Guidelines regarding conduct of SUMMATIVE ASSESSMENT-I (SA-I) 2011-12 for classes IX & X.

Summative Assessment-I (SA-I) for the session 2011-12 shall be conducted for classes IX & X centrally at Directorate level w.e.f 19.9.2011. In this connection, the following guidelines are being issued for the smooth conduct of the examination.

1. A nominal fee @ Rs.10/- (Rs. Ten only) per student appearing in the Summative Assessment-I 2011-12 is to be deposited in the Central Pupil Fund Account No.10577524058 in the state Bank of India (SBI), Old Secretariat Branch, Delhi-110054, through Saving Bank Account Pay-in-Slip. Payment shall be made in Cash or by cheque only. One copy of the bank receipt is to be submitted in Room No.222-A, Examination Cell, Old Secretariat, Delhi on the same day of the depositing the money in Central Pupil Fund in state Bank of India.

2. Classwise-cum-subjectwise enrolment of students (for classes IX & X) should be prepared carefully on the prescribed proforma SA(X) & SA(Y) (to be downloaded from website) by each and every Head of participating school in triplicate (CARBON COPY NOT ALLOWED).

3. Two copies of the enrolment so filled in by the schools are to be submitted to the concerned Zonal Officer by 26.8.2011. The Zonal Officer will compile the data on the prescribed proforma SA(J) & SA(K) (to be downloaded from website).

The following points should strictly be adhered to by all Zonal Officers while compiling the proforma SA(J) & SA(K) (Proforma SA(J) for class IX & SA(K) for class X):

(a) Enrollment of Morning and Evening Shift Schools should be given separately on proformas SA (J) and SA (K).
(b) Firstly, arrange the proforma SA(X) & SA(Y) duly filled in, received from individual schools, in senior secondary and secondary order.
(c) Enter the subjectwise enrolment of all senior secondary schools on the proforma SA(K) & SA(J) according to ascending order of School code. In continuity, fill up enrolment of the secondary schools on the proforma SA(K) & SA(J).
(d) Prefix letter ‘J’ to every School code on proforma SA (J) meant for class IX and prefix letter ‘K’ to every School code on proforma SA (K) meant for class X.
(e) School I.D./Code should be the Seven Digit Number allotted by the Directorate of Education, like 1002003, a school in Zone-2 of Distt. East. If it is a senior secondary school, the code numbers on different proformas will be as under:

For class IX : J1002003
For Class X : K1002003
Zonal Officers shall have the responsibility to submit the following material duly completed in all respects, directly to the Examination Cell, Room No.222-A, Old Secretariat, Delhi-110054. **LATEST BY 29TH AUGUST, 2011:**

i) **Two sets of proformas SA(J) & SA(K) for Morning Shift Schools and two sets of proformas SA(J) & SA(K) for Evening Shift Schools i.e., ONE COPY with name & addresses of all participating schools & their codes and the second with their CODE NUMBERS ONLY.**

ii) **One copy of proformas SA(X) & SA(Y) each duly filled in by all the participating schools.**

iii) **One attested COPY of bank receipt collected from each participating school, ensuring each of it clearly indicates name and address of the school and the cheque no. and the date of deposit.**

(SAVITA YADAV)
Dy. EO (Exam)

To

All HOSs and 28 Zonal Officers for information and necessary action through MIS.

Copy to:

1. All RDEs and Distt. DDEs for information & follow up action through MIS.
2. All Distt. Coordinators, EOs & DEOs with the request to ensure that no school of the zone is left.
3. ADE (IT) to put it on the website of Directorate of Education.

(SHARDA TANEJA)
OSD (Exam)
CONTROL ROOM: 23890270

GOVT OF NCT DELHI: DIRECTORATE OF EDUCATION
Examination Cell, Room No. 222-A, Old Secretariat, Delhi-110054

No. DE.5/24/05/Exam/181 Date: 22nd Aug., 2011

Sub: **Summative Assessment-I (SA-I) 2011-12 for classes IX and X.**

The Summative Assessment-I (SA-I) Examination 2011-12 is scheduled to be held w.e.f. 19.9.2011. The following guidelines are being issued in this regard:

1. Sealed cartons of question papers of classes IX & X for SA-I 2011-12 shall be delivered at District Offices between 6:00 a.m. to 7:00 a.m. on each day of examination. On the day of examination all the ZDC Incharges should be present at 7:00 a.m. positively at their respective District Offices to receive the cartons. The distribution of sealed packets of Question Papers to authorised officers/officials of participating schools will be started at 7:30 a.m. Preference may be given to far flung schools of the zone.

2. Two sealed packets per subject per class containing 25 question papers each shall be available as EXTRA for each Zone to meet out shortage, if any.

3. “Certificate of Opening of Cartons/Boxes Containing Question Papers” should be prepared every day by all ZDC Incharges for record.

4. “Marking Schemes” in sealed packets will also be supplied on the same day of the examination, but it should be ensured that those ARE NOT OPENED till completion of the paper.

5. **RDEs, DDEs, EOs and DEOs are requested to conduct surprise inspection during examination days.**

(SAVITA RADAV)
Dy: EO (Exam)

To

All EOs/HOSs (through MIS)

Copy for information/necessary action to:

1. All RDEs/DDEs through MIS with the request to ensure the compliance.
2. ADE (IT) to place it on website of Directorate of Education.

(SHRADA TANEJA)
OSD (Exam)
PROFORMA SA(X)

Zone: ....................  
Morning/Evening Shift .........................

Name & address of the school ......................... School code....................

.......................................................... Zone..........................

Telephone No. ................................. District: ..........................

1. Name of Head of School:..........................................................

2. Designation:......................Tel.No.(Resi.)..............(Mob)....................

3. Enrolment for SA-I 2011-12
   (As on 20.8.2011)
   (Contribution @ Rs.10/- per student)

<table>
<thead>
<tr>
<th>Class IX</th>
<th>X</th>
<th>Total</th>
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<tr>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
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</table>

Amount deposited Rs......................... By cheque No......................... dated....................

Sig. of Exam. Incharge ................. Sig. of Head of School (with seal).........................

4. Details of payment made in the state Bank of India, Old Secretariat Branch, Delhi-110054 in Central Pupil Fund Account No.10577524058.

IMPORTANT NOTE:

1. Summative Assessment-I (SA-I) Examination of classes IX & X for the year 2011-12 will be held centrally at Directorate level w.e.f. 19.9.2011. Date Sheet is available on the website of Directorate of Education.

2. Summative Assessment-I (SA-I) Examination of classes IV to VIII and XI & XII will be conducted centrally at District level between 19.9.2011 to 27.9.2011.

3. Every participating school including Govt. Aided School should submit the proforma SA(X) & SA(Y) duly filled in all respects alongwith attested copies of bank receipt (two copies each) to the concerned Zonal Officer latest by 25.8.2011. Proformas should be filled in for Morning & Evening Shift Schools separately.

4. Bilingual (English/Hindi) question papers will be supplied except for language papers.

5. Enrollment of bilingual (English/Urdu) papers, if any is to be submitted to Zonal Officer on separate proforma SA(Y) of Morning & Evening Shift Schools separately for the following subjects/classes only, clearly mentioning ‘URDU MEDIUM ON IT’:
   - Class IX & X: Mathematics, Science & Social Science.

6. Examination for the subjects not mentioned in proforma SA (Y) are to be arranged at school level.

7. Schools will receive the sealed packets of question papers as per their enrolment submitted on proforma SA (Y) from concerned Zonal Centre Officer on each day of examination.
(TO BE FILLED IN BY EACH SCHOOL)
SUMMATIVE ASSESSMENT-I (SA-I) EXAMINATION 2011-12
FOR CLASSES IX & X

PROFORMA SA(Y)

Zone: ...............  
Morning/Evening Shift:.........................

Name & address of the school:.......................School code:..................
..................................................................................Zone:.........................

Telephone No. :.......................... District: .........................

SUBJECT-WISE ENROLMENT FOR SA-I EXAMINATION 2011-12

CLASS IX

<table>
<thead>
<tr>
<th>Total Enrol. in class</th>
<th>Hindi Course-A</th>
<th>Hindi Course-B</th>
<th>English Lang. &amp; Lit.</th>
<th>Sanskrit</th>
<th>Maths</th>
<th>Science</th>
<th>Social Science</th>
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CLASS X

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<th>Total Enrol. in class</th>
<th>Hindi Course-A</th>
<th>Hindi Course-B</th>
<th>English Lang. &amp; Lit.</th>
<th>Sanskrit</th>
<th>Maths</th>
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CERTIFICATE

It is certified that the above data has been checked personally from school record and no request will be made for any change in figure (s) later on.

(Sign. of Exam. Incharge) (Sign. of Head of School with seal)
Name: Name:
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; Address of School &amp; Code number</th>
<th>Total Enrolment in class</th>
<th>Hindi A</th>
<th>Hindi B</th>
<th>English</th>
<th>Sanskrit</th>
<th>Maths</th>
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<th>Social Science</th>
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**Total**

**Sub Total**

**Grand Total**

Certified that the data has been compiled by me personally, no school of the zone is left out and no request will be made for any change in the figure(s).

Signature of Distt. Coordinator(Exam):  
Name:

Signature of EO/DEO:  
Name:

C/s by concerned Distt. DDE
# SUMMATIVE ASSESSMENT-I (SA-I) EXAMINATION 2011-12

## SUBJECT-WISE ENROLMENT

**PROFORMA SA(K)**

(To be filled separately for Morning & Evening Shift Schools)

<table>
<thead>
<tr>
<th>ZONE .........................</th>
<th>CLASS X (10)</th>
<th>No of pages.................</th>
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<th>Name &amp; Address of School &amp; Code number</th>
<th>Total Enrolment in class</th>
<th>Hindi</th>
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Signature of Distt. Coordinator(Exam)  
Name:  

Signature of EO/DEO  
Name:  

C/s by concerned Distt. DDE