

Ref.No.:CBSE/RO/PRYJ/EXAM/SPOT/2024/087/772910

03/06/24

EXAMINER/TEACHER OASIS NO.- 772910

Raj Kumar Pal
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MOBILE : 8052172713

SUB.: APPOINTMENT LETTER AND INTIMATION OF VENUE FOR SPOT EVALUATION FOR SUB-
EXAMINERS IN THE SUBJECT (087) SOCIAL SCIENCE OF CLASS 10/MAIN 2024

Sir/Madam,

This is to inform that the Controller of Examinations, CBSE has decided to appoint you as Subject Examiner for evaluation of Answer Books of the subject mentioned above for 2024 Class X Main Examinations. The appointment as well as the information to this effect should be kept strictly confidential. The details of your Nodal Centre and Head Examiner are as under:-

NAME AND ADDRESS OF CHIEF NODAL SUPERVISOR/VENUE OF SPOT EVALUATION:

Mrs Neena Shankar	PRINCIPAL	9335154159
70008 ARMY SCHOOL		
NEW CANTT		
RAJIV GANDHI ROAD		
PRAYAGRAJ 211001		

YOUR HEAD EXAMINER :

1074709 Mr Gopal Goswami	9919953818
70008 ARMY SCHOOL NEW CANTT PRAYAGRAJ U P	

The Spot Evaluation will tentatively begin after eight days from the date of the conduct of the subject examination. Thus, you are requested to contact your Head Examiner before the scheduled date, for necessary instructions regarding evaluation of answer books. During evaluation work, You will work under the supervision and control of H.E. & Chief Nodal Supervisor and the time of evaluation will be decided by him/her. For evaluation, an examiner must use RED INK BALL PEN and in no case, the use of any other colour other THAN RED INK BALL pen for correction/evaluation work of answer sheets be allowed. You are directed to be present on the first day of evaluation for discussion of the marking scheme & to understand the pattern of evaluation.

From the past experience, it has been observed that some of the teachers do not report for duty or participate in evaluation as per schedule, which jeopardizes the execution of Evaluation Work. For this, It may be noted that as per provisions of affiliation bye-laws of the Board, the assignment offered by the Board with regard to conduct of examination, evaluation etc. are mandatory on the part of the Principals/teachers of the affiliated institutions. Hence, non-reporting for evaluation duties as assigned by the Board may lead to strict action as deemed fit. Non-compliance will be viewed seriously inviting penalty as per affiliation bye laws of the Board. In this regards letter number Coord/SPOT GUIDELINES/2024 may be seen for compliance.

Further, previous year, it has been observed that quality of evaluation done under the supervision of some Head Examiners was not satisfactory and also not upto the standard, as mistake cases were detected during the course of verification / scrutiny on account of error in evaluation which raised questions on the credibility and working of H.E., A.H.E., Evaluators who participated in the evaluation work. You must be aware that the students look at these examinations as a final evaluation of their academic performance. It is pertinent to mention that the Board extends opportunity to the students to obtain photocopy of the evaluated answer sheets, if they desire. Therefore, all functionaries are requested that proper attention towards evaluation should be given and answer books of the subject be evaluated strictly in accordance with the marking scheme / performance of the students, to avoid any error in evaluation.

It is also informed that, it was observed in 2023 that some of the functionaries involved in the evaluation work had forwarded marking scheme outside through Whatsapp. This act is quite serious in nature. If it is found, serious action will be taken against involved person. It may also be noted that evaluation centre is OUT OF BOUND and MOBILE FREE ZONE.

APART FROM ABOVE, THE EXAMINERS EVALUATING THE ANSWER BOOKS OF THE MEDIUM OTHER THAN THE ONE THEY ARE TEACHING MAY HAVE SOME DIFFICULTY IN UNDERSTANDING THE ANSWER WHICH MAY LEAD TO WRONG AWARD OF MARKS. THEREFORE, FOR DOING FULL JUSTICE TO THE STUDENTS, ALL EXAMINERS SHOULD STRICTLY CHECK AND ENSURE THAT NO ANSWER BOOK IS EVALUATED BY THE EXAMINERS WHO ARE TEACHING IN THE MEDIUM OTHER THAN THE ONE USED IN THE ANSWER BOOK i.e. ALL ANSWER BOOKS SHOULD BE INVARIABLY CHECKED BY THE SUBJECT EXAMINERS OF THE SAME MEDIUM.

It may also be noted that each examiner should devote at least 08 hours daily for evaluation of 20-25 answer books (as per the details in the Spot evaluation guidelines) and ensure that all the answer books evaluated are strictly in accordance with the marking scheme provided by the Board and question paper set used by the examinee, so that justice be done to the students. The reporting time of evaluation centre must be adhered to alongwith the evaluation schedule.

While evaluating the answer books, the examiner concerned must ensure that where multiple sets of question papers are there in the subject i.e. 3 sets of question papers, only one set's answer book have to be taken for evaluation as far as possible. It will be the responsibility of the examiner to verify and ascertain that the answer books in hand does not belong to any of the sets other than the one which he/she has been allotted for evaluation. However, in case of multiple sets of question paper's answer books the examiner should have the knowledge of the other sets also which is not difficult being the part of the same syllabus and the academic subject. Thus, the evaluation shall be done accordingly with proper care and professionally so as to avoid all errors.

Therefore, considering the schedule and importance of the work, your acceptance as Examiner must be sent to the Head Examiner immediately on receipt of this letter and be in contact with the concern Head Examiner. You are also required to produce a relieving certificate at the time of joining / relieving issued accordingly. You are directed to pay proper attention towards the most important work of whole school examination system and ensure error free evaluation as per norms/guidelines of the Board in the larger academic interest of the students and also to safeguard the prestige of the Board.

Yours faithfully,

Sd/-

ASSTT. SECRETARY(CONF.)