Sub: INSTRUCTIONS TO HOSs FOR CONDUCT OF CCEP EXAM (PSA Based) FOR
CLASSES IV TO XII FOR THE ACADEMIC SESSION 2013-2014.

First CCEP examination for classes IV to XII (PSA Based) for the academic year 2013-2014
will be held centrally at the Directorate level on 12th DECEMBER, 2013 (THURSDAY). The
following instructions are being issued for strict compliance of all the HOSs concerned:

1. First CCEP examination will be held separately for Morning and Evening Shift
   Schools, as per schedule given in the Time Table.
2. The participation in this examination for all the students of classes IV-XII studying in
   Government schools of Delhi is compulsory.
3. All HOSs should inform the students of classes IV to XII that no specific syllabus has
   been prescribed for CCEP-I Exam. It will be conducted on the pattern of Problem
   Solving Assessment (PSA). The question paper shall consist of four parts, namely
   Language Conventions (Hindi/Urdu), Language Conventions (English), Qualitative
   Reasoning & Quantitative Reasoning aimed to assess a student's basic knowledge
   of languages and higher order life skills like logical reasoning, critical thinking,
   drawing inference, etc.
4. It should be ensured by all HOSs that the teachers explain the instructions to the students
   for filling the OMR/Response Sheet before beginning of the examination.
   All HOSs should display the instructions on the notice board and inform the students during
   prayer meeting about the guidelines for CCEP Examination.
5. All the students of class IV to VIII would be using Response Sheets attached with the
   Question Paper, whereas, the students of classes IX to XII will use OMR Sheets for
   marking their answers.
6. All the students must bring Ball Pen and HB pencils, eraser and hard board with them for
   use in the examination hall. All the particulars on side 'B' of OMR answer sheet is to be
   filled with H.B. PENCIL only. The particulars on side 'A' of OMR Sheet is to be filled with
   BALL POINT PEN. Response Sheets are to be filled with BALL POINT PEN only.
7. It is mandatory for every student to write his/her in the space provided for the
   same.
8. Question papers will be supplied to all Zonal Distribution Centres (ZDCs) one day before
   the day of examination i.e. 11th December, 2013 (WEDNESDAY), between 6:30 a.m. &
   7:00 a.m. whereas OMR answer sheets will be supplied two days in advance. ZDCs may
   start distribution of OMR Sheets on the same day when it is received. Incharges of all the
   ZDCs must ensure that the packets are received by a responsible officer at their Centre at
   the schedule time. ZDCs may start distribution of question papers to both Morning and
   Evening shift schools simultaneously from 10:00 a.m. onwards on 11th December 2013.
   However, priority should be given to Morning shift schools and those schools which
   are located in remote areas. All the HOSs are directed to check that the OMR Sheets
   are provided as per their enrolment. In case of any shortage they may contact the
   ZDC or Examination Cell at the headquarter.
   Students may be allowed to enter the examination centre 10 minutes before the commencement
   of examination (as given in the time table) for each group.
9. Question papers will be separate for both Morning and Evening shift schools and will be in
   four sets namely: A, B, C & D and will be supplied in sealed packets. The seating plan
   should be made in such a manner that in a room, 24 students of a class should be allowed
   Contd......
to sit. 24 students of another class should also be allowed to sit in the same room, side by side, in case of shortage of accommodation. The seating plan should be made in such a manner that students sitting next to each other (vertically as well as horizontally) do not get same set of question paper.

11. Students of classes IV, V, IX & X are required to answer all the questions. The students of classes VI to VIII have to answer any two languages (Hindi/Urdu and English) whereas students of classes XI & XII will have to answer questions from only one language (EITHER HINDI or ENGLISH).

12. After completion of the test, the students should be allowed to retain the question booklet. Students of classes IX to XII will mark the answers on the question booklets also. The answer key will be uploaded on the website of the Directorate in the Evening of 13.12.2013. The class teachers are to be instructed to discuss the question paper in the class later on.

13. During the examination time, no student should be allowed to leave the examination room, except in case of emergency.

14. Adequate care should be taken by all HOSs to see that filled up OMR sheets for classes IX to XII are properly packed in sequence and sealed within 15 minutes of the completion of the examination. Morning Shift or Evening Shift should be clearly written on the top of the sealed envelope containing used OMR Sheets.

15. At the end of examination, the following items are to be deposited in SEALED PACKETS separately at the office of the DDE concerned:
   a. Filled OMR sheets & Student’s Attendance Sheets (Class-wise for classes IX to XII) in separate packets. Morning shift and Evening shift should be written on the packet.
   b. Summary of Attendance for classes IX to XII in one envelope. Morning shift and Evening shift should be written on the packet.

15. Unused question papers and un-used OMR sheets are to be retained by the concerned school.

NOTE: i) All HOSs are directed to keep ONE copy of Attendance Sheet in his or her custody for any further correspondence.

ii) Students of classes XI & XII will have to answer 60 Questions in all choosing one language either Hindi or English, whereas, students of classes IV, V, IX & X will have to answer all the questions. The students of classes VI to VIII have to answer any two languages (Hindi/Urdu and English)

iii) The Response Sheets of classes IV to VIII are to be retained and checked at the School Level.

(DR. SUNITA S. KAUSHIK)  
Addl. DE (EXAM)

To

Heads of all Govt. Schools through Del E.

Copy to:

1. All Regional Directors through Del E.
2. DDEs (All Districts)/EOs/DEOs through Del E.
3. ADE (IT) to get it placed on the website of the Dte. of Education.
4. PS to Director (Education).

(SAVITA YADAV)  
ADE (EXAM)
Sub: INSTRUCTIONS TO INVIGILATORS FOR CONDUCT OF CCEP-I EXAM FOR CLASSES IV TO XII (PSA BASED) FOR THE ACADEMIC SESSION 2013-2014.

1. The test shall begin as per schedule and shall be of one and half hour duration for classes IV to VIII and of two hours’ duration for classes IX to XII.

2. The test is of objective type in which every question has only one correct answer. Ask the students of classes IX to XII to mark answers only in the OMR Sheets by blackening the correct answer with HB pencil only, as, only such entries will be evaluated by computer. The answers marked anywhere else are invalid. Students of classes IV to VIII will mark the correct option on the Response Sheets. Hence, proper care should be taken in this regard.

3. Students must read the instructions given on the Booklet Cover and on the OMR / Response Sheet very carefully.

4. Place the OMR Sheet and question booklet on each desk/seat and remove the absentee’s answer sheets and question booklets after 20 minutes.

5. Students may be asked to check their question booklets, OMR/Response Sheets before the start of the test. Defective question booklet, if any, may be replaced immediately by an extra question booklet of the same series.

6. Take attendance of the students in the student's attendance sheet and check the particulars of the student i.e. NAME OF THE STUDENT, STUDENT ID, SCHOOL CODE, QUESTION BOOKLET SERIES, CLASS, SECTION, ROLL NUMBER & SIGNATURE OF STUDENT ON OMR Sheet. Any fault on the part of the student in filling up of OMR Sheet may fetch him/her ZERO MARKS.

7. After doing point-6 above, put your signature and employee I.D. on the students’ OMR/Response Sheet. Mark ABSENT against the absentee students on the Students' Attendance Sheet. Put your signature and employee I.D. on the attendance sheet also.

8. Don't allow the students to bring and use calculators/geometrical instruments/books/ notes/mobile phone/pager etc. inside the examination room.

9. Make sure that the students DO NOT wrinkle/fold/tear/staple or make any stray marking on the OMR/Response Sheet.

10. Arrange the OMR/Response Sheets in the serial order of the Roll Number before handing them over to the Examination Superintendent. Do not fold or damage OMR Sheets while arranging them.

11. Do not allow any student to leave his/her seat in the examination room except in case of emergency.

12. At the end of examination, please ensure that no student leaves the room until all the answer sheets are collected and accounted for. Allow the students to carry the Question Booklets with them.

13. Hand over unused question papers and un-used OMR Sheets separately to the Examination in-charge.

14. It is the duty of the invigilator to ensure that all particulars of students/school etc. in all columns are filled up correctly. The Invigilator shall be responsible for the same and negligence on his/her part would be viewed seriously.

15. The HOS must ensure strict compliance of the instructions by the invigilators.

(ADDRESS OF THE STUDENT)
//CIRCULAR//

Sub: INSTRUCTIONS FOR DISTRICT DDEs/EOs/DEOs FOR CONDUCT OF CCEP-I EXAM FOR CLASSES IV TO XII (PSA BASED) FOR THE ACADEMIC SESSION 2013-2014.

First CCEP examination for classes IV to XII (PSA based) for the academic year 2013-2014 is scheduled to be held on 12th DECEMBER, 2013 (THURSDAY). For the smooth conduct of the test, the following instructions are being issued for necessary action of District DDEs, EOs & DEOs:

1. Distt. DDEs are requested to ensure that each Morning and Evening Shift Govt. School under their jurisdiction have received their OMR Sheets as per enrolment submitted by them for CCEP examination.

2. The question papers for the test will be supplied to each school through concerned Zonal Distribution Centre (ZDC), one day before the day of examination i.e. on 11th DECEMBER, 2013 (WEDNESDAY) between 6:30 a.m. to 7:00 a.m. as per enrolment in each class submitted by the schools. Distt. DDEs are requested to ensure that these packets are received by a responsible officer at the ZDC at the prescribed time.

3. ZDCs should start distribution of question papers from 10:00 a.m. onwards to the individual schools on receipt of “Authority Letter” issued by the concerned HOS. EO/DEO of the concerned Zone should monitor the distribution work at the centre.

4. Distt. DDEs are requested to conduct surprise inspection during the test. EOs and DEOs will also conduct surprise inspections as per the direction of the concerned Distt. DDE.

5. The officers from the HQ will also be put on special surprise inspection during the examination at different centres.

6. At the end of test, EO/DEO of the concerned Zone will supervise the process of depositing PACKETS OF FILLED OMR SHEETS and other materials at the O/o the concerned Distt. DDE between 2:00 p.m. to 5:00 p.m. and are personally responsible to hand over the packets of used OMR sheets and attendance of each school of their Zone to the representative of the printer.

7. NOTE: All HOSs should be directed to keep ONE copy of Attendance Sheet in his or her custody for any further correspondence.

(DR. SUNITA S. KAUSHIK)
Addl. DE (EXAM)

To
All Distt. DDEs, EOs & DEOs through Del E.

Copy for information to:
1. All Regional Directors through Del E.
2. ADE (IT) to get it placed on the website of the Dte. of Education.
3. PS to Director (Education).
TIME TABLE FOR CCEP EXAMINATION FOR CLASSES IV TO XII TO BE HELD ON
12th DECEMBER, 2013 (THURSDAY)

TIMING DETAIL

( FOR MORNING SHIFT SCHOOLS)

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>CLASSES IX-XII</th>
<th>CLASSES IV-VIII</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>8:00 a.m. To 8:15 a.m.</td>
<td>10:45 a.m. To 11:00 a.m.</td>
<td>Entry of students in class rooms. Distribute the Question Papers &amp; OMR Sheets. Give instructions to the children as to how to fill the OMR / Response Sheet. While OMR/Response Sheets are being filled, check the following: a) School code b) Class c) Section d) Roll Number e) Booklet Series Number, as mentioned in respective Question-Booklet (i.e. A, B, C, D) f) Name of the Student g) Student's Signature. h) Student I.D. i) After verifying (a) to (h) above, invigilator should put his/her signature &amp; Employee I.D. on the OMR/ Response Sheets on the space provided for it.</td>
</tr>
<tr>
<td>2.</td>
<td>8:15 a.m.</td>
<td>11:00 p.m.</td>
<td>Allow students to start marking answers on OMR/ Response Sheets.</td>
</tr>
<tr>
<td>3.</td>
<td>10:15 a.m.</td>
<td>12:30 p.m.</td>
<td>Collection of students Attendance Sheet &amp; OMR/ Response Sheets 1) Arrange OMR/Response Sheets in the serial order of the Roll Number before handing them over to the Examination Superintendent 2) Un-used Question Booklets with OMR Sheets are to be retained in the schools.</td>
</tr>
</tbody>
</table>

To

All RDEs/Distt. DDEs/EOs/DEOs/HOSs through MIS.
TIME TABLE FOR  CCEP EXAMINATION FOR CLASSES IV TO XII TO BE HELD ON 12th DECEMBER, 2013 (THURSDAY)

**TIMING DETAIL**

**FOR EVENING SHIFT SCHOOLS**

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>CLASSES IX-XII</th>
<th>CLASSES IV-VIII</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>01:00 p.m. To 01:15 p.m.</td>
<td>03:45 p.m. To 04:00 p.m.</td>
<td>Entry of students in class rooms.</td>
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<td>Distribute the Question Papers &amp; OMR Sheets.</td>
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<td>Give instructions to the children as to how to fill the OMR / Response Sheet.</td>
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<td>While OMR/Response Sheets are being filled, check the following:</td>
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<td>a) School code</td>
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<td>b) Class</td>
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<td>c) Section</td>
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<td>d) Roll Number</td>
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<td>e) Booklet Series Number, as mentioned in respective Question-Booklet (i.e. A, B, C, D)</td>
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<td>f) Name of the Student</td>
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<td>g) Student's Signature.</td>
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<td>h) Student I.D.</td>
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<td></td>
<td>i) After verifying (a) to (h) above, invigilator should put his/her signature &amp; Employee I.D. on the OMR/Response Sheets on the space provided for it.</td>
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<td>05:30 p.m.</td>
<td>Collection of students Attendance Sheet &amp; OMR/Response Sheets</td>
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<td>1) Arrange OMR/Response Sheets in the serial order of the Roll Number before handing them over to the Examination Superintendent</td>
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<td>2) Un-used Question Booklets with OMR Sheets are to be retained in the schools.</td>
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To

All RDEs/Distt. DDEs/EOs/DEOs/HOSs through MIS.
STUDENTS ATTENDANCE SHEET FOR CCEP EXAM
12th DECEMBER, 2013 (THURSDAY)

School Name.............................................. Morning Shift/Evening Shift .................

School Code................................. Class......... Section......................

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of student</th>
<th>Student ID</th>
<th>Roll Number</th>
<th>Booklet Series</th>
<th>Signature</th>
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SIGNATURE OF THE INVIGILATOR
SIGNATURE OF PRINCIPAL/HOS
SUMMARY OF ATTENDANCE OF CCEP EXAM

12th DECEMBER, 2013 (THURSDAY)

(To be packed in ONE separate envelope for all the classes)

Note: **USE SEPARATE SHEET FOR EACH CLASS**

School Code: ...................................... Tel. No...............................

School Name: ...................................... Morning Shift/Evening Shift ....................

<table>
<thead>
<tr>
<th>Class and Section</th>
<th>Roll Number</th>
<th>Total</th>
<th>Present</th>
<th>Absent</th>
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(Signature of Principal/HOS)