

Directorate of Education: Govt. of NCT of Delhi
Examination Branch, Old Secretariat, Delhi-110054

No.DE.5/43/04/Exam/2019-20/93-103

Date: 29/01/2021

// CIRCULAR //

Sub: Practical, Project Submission, Assessment Activities of Classes IX & XI for the Session 2020-21- Reg.

In continuation of the Circular no DE.5/43/04/Exam/2019-20/39-46 dated 13/01/2021 regarding Academics and Examination Activities of classes X & XII, Directorate of Education, Govt. of NCT of Delhi is also committed to provide a plan of activities i.e. Practical/Project/Internal Assessment for the students of classes IX & XI for the session 2020-21.

In order to conduct the aforesaid activities pertaining to Mid Term/Annual Examinations preparation and practical work, the Head of Government, Govt. Aided and Unaided recognized schools may call the students of Classes 9 and 11 only to school with effect from 5th February 2021.

However, the child should be called to school only with the consent of the parents, following the Standard Operating Procedure circulated already as mentioned above. Further, while the records of children coming to school be maintained, the same should not be used for attendance purpose as sending the child to school is completely optional for parents.

All the Heads of Govt. Govt. Aided and Recognized Un-Aided Schools are hereby directed to comply with the following directions in letter and spirit in the welfare of the students:

General Instructions:

1. Schools should provide proper guidance to the students required for Mid Term & Annual Examinations related activities and provide necessary support.
2. Head of school must plan a time table for practice of practicals, Mid Term & Annual Examinations related work i.e. Practical, Project Submission, Assessments etc.
3. Although most of the syllabus has been covered in online classes of class XI and through worksheets of class IX centrally as well as school level, the same may be revised and doubts/difficulties of students may be cleared by the teachers. However, some parts of the syllabus are yet to be covered, the same may be covered in class room and also through the online recorded classes available on YouTube as well as on MIS through the link Academics & Examinations. This will impact positively on the mental well-being of students for the preparation of the Examinations 2021.


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4. CBSE has modified the design of question papers at Sec. & Sr. Sec level by introducing the Objective Type Questions, Source Based Questions, HOTS questions, Analytical & Application Based questions from the session 2020-21. The students of classes IX & XI should be guided accordingly as the question Papers for both the classes will be set up on the basis of modified design of question paper of CBSE. Sufficient practice be given to answer all these type of questions in the Mid Term & Annual Examinations.
5. The marks of the Internal Assessment will be uploaded on MIS for the calculation of the result of student. Therefore, all Internal Assessments be carried out during this period and proper records of the same be maintained.

Instructions for Class XI:

1. Practicals/ Projects/Internal Assessments etc will be conducted at school level from 1st March, 2021. It is advised that the schools may conduct these assessments before the commencement of Annual Examinations.
2. Mid Term Examinations may be conducted from 20.03.2021 to 15.04.2021 tentatively from 02:30 p.m. to 05:30 p.m. in all the schools.
3. Assessment of Internal Grades should also be done prior to the commencement of Annual Examinations.
4. Question Papers for Annual Examinations will be set up covering all reduced syllabus uploaded on MIS in the link Academics & Examinations.

Instructions for Class IX:

1. Schools may conduct the Periodic Assessment -1 and Periodic Assessment -2 preferably in the 4th week of February and 3rd week of March respectively maintaining appropriate COVID Appropriate Behavior (CAB).
2. Mid Term Examinations may be conducted from 01.04.2021 to 15.04.2021 tentatively from 02:30 p.m. to 05:30 p.m. in all the schools.
3. Average marks of best two Periodic Assessments will be considered for calculation of result (05 marks).
4. Projects/Assignments given to the students as Holidays Homework /Home Assignments during winter vacation to be considered as Subject Enrichment Activities (05 marks).

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5. All the Worksheets provided to the students to be considered as Portfolio (05 marks).
6. School will conduct Multiple Assessments between 5th February, 2021 and 30th April, 2021 (05 marks).
7. Question Papers for Annual Examinations will be set up covering all reduced syllabus uploaded on MIS in the link Academics & Examination.

All the Heads of Schools are directed to follow the above guidelines related to Practicals, Projects, Internal Assessments and Examinations. These guidelines must also be disseminated to students and their parents/guardians immediately. Distt. & Zonal DDEs are requested to supervise all the above activities.

All the schools to follow the Standard Operating Procedure (SOP) enclosed herewith for preparation of schools for Practicals, Projects and Examinations in letter and spirit.

The Recognized Unaided Schools may follow the above mentioned timelines for all the exams, periodic tests etc. or may formulate their own schedule /Time table of activities for internal assessments

This issues with prior approval of Competent Authority.


29/01/2021
(DR. RITA SHARMA)
ADDL. DE (EXAM)

All Heads of Govt. Govt. Aided & Recognized Unaided Schools in the NCT of Delhi through DEL E

Copy to:-

1. Secy. to Hon'ble Dy. C.M. & Minister of Education, Delhi
2. PS to Chief Secretary, Delhi
3. PA to Pr. Secretary (Education)
4. PA to Director (Education)
5. All Spl. DEs/Addl DEs/RDEs
6. DDEs (District & Zone), DDEs (PSB), DDE (ASB) & DDE (IEB)
7. OS (IT) to paste on website of DoE
8. Guard File


(MUKTA SONI)
DDE (EXAM)

Standard Operating Procedure (SOP) for preparation of Schools for Practicals, Projects, Assessments and Examinations for classes 9th and 11th

This SOP outlines various precautionary measures to be adopted in addition to specific measures to be taken for preparation of schools for class 9th and 11th Practicals, Projects Assignments and Examinations etc.

Health & Safety Guidelines

- i. No symptomatic child/staff to be allowed in school campus.
- ii. Mandatory Thermal Screening at School Entry Gate.
- iii. Compulsory hand sanitization at entrance of school, Class Room, Labs and Public Utility etc.

School Readiness

- i. HOS to ensure thorough sanitization of the school premises and ensure availability of key supplies like thermal screeners, disinfectant, soap, mask, etc.

Preparation and Guidelines for Practicals, Projects, Assessments & Exams etc.

- i. Schools outside the containment zone only are allowed above listed activities. Further, students, teachers and employees living in the containment zone will not be allowed to come to school.
- ii. Head of school to plan specific Time Table for above listed academic activities as per capacity/ occupancy limit of the classroom/Labs (not more than 12-15 students) following COVID Appropriate Behavior (CAB). Time table be duly approved by DDE Zone.
- iii. Head of school to ensure the bubbling effect i.e. only the same group common members are repeated.
- iv. Staff may be called to school as per the requirement of the time table and following the guidelines of Delhi Disaster Management Authority (DDMA).
- v. School timings are to be staggered (with a gap of at least 15 minutes) to avoid crowding at the school's main entrance/exit gate. Head of school to make a plan and get the same approved by DDE (Zone). Head of school is also advised to use both the gates to avoid the crowding at the entry and exit.
- vi. There should be a gap of at least 01 hour between last group exit of last group of Morning shift and entry of first group of Evening shift in double shifted schools.

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Parental Consent

- i. Head of school to ensure that students come to school with written consent of their parent.

Orientation Programme

- i. On campus orientation of students and teachers to be conducted to give emotional / trauma support for their readiness with new normal of stringent physical distancing, face mask guidelines and hygiene guidelines.
- ii. Detailed guidelines, regarding Covid Appropriate Behavior (CAB) from school authorities, to be given as handouts to students / parents.

Permissible Teaching Learning Activities

- i. Teachers should discuss the reduced syllabus prescribed by CBSE for the session 2020-21 and clarify all the specifications related to design of question papers. Modes of learning to be adopted accordingly for planning the activities for Academics, Practicals, Assignments, Projects, other School Based Assessments and Examinations of classes IX & XI.
- ii. Only academic activities to be permitted.
- iii. No assembly or social event, no extracurricular or physical outdoor activities to be conducted.
- iv. Children may be guided not to share books, copies and stationery items, etc.

Regular Sanitization of School and Common Spaces

Head of School to Ensure:

- i. Increased facility for cleaning and sanitization especially in common areas and high touch surfaces.
- ii. Proper and regular cleaning and sanitization of class rooms.
- iii. Provision for adequate soap (solid, liquid) and running water in all washrooms.
- iv. Key supplies of thermal scanners, sanitizers, disinfectants and masks etc.

Daily Symptoms Check Guidelines

Most People with COVID-19 are asymptomatic and those with symptoms have reported a wide Variety - ranging from mild symptoms to severe illness. These include:

- Fever or chills (>99.5 F)
- Cough
- Shortness of breath or difficulty in breathing
- Fatigue

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- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member displays any of the above symptoms whilst at the school, they should be encouraged to move away from other people and into an outdoor / well ventilated space/ quarantine room.

Quarantine Room

- i. Head of school to ensure availability of a Quarantine Room in the school in case of emergency.

Face Mask Guidelines

- i. All members of school must wear a mask in the proper way while in the school premises.
- ii. Provision of availability of spare masks for emergency.

Physical Distancing Guidelines

- i. It is advised that everyone does their best to maintain a safe physical distance of **6 feet** or more in all settings.
- ii. School authorities have to maintain physical distancing at all times by ensuring that students do not assemble or gather near entry/exit gates or even during the breaks.

Campus Guest Policy

- i. Routine guest visits should be discouraged. However, during emergency, parent's visit with proper **Covid Appropriate Behavior (CAB)** protocol may be permitted.

Community / Common Space Policy

- i. Congregating in common areas of school campus must be prohibited.

Awareness Drive

- i. Posters / standees on preventive measures about Covid19 to be displayed prominently
- ii. Earmarking different lanes for coming and going.
- iii. Displaying posters/ messages at all prominent places like class rooms, washrooms, parking, entry and exit etc. to ensure **Covid Appropriate Behavior (CAB)** like physical distancing and mask guidelines etc.

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