

FORMATIVE ASSESSMENT

Formative Assessment is a assessment conducted during the process of teaching. It is through observation of student responses, student notebooks, assignments and other written works.

Formative Assessments will be conducted by the teacher during instructions. The teacher observes and records the children progress as well as learning gaps.

Main Features of Formative Assessment :-

- It is diagnostic and remedial and to be assessed in the form of oral, written and performance.
- Makes the provision for effective feed back.
- Recognises the need for students to be able to assess themselves and understand how to improve.
- Offers an opportunity to students to improve their work after feedback .
- Helps students to support their peers.
- Formative Assessment is Assessment for learning and assessment as learning.

Formative Assessment will be divided into following four divisions carrying 5 marks each.

- a. **Periodic Test (5 marks) :-** Periodic Test will be conducted in each subject and total marks in all subjects to be converted out of 5 marks for each FA.
- b. **Multiple Assessment (5 Marks) :-** Apart from the periodic test, the school officials will conduct assessments in other modes depending on the subject. Multiple Assessment includes Oral Test, Group/ Individual Assessment, Maps, Graphics, Activities, Assignments etc.
- c. **Portfolio (5 Marks) :-** Portfolio is nothing but the work done by the student, like drawing, poems, collection of different materials, self made objects, story writing, problem solving (developing and executing strategies). Connecting concepts between different subjects, mathematical communications (e.g. he/ she will read a math-related essay, then explain what he/ she read by writing about it in their own words. Use examples from the reading and at least one

example of their own, or make some original connection from this topic to some other topic) etc. It should be done within a specific time period. Portfolio is a suitable process for peer assessment and self assessment. The achievement of the students is to be exhibited in a portfolio board. Portfolio includes the efforts, progress, growth and achievements of the student. The students will be assessed basing on the following elements.

- Design of the work :- This includes neatness, visual appeal and creativity.
- Completion of guided work focussed on specific curricular objectives.
- Evidence of student's growth.
- Inclusion of all relevant work (completeness)

Teachers can include other subject relevant criteria and elements to assess portfolios.

Portfolios need to be developed in an easy to manage form. They need to be meaningful but simple & accessible. Developing them should not be a burden on students – both in terms of cost & time.

- d. **Subject Enrichment Activities (5 Marks) :-** This assesses the practical, project works and language skills of a student. The subject improvement activity is different for different subjects. *For example :-*

In Languages : The listening, writing, speaking skills and vocabulary.

In Mathematics & Science : Preparation of Mathematical/ Scientific models, Collection of articles and biography of great Indian Mathematicians/ Scientist, Organising quizzes, making of charts, posters etc.

In Social Science: Project works on preparation of Maps/ Charts, conducting Essays, Debates, Quizzes, Scarp book of news articles, Reading about and drawing of historical monuments etc.

CONDUCT OF EXAMINATION AT HOME

In case the Pandemic situation warrants non conduct of examination either by the Board for Class- X or by the school for Class- IX, the examination can be appeared by the candidates from home following the procedures given below.

- a. One hour more than the duration of the examination will be given from distribution of question papers till receipt of the Answer Scripts. If the duration of examination is 2 hrs, 3 hrs time will be given, i.e. half an hour before the schedule start and half an hour after the schedule end of the examination.
- b. Parents shall be informed to collect the question papers from the school half an hour before schedule start of the examination and deposit the Answer script before half an hour after scheduled end of the examination.
- c. On receipt of the used Answer Books, the school will seal the Answer Book packet and handover the same at the neutral school in next 1 hr for the purpose of evaluation.
- d. The evaluation will be completed in a time frame of seven days to be notified by the Board.
- e. After completion of evaluation, marks against the Roll Nos for Class- X and against UIN Nos for Class- IX will be entered in the mark foil.
- f. The mark foils of different classes can be downloaded from the website www.bseodisha.ac.in.
- g. Marks foil to be prepared in triplet, one for Mentor School, 2nd copy for own school and 3rd Copy for school who has evaluated the Answer Books. Later on after uploading of marks, 3rd copy of the Mark foil has to be deposited with the concerned District Education Officer in sealed envelope .
- h. The evaluated marks along with marks obtained in Formative Assessments shall be submitted with the respective class teachers for preparation of TR given at Annexure-IV & V for uploading of marks in Board's Portal as per notification of the Board.

RECORDS FOR MAINTENANCE & UPLOADING OF MARKS:-

CLASS- IX :-

1. The subject teachers will do the Formative Assessments of students. He will maintain register for the purpose.
2. For Each Formative Assessment, the unit tests shall be conducted after each unit & the marks shall be recorded. All marks secured in unit tests shall be converted out of total mark of 5 and shall be awarded under periodic Test in Formative Assessment.
3. Similarly marks calculated out of 5 marks in each Formative Assessment under Multiple Assessment, Portfolio & Subject Enrichment Activities will also be taken into account & recorded.
4. The subject teachers has to calculate & award the marks of each candidate in the format given of Annexure- III & one copy of the same has to be handed over to Class Teacher under the signature of Head Master.
5. The Class Teacher shall prepare the Tabulation Register(TR) (as given at Annexure- IV & V) for each term by collecting the Formative Assessment marks from subject teachers & SA mark (Term End Examinations) from evaluating school through the Head Master.
6. This complete Tabulation Register (TR) of each term will be submitted with the Mentor School for uploading of marks as per Board's instructions.

CLASS- X :-

1. Similar procedure will be followed for Class- X in case Summative Assessments (Term end Examinations) could not be conducted by Board & candidates are forced to appear from home.
2. In case examinations are conducted by Board, only marks of Formative Assessment (FA-1 to FA-4) will be uploaded against the Roll Nos of the candidates.

The Tabulation Register format for Class-IX & X for both the terms have been given at Annexure-IV & V.

Formative Assessments- 1 /2 /3 /4

CLASS- IX/ X :- _____ SUBJECT :- _____

TOTAL MARKS :- 20

SL. NO.	UIN NO./ ROLL NO.	CANDIDATE'S NAME	PERIODIC TEST (05 MARKS)	MULTIPLE ASSESSMENT (05 MARKS)	PORT FOLIO (05 MARKS)	SUBJECT ENRICHMENT ACTIVITIES (05 MARKS)	TOTAL MARKS SECURED OUT OF 20 MARKS

