the schools.
- Broadly, either all or some of the Unit tests/Mid-Term Exams/ Pre-Board Examinations have been conducted by the schools, and most of these have been in the online mode.
- For some students academic transactions, including assessment, were adversely

affected, due to non-availability of devices and connectivity.

### **Element 1: Class XII**

- The first element in the assessment of for class XII are the results of Unit tests/Mid-Term Exams/ Pre-Board Examinations conducted by schools. 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:
  - 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 Board examinations conducted by CBSE, 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 by the same student will help in obtaining results which are more accurate.

### **Element 2: Class X**

- Class X Board examinations held for the current cohort of class XII students fit the requirement. The results of these examinations may be treated as a measure of students' ability. This was the only public examination conducted by the Board 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 Board at the start of the academic session.
- 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 out of main 5 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 therefore advisable to include class XI results as well in the overall assessment since they were held only a year ago, were based on the prescribed senior secondary syllabus and were conducted in settings that approximate standardized examinations.
- The students of class XII have appeared in the class XI examinations conducted in the year 2019-2020 in an offline mode in the schools, by the time the lockdown was declared in March-2020. The examinations were conducted in a regular manner without any deviation from the scheme decided by the Board well in advance at the start of the academic session. Unlike class X, the examination in

class XI is based on the senior secondary syllabus and gives a good indication of students' capabilities in their preferred subjects. The examinations were conducted for full duration in examination halls under proper supervision. As a result, this exam has high reliability in terms of fair assessment of students' performance.

- Issues have been brought to the notice of the Board regarding overall less award of absolute marks in class XI to students due to stringent marking. This should not be a matter of concern, as this aspect will be taken care by the moderation policy to be applied.
- 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 marks.

#### **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 class XI exams and results of the performance in best three subjects out of main 5 subjects in class-X Board exams, duly moderated as per the policy.

#### **Assessment of practical /internal examinations**

The schools have completed or are in the process of completion of their practical/ internal assessments as per scheme of assessment of the Board, these marks will be incorporated as such in the final results for each subject.

#### **PROCEDURE FOR ASSESSMENT OF STUDENTS:**

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

<b>Theory Marks</b>	<b>Practical/ Internal Assessment Marks</b>	<b>Total Marks</b>
80	20	100
70	30	100
60	40	100
50	50	100
30	70	100

The students will be assessed out of maximum 100 marks for each subject. As per the policy of the Board, 20/30/40/50/70 marks are for Practical/ Internal Assessment and 80/70/60/50/30 marks are for theory examinations conducted by the Board.

- 5 The Practical/Internal Assessment marks will be as per the existing policy laid out in circular number Acad-11/2019 dated March 6, 2019 available at [http://cbseacademic.nic.in/web\\_material/Circulars/2019/11\\_Circular\\_2019.pdf](http://cbseacademic.nic.in/web_material/Circulars/2019/11_Circular_2019.pdf). Based on the circular, Internal Assessments have already been done by the schools and a majority of schools have uploaded their data on the CBSE portal. It is required that all

schools should upload the marks of Practical/Internal Assessment latest by 28<sup>th</sup> June 2021 as communicated vide letter No. CBSE/CE/Practical/2021 dated 06.06.2021.

- 6 (a) Due to cancellation of the Board examinations, the assessment of theory portion of 80/70/60/50/30 marks will be done by the school based on the following:

Class XII	Marks based on Unit Test/Mid-Term/Pre-Board Exam	40 %
Class XI	Marks based on theory component of final exam	30 %
Class X	Marks based on average theory component of best three performing subjects out of main 5 subjects.	30 %

- (b) The marks of Practical/Internal Assessment etc. of class-XII will be on actual basis as uploaded by the school on the CBSE portal.
- (c) The total marks awarded should be in consonance with the past performance of the school in Class-XII Board Examinations.

## ASSESSMENT AND ITS COMPONENTS

- 7 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/ IA Marks	Total Marks		
	Class X 30%	Class XI 30%	Class XII 40%		Class X	Class XI	Class XII
80	24	24	32	20	24	24	52
70	21	21	28	30	21	21	58
60	18	18	24	40	18	18	64
50	15	15	20	50	15	15	70
30	09	09	12	70	09	09	82

## COMPUTATION OF THEORY MARKS

### 8 (a) Class XII Theory Marks

The computation of theory marks for class XII will be based on performance in one or more Unit Test(s)/Mid-Term/Pre-Board(s) theory examination. The result committee of the school may decide weightage to be given to each exam based on the credibility and reliability of the assessment. For example, if the committee may be of the considered view that only the Pre-Board exams may be taken into consideration, then a full weightage can be given to that component. Similarly, another school Result committee may decide to give equal weightage to Pre-Board

exams and Mid-Term exams.

As far as Unit Test(s)/ Mid-Term/Pre-Board Examination(s) 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.
- that 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 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. Committee is fully responsible to take any decision after analysis and study of the situation prevailing in the school and with the students. 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 Theory Marks**

Computation of class XI theory marks shall be on the basis of year end final theory exam in respective subjects.

#### **(c) Class X Theory Marks**

Computation of class X theory marks shall be based on average theory marks obtained by the student(s) in best three performing subjects out of main 5 subjects. This average will be uniformly awarded to all the class XII subjects based on theory weightage.

To facilitate ease in entering the theory marks of class X, the Board will provide the marks for the students who have appeared in CBSE class X examinations. For students of other Boards, the schools will have to enter the information based on the class X mark sheets of the students available with schools.

### **9. CONSTITUTION OF RESULT COMMITTEE**

Each school shall form a Result Committee of 5 members with the following constitution:

- i. Principal of the School (Chairperson)
- ii. 02 Senior Most Teachers of the School, teaching Class-XII
- iii.
- iv. 02 Teachers from neighbouring Senior Secondary Schools teaching Class-XII co-opted
- v. as external members

#### **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 will be paid a total fixed honorarium of Rs. 2500/- each by the Board. Three internal committee members and IT teacher will be paid a fixed honorarium of Rs.1500/- each by the Board.

CBSE will make available an online module to claim the honorarium which will be remitted directly into the account of Committee members.

### 10. 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-XI and class-XII. Scaling up or down of class XI and class XII marks may have to be done in a fair and transparent manner by the Result Committee.

As class X 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 previous three years' Board 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 average of students in 2017-18 is 72%, in 2018-19 is 74% and in 2019-20, it is 71%, the school will use the subject-wise averages of 2018-19 for moderation, which are the highest for moderation. The selected year will be the reference year for the school. 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 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 Board examinations for the first time and hence have no historical data available, the Board will provide the historical data in the following manner:
  - (i) **Schools which do not belong to any specific group** of schools will be shown data of their category, i.e. independent, KVS, JNV, Govt. and Aided etc., of the district, state and national averages of last three years performance in the Board Examinations.
  - (ii) **Schools which belong to some specific group** of schools will be shown data of their group of schools at the district, state and national averages of last three years' performance in the Board Exams.

(iii) **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 CBSE.

The best performance in terms of overall average score, from among the district, state and national averages, 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 in 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 Board 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) The broad distribution of marks obtained by the students of the school, in the specific year, subject-wise, will be made available to the school by the Board in their login account (**Annexure - 3**).
- (h) 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 Board. 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.
- (i) To facilitate this and make it easy for schools, CBSE will prepare an online system in which school can enter the marks and check whether the marks allocated are in conformity with the historical distribution. In case, there is a mismatch, then the Result Committee shall have to revise the marks, as the case may be, as per a consistent and objective criterion which should also be documented in the Rationale document.
- (k) Built in checks for distribution of marks as well as subject wise average marks will be available in the online system, and once the uploaded school-based assessment marks are consistent with the Board's policy and directives, the school will be able to finalise the marks on the Board's portal. In case, marks are not consistent with the Boards policy, schools will not be able to upload marks on the Boards portal.

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

## 12 **Assessment of More Than 5 Subjects**

As per scheme of studies, if any student has opted for more than 5 subjects, then mean marks of the best of the 03 subjects out of maximum allotted marks after conversion (in case maximum marks are other than 80) may be awarded in the subject.

## 13 **Assessment of New Subjects**

Subjects whose examination was to be conducted for the first time in 2020-2021, assessment of such subjects shall be done by awarding average of best 03

subjects.

**14 Subject Change from Class XI to Class XII**

In case, any student has changed the subject in Class XII with the approval of the CBSE, in such cases while recording assessment in the subject in Class-XI, assessment shall be done by awarding average of best 03 subjects. Meaning thereby, in class-XI also, name of the same subject which was offered in Class-XII will be recorded for the purpose of assessment of Class-XII.

**15 Students who Passed Class X from any other Board than CBSE**

While recording the performance of Class-X, to facilitate the teachers/Committee/Schools, CBSE has decided to provide the marks of Class X in pre-filled mode. Thus, schools need not to fill the marks of Class X for calculating the results of Class XII.

However, there are some students who have passed Class X from other board than CBSE. Marks of Class-X of such students are not available with the CBSE. Accordingly, schools where such students are studying will upload the marks of such students on boards' link. Also, while uploading the marks, schools will ensure that maximum marks in each subject are similar to the CBSE. If it is not, then schools will proportionality change the marks before uploading.

**16 Safe Keeping of Records**

All the schools will seal the records of the student's alongwith 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 towards 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 Board.

**17 Verification of Records by CBSE**

CBSE may depute a team to verify the documents and the process of awarding marks uploaded to ensure the correctness of the same. A check on the basis of data uploaded by each school will also be done by CBSE and all the schools identified based on the data analysis, would be asked to submit their record to the Regional Office concerned and these documents will be verified by a team of experts deputed by CBSE.

**18 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, CBSE 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 Board's Policy.

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

**19 Data Once Uploaded will be Final**

CBSE 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 both internal and external assessment once 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 uploading all marks on part of the

school.

**20 Candidate not appeared in any assessment**

If any candidate has not appeared in any of the assessments conducted by the school, the school will not conduct any examination now. Committee will do an objective assessment of such students using the information of Class-X, Class-XI and Class-XII by recording evidence in this regards.

**21 Candidates with Benchmark Disabilities**

If any student with benchmark disability has not appeared in any of the assessments conducted by the school, the school will not conduct any examination now for such candidates. Committee will do an objective assessment of such students using the information of Class-X, Class-XI and Class-XII by recording evidence in this regards.

**22 Declaration of Results**

CBSE will declare the results as per rule 59 of the Examination Bye-Laws of the Board.

**23 Boards Policy for Qualifying Class-XII Examination**

In case, any student is not able to meet the qualifying criterion, he/she will be placed in "Essential Repeat" or "Compartment" Category.

**24 Policy of Verification/Providing Photocopy of Answer Book/ Re-evaluation**

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-evaluation scheme will not be applicable for Session 2020-2021.

**25 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**.

**26 Support to the Schools**

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

- (a) CBSE will organise a webinars to explain the policy in details. Schedule will be communicated at an appropriate time.
- (b) Frequently Asked Questions will be uploaded on website.
- (c) CBSE will provide an online detail of school wise reference year marks as well as a provision to confirm whether the assessment is as per Boards Policy.
- (d) In case of any observations or clarifications, schools may send their queries to their City Coordinator. Common queries will be sent by City Coordinator to the CBSE on email id - class-12-result@cbseshiksha.in. CBSE will reply all the queries in Frequently Asked Questions which will be hosted on website for the benefit of others. City Coordinators will keep in regular contact with the schools and also inform them about the email id on which schools will communicate with them.
- (e) A help desk will be setup by the CBSE in Examination Department 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.

**27 Conduct of Compartment Examinations**

After declaration of result, compartment examinations will be conducted for the students who are not able to meet the qualifying criteria in one subject and placed in compartment category.

Modalities for the conduct of compartment examinations will be intimate later on at an appropriate time.

**28 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 board when conditions are conducive for holding the examinations. As per this policy, marks scored in later examination will be considered as final.

**29 Policy for Private/Patrachar/2<sup>nd</sup> chance Compartment etc.**

For Private, Patrachar and 2<sup>nd</sup> chance Compartment candidates etc. Examination will be conducted by the Board as and when the conditions become conducive for conduct of such examinations. The details will be notified in due course.

30 As per practice of the Board, no merit list will be prepared by the Board for Class XII 2021 results.

31 As a special case, the Board will neither declare subject wise 0.1 % merit list of students nor issue merit certificates.

32 Disputes regarding computation of results will be referred to a committee constituted by CBSE.

33 After declaration of result, if candidates are not satisfied with their result, CBSE will provide online facility for registration for the examination. Examination will be conducted by the board only in main subjects as and when conditions are conducive for holding the examinations. However, the marks obtained by a candidate in this examination will be treated as final for those who opt to take this examination.

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.



(Dr. Sanyam Bhardwaj)

Controller of Examinations

**RULES FOR CONSTITUTION OF COMMITTEE, THEIR ROLE AND RESPONSIBILITIES**  
**RULES FOR CONSTITUTION OF COMMITTEE:**

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

- 1      Result committee will consist of 5 members
- 2      Principal of the school would be Chairperson of the Result Committee.
- 3      Two (02) Senior Most Teachers of the School teaching Class XII
- 4      Two (02) teachers from neighbouring Senior Secondary Schools, teaching Class XII, will be co-opted by the Chairperson of the result committee as external members.  
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 neighbouring school affiliated to CBSE.
  - (b) No interchange of teachers as committee members between two schools.
  - (c) Teachers should not be from the same management schools.
  - (d) Teachers should not be from the school where the Principal is the co-opted member in the Management/ School Committee.
  - (e) Schools situated abroad may co-opt members from the Indian Embassy etc.
  - (f) Any other relationship which may influence the result of the school/student
  - (g) 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.
- 7      CBSE may also appoint external members in the Committee.

**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 CBSE.
  - 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 uploading 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. Therefore, Committee is fully competent to take any justified decision in writing looking into 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 Uploading of correct result on boards link
- 10 Use all the involved teacher in preparing the result of their students
- 11 Ensure participation of the committee in the webinar organised by CBSE to explain the policy
- 12 Any other requirement to fulfil 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 day proceedings in the Rationale document
- 5 Remain careful while doing the calculations
- 6 Ensure that responsibility assigned and faith reposed by the CBSE is fulfilled
- 7 Any other requirement to fulfil 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 fulfil 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 To ensure correct uploading of result on boards link
- 4 Any other requirement to fulfil 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 fulfil 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
  - 5 Marks will be uploaded with the help of IT teacher
- Above are suggestive guidelines. Schools may take action as per their ground situation.

**RATIONALE DOCUMENT**  
**Class-XII**

**A. SCHOOL DETAILS**

School Name with Address

School Code

Affiliation Number

**B. TESTS/EXAMS CONDUCTED:**

S.No.	NAME OF TEST/EXAMINATION*	NUMBER OF TIMES CONDUCTED THE TEST/EXAM	TIME DURATION OF EACH TEST/EXAM	REMARK
1.	UNIT TEST/PERIODIC TEST/MID-TERM/HALF YEARLY TEST			RESULT COMMITTEE MAY ASSIGN RELATIVE WEIGHTAGES TO EXAM AT SL NO 1 & 2
2.	PRE-BOARD EXAMINATION			

**C. REASON FOR WEIGHTAGE GIVEN TO DIFFERENT TESTS/EXAMS MAY BE INDICATED:****D. IN CASE STUDENT(S) HAS NOT TAKEN ALL THE EXAMS 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 BOARD 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 BOARD 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 \_\_\_\_\_

2) NAME \_\_\_\_\_ DESIGNATION \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

NAME OF Principal/Chairperson \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**INTERNAL MODERATION OF MARKS**  
**(THIS IS AN ILLUSTRATIVE EXAMPLE ONLY)**

The Board 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 Board 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: MATHEMATICS		CLASS XII - 2020			
Marks Range (in %age)	<33%	≥33% to 50%	≥50% to 75%	≥75% to 95%	≥95%
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 = 200					
Marks Range (in %age)	<33%	≥33% to 50%	≥50% to 75%	≥75% to 95%	≥95%
Number of Students	1% 1% of 200 = 2	19% 19% of 200 = 38	30% 30% of 200 = 60	20% 20% of 200 = 40	30% 30% of 200 = 60

**AVERAGE MARKS ASSESSED IN MATHEMATICS =  $62 \pm 5$  MARKS.**  
**OVERALL AVERAGE OF ASSESSED MARKS IN ALL SUBJECTS  $\leq 66$**

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 Board Exam. The school will have to ensure that the average assessed marks for 2021 for mathematics are within a range of  $\pm 5$  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.

**ANNEXURE- 4**

<b>Sl. No.</b>	<b>Activity</b>	<b>Last Date*</b>
<b>BY THE SCHOOL</b>		
1.	Formation of Result Committee by school	By 23 June, 2021
2.	To note subject wise Maximum Marks of the subjects offered by the school	
3.	Identification of the students if changed their subject(s) in Class XII with the approval of the CBSE	
4.	Availability of the marks of Class X if student has passed Class X from board other than CBSE	
5.	Availability of the marks of Class XI if student has passed Class XI from any other school	
6.	Finalisation of the roadmap and schedule by the committee	
7.	Finalization of result after moderation and checking by schools	
8.	Uploading of marks on Boards link	
<b>BY THE CBSE</b>		
1.	Provision of subject wise, school wise distribution of marks as per previous Board exams by CBSE	By 28 June, 2021
2.	Availability of Portal for uploading of marks	By 08 July, 2021
3.	Declaration of result by CBSE	By 31 July, 2021

\*Schools should not wait for last date to complete an activity. Based on the number of students in Class-XII, they may complete activity earlier too.