



GUNOTSAV

Assam : 2024



EVALUATION GUIDELINES

Department of School Education
Government of Assam
Dispur, Guwahati-781006

EVALUATION GUIDELINES GUNOTSAV
5th ROUND, 2024

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1. INTRODUCTION:

Gunotsav is a programme designed for qualitative improvement in school education system. The four core areas viz. Scholastic (learning outcomes of children), Co-scholastic, Infrastructure and community participation are evaluated in Gunotsav exercise. Schools are graded as A+, A, B, C and D on the basis of performance. This exercise helps in identifying the learning gaps and ensuring taking appropriate remedial measures for attaining grade specific learning outcomes by all children. Considering the importance of Gunotsav exercise, Govt. has already issued notification regarding incorporation of schedule of Gunotsav in Academic Calendar. The fifth round of Gunotsav will be conducted in 2024.

2. GENERAL POINTS:

- All Government, Provincialised, Tea Garden Model Schools, Tea Garden Managed Schools, Adarsha Vidyalayas, KGBVs and Netaji Subhash Chandra Bose Avasiya Vidyalayas (Residential Schools) of Elementary and Secondary level will be covered.
- The districts will be covered in three phases. Schools of each district will be distributed over three days for external evaluation.
- Scholastic evaluation will be for class I to IX.
- There will be both Self-evaluation and External Evaluation.
- Evaluation will be for two days for each school.
- On the **1st day of the two- day evaluation**, all schools will conduct self-evaluation. The external evaluation of respective school will be done as per scheduled date only.

Evaluation will be as follows for each of the three phases:

Self-Evaluation			External Evaluation		
Date/day of Self Evaluation	Evaluation to be done on the date of Self Evaluation	No. of schools to be covered on the date of self-Evaluation	Days/dates of External Evaluation	Evaluation to be done on the date of External Evaluation (EE)	No. of schools to be covered on the date of External Evaluation
1 st day (Day of Self Evaluation)	<ul style="list-style-type: none"> ▪ Reading skill 	All schools	1 st day 2 nd day 3 rd day	<ul style="list-style-type: none"> • Scholastic • Verification of School Evaluation already done by school. 	Schools will be distributed over the 3 days of external evaluation.
<ul style="list-style-type: none"> ▪ N.B:-For every school, the exercise will be for two (02) days; for the state, it will be four (04) days for each phase. 					

- Evaluation will be mainly :

- ❖ **Scholastic (Learning Outcomes) achievement of students** (Both Skill-Reading, Writing & Numeracy/Basic Mathematical Operations and subject areas) and **School Evaluation**.

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School Evaluation will be in respect of following areas:

1. Co-scholastic and other areas
2. Community Participation & Contributions
3. Infrastructure

The School Evaluation (Co-scholastic, Community Participation & Infrastructure) part will be filled by school in advance and school will submit the same three days (03) before conduct of External Evaluation through online mode. The software will be made available in advance for that.

On the day of External Evaluation, External Evaluator will verify all indicators and descriptors of School Evaluation as per record/observation/interaction with stakeholders etc. and edit (if required). The External Evaluator will upload the verified/edited School Evaluation part in the same software on the same day of External Evaluation.

Grading will be done on the following:

1. Scholastic – 90%
2. Co-scholastic and other areas – 5%
3. Community Participation & Contributions - 5%

Infrastructure part will not be considered for Grading of School.

3. KEY POINTS :

- Self-evaluation (Reading skill and School Evaluation) will be conducted by schools in presence of SMC/SMDC. This will ensure greater participation of all teachers of schools, SMC/SMDC member and community.
- On the day of external evaluation, teachers will be interchanged within the cluster.
- Evaluation will be OMR based.
- From Class –III level onwards, students will fill up the OMR sheet themselves
- Individual question papers will be provided to each student.
- **For class I & II, class wise OMR sheets will be there for marking/transferring of responses.** External Evaluator/teachers will darken OMR sheet as per responses of the students in the question booklet cum answer sheet.
- **From class III onwards, OMR sheet will be for individual child.**

Students will fill up OMR sheet against question number as follows:

Class	Questions Number
III to V	Q No. 1 to 58
VI to VIII	Q No. 1 to 98
IX	Q No. 1 to 100

Question numbers as given below will be filled up by teachers/Evaluators as per response of the students in the same OMR sheet:

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Class	Questions Number
I & II	All questions
III to V	Q No. 59 (writing L1) , 60 (writing L 2) , 61 a to 61 e (numeracy) , 62 (reading L1), 63 (reading L 2)
VI to VIII	Q No. 99 (writing L1), 100 (writing L 2), 101 a to 101 e (numeracy), 102 (reading L1), 103 (reading L 2)
IX	Q No. 101 (writing MIL/IL), 102 (writing English), 103 a to 103 d, 104 (reading MIL/IL) ,105 (reading English)

- Both skill (Reading, Writing & Numeracy/ Basic Mathematical Operations) and subject parts(Subject wise Learning Outcomes) will be in the same question paper.
- Evaluation will be done for all students on skills viz Writing& Numeracy/ Basic Mathematical Operations on the day of external evaluation. The question of said skills will be available in the same test booklet and there will also be space for witting of answer. The External Evaluator will randomly check at least 5/6 answer copies (each class) of Writing & Numeracy/ Basic Mathematical Operations evaluated by teacher and will tally the answers of the students and mark given by teacher in the OMR sheet.
- Reading skill assessment of 100% students will be conducted on the day of Self Evaluation by school and marks to be recorded in the prescribed format as attached in the guideline (Annexure-IV). On the day of External Evaluation, reading skill of 10% students (to be selected randomly) of each class shall be assessed by External Evaluator. However, if total number of students in a particular class is found to be upto 10, then reading skill of 100% students of that class will be assessed by the External Evaluator. If performance of the 10% children is found to be more or less tallying with the performance on the day of self-evaluation, External Evaluator will permit the school to entre marks of Reading Skill in OMR sheet. If major discrepancies between performances of External Evaluation and Self Evaluation are found, External Evaluator will instruct concerned teacher for re-evaluation of all students of the class. For assessment of Reading skill, frames will be different for both the day of Self Evaluation and External Evaluation. The External Evaluator will use the frame provided for the day of External Evaluation only for assessment of 10% students' reading skill.
- The frames of Reading, Writing& Numeracy/ Basic Mathematical Operations will be different for each class.
- The School Evaluation part will be filled by school in advance and school will submit the same through three days (03) before conduct of External Evaluation through online mode.
- External evaluator will verify and edit(if required) the areas of School Evaluation(Co-scholastic and other areas Community Participation & Contributions, Infrastructure) and upload the verified/edited School Evaluation part in the software on the same day of External Evaluation by himself/herself.
- Time schedule of schools of Tea Garden areas will be same as other schools during Gunotsav.
- Colour of packets of confidential materials will be different for LP, UP& Secondary level.
- All confidential packets are to be opened in front of External Evaluator. However, if External Evaluator is not able to reach in time due to unavoidable circumstances, the packets will be opened in presence of SMC/SMDC, record of which will be kept as per annexed format.

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- All filled up OMR sheets will be packed as per instruction of packing guidelines and sent back to state level for scanning, analysis and result generation.
- If any child is absent, no circle is to be darkened against his/her name. However, for grading of school, number of absentee students will also be considered.
- Only black/blue ball point pen is to be used in OMR sheet.
- School will display the sample of uniform before External Evaluator. School will also keep ready the bills of uniform for checking of External Evaluator.
- Students of same class for classes –III to IX will not sit in the same desk-bench. However, packing of filled up OMR sheets will have to be done class wise carefully. The seat plan will be done by school as mentioned below:

Seat Plan of Gonotasav -2024

Teacher



Lower Primary School

Row – 1	<table border="1"> <tr><th colspan="3">Class</th></tr> <tr> <td>Class III</td><td>Class IV</td><td>Class V</td></tr> </table>	Class			Class III	Class IV	Class V	<table border="1"> <tr><th colspan="3">Class</th></tr> <tr> <td>Class IV</td><td>Class V</td><td>Class III</td></tr> </table>	Class			Class IV	Class V	Class III
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Class														
Class III	Class IV	Class V												
Class														
Class IV	Class V	Class III												

Upper Primary School

Row – 1	<table border="1"> <tr><th colspan="3">Class</th></tr> <tr> <td>Class VI</td><td>Class VII</td><td>Class VIII</td></tr> </table>	Class			Class VI	Class VII	Class VIII	<table border="1"> <tr><th colspan="3">Class</th></tr> <tr> <td>Class VII</td><td>Class VI</td><td>Class VIII</td></tr> </table>	Class			Class VII	Class VI	Class VIII
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Class VI	Class VII	Class VIII												
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Class VII	Class VI	Class VIII												
Row – 2	<table border="1"> <tr><th colspan="3">Class</th></tr> <tr> <td>Class VIII</td><td>Class VI</td><td>Class VII</td></tr> </table>	Class			Class VIII	Class VI	Class VII	<table border="1"> <tr><th colspan="3">Class</th></tr> <tr> <td>Class VI</td><td>Class VIII</td><td>Class VII</td></tr> </table>	Class			Class VI	Class VIII	Class VII
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Class VIII	Class VI	Class VII												
Class														
Class VI	Class VIII	Class VII												
Row – 3	<table border="1"> <tr><th colspan="3">Class</th></tr> <tr> <td>Class VI</td><td>Class VII</td><td>Class VIII</td></tr> </table>	Class			Class VI	Class VII	Class VIII	<table border="1"> <tr><th colspan="3">Class</th></tr> <tr> <td>Class VII</td><td>Class VI</td><td>Class VIII</td></tr> </table>	Class			Class VII	Class VI	Class VIII
Class														
Class VI	Class VII	Class VIII												
Class														
Class VII	Class VI	Class VIII												

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Middle Vernacular School

Row - 1	Class			Class		
	Class III	Class IV	Class V	Class VI	Class VII	Class VIII
Row - 2	Class			Class		
	Class V	Class III	Class IV	Class VII	Class VIII	Class VI
Row - 3	Class			Class		
	Class VII	Class VIII	Class V	Class VI	Class III	Class VI

Secondary School (Class VI to X/XII)

Row - 1	Class			Class		
	Class VI	Class VII	Class VIII	Class IX	Class VII	Class VIII
Row - 2	Class			Class		
	Class VII	Class IX	Class VI	Class VI	Class VIII	Class VII
Row - 3	Class			Class		
	Class VIII	Class VI	Class IX	Class IX	Class VII	Class VIII

Secondary School (Class I to X/XII)

Row - 1	Class			Class		
	Class III	Class VI	Class VIII	Class VII	Class IV	Class IX
Row - 2	Class			Class		
	Class VI	Class VII	Class IX	Class III	Class VI	Class V
Row - 3	Class			Class		
	Class VII	Class III	Class VI	Class III	Class VIII	Class IX

Secondary School (Class IX to X/XII)

Row - 1	Class		Class	
	Class IX	Class IX	Class IX	Class IX
Row - 2	Class		Class	
	Class IX	Class IX	Class IX	Class IX
Row - 3	Class		Class	
	Class IX	Class IX	Class IX	Class IX

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- Prevailing safety measures will have to be maintained by all who will be involved in the exercise.

4. ROLE OF EXTERNAL EVALUATORS:

- External Evaluators will be present in the assigned schools from morning assembly till completion of the exercise (up to labelling, packaging etc.) including submission of confidential report. External Evaluator will submit the confidential report through online.
- External Evaluator will select 10% students randomly of each class and will assess. However, if total number of students in a particular class is found to be up to 10, then reading skill of 100% students of that class will be assessed by the External Evaluator. If performance of the 10% children is found to be more or less tallying with the performance on the day of self-evaluation, External Evaluator will permit the school to enter marks of Reading Skill (which was recorded in the prescribed format by teacher on the day of Self Evaluation) in OMR sheet. If major discrepancies between performances of External Evaluation and Self Evaluation are found, External Evaluator will instruct concerned teacher for re-evaluation of all students of the class. The External Evaluator will use the frame provided for the day of External Evaluation only for assessment of 10% students' reading skill.
- The External Evaluator will randomly check at least 5/6 answer copies (each class) of Writing & Numeracy/ Basic Mathematical Operations evaluated by teacher and will tally the answers of the students and mark given by teacher in the OMR sheet. The External Evaluator will ensure that marks of said skills have been entered by teacher in the OMR sheet without any bias.
- External Evaluator will monitor smooth conduct of evaluation of subject areas (Individual OMR Based Subject areas) and will take necessary steps to avoid any malpractices, cheating etc.
- External Evaluator will ensure presence of only Head Teacher and Nodal Teacher of parent school in the school on the day of External Evaluation. No other teacher/s of the parent school will be allowed to be present in the school on the day of External Evaluation. The teacher of other school of the cluster will be deputed as invigilator for the school on the day of External Evaluation.
- External evaluator will verify all indicators and descriptors of School Evaluation (Co-scholastic and other areas Community Participation & Contributions, Infrastructure) as per record/observation/interaction with stakeholders etc. and edit the areas of School Evaluation, if required and upload the final verified/edited School Evaluation part in the software on the same day of External Evaluation. The School Evaluation part provided by schools will be made available in the software before three(03) days of conduct of External Evaluation.
- External Evaluator will check the seat arrangement. Students of same class for classes –III to IX will not sit in the same desk-bench. The seat plan will be done by school as mentioned above. However, packing of filled up OMR sheets will have to be done class wise carefully.
- External Evaluator will check the quality of uniform as displayed by schools and will compare the same with students wearing uniform. External Evaluator will also check the bills of uniform. Their views/comments regarding uniform will be given in the confidential report.

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- ix. External Evaluator will fill up, sign the OMR sheet meant for External Evaluation and will ensure sealing in front of him/her.
- x. External Evaluator will maintain impartiality and neutrality.
- xi. External Evaluator will put signature where required.
- xii. External Evaluator will ensure proper packeting of materials (used and unused).

5. FRAMEWORK/GUIDELINES/SCHEDULE/FORMATS:

- i. DETAILED FRAMEWORK FOR SCHOLASTIC EVALUATION IS AT ANNEXURE-I
- ii. DETAILED GUIDELINES FOR SCHOOL EVALUATION IS AT ANNEXURE-II
- iii. DETAILED SCHEDULE OF SELF EVALUATION & EXTERNAL EVALUATION IS AT ANNEXURE-III
- iv. FORMAT FOR RECORDING PERFORMANCE OF READING SKILL OF STUDENTS IS AT ANNEXURE-IV
- v. FORMAT FOR KEEPING RECORD OF OPENING OF QUESTION BOOKLET IS AT ANNEXURE-V.
- vi. GUIDELINES ON EVALUATION OF CHILDREN WITH SPECIAL NEEDS(CWSN) IS AT ANNEXURE-VI
- vii. ON-LINE FORMAT FOR EXTERNAL EVALUATOR IS AT ANNEXURE-VII
- viii. GUIDELINES FOR PACKING AND COLLECTION OF QUESTION BOOKLET & OMR SHEETS IS AT ANNEXURE-VIII

i. FRAMEWORK FOR SCHOLASTIC EVALUATION: ANNEXURE-I

Scholastic Evaluation:

- Scholastic evaluation will be for class I to IX.
- There will be both self-evaluation and external evaluation.
- Evaluation will be for two days for each school.
- On the 1st day of the two- day evaluation, all schools will conduct self-evaluation. Self -evaluation will include evaluation/assessment of reading skills of all students and school evaluation.
- The external evaluation of a school will be done on respective date of external evaluation as per schedule. On the date of external evaluation, evaluation of Reading Skill and School Evaluation will be done a fresh and no marks from the date of self-evaluation will be considered.
- There will be 3 sets of question booklets for 3 days of external evaluation. Each school will get only one set depending upon the date of external evaluation for the school.

Day wise set will be as follows:

Day of External evaluation	Set
Day-1	A
Day-2	B
Day-3	C

- **Sample of darkening circle in OMR sheet:**

Example of correctly filled up circle



Example of incorrectly filled up circle



Nature of Evaluation:

Scholastic evaluation will be done on:

Skills:

- ☐ Reading, Writing & Numeracy (classes 2 to 8)/Basic Mathematical Operations(class 9)

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Subjects:

LP: Language(L1 & L2), Maths, EVS

UP: Language(L1,L2& L3), Maths, Science & Social Science

Secondary (Class-IX): MIL/IL(Hindi + English), English, Maths, Science & Social Science

Class and skill/ subject wise number of questions, nature of questions and marks:

- **Self Evaluation:** Self-evaluation (Reading skill) will be conducted by schools in presence of SMC/SMDC. This will ensure greater participation of all teachers of schools, SMC/SMDC member and community. Class/subject/nature of questions etc. for self-evaluation will be as follows:

Class	Skills to be covered	Subjects to be covered	Total No of Questions	Marks	Nature of Questions
II-VIII	Reading	L1 L2	L1 = 1 L2= 1	Reading: L1=3 L2=3	Reading: 3 separate frames of pictures / words/Sentences/paragraphs.Students will read one selected frame. Marking will be as per 4 point rating scale (0, 1, 2, 3).
IX	Reading	MIL English	MIL = 1 English= 1	MIL =3 English=3	Reading: 3 separate frames of independent sentences/Paragraphs; students will read one selected frame. Marking will be as per 4 point rating scale (0, 1, 2, 3).

- **External Evaluation:** Class/skills/subjects/no. of questions/marks/nature of questions for external evaluation will be as follows:

Class	Skills to be covered	Subjects to be covered	Total No of Questions	Marks	Nature of Questions
I	-	Language 1 Language 2 Mathematics	30 (L 1=10 , L2= 10 & Maths=10)	30 (L 1=10 , L2= 10 & Maths=10)	Multiple Choice (MCQ) with 2 options
II	Reading , Writing & Numeracy	Language 1 Language 2 Mathematics	35 <u>Skill:</u> Reading L1 = 1 L2= 1 Writing L1= 1 L2= 1 <u>Numeracy</u> (with 4 sub questions)= <u>1</u> =5	50 (Skill-Reading: L1=3 L2=3 Writing: L1=3 L2=3	Reading: 3 separate frames of pictures/ words. Students will read one selected frame. Marking will be as per 4 point rating scale (0, 1, 2, 3) Writing: 3 separate frames of pictures having 3 questions and students will write on one selected frame. Marking will be as per 4 point rating scale (0, 1, 2, 3) Numeracy: 4 Questions on

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Class	Skills to be covered	Subjects to be covered	Total No of Questions	Marks	Nature of Questions
			<u>MCQ</u> L1= 10 L2= 10 <u>Maths= 10</u> = 30	Numeracy= 8 Total(Skill)= 20 MCQ- L1= 10 L2= 10 <u>Maths = 10</u> Total MCQ = 30	number knowledge and its operations [marking of each question will be done as per 3 point rating scale (0, 1,2)] Multiple Choice (MCQ) with 2 options in the respective subject as per Learning Outcomes.
III-V	Reading , Writing & Numeracy	Language 1 , Language 2 Mathematics EVS	63 <u>Skill:</u> Reading L1 = 1 L2= 1 Writing L1= 1 L2= 1 <u>Numeracy (with 5 sub questions)= 1</u> Total = 5 <u>MCQ</u> L1 = 16 L2 = 10 Maths= 18 <u>EVS = 14</u> Total = 58	80 (Skill-Reading: L1=3 L2=3 Writing: L1=3 L2=3 Numeracy= 10 Total(Skill)= 22 MCQ- L1 = 16 L2 = 10 Maths = 18 <u>EVS = 14</u> Total MCQ =58	Reading: 3 separate frames of independent sentences/paragraph; students will read one selected frame. Marking will be as per 4 point rating scale (0, 1, 2, 3) Writing: 3 separate frames of topics and students will write on one selected topic. Marking will be as per 4 point rating scale (0, 1, 2, 3). Numeracy : 5 Questions on number knowledge and its operations, marking of each question will be done as per 3 point rating scale (0, 1,2) Multiple Choice (MCQ) with 4 options in the respective subject as per Learning Outcomes.
VI-VIII	Reading , Writing & Numeracy	Language 1 , Language 2, Language 3, Math, Science, Social Science	103 <u>Skill:</u> Reading L1 = 1 L2= 1 Writing L1= 1 L2= 1 <u>Numeracy (with 5 sub questions)= 1</u> = 5	120 (Skill-Reading: L1=3 L2=3 Writing: L1=3 L2=3	Reading: 3 separate frames of independent sentences/paragraph. Students will read one selected frame. Marking will be as per 4 point rating scale (0, 1, 2, 3) Writing: 3 separate frames of topics and students will write on one selected topic. Marking will be as per 4 point

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Class	Skills to be covered	Subjects to be covered	Total No of Questions	Marks	Nature of Questions
			MCQ L1 = 20 L2 = 10 L3 = 08 Maths = 20 Science = 20 <u>S. Science= 20</u> Total = 98	Numeracy= 10 Total(Skill)= 22 MCQ- L1 = 20 L2 = 10 L3 = 08 Maths = 20 Science = 20 <u>S. Science= 20</u> Total MCQ=98	rating scale (0, 1, 2, 3). Numeracy: 5 Questions on number knowledge and its operations, marking of each question will be done as per 3 point rating scale (0, 1,2) Multiple Choice (MCQ) with 4 options in the respective subject as per LO.
IX	Reading , Writing & Basic Mathematical Operations	MIL, English, Maths, Science & Social Science	105 Skill: Reading MIL = 1 English= 1 Writing MIL = 1 English = 1 Basic Mathematical operations (with 4 sub questions)= <u>1</u> Total = 5 MCQ MIL = 20 English = 20 Maths = 20 Science = 20 <u>S. Science = 20</u> Total =100	120 (Skill- Reading: MIL =3 English=3 Writing: MIL=3 English=3 Basic Mathematical operations = 08 Total(Skills)= 20 MCQ- MIL = 20 English = 20 Maths = 20 Science = 20 <u>S. Science= 20</u> Total = 100	Reading: 3 separate frames of independent sentences/paragraph.Students will read one selected frame. Marking will be as per 4 point rating scale (0, 1, 2, 3). Writing: 3 separate frames of topics and students will write on one selected topic. Marking will be as per 4 point rating scale(0, 1, 2, 3). Basic mathematical operations: 4 questions on basic mathematical operations, marking of each question will be done as per 3 point rating scale (0, 1,2). Multiple Choice (MCQ) with 4 options in the respective subject as per Learning Outcomes.

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Summary:

Class	Skill		MCQ		Total	
	No. of Questions	Marks	No. of Questions	Marks	Questions (Skills + MCQ)	Marks(Skills + MCQ)
I	-	-	30	30	30	30
II	05	20	30	30	35	50
III to V	05	22	58	58	63	80
VI to VIII	05	22	98	98	103	120
IX	05	20	100	100	105	120

Class wise and subject/skill mode of questions:

Class	Subject/Skill	Mode	Remarks
I	L1, L2 & Maths	MCQ	<ul style="list-style-type: none"> Students will tick the answer in question paper cum answer sheet. Teacher will transfer the responses in the OMR sheet. External evaluation will ensure that teachers have transferred the students' response in the OMR sheet without any bias.
II	Reading , Writing & Numeracy Skill	Words/sentence for reading, picture/topic for writing & questions for numeracy	<ul style="list-style-type: none"> Students will write answers in question paper cum answer sheet for writing and numeracy. Teacher/External Evaluator will check answers and transfer the responses in the OMR sheet. Reading Evaluation of 10% students will be done by External Evaluator. Minimum 5/6 answer copies of writing & numeracy will verify and will tally the answer copy and mark entered by Teacher in the OMR sheet. External evaluation will ensure that teachers have transferred the students' response in the OMR sheet without any bias.
	L1, L2 & Maths	MCQ	<ul style="list-style-type: none"> Students will tick the answer in question paper cum answer sheet. Teacher will check answers and transfer the responses in the OMR

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			<p>sheet.</p> <ul style="list-style-type: none"> External evaluation will ensure that teachers have transferred the students' response in the OMR sheet without any bias.
III-V	Reading , Writing & Numeracy Skill	Three independent sentences for reading, topics for writing & questions for numeracy	<ul style="list-style-type: none"> Students will write answers in question paper cum answer sheet for writing and numeracy Teacher will check answers and transfer the responses in the OMR sheet. Reading Evaluation of 10% students will be done by External Evaluator. Minimum 5/6 answer copies of writing & numeracy will verify and will tally the answer copy and mark entered by Teacher in the OMR sheet. External evaluation will ensure that teachers have transferred the students' response in the OMR sheet without any bias.
	L1, L2 & Maths	MCQ	Students will answer in the OMR sheet by themselves.
VI-VIII	Reading , Writing & Numeracy Skill / Basic mathematical operations	Sentences/Paragraph for reading, topics for writing & questions for numeracy	<ul style="list-style-type: none"> Students will write answers in question paper cum answer sheet for writing and numeracy Teacher will check answers and transfer the responses in the OMR sheet. Reading Evaluation of 10% students will be done by External Evaluator. Minimum 5/6 answer copies of writing & numeracy will verify and will tally the answer copy and mark entered by Teacher in the OMR sheet. External evaluation will ensure that teachers have transferred the students' response in the OMR sheet without any bias.

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	L1, L2 , L3 Maths, Science & Social Science	MCQ	Students will answer in the OMR sheet by themselves.
IX	Reading , Writing & Basic Mathematical Operations	Sentence/paragraph for reading, topics for writing & questions for Basic Mathematical Operations	<ul style="list-style-type: none"> Students will write answers in question paper cum answer sheet for writing and numeracy Teacher/External Evaluator will check answers and transfer the responses in the OMR sheet. Reading Evaluation of 10% students will be done by External Evaluator. Minimum 5/6 answer copies of writing & numeracy will verify and will tally the answer copy and mark entered by Teacher in the OMR sheet. External evaluation will ensure that teachers have transferred the students' response in the OMR sheet without any bias.
	MIL, English, Maths, Science & Social Science	MCQ	Students will answer in the OMR sheet by themselves.
<ol style="list-style-type: none"> Individual Question paper from class – I to IX will be provided. Individual OMR sheet from class – III to IX will be provided Filled up OMR sheet will be collected back. Question paper cum answer sheet (Reading, Writing & Numeracy) will be kept at schools and school will exhibit during annual day or other school function. 			

Guideline for scoring: (Skills):

Reading:

Marking point for reading frames of class II:

3 mark	2 mark	1 mark	0 mark
<ul style="list-style-type: none"> All 3 words are read correctly, confidently and fluently with proper pronunciation 	<ul style="list-style-type: none"> 2 words are read correctly but takes time to associate letters with sounds Takes time to pronounce the words Takes time to associate letters with sounds 	<ul style="list-style-type: none"> 1 word is read Takes time to pronounce the words Takes time to associate letters with sounds 	<ul style="list-style-type: none"> Could not read a single word

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Marking point for reading frames of class III to IX:

3 mark	2 mark	1 mark	0 mark
<ul style="list-style-type: none"> All 3 sentences are read correctly, confidently and fluently with proper pronunciation, pace and pause 	<ul style="list-style-type: none"> 2 sentences are read Takes time to pronounce the words of the sentences. Takes time to associate letters with sounds 	<ul style="list-style-type: none"> 1 sentence is read Takes time to pronounce the words of the sentences Takes time to associate letters with sounds 	<ul style="list-style-type: none"> Could not read a single sentence correctly.

Writing:

3 point	2 point	1 point	0
<ul style="list-style-type: none"> All the 3 word/sentences are on the topic. All 3 sentences are written with grammatically correct sentence structure. There is no spelling error in all 3 sentences. Appropriate punctuation mark and capitalization etc., are used in all 3 sentences. Proper space between words is maintained in the whole paragraph. 	<ul style="list-style-type: none"> At least 2 sentences are on the topic. 2 sentences are written with grammatically correct sentence structure. 2-3 spelling errors in the whole paragraph. Occasionally, punctuation marks, capitalization etc., are not appropriately used but which is not affecting the comprehensibility of the paragraph. Occasionally, space between words is not properly maintained but which is not affecting the comprehensibility of the paragraph. 	<ul style="list-style-type: none"> At least 1 sentence is on the topic Only 1 sentence is written with grammatically correct sentence structure. 4-6 spelling errors Frequent use of inappropriate punctuation marks, capitalization etc., which is affecting the comprehensibility of the paragraph. Space between words is frequently not maintained which is affecting the comprehensibility of the paragraph. 	<ul style="list-style-type: none"> The child has not written anything or Not a single sentence on the topic The paragraph is not at all comprehensible due to inappropriate sentence structure, spelling error, no space between words etc.

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Numeracy/Basic Mathematical Operations:

2 Point	1 Point	0 Point
<ul style="list-style-type: none"> The child is able to solve the problem completely and correctly following all necessary steps. 	<ul style="list-style-type: none"> If the answer is not correct though the process/steps of solving the question is partially correct 	<ul style="list-style-type: none"> If a child does not attempt to solve a problem, or, If a child is not able to solve a question

Students will have to be asked to solve the problem showing the steps of solving the problem(s) and marking will be done on the basis of steps followed.

ii. **GUIDELINES FOR SCHOOL EVALUATION : ANNEXURE-II (to be submitted online by school and External Evaluator)**

FOR LOWER PRIMARY :

A. Co-scholastic Activities and other areas:

#	Indicator	Descriptor	Guidance for marking
1	Morning Assembly (as per observation).	A. Conducted in disciplined and systematic way. B. All students and teachers participated C. SMC/SMDC/MG members are present. D. Conducted activities like prayer/Jatiya Sangeet / Rastriya Sangeet, oath taking, E. Inspection of personal cleanliness, F. Reading of number table /quiz,/speech on selected topic/Newspaper reading G. Discussion on significance of the day/messages of great personality etc.	If all 7 descriptors are available; 7 marks If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0
2.	Availability of record (as per records and observation)	A. Proceedings of SMC/SMDC meeting & PTM. B. Co-scholastic activities. C. Utilisation of grants D. Attendance. E. Evaluation. F. U-DISE form. G. Bio-diversity Register.	If all 7 descriptors are available; 7 marks If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0

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#	Indicator	Descriptor	Guidance for marking
3.	Post Gunotsav initiatives (as per records & discussion)	<p>A. Student and School Report Cards shared with parents/guardians, SMC/SMDC.</p> <p>B. Question wise responses of students analysed.</p> <p>C. Remedial support including regular checking of evaluation copies.</p>	<p>If all 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptors are available; 1 marks</p> <p>None; 0</p>
4.	Sports and Physical Education (Observation and interaction)	<p>A. Sports items are available.</p> <p>B. Sports equipment and stock position are maintained.</p> <p>C. Sports class is conducted.</p> <p>D. Sports are organised weekly/monthly.</p>	<p>If all 4 descriptors are available; 4 marks</p> <p>If all 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
5.	Innovative Practices	<p>A. Infrastructure development</p> <p>B. Monitoring</p> <p>C. Academic improvement</p> <p>D. Resource mobilisation</p>	<p>If 4 descriptors have been fulfilled, 4 marks.</p> <p>If 3 descriptors have been fulfilled, 3 marks.</p> <p>If 2 descriptors have been fulfilled, 2 marks.</p> <p>If 1 descriptor has been fulfilled, 1 mark.</p> <p>None: 0</p>
6.	Use of Library	<p>A. Library books are issued on regular basis.</p> <p>B. Students are asked to write on experience/learning points after reading library books.</p> <p>C. Reading and Library period are held as per class routine.</p>	<p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
7.	Foundational Literacy & Numeracy (FLN)	<p>A. Schools are using TLMs of NIPUN Axom</p> <p>B. Teachers have attended training programme on NIPUN Axom</p> <p>C. Teachers are assessing children's learning achievement.</p>	<p>If all 3 descriptors are available; 3 marks</p> <p>If all 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark.</p> <p>None; 0</p>
8.	Display of Important matters (as per observation).	<p>A. Big size photograph with phone number of all Teachers (from lower class to highest class) in front of Head</p>	<p>If 4 descriptors have been fulfilled, 4 marks.</p> <p>If 3 descriptors have been fulfilled, 3 marks.</p>

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#	Indicator	Descriptor	Guidance for marking
		<p>Teacher room or in verandah (common area) of the school.</p> <p>B. Important/Emergency numbers</p> <p>C. Poster on Safety Pledge</p> <p>D. Photograph of Lachit Borphukan</p>	<p>If 2 descriptors have been fulfilled, 2 marks.</p> <p>If 1 descriptor has been fulfilled, 1 mark.</p>
9	Teacher attendance of last three months (as per Siksha Setu App).	<p>A. 100% - 5 marks</p> <p>B. 90-99% - 4 marks</p> <p>C. 80-89% - 3 marks</p> <p>D. Below 80% -0</p>	Marks to be allotted as indicated.
10.	Inspection/ academic visit by Officials(as per inspection register)	<p>A. At least 3 times academic inspection by BEEO/SI.</p> <p>B. Observation notes are available in school visit register.</p> <p>C. School visit observations are discussed in the meeting of SMC/SMDC, PTA and follow up action is taken.</p>	<p>If all 3 descriptors are available; 3 marks.</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptors are available; 1 marks</p> <p>None; 0</p>
11.	PM-POSHAN (earlier known as MDMS) as per observation	<p>A. Hot cooked mid-day meal provided to the children in school as per weekly suggested Menu on regular basis. Yes/No</p> <p>B. School has displayed suggested food menu and Calorie Norms in the prominent place of School campus. Yes/No</p> <p>C. Rice and other ingredients are stored in a hygienic manner and arrangement for waste disposal, hand washing, cleaning utensils is available. Yes/No</p> <p>D. School Nutrition Garden (Kitchen garden) is available in School Yes/No</p> <p>E. Registers viz. Food Grains Register, Daily Performance Record Register, Accounts Maintenance Register and Food Testing register are</p>	<p>If all 5 descriptors are available; 5 marks</p> <p>If 4 descriptors are available; 4 marks</p> <p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>

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#	Indicator	Descriptor	Guidance for marking
		properly maintained. Yes/No	
12.	Twinning/ Partnership	A. School covered under Twinning/ Partnership B. Monthly activities viz school visit, sports activities, lesson demo by exchanging teachers of both schools etc. are conducted.	If all 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark. None; 0
13.	Uniform	A. Received two (02) pairs of very good quality uniform– 3marks B. Received two (02) pairs , but quality of the material is poor – 1mark	Marks to be allotted as indicated.

B) Community Participation& Contribution:

#	Indicator /Activity	Descriptor	Guidance for marking
1.	Monitoring (as per records and interaction)	A. Visit school regularly. B. Monitors attendance of students and teachers. C. Monitors timing of school functioning. D. Helps in tracking dropout students and bringing them back. E. Arrangement of remedial support involving local youth/club/NGO/Rtd. Educated persons. F. School visit observations are discussed in meeting of SMC/SMDC, PTA. G. Follow up action on observations/reports is taken.	If 7 descriptors are available; 7 marks If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0
2.	Support (as per records)	A. Increase of enrolment B. Academic support through classroom transaction. C. Contribution of Library book. D. Contribution of assets/materials (Dining table, water filter, school gate, boundary wall, play materials etc.). E. Sampreti Bhojan. F. Organise sports/cultural programme. G. Regular attendance of	If 7 descriptors are available; 7 marks If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark

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#	Indicator /Activity	Descriptor	Guidance for marking
		students and teachers	None; 0
3.	SMC/SMDC involvement (as per record and interaction)	<p>A. Identification of Out of School Children (OoSC) and observation of dropout prevention week.</p> <p>B. Monitoring of utilization of Grants.</p> <p>C. Hygienic Practices (School campus, Drinking water, Toilets etc.).</p> <p>D. Home visit of irregular students by SMC/SMDC members.</p>	<p>If 4 descriptors are available; 4 marks</p> <p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
4.	Vidyanjali	<p>A. School has registered in the portal.</p> <p>B. Volunteer supported in schools (services/assets)</p>	<p>If all 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark.</p> <p>None; 0</p>
5.	Alumni and Parent-Teacher Association (PTA) (as per record)	<p>A. Exists</p> <p>B. Functional</p> <p>C. PTA meetings are conducted monthly.</p> <p>D. Contribution from Alumni (Services/Assets).</p>	<p>If all 4 descriptors are available; 4 marks</p> <p>If all 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
6.	Other areas (as per records)	<p>A. Organise Health Camp</p> <p>B. Ensure Tobacco free environment in the school campus.</p> <p>C. Plantation and nurturing of plants.</p> <p>D. Awareness against early marriage, substance abuse etc.</p> <p>E. Support in ensuring mental health of students and teachers.</p> <p>F. Ensure inclusive environment in school.</p>	<p>If 6 descriptors are available; 6 marks</p> <p>If 5 descriptors are available; 5 marks</p> <p>If 4 descriptors are available; 4 marks</p> <p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>

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C) Availability and Utilization of School Infrastructure and other facilities (This area will not to be considered for grading of schools):

#	Indicator	Descriptor (will tick or write as applicable)
1	Type of school building	A. Permanent (Pucca) building B. Temporary (Kutcha) building C. Permanent but damaged/ dilapidated D. Whether Govt. building (Yes/No) E. If no, temporary accommodation in rented/ leased premises
2	Electrification	A. External electrical connection available from APDCL [Yes/No] B. If no, whether solar power plant available [Yes/No] C. Internal electrification with proper wiring, switches & sockets [Yes/No] D. Sufficient ceiling fans, bulb/ tubes available [Yes/No]
3	Classrooms	A. Availability of separate classroom for each class [Yes/ No] B. If no, how many additional classrooms required [.....] C. Is there any temporary partition used for separation of different classes [Yes/ No] D. If yes, number of permanent partitions required [....] E. No. of classrooms require for major repairing [.....]
4	Water availability	A. Safe drinking water available [Yes/ No] B. Drinking water available from JJM/ Urban or local water supply scheme/ Others C. Is the drinking water facility functional? [Yes/ No] D. Whether water quality testing report available (within last six months) [Yes/No]
5	Toilet Facilities	A. Separate toilet for boys and girls [Yes/No] B. Running water available in urinals/toilets [Yes/No] C. Toilets are maintained regularly [Yes/No] D. Availability of incinerator in girls toilet [Yes/No]
6	Hand Washing Station	Proper hand washing facility available with running water and soap [Yes/No]
7	Furniture	A. Desk benches adequately available for all students [Yes/No] B. If no, please specify number of students for whom additional desk bench are required. C. Table & chair adequately available for all teachers [Yes/No] D. If no, number of pairs required [....]
8	School is Divyang (disable) friendly	A. Whether the school is barrier free [Yes/No] B. Ramp with rail is available [Yes/No] C. School has CWSN friendly toilet [Yes/No]
9	Internet facility	A. Availability of Internet facility [Yes/No] B. Which Internet Service Provider(ISP) connection available in the area * Jio <input type="checkbox"/> * Airtel <input type="checkbox"/> * BSNL <input type="checkbox"/> * Vodafone <input type="checkbox"/>
10	Uniform	A. Whether Uniform provided to all students in the FY 2022-23 [Yes/No] B. If Yes, quality of uniform: Very Good <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/>
11	BaLA (Building as Learning Aid)	A. Whether the school has BaLA features? (Yes / No)

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FOR UPPER PRIMARY:

A. Co-scholastic Activities and other areas:

#	Indicator	Descriptor	Guidance for marking
1	Morning Assembly (as per observation).	A. Conducted in disciplined and systematic way. B. All students and teachers participated C. SMC/SMDC/MG members are present. D. Conducted activities like prayer/Jatiya Sangeet / Rastriya Sangeet, oath taking, E. Inspection of personal cleanliness, F. Reading of number table /quiz,/speech on selected topic/Newspaper reading G. Discussion on significance of the day/messages of great personality etc.	If all 7 descriptors are available; 7 marks If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0
2.	Availability of record (as per records and observation)	A. Proceedings of SMC/SMDC meeting & PTM. B. Co-scholastic activities. C. Utilisation of grants D. Attendance. E. Evaluation. F. U-DISE form. G. Bio-diversity Register.	If all 7 descriptors are available; 5 marks If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0
3.	Post Gunotsav initiatives (as per records & discussion)	A. Student and School Report Cards shared with parents/guardians, SMC/SMDC. B. Question wise responses of students analysed. C. Remedial support including regular checking of evaluation copies.	If all 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptors are available; 1 marks None; 0
4.	Sports and Physical Education (Observation and	A. Sports items are available. B. Sports equipment and stock position are maintained.	If all 4 descriptors are available; 4 marks If all 3 descriptors are

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#	Indicator	Descriptor	Guidance for marking
			None: 0
6.	Use of Library	<p>A. Library books are issued on regular basis.</p> <p>B. Students are asked to write on experience/learning points after reading library books.</p> <p>D. Reading and Library period are held as per class routine.</p>	<p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
7.	Display of Important matters (as per observation).	<p>A. Big size photograph with phone number of all Teachers (from lower class to highest class) in front of Head Teacher room or in verandah (common area) of the school.</p> <p>B. Important/Emergency numbers</p> <p>C. Poster on Safety Pledge</p> <p>D. Photograph of Lachit Borphukan</p>	<p>If 4 descriptors have been fulfilled, 4 marks.</p> <p>If 3 descriptors have been fulfilled, 3 marks.</p> <p>If 2 descriptors have been fulfilled, 2 marks.</p> <p>If 1 descriptor has been fulfilled, 1 mark.</p>
8.	Teacher attendance of last three months (as per Siksha Setu App).	<p>E. 100% - 5 marks</p> <p>F. 90-99% - 4 marks</p> <p>G. 80-89% - 3 marks</p> <p>H. Below 80% - 0</p>	Marks to be allotted as indicated.
9.	Inspection/ academic visit by Officials (as per inspection register)	<p>A. At least 3 times academic inspection by BEEO/Sl.</p> <p>B. Observation notes are available in school visit register.</p> <p>C. School visit observations are discussed in the meeting of SMC/SMDC, PTA and follow up action is taken.</p>	<p>If all 3 descriptors are available; 3 marks.</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptors are available; 1 marks</p> <p>None; 0</p>
10.	PM-POSHAN (earlier known as MDMS) as per observation	<p>A. Hot cooked mid-day meal provided to the children in school as per weekly suggested Menu on regular basis. Yes/No</p> <p>B. School has displayed suggested food menu and Calorie Norms in the prominent place of School campus. Yes/No</p> <p>C. Rice and other ingredients are stored in a hygienic</p>	<p>If all 5 descriptors are available; 5 marks</p> <p>If 4 descriptors are available; 4 marks</p> <p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>

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#	Indicator	Descriptor	Guidance for marking
		<p>manner and arrangement for waste disposal, hand washing, cleaning utensils is available. Yes/No</p> <p>D. School Nutrition Garden (Kitchen garden) is available in School Yes/No</p> <p>E. Registers viz. Food Grains Register, Daily Performance Record Register, Accounts Maintenance Register and Food Testing register are properly maintained. Yes/No</p>	
11.	Twinning/ Partnership	<p>A. School covered under Twinning/ Partnership</p> <p>B. Monthly activities viz school visit, sports activities, lesson demo by exchanging teachers of both schools etc. are conducted.</p>	<p>If all 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark.</p> <p>None; 0</p>
12.	Uniform	<p>A. Received two (02) pairs of very good quality uniform— 3marks</p> <p>B. Received two (02) pairs , but quality of the material is poor – 1mark</p>	Marks to be allotted as indicated.

B) Community Participation& Contribution:

#	Indicator /Activity	Descriptor	Guidance for marking
1.	Monitoring (as per records and interaction)	<p>A. Visit school regularly.</p> <p>B. Monitors attendance of students and teachers.</p> <p>C. Monitors timing of school functioning.</p> <p>D. Helps in tracking dropout students and bringing them back.</p> <p>E. Arrangement of remedial support involving local youth/club/NGO/Rtd. Educated persons.</p> <p>F. School visit observations are discussed in meeting of SMC/SMDC, PTA.</p> <p>G. Follow up action on observations/reports is taken.</p>	<p>If 7 descriptors are available; 7 marks</p> <p>If 6 descriptors are available; 6 marks</p> <p>If 5 descriptors are available; 5 marks</p> <p>If 4 descriptors are available; 4 marks</p> <p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>

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#	Indicator /Activity	Descriptor	Guidance for marking
2.	Support (as per records)	A. Increase of enrolment B. Academic support through classroom transaction. C. Contribution of Library book. D. Contribution of assets/materials (Dining table, water filter, school gate, boundary wall, play materials etc.). E. Sampriti Bhojan. F. Organise sports/cultural programme. G. Regular attendance of students and teachers	If 7 descriptors are available; 7 marks If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0
3.	SMC/SMDC involvement (as per record and interaction)	A. Identification of Out of School Children (OoSC) and observation of dropout prevention week. B. Monitoring of utilization of Grants. C. Hygienic Practices (School campus, Drinking water, Toilets etc.). D. Home visit of irregular students by SMC/SMDC members.	If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0
4.	Vidyanjali	C. School has registered in the portal. D. Volunteer supported in schools (services/assets)	If all 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark. None; 0
5.	Alumni and Parent-Teacher Association (PTA) (as per record)	A. Exists B. Functional C. PTA meetings are conducted monthly. D. Contribution from Alumni (Services/Assets).	If all 4 descriptors are available; 4 marks If all 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0
6.	Other areas (as per records)	A. Organise Health Camp B. Ensure Tobacco free environment in the school campus. C. Plantation and nurturing of plants. D. Awareness against early marriage, substance abuse etc. E. Support in ensuring mental	If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2

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#	Indicator /Activity	Descriptor	Guidance for marking
		health of students and teachers. F. Ensure inclusive environment in school.	marks If 1 descriptor is available; 1 mark None; 0

C) Availability and Utilization of School Infrastructure and other facilities (This area will not to be considered for grading of schools):

#	Indicator	Descriptor (will tick or write as applicable)
1	Type of school building	F. Permanent (Pucca) building G. Temporary (Kutcha) building H. Permanent but damaged/ dilapidated I. Whether Govt. building (Yes/No) J. If no, temporary accommodation in rented/ leased premises
2	Electrification	E. External electrical connection available from APDCL [Yes/No] F. If no, whether solar power plant available [Yes/No] G. Internal electrification with proper wiring, switches & sockets [Yes/No] H. Sufficient ceiling fans, bulb/ tubes available [Yes/No]
3	Classrooms	F. Availability of separate classroom for each class [Yes/ No] G. If no, how many additional classrooms required [.....] H. Is there any temporary partition used for separation of different classes [Yes/ No] I. If yes, number of permanent partitions required [....] J. No. of classrooms require for major repairing [.....]
4	Water availability	E. Safe drinking water available [Yes/ No] F. Drinking water available from JJM/ Urban or local water supply scheme/ Others G. Is the drinking water facility functional? [Yes/ No] H. Whether water quality testing report available (within last six months) [Yes/No]
5	Toilet Facilities	E. Separate toilet for boys and girls [Yes/No] F. Running water available in urinals/toilets [Yes/No] G. Toilets are maintained regularly [Yes/No] H. Availability of incinerator in girls toilet [Yes/No]
6	Hand Washing Station	Proper hand washing facility available with running water and soap [Yes/No]
7	Furniture	E. Desk benches adequately available for all students [Yes/No] F. If no, please specify number of students for whom additional desk bench are required. G. Table & chair adequately available for all teachers [Yes/No] H. If no, number of pairs required [....]
8	School is Divyang (disable) friendly	D. Whether the school is barrier free [Yes/No] E. Ramp with rail is available [Yes/No] F. School has CWSN friendly toilet [Yes/No]
9	Internet facility	C. Availability of Internet facility [Yes/No] D. Which Internet Service Provider(ISP) connection available in the area * Jio <input type="checkbox"/> *Airtel <input type="checkbox"/> * BSNL <input type="checkbox"/> * Vodafone <input type="checkbox"/>
10	Uniform	C. Whether Uniform provided to all students in the FY 2022-23 [Yes/No] D. If Yes, quality of uniform: Very Good <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/>
11	BaLA (Building as Learning Aid)	A. Whether the school has BaLA features? (Yes / No)

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FOR SECONDARY:

A. Co-scholastic Activities and other areas:

#	Indicator	Descriptor	Guidance for marking
1	Morning Assembly (as per observation).	A. Conducted in disciplined and systematic way. B. All students and teachers participated C. SMC/SMDC/MG members are present. D. Conducted activities like prayer/Jatiya Sangeet / Rastriya Sangeet, oath taking, E. Inspection of personal cleanliness, F. Reading of number table /quiz,/speech on selected topic/Newspaper reading G. Discussion on significance of the day/messages of great personality etc.	If all 7 descriptors are available; 7 marks If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0
2.	Availability of record (as per records and observation)	A. Proceedings of SMC/SMDC meeting & PTM. B. Co-scholastic activities. C. Utilisation of grants D. Attendance. E. Evaluation. F. U-DISE form. G. Bio-diversity Register.	If all 7 descriptors are available; 5 marks If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available;
3.	Post Gunotsav initiatives (as per records & discussion)	A. Student and School Report Cards shared with parents/guardians, SMC/SMDC. B. Question wise responses of students analysed. C. Remedial support including regular checking of evaluation copies.	If all 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptors are available; 1 marks None; 0
4.	Sports and Physical Education (Observation and interaction)	A. Sports items are available. B. Sports equipment and stock position are maintained. C. Sports class is conducted. D. Sports are organised weekly/monthly.	If all 4 descriptors are available; 4 marks If all 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0

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#	Indicator	Descriptor	Guidance for marking
5.	Innovative Practices	<p>A. Infrastructure development</p> <p>B. Monitoring</p> <p>C. Academic improvement</p> <p>D. Resource mobilisation</p>	<p>If 4 descriptors have been fulfilled, 4 marks.</p> <p>If 3 descriptors have been fulfilled, 3 marks.</p> <p>If 2 descriptors have been fulfilled, 2 marks.</p> <p>If 1 descriptor has been fulfilled, 1 mark.</p> <p>None: 0</p>
6.	Use of Library	<p>A. Library books are issued on regular basis.</p> <p>B. Students are asked to write on experience/learning points after reading library books.</p> <p>C. Reading and Library period are held as per class routine.</p>	<p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
7.	*Foundational Literacy & Numeracy (FLN) (school having class-I onwards)	<p>A. Schools are using TLMs of NIPUN Axiom</p> <p>B. Teachers have attended training programme on NIPUN Axiom</p> <p>C. Teachers are assessing children's learning achievement.</p>	<p>If all 3 descriptors are available; 3 marks</p> <p>If all 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark.</p> <p>None; 0</p>
8.	Display of Important matters (as per observation).	<p>A. Big size photograph with phone number of all Teachers (from lower class to highest class) in front of Head Teacher room or in verandah (common area) of the school.</p> <p>B. Important/Emergency numbers</p> <p>C. Poster on Safety Pledge</p> <p>D. Photograph of Lachit Borphukan</p>	<p>If 4 descriptors have been fulfilled, 4 marks.</p> <p>If 3 descriptors have been fulfilled, 3 marks.</p> <p>If 2 descriptors have been fulfilled, 2 marks.</p> <p>If 1 descriptor has been fulfilled, 1 mark.</p>
9	Teacher attendance of last three months (as per Siksha Setu App).	<p>A. 100% - 5 marks</p> <p>B. 90-99% - 4 marks</p> <p>C. 80-89% - 3 marks</p> <p>D. Below 80% - 0</p>	Marks to be allotted as indicated.
10.	Inspection/ academic visit by Officials (as per inspection register)	<p>A. At least 3 times academic inspection by BEEO/SI.</p> <p>B. Observation notes are available in school visit register.</p> <p>C. School visit observations are discussed in the meeting of SMC/SMDC, PTA and follow up action is taken.</p>	<p>If all 3 descriptors are available; 3 marks.</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptors are available; 1 marks</p> <p>None; 0</p>
11.	PM-POSHAN (earlier known as MDMS) as per	<p>A. Hot cooked mid-day meal provided to the children in</p>	If all 5 descriptors are available; 5 marks

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#	Indicator	Descriptor	Guidance for marking
	observation(school having classes from Class-IX is not applicable)	<p>school as per weekly suggested Menu on regular basis. Yes/No</p> <p>B. School has displayed suggested food menu and Calorie Norms in the prominent place of School campus. Yes/No</p> <p>C. Rice and other ingredients are stored in a hygienic manner and arrangement for waste disposal, hand washing, cleaning utensils is available. Yes/No</p> <p>D. School Nutrition Garden (Kitchen garden) is available in School Yes/No</p> <p>E. Registers viz. Food Grains Register, Daily Performance Record Register, Accounts Maintenance Register and Food Testing register are properly maintained. Yes/No</p>	<p>If 4 descriptors are available; 4 marks</p> <p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
12.	Career Guidance	<p>A. Career Guidance Cell is available.</p> <p>B. Career Guidance Chart at prominent place.</p>	<p>If all 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark.</p> <p>None; 0</p>
13.	Twinning/ Partnership	<p>A. School covered under Twinning/ Partnership</p> <p>B. Monthly activities viz school visit, sports activities, lesson demo by exchanging teachers of both schools etc. are conducted.</p>	<p>If all 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark.</p> <p>None; 0</p>
14.	Uniform	<p>A. Received two (02) pairs of very good quality uniform– 3marks</p> <p>B. Received two (02) pairs , but quality of the material is poor – 1mark</p>	Marks to be allotted as indicated.

B) Community Participation& Contribution:

#	Indicator /Activity	Descriptor	Guidance for marking
1.	Monitoring (as per records and interaction)	<p>A. Visit school regularly.</p> <p>B. Monitors attendance of students and teachers.</p> <p>C. Monitors timing of school functioning.</p> <p>D. Helps in tracking dropout</p>	<p>If 7 descriptors are available; 7 marks</p> <p>If 6 descriptors are available; 6 marks</p> <p>If 5 descriptors are</p>

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#	Indicator /Activity	Descriptor	Guidance for marking
		<p>students and bringing them back.</p> <p>E. Arrangement of remedial support involving local youth/club/NGO/Rtd. Educated persons.</p> <p>F. School visit observations are discussed in meeting of SMC/SMDC, PTA.</p> <p>G. Follow up action on observations/reports is taken.</p>	<p>available; 5 marks</p> <p>If 4 descriptors are available; 4 marks</p> <p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
2.	Support (as per records)	<p>A. Increase of enrolment</p> <p>B. Academic support through classroom transaction.</p> <p>C. Contribution of Library book.</p> <p>D. Contribution of assets/materials (Dining table, water filter, school gate, boundary wall, play materials etc.).</p> <p>E. Sampriti Bhojan.</p> <p>F. Organise sports/cultural programme.</p> <p>G. Regular attendance of students and teachers</p>	<p>If 7 descriptors are available; 7 marks</p> <p>If 6 descriptors are available; 6 marks</p> <p>If 5 descriptors are available; 5 marks</p> <p>If 4 descriptors are available; 4 marks</p> <p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
3.	SMC/SMDC involvement (as per record and interaction)	<p>A. Identification of Out of School Children (OoSC) and observation of dropout prevention week.</p> <p>B. Monitoring of utilization of Grants.</p> <p>C. Hygienic Practices (School campus, Drinking water, Toilets etc.).</p> <p>D. Home visit of irregular students by SMC/SMDC members.</p>	<p>If 4 descriptors are available; 4 marks</p> <p>If 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark</p> <p>None; 0</p>
4.	Vidyanjali	<p>A. School has registered in the portal.</p> <p>B. Volunteer supported in schools (services/assets)</p>	<p>If all 2 descriptors are available; 2 marks</p> <p>If 1 descriptor is available; 1 mark.</p> <p>None; 0</p>
5.	Alumni and Parent-Teacher Association (PTA) (as per record)	<p>A. Exists</p> <p>B. Functional</p> <p>C. PTA meetings are conducted monthly.</p> <p>D. Contribution from Alumni (Services/Assets).</p>	<p>If all 4 descriptors are available; 4 marks</p> <p>If all 3 descriptors are available; 3 marks</p> <p>If 2 descriptors are available; 2 marks</p>

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#	Indicator /Activity	Descriptor	Guidance for marking
			If 1 descriptor is available; 1 mark None; 0
6.	Other areas (as per records)	A. Organise Health Camp B. Ensure Tobacco free environment in the school campus. C. Plantation and nurturing of plants. D. Awareness against early marriage, substance abuse etc. E. Support in ensuring mental health of students and teachers. F. Ensure inclusive environment in school.	If 6 descriptors are available; 6 marks If 5 descriptors are available; 5 marks If 4 descriptors are available; 4 marks If 3 descriptors are available; 3 marks If 2 descriptors are available; 2 marks If 1 descriptor is available; 1 mark None; 0

C) Availability and Utilization of School Infrastructure and other facilities (This area will not to be considered for grading of schools):

#	Indicator	Descriptor (will tick or write as applicable)
1	Type of school building	K. Permanent (Pucca) building L. Temporary (Kutcha) building M. Permanent but damaged/ dilapidated N. Whether Govt. building (Yes/No) O. If no, temporary accommodation in rented/ leased premises
2	Electrification	I. External electrical connection available from APDCL [Yes/No] J. If no, whether solar power plant available [Yes/No] K. Internal electrification with proper wiring, switches & sockets [Yes/No] L. Sufficient ceiling fans, bulb/ tubes available [Yes/No]
3	Classrooms	K. Availability of separate classroom for each class [Yes/ No] L. If no, how many additional classrooms required [.....] M. Is there any temporary partition used for separation of different classes [Yes/ No] N. If yes, number of permanent partitions required [....] O. No. of classrooms require for major repairing [.....]
4	Water availability	I. Safe drinking water available [Yes/ No] J. Drinking water available from JJM/ Urban or local water supply scheme/ Others K. Is the drinking water facility functional? [Yes/ No] L. Whether water quality testing report available (within last six months) [Yes/No]
5	Toilet Facilities	I. Separate toilet for boys and girls [Yes/No] J. Running water available in urinals/toilets [Yes/No] K. Toilets are maintained regularly [Yes/No] L. Availability of incinerator in girls toilet [Yes/No]
6	Hand Washing Station	Proper hand washing facility available with running water and soap [Yes/No]

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7	Furniture	I. Desk benches adequately available for all students [Yes/No] J. If no, please specify number of students for whom additional desk bench are required. K. Table & chair adequately available for all teachers [Yes/No] L. If no, number of pairs required [....]
8	School is Divyang (disable) friendly	G. Whether the school is barrier free[Yes/No] H. Ramp with rail is available [Yes/No] I. School has CWSN friendly toilet [Yes/No]
9	Internet facility	E. Availability of Internet facility [Yes/No] F. Which Internet Service Provider(ISP) connection available in the area * Jio <input type="checkbox"/> *Airtel <input type="checkbox"/> * BSNL <input type="checkbox"/> * Vodafone <input type="checkbox"/>
10	Uniform	E. Whether Uniform provided to all students in the FY 2022-23 [Yes/No] F. If Yes, quality of uniform: Very Good <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/>
11	BaLA (Building as Learning Aid)	A. Whether the school has BaLA features? (Yes / No)

* Indicator regarding Foundational Literacy & Numeracy (FLN) will be filled up for school having class-I onwards only. If not, no circle of said indicator will be filled up by school/External Evaluator.

Note: School Evaluation (Co-scholastic and other areas Community Participation & Contributions, Infrastructure) part will be submitted by school in online mode before 3 days of conduct of External Evaluation. The software will be made available in advance for that.

iii. SCHEDULE OF SELF EVALUATION & EXTERNAL EVALUATION:Annexure-III

+ Lower Primary:

▪ Date of Self Evaluation:

Time	Duration	Class	Activity	By Whom	Remarks
9.00a.m-9.15a.m	15 minutes	I to V	Morning Assembly	School	
9.15a.m-9.25a.m	10 minutes	I to V	Attendance check	Teacher	In classroom
9.25a.m-12.25p.m	180 minutes	II to V	• Reading Evaluation (Language 1 & Language-2)	Teacher	Evaluation and recording of marks in prescribed format by concerned teacher.
12.25 p.m -1.00p.m	35 minutes	II to V	MDM	School	
1.00 pm- 1.45 p.m	Activities/classroom transaction as per Academic Calendar				
1.50 pm- 2.50p.m	60 minutes	School Evaluation • Co-Scholastic Activities and other areas • Community Participation & Contributions • Availability and Utilization of School Infrastructure and other facilities		Evaluation in presence of SMC, Parents etc. and recording in prescribed format in the guidelines itself.	

Date of External Evaluation

No.	Time	Duration	Class	Activity	Remarks
1	09:00 a.m to 09:15 a.m	15 Minutes	I to V	Morning Assembly	
2.	09:15 a.m to 09:25a.m	10 Minutes	I to V	Attendance Checking	
3.	09:25a.m to	60 Minutes	I	• Scholastic Assessment (Written Examination –	Time includes conducting of assessment, collection of

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	10.25a.m			MCQ)	question paper cum answer sheet from students.
4.	09:25a.m to 10.55a.m	90 Minutes	II	<ul style="list-style-type: none"> Scholastic Assessment (Written Examination – MCQ, Numeracy, Writing(Language 1 & Language-2) 	Time includes conducting of assessment, collection of question paper cum answer sheet from students.
<ul style="list-style-type: none"> For Class 1, responses of students will be transferred to OMR sheet by teacher/Invigilator/EE. For Class 2, MCQ part (Q.No.1 to 30) responses of students will be transferred to OMR sheet by teacher/Invigilator/EE for Q. No. 31, 32, 33 a to d , 34 & 35 marks(as per scoring guidelines) on the basis of responses of students will be given in OMR sheet by teacher/Invigilator/EE. 					
5.	9:25a.m to 11.55a.m	150 Minutes	III to V	<ul style="list-style-type: none"> Scholastic Evaluation (Written Examination – MCQ, Numeracy, Writing(Language 1 & Language-2) 	<ul style="list-style-type: none"> Time includes both conducting of assessment, collection of filled up OMR sheet (class wise) and question paper cum answer sheet from students. The External Evaluator will move to each room during exam time and ensure smooth conduct of evaluation
Students will write their answer for the writing and numeracy part in the question paper itself.					
Assessment of Reading Skill:					
6.	11:30 a.m to 12:00 noon	30 minutes	II	Assessment of... <ul style="list-style-type: none"> Reading (Language 1 & Language-2) 	<ul style="list-style-type: none"> External Evaluator will assess performance of 10% students randomly for reading skill (both L1&L2). <u>Point-4.ii</u> as mentioned in the role of External Evaluator is to be followed if any discrepancies found. EE will ensure that marking is done neutrally.
7.	12:00 noon to 1:00 p.m	60 minutes	III to V	Assessment of... <ul style="list-style-type: none"> Reading (Language 1 & Language-2) 	<ul style="list-style-type: none"> External Evaluator will assess performance of 10% students randomly for reading skill (both L1&L2). <u>Point-4.ii</u> as mentioned in the role of External Evaluator is to be followed if any discrepancies found. EE will ensure that marking is done neutrally.
MDM as per menu of the day (1.00p.m to 1.45p.m)					
School Evaluation(Co-scholastic and other areas, Community Participation & Contributions and Infrastructure)					
8.	1.50 p.m to 3.20 p.m	90 minutes	School	School Evaluation	<ul style="list-style-type: none"> Verification and edit, if any will be done as per physical observation and interaction with Head Teacher,

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				<p>Teachers, SMC, Community; students etc. and enter the marks in the online OMR sheet.</p> <ul style="list-style-type: none"> The final verified/edited School Evaluation part in the same software on the same day of External Evaluation. Students of class-V will be retained for interaction.
9.	3.25p.m to 4.25p.m	60 minutes	School under the supervision of External Evaluator	<ul style="list-style-type: none"> Filling up OMR sheet as per responses from answer script (class I & II) Checking of answer of writing and numeracy (class-II to V). The External Evaluator will randomly check at least 5/6 answer copies (each class) evaluated by teacher and will tally the answers of the students and mark given by teacher in the OMR sheet. Transferring of mark of reading, writing and numeracy to OMR sheet (class-II to V). The External Evaluator will ensure that marks of said skills are entered by teacher in the OMR sheet without any bias.
10.	4.25 p.m to 4.55p.m	30 minutes	School	<ul style="list-style-type: none"> Packing after proper sealing and labelling. All concerned are to put signatures where required before packing.

N:B: Timing of activities may vary depending on enrolment.

✚ Upper Primary:

▪ Date of Self Evaluation:

Time	Duration	Class	Activity	By Whom	Remarks
9.00a.m-9.15a.m	15 minutes	VI to VIII	Morning Assembly	School	
9.15a.m-9.25a.m	10 minutes	VI to VIII	Attendance check	Teacher	In classroom
9.25a.m-12.25noon	180 minutes	VI to VIII	<ul style="list-style-type: none"> Reading Evaluation (Language 1 & Language-2) 	Teacher	Evaluation and recording of marks in prescribed format by concerned teacher.
12.25 p.m -1.00p.m	35 minutes	VI to VIII	MDM	School	
1.00 p.m- 1.45 p.m	Activities/classroom transaction as per Academic Calendar				
1.50 p.m- 2.50p.m	60 minutes	School Evaluation <ul style="list-style-type: none"> Co-Scholastic Activities and other areas Community Participation 		Evaluation in presence of SMC, Parents etc. and recording in prescribed format in the guidelines itself.	

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		& contributions • Availability and Utilization of School Infrastructure and other facilities	
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Date of External Evaluation

No.	Time	Duration	Classes	Activity	Remarks
1	09:00 a.m to 09:15 a.m	15 Minutes	VI to VIII	Morning Assembly	
2.	09:15 a.m to 09:25a.m	10Minutes	VI to VIII	Attendance Checking	
3.	09:25a.m to 11.55a.m	150 Minutes	VI to VIII	• Scholastic Assessment (Written Examination – MCQ, Numeracy, Writing (Language 1 & Language-2))	▪ Time includes both conducting of assessment, collection of filled up OMR sheet (class wise) and question paper cum answer sheet from students. ▪ The External Evaluator will move to each room during exam time and ensure smooth conduct of evaluation

Students will write their answer for the writing and numeracy part in the question paper itself.

Assessment of Reading Skill:

4.	12:00 noon to 1:00 p.m	60 minutes	VI to VIII	Assessment of... • Reading (Language 1 & Language-2)	▪ External Evaluator will assess performance of 10% students randomly for reading skill (both L1&L2). <u>Point-4.ii</u> as mentioned in the role of External Evaluator is to be followed if any discrepancies found. ▪ EE will ensure that marking is done neutrally.
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MDM as per menu of the day (1.00p.m to 1.45p.m)

School Evaluation(Co-scholastic and other areas, Community Participation & Contributions and Infrastructure)

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5.	1.50 p.m to 3.20 p.m	90 minutes	School	School Evaluation	<ul style="list-style-type: none"> Verification and edit will be done as per physical observation and interaction with Head Teacher, Teachers, SMC, Community; students etc. and enter the marks in the online OMR sheet. The final verified/edited School Evaluation part in the same software on the same day of External Evaluation.
6.	3.25p.m to 4.25p.m	60 minutes	School under the supervision of External Evaluator	<ul style="list-style-type: none"> Checking of answer of writing and numeracy (class-VI to VIII). The External Evaluator will randomly check at least 5/6 answer copies (each class) evaluated by teacher and will tally the answers of the students and mark given by teacher in the OMR sheet. Transferring of mark of reading, writing and numeracy to OMR sheet (class-VI to VIII). The External Evaluator will ensure that marks of said skills are entered by teacher in the OMR sheet without any bias. 	
7.	4.25 p.m to 4.55p.m	30 minutes	School	<ul style="list-style-type: none"> Packing after proper sealing and labelling. All concerned are to put signatures where required before packing. 	

N:B: Timing of activities may vary depending on enrolment.

+ **Secondary:**

▪ **Date of Self Evaluation:**

Time	Duration	Class	Activity	By Whom	Remarks
9.00a.m-9.15a.m	15 minutes	IX	Morning Assembly	School	
9.15a.m-9.25a.m	10 minutes	IX	Attendance check	Teacher	
9.25a.m-12.25p.m	180 minutes	IX	<ul style="list-style-type: none"> Reading Evaluation (English and MIL) 	Teacher	Evaluation and recording of marks in prescribed format by concerned teacher.
12.25 p.m- 1.45 p.m	Activities/classroom transaction as per Academic Calendar				
1.50 pm- 2.50p.m	60 minutes	School Evaluation	<ul style="list-style-type: none"> Co-Scholastic Activities and other areas Community Participation & 	Evaluation in presence of SMDC, Parents etc. and recording in prescribed format in the guidelines itself.	

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		Contributions <ul style="list-style-type: none"> Availability and Utilization of School Infrastructure and other facilities 	
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Date of External Evaluation

No.	Time	Duration	Class	Activity	Remarks
1	09:00 a.m to 09:15 a.m	15 Minutes	IX	Morning Assembly	
2.	09:15 a.m to 09:20a.m	10 Minutes	IX	Attendance Checking	
3.	09:20a.m to 11.50a.m	150 Minutes	IX	<ul style="list-style-type: none"> Scholastic Assessment (Written Examination – MCQ, Basic Mathematical Operations, Writing (English and MIL) 	<ul style="list-style-type: none"> Time includes both conducting of assessment, collection of filled up OMR sheet and question paper cum answer sheet from students. . The External Evaluator will move to each room during exam time and ensure smooth conduct of evaluation.

Students will write their answer for the writing and Basic Mathematical Operations part in the question paper itself.

Assessment of Reading Skill:

4.	12:00 noon to 1:00 p.m	60 minutes	IX	Assessment of Reading (English and MIL)	<ul style="list-style-type: none"> External Evaluator will assess performance of 10% students randomly for reading skill (both L1&L2). <u>Point-4.ii</u> as mentioned in the role of External Evaluator is to be followed if any discrepancies found. EE will ensure that marking is done neutrally.
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School Evaluation (Co-scholastic and other areas, Community Participation & contributions and Infrastructure)

5.	1.00 p.m to 2.30 p.m	90 minutes	School	School Evaluation	<ul style="list-style-type: none"> Verification and edit will be done as per physical observation and interaction with Principal/Head Teacher, Teachers, SMDC, Community; students etc. and enter the marks in the online OMR sheet. The final verified/edited School Evaluation part in the same software on the same day of External Evaluation.
6.	2.35 p.m to 3.35p.m	60 minutes	School under the supervision	<ul style="list-style-type: none"> Checking of answer of writing and Basic Mathematical Operations. The External Evaluator will randomly check atleast 5/6 answer copies 	

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			of External Evaluator	<p>evaluated by teacher and will tally the answers of the students and mark given by teacher in the OMR sheet.</p> <ul style="list-style-type: none"> Transferring of mark of reading, writing and Basic Mathematical Operations. The External Evaluator will ensure that marks of said skills are entered by teacher in the OMR sheet without any bias.
7.	3.35 p.m to 4.05p.m	30 minutes	School	<ul style="list-style-type: none"> Packing after proper sealing and labelling. All concerned are to put signatures where required before packing.

N:B: Timing of activities may vary depending on enrolment.

iv. Format for Teachers for recording performance of reading skill of children : ANNEXURE: IV

Name of School:

DISE Code:

Cluster:

Block:

District:

Medium of Instruction:

Class:

Name of Student	Reading Language-1(L1)/MIL				Reading Language-2(L2)English			
	0	1	2	3	0	1	2	3

N:B: L1 & L2 will be applicable for Elementary level and MIL and English will be for Secondary level

*The marking of the students will be recorded as per the format given above for self evaluation(formats will be prepared by school for each class (II to VIII/IX) considering the number of students in a class). However, External Evaluator will assess reading skill of 10% students (each class) on the day of External Evaluation and if performance of the 10% children is found to be more or less tallying with the performance on the day of self-evaluation, External Evaluator will permit the school to enter marks of Reading Skill in OMR sheet.

Name of Teacher/Head Teacher

Signature:

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v. **FORMAT FOR KEEPING RECORD OF OPENING OF QUESTION BOOKLET** (in presence of two SMC/SMDC members, in case, External Evaluator is not able to reach School in time) **:Annexure-V**

Name of School:

DISE Code:

Block:

Medium(s) of Instruction:

Cluster:

District:

Class:

As the external evaluator was not able to reach school in time, sealed packets of questions papers for class(s) have been opened in presence of the following:

sl	Name	Signature with date
1	Head Teacher/Asstt. Teacher:	
2	SMC Member (1):	
3	SMC Member (2):	

Vi. **GUIDELINES ON EVALUATION OF CHILDREN WITH SPECIAL NEEDS(CWSN): ANNEXURE-VI**

General Evaluation Techniques for CWSN :

- Extra time may be provided, as per the needs of the child. Breaks may be allowed during this time to counter fatigue.
- Use of devices to be allowed as per the individual needs of the child e.g. calculators, abacus, Braille, Taylor Frame communication board, slant boards, pencil/ pen grips etc.
- Use of technology e.g. Computers, tape recorders, voice synthesizers to be allowed as per the needs of the child.
- Flexibility in syllabus allocated for testing. For example, if the child is learning at a slower pace, he/she may be tested on smaller units of content rather than the whole syllabus at one time.
- Assessment procedures may include objective type questions, instead of essay type questions for children with difficulties in language acquisition, questions to be modified e.g. simple language.
- Accommodations are to be provided in the area of response methods. Example, oral responses instead of written (can be taped) or amanuensis to write down answers, which would be given orally or through a communication board.
- Instructions and questions to be read out to student when needed.
- Braille and print size to be enlarged according to needs of students.
- Suitable posture and seat arrangement to be made by providing adapted chair/table and separate room, if required.
- Timing of evaluation may be necessary, where children are on specific regular medication.
- Disabilities which have language acquisition problems may be exempted from the 3-language formula. Sign language can also be provided as an option.

Category wise Specific Evaluation Techniques:

For Children with Seeing Problems :

Commonly used methods of examination/evaluation for children with seeing problems.

- Question papers should be provided to children with visual impairment in Braille/ large print or a scribe should be provided.
- The child should be allowed to provide answers in Braille/ large print/ computers or with the help of a scribe.
- The examination should be same except writing can be in Braille or large print. The child may be evaluated based on oral performance in consultation with parents, child and others.

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- Questions may be provided on the tape-recorder and the child's answers/ responses may also be recorded on the tape recorder, only if required. If the child can write, then this opportunity should be provided.
- The child may be permitted to write his/her answers in computers.
- Wherever possible, computers with talk software should also be used as examination/evaluation mode.
- If the child writes in Braille, more time should be provided, if required. Teachers, in consultation with the parents can decide on the extra time. Alternatively, less number of questions may be given to the visually impaired child using Braille.
- Allow rest time if the child has to write for long time as writing Braille for a long time causes fatigue.
- Marks should not be deducted for Braille dot errors (except for Braille reading/writing test). If required, ask the child to give answers orally to find out if he/she knows the answers.
- For providing a large print question paper, the teacher should assess the print size suitable for the individual child, which he/she can see. The child should be allowed to write using a felt pen and on a plain paper (if required).
- Separate seat arrangement could be provided when the child is answering through tape recorder or dictating to a scribe to reduce noise.
- Alternative questions for drawing/ diagrams (pictorial) questions can be provided, only in cases required.
- Clear instructions for objective type questions needs to be given.
- For essay type questions when the child is writing through Braille, marks should be given on key points, not on length of the answers. Both the teacher and the parents should be involved in this.
- The child should be allowed to use all the assistive devices required by him/her.

For Children with Hearing Problems :

- Question papers for children with language acquisition problems should be simple, mainly comprising objective type questions.
- As far as possible, marks should not be cut for punctuation, spelling and grammatical errors. Teachers in consultation parents can decide this.
- Mathematical word problems should be short and simple, if need be.
- Extra time may be provided where absolutely necessary (15 minutes extension per hour or as decided by the teacher).
- Oral evaluation should be substituted by written responses, if required.
- The child should be exempted from the 3-language formula and should be taught the language/s according to the cultural context of the child. Sign language can also be used.
- All oral directions given during the exam should also be written on the board.

For Children with Locomotor Impairment :

- Ensure physical access to room where evaluation/examination is taking place.
- If the child has problem in writing due to impairment in a hand, more time should be provided, depending on the needs of the child or alternatively less number of questions may be given or a scribe may be provided.

For Children with Cerebral Palsy :

- Ensure physical access to test area.
- Separate room to be provided.
- Provide writer, when needed.
- Use of technology for e.g. computers, voice synthesizers.
- Use of communication boards for responding to questions.

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- Modifications of question types to accommodate motor difficulties for e.g. do not test on drawings, geometry questions. These can be decided by the teacher and parents.
- If associated conditions such as visual, hearing, intellectual impairment co-exist, refer to specific evaluation techniques mentioned under each impairment above.
- Suitable postural and seat arrangement to be made by providing adapted chair/table.
- Time for answering questions should be extended, if need be. Breaks may be allowed to counter fatigue.
- Use of adapted devices and equipment e.g. pencil grips, wedges etc.
- The paper/ answer sheet provided should be thick enough (as children with cerebral palsy at times use lot of pressure while writing).

For Children with Mental Retardation:

- The language used in the question paper should be simple.
- The difficulty level of the questions framed for evaluation of children with mental retardation should be at the child's level of understanding.
- Time for answering questions should be extended. Breaks may be allowed to counter fatigue.
- Flexibility should be given to use appropriate teaching learning material for the purpose of evaluation of these children, wherever required. For example use of concrete material, flash cards, visual aids, pictorial illustrations etc.
- The children with mental retardation should not be penalized for punctuation/spelling/ grammatical errors. But they should be told about the errors made
- Fewer number of questions should be given to such children, if required.
- Questions should mainly be objective type/ multiple- choice/ pictorial, if required.

For Children with Multiple Disabilities :

- Extra time to be given to children with multiple disabilities.
- Special furniture to be provided to these children.
- Arrangements to be made for adequate space.
- Assistance should be provided to the child in ensuring physical comfort.
- Ensure easy access to toilets.
- Provisions to be made for a writer or a scribe, if required by the child.
- Suitable modifications should be made in the question paper according to the needs of the child.
- Some children with multiple disabilities may require additional cues and provisions for the same should be made during exams.

Note : These are just guidelines for the States to help them develop some mechanism for the evaluation of children with special needs. However, these may be adapted/ modified according to the individual needs of the child.

Vii.On-Line Format for External Evaluators , Gunotsav, Assam: Annexure: VII (to be filled-up by log in the Gunotsav Web portal)

Name of External Evaluator:

Designation:

Department:

Date of visit:

Name of School	U-DISE Code	Cluster	Block	District

Specific observations (Preferably point wise)

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Areas of Observations: Action taken on last year (Gunotsav 2023) observations of External Evaluators, Infrastructure, whether Teachers are giving their daily attendance through Siksha Setu App, whether daily attendance of students is given through Siksha Setu App, Students' basic academic performance, Innovation (by teachers & students), proper utilization of grants, CSR/Community support, computer grants, CSR/Community support, computer literacy of students (Secondary and Sr. Secondary students), contribution by volunteers under Vidyanjali, number of contribution under Vidyanjali, number of visits to school by officials from cluster to state level in the academic year 2023-24 till December/2023etc.).

#	Area	Observation

Information of children performing exceptionally well in co-curricular activities like sports, music, art, dance etc.			
Name of child:	Class:	Faculty (Sports, music, art, dance etc.)	Level(State/National/International

Observations are to be brief, specific and legible.

Full Signature of External Evaluator:

District:

Viii.GUIDELINES FOR PACKING AND COLLECTION OF QUESTION BOOKLET & OMR SHEET: ANNEXURE-VIII

Packaging of OMR:

Gunotsav-Assam will be conducted for four consecutive days in each phase. The evaluation will be OMR based and will print School wise Sticker for Packaging of OMR sheet. The sticker will also be marked as A, B or C in big font for three different days of external evaluation in respective school. The school and medium wise packaging of OMR is as follows:

Category	Variety of Packets	Number of OMR
1. Lower Primary (For All Medium) [Class1 to class 5]	Four packets	<ol style="list-style-type: none"> 1. Pre-printed class wise student evaluation OMR sheet for Class-1 (One OMR per 10 students) –Class Wise. 2. Pre-printed class wise student evaluation OMR sheet for Class-2 (One OMR per 8 students) –Class Wise. 3. Pre-printed Student Evaluation OMR sheet from Class 3 to 5 (one for each student) –Class Wise. 4. OMR based attendance sheet
2. Upper Primary (All) Medium School[Class 6 to class 8]	Two packets	<ol style="list-style-type: none"> 1. Pre-printed Student Evaluation OMR sheet from Class 6 to 8 (one for each student) –Class Wise 2. OMR based attendance sheet

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Category	Variety of Packets	Number of OMR
3. MV School all medium. (class i to viii)	Four packets	<ol style="list-style-type: none"> 1. Pre-printed class wise student evaluation OMR sheet for Class-1 (One OMR per 10 students) –Class Wise. 2. Pre-printed class wise student evaluation OMR sheet for Class-2 (One OMR per 8 students) –Class Wise. 3. Pre-printed Student Evaluation OMR sheet from Class 3 to 8 (one for each student) –Class Wise. 4. OMR based attendance sheet
4. Secondary(Only Class 9) All Medium School	Two packets	<ol style="list-style-type: none"> 1. Pre-printed Student Evaluation OMR sheet for Class 9 (one for each student). 2. OMR based attendance sheet
5. Composite (Class 6 to 9) School All Medium.	Two packets	<ol style="list-style-type: none"> 1. Pre-printed Student Evaluation OMR sheet for Class 6 to 9 (one for each student). 2. OMR based attendance sheet
6. Composite (Class 1 to 9) School All Medium. [Class 1 to class 9]	Four packets	<ol style="list-style-type: none"> 1. Pre-printed class wise student evaluation OMR sheet for Class-1(One OMR per 10 students) –Class Wise. 2. Pre-printed class wise student evaluation OMR sheet for Class-2(One OMR per 8 students) –Class Wise. 3. Pre Printed Student Evaluation OMR sheet from Class 3 to 9 (one for each student) –Class Wise. 4. OMR based attendance sheet

Delivery of OMR:

- ❖ The delivery of OMR sheets with pre-printed student name and ID will be delivered to concerned block before 10 days prior to exam in each phase of Gunotsav.
- ❖ The concerned CRCC will collect the school wise packets and will distribute to schools before 7 days prior to exam in each phase. The school will check the following on the same day.
 - Whether number of OMR sheets are as per requirement(class wise)
 - Whether the name of each student of the school is found correctly printed in the OMR sheet and will report on the same day of any shortfall/ printing error/ missing of student name to block.
- ❖ Block will report to district on the same day and the district will send the details of such reports to state and state will arrange the necessary OMR sheets.

Process of collection of filled-up OMR:

- After evaluation, school will insert the class wise filled-up OMR sheets along with detailed OMR based attendance sheet in packets which will be provided for the purpose and will seal the same. These individual packets will be again placed in a tamper proof high security single packet which is to be sealed properly.
- The CRCC will collect the schools wise sealed packets of filled-up OMR and attendance sheets and will make a single packet of all the schools of the cluster. The CRCC will submit the same with a compiled sheet to the block.
- The Block In-charge will submit the packet(s) of the block to the district; district will submit packets of all blocks of the district to State Mission office, Samagra Shiksha, Assam, Kahilipara, Guwahati-19.

N:B : The instruction given on the packets is to be filled up and signed by all concerned at all levels.

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DELIVERY OF TOOLS/QUESTION BOOKLET & FORMATS:

- Tools/ question booklet & Formats will be delivered to the concerned District then District will deliver to block and block will dispatch to school .The date of delivery of Tools/ question booklet & Formats will be communicated later.
- The question booklet will be sent in packets having tampered proof security with hot melt adhesive strip on the top. Question booklet once sealed cannot be removed from the packet without tearing the packet.
- An additional tamper proof packing packet will be provided inside the question booklet, so that school can send back the filled-up OMR after packaging it in the tamper proof packet provided for the purpose.
- Four different colours will be used for packaging of **Question Booklet** as below:

Class I & II	Class III, IV & V	Class VI, VII & VIII	Class IX
Green	Red	Blue	Yellow

N:B :(1)The instruction given on the packets is to be filled up and signed by all concerned at all levels.
(2) The used Question Booklets will be kept by concerned school.

6. ITEMS TO BE SUBMITTED BY SCHOOL AFTER EVALUATION

Level	Items	Remarks
LP	<ul style="list-style-type: none"> Filled up and signed OMR sheet Attendance Sheet of students Format as per Evaluation Guideline (If any school has to start evaluation in case of delay of External Evaluator) 	<ul style="list-style-type: none"> Student's OMR sheets (filled up), to be submitted class wise.
UP	<ul style="list-style-type: none"> Filled up and signed OMR sheet Attendance Sheet of students Format as per Evaluation Guideline (If any school has to start evaluation in case of delay of External Evaluator). 	<ul style="list-style-type: none"> Cardboards are to be used at the bottom and top to prevent OMR sheets from getting damaged.
Secondary	Packeting will be done in same manner. But packeting is to be done separately for Secondary level.	

- Unused OMR Sheets will be kept in schools for practice by students.*
- Question Paper will also be kept in schools for practice by students. Teacher may also take help in setting question papers for class test.*

N: B: Care should be taken to ensure that the exercise is carried out adhering to the guideline/ instruction. Utmost commitment and sincerity is expected from everyone concerned. Any deviation and misdeed in evaluation (opening of question booklet ignoring the External Evaluator, leakage of question etc.) will be viewed seriously and if necessary, disciplinary action will also be taken.

All concerned are requested to study the evaluation guideline thoroughly for smooth conduct of evaluation



সৰ্বশিক্ষা অভিযান, অসম
সকলোৰে পঢ়ো, সকলোৰে আগবাঢ়ো।

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