Subject: Regarding Distribution of Confidential Material for Classes IV to XI in r/o Common Second Term School Examination/Summative Assessment-II (SA-II) 2013-14.

The Common Second Term School Examination/Summative Assessment-II (SA-II) 2013-14 is scheduled to be held w.e.f. 20.02.2014 (Thursday) for Morning & Evening Shift Schools separately for the students of Govt. & participating Govt. Aided schools of Delhi studying in classes IV to XI. The following guidelines are being issued in this regard:

1. Sealed cartons of question papers for SA-II 2013-14 shall be delivered at all Zonal Distribution Centres (ZDCs) between 6:30 a.m. to 8:00 a.m. on all examination days. On the day of examination all the ZDC In-charges should be present at their centres to receive the cartons by 6:30 a.m. positively. The distribution of sealed packets of Question Papers to authorized officials of the schools will be started at 10:00 a.m. and proper receipt of the same shall be obtained by the ZDCs. The officials collecting the question papers shall also ensure that they are receiving the exam material as per enrolment submitted in respect of their school. Preference has to be given to far flung schools of the zone so that the Question papers reach all the schools well before the examination.

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

3. "Certificate of Opening of Cartons/Boxes Containing Question Papers" should be prepared every day by all ZDC In-charges & submit to Examination Cell on 26.03.2014.

4. "Marking Schemes" in sealed packets will also be supplied on the very day of the examination, but it should be ensured that those ARE NOT OPENED before 6:00 pm.

5. RDEs, DDEs, EOs, DEOs and SPEs are directed to conduct surprise inspection during examination days in coordination with concerned District DDEs/Coordinators and the REPORT should be submitted to the Examination cell on the prescribed proforma.

Enclosure: As stated above

To
All Zonal Distribution Centre In-Charges (through DEL E)

Copy for information/necessary action to:
1. All Distt. RDEs/DDEs/EOs/DEOs and SPEs.
2. ADE (IT) to place it on website of Dte. of Education.
3. PS to Director of Education.

(DR. SUNITA S. KAUSHIK)
Addl. DE (Exam)
INSPECTION REPORT FOR COMMON SECOND TERM EXAMINATION / SUMMATIVE ASSESSMENT-II, 2013-14

1. Date & time of inspection :

2. Name, address & I.D. Number of the school inspected :

3. Name & Tel.No. of Head of School :

4. Details of member :

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5. (a) Class (b) Subject (c) Total no. of Students on Roll
   (d) Students appeared (e) Absent

6. No. of Question papers received:

7. No. of Question papers distributed:

8. Balance Question Papers

9. Whether invigilation was Satisfactory or Not?

10. Whether the supervision of Head of School was found satisfactory? If not, specify the shortcomings and attach copies of documentary proof in support of the same.

11. Any specific event to be reported.

Signature of H.O.S. (With Seal)

(Signature of Members of Inspection Team)

1.

2.

3.

4.