Sub: INSTRUCTIONS TO HOSs FOR CONDUCT OF COMMON PROBLEM SOLVING ASSESSMENT (CPSA) EXAMINATION FOR CLASSES IX TO XII FOR ACADEMIC SESSION 2014-15

As intimated earlier, CPSA Examination for classes IX to XII for academic year 2014-2015 will be held centrally at the Directorate level on 30th October, 2014 (THURSDAY). The following instructions are being issued for strict compliance of the concerned HOSs:

1. As usual, CPSA examination will be held separately for Morning and Evening Shift schools, as per time schedule enclosed herewith.
2. It is mandatory for all the students of class IX to XII of Govt. schools to appear in the CPSA Examination.
3. No specific syllabus has been prescribed for CPSA Exam. It will be conducted on the pattern of CBSE Problem Solving Assessment (PSA). The question paper shall consist of four parts, namely Language Conventions (Hindi), Language Conventions(English), Quantitative Reasoning & Qualitative 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 must be ensured before the examination that the teachers explain the instructions to the students for filling the OMR sheets marking of answers in the OMR Sheets.
5. The instructions & guidelines of CPSA Examination must also be displayed on the notice board and the same must be explained to the students during the morning assembly.
6. All the particulars on side 'A' of OMR sheet are to be filled with BALL POINT PEN and the particulars on side 'B' of OMR Sheet are to be filled with H.B. PENCIL only. So the students must be directed beforehand to bring their Ball Point Pen and HB pencils, eraser and hard board with them.
7. It is mandatory for every student to write his/her I.D. in the space provided on OMR Sheet. OMR sheets without student's particulars like ID, School, Class, Section, Roll No., etc. will not be evaluated by the computer.
8. Question Booklets will be supplied at all the Zonal Distribution Centres (ZDCs) one day before the day of examination i.e. on 29th October, 2014 (WEDNESDAY) between 6:00 a.m. & 7:00 a.m., whereas, OMR sheets will be supplied two days in advance, i.e. on 28th of October, 2014. ZDCs may start distribution of OMR Sheets as and when they are in receipt of the same. Incharges of all the ZDCs must ensure that the packets are received by a responsible officer at their Centre at the scheduled time. ZDCs may start distribution of question booklets to both Morning and Evening shift schools simultaneously from 10:00 a.m. onwards on 29th October 2014. 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 their ZDC. In case of emergency, they may also telephonically contact the Examination Branch at the Headquarter. Contact No. of the Exam Branch is 011- 23890270.
9. Students may be allowed to enter the examination centre 15 minutes before the commencement of examination (as given in the time table).
10. The Question Booklets will be in four sets, namely: A, B, C & D. The seating plan should be made in such a manner that 24 students of one class may sit in a room. 24 students of another class may 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 booklet.

11. Students will be required to answer all the 80 questions.

12. After completion of the Exam, the students will retain the question booklet with them.

13. Students will mark the answers only on the OMR sheets.

14. No student should be allowed to leave the examination room during the examination, except in case of emergency.

15. Adequate care should be taken to ensure that filled OMR sheets 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 envelopes containing used OMR Sheets and attendance record.

16. For evaluation of the OMR sheets, the following items are to be submitted 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 clearly written on the top of the packets.
   b. Summary of Attendance for classes IX to XII in one envelope, with Morning shift and Evening shift clearly written on the top of the packet.

17. Unused question booklets and OMR sheets are to be retained by the concerned school.

NOTE: i) All the HOSs are advised to keep ONE copy of Attendance Record in their possession for further correspondence, in case of need.
ii) There is no choice amongst sections or questions. Students will have to answer all the 80 Questions.
iii) Due to scarcity of space, the school will remain closed for classes VI to VIII on 30th October, 2014.

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

To

Heads of all Govt. & Participating Govt. Aided Schools through Del E.

Copy to:

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

(SAVITA DRALL)
DEO (EXAM)
Sub: INSTRUCTIONS TO INVIGILATORS FOR CONDUCT OF COMMON PROBLEM SOLVING ASSESSMENT (CPSA) EXAM FOR CLASSES IX TO XII FOR THE ACADEMIC SESSION 2014-2015

1. The test shall begin as per schedule and shall be of two and a half hours duration.
2. The test is of objective type in which every question has only one correct answer.
3. Students will mark answers only in the OMR Sheets by blackening the correct answer with HB pencil only, as only such entries will be evaluated by the computer. The answers marked anywhere else are invalid.
4. Students must carefully read the instructions given on the Question Booklet and on the OMR Sheet, before marking their answers.
5. Place the OMR sheet and Question Booklet on each desk/seat and remove the absentee’s OMR sheets and question booklets after 20 minutes.
6. Students may be asked to check their question booklets & OMR Sheets before the start of the test. Defective question booklet, if any, may be replaced immediately by the extra question booklet of the same series.
7. 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 the OMR Sheet. Any fault on the part of the student in filling up of OMR Sheet may fetch him/her ZERO MARKS.
8. After doing point-7 above, put your signature and employee I.D. on the OMR Sheet. Mark ABSENT against the absentee students on the Student’s Attendance Sheet.
9. Don’t allow the students to bring and use calculators/geometrical instruments/books/notes/mobile phone/pager etc. inside the examination room.
10. Make sure that the students DO NOT wrinkle/fold/tear/staple or make any stray marking on the OMR Sheets.
11. Arrange the OMR Sheets in the ascending order, according to Roll Numbers, before handing them over to the Examination Incharge. Do not fold or damage OMR Sheets while arranging them.
12. Do not allow any student to leave his/her seat in the examination room before the end of exam except in case of emergency.
13. At the end of examination, please ensure that no student leaves the room until all the OMR sheets are collected and accounted for. Allow the students to carry the Question Booklets with them.
14. Hand over unused question booklets and un-used OMR Sheets separately to the Examination In-charge.
15. It is the duty of the invigilator to ensure that all the 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.
16. The HOS must ensure strict compliance of the instructions by the invigilators.

(DR. SUNITA S. KAUSHIK)
Addl. DE (EXAM)
Sub: INSTRUCTIONS FOR DISTRICT DDEs/EOs/DEOs FOR CONDUCT OF COMMON
PROBLEM SOLVING ASSESSMENT (CPSA) EXAM FOR CLASSES IX TO XII FOR
ACADEMIC SESSION 2014-2015

CPSA examination for classes IX to XII for the academic year 2014-2015 is scheduled for
30th October, 2014 (THURSDAY). For the smooth conduct of the Exam, 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 has received their OMR Sheets as per enrolment submitted by them.

2. The question booklets for the exam will be supplied to each school through concerned
Zonal Distribution Centre (ZDC), one day before the day of examination i.e. on 29th
October, 2014 (WEDNESDAY) between 6:00 a.m. to 7:00 a.m. as per enrolment
submitted by the schools. Distt. DDEs are requested to ensure that these packets are
received by a responsible officer at the ZDCs at the prescribed time.

3. ZDCs should start distribution of question booklets 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 exam. 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 exam, EO/DEO of the concerned Zone will supervise the process of submission
of PACKETS OF USED OMR SHEETS and other material at the Office of the concerned Distt.
DDE between 2:00 p.m. to 5:30 p.m. and are personally responsible to hand over the packets
of used OMR sheets and attendance sheets of each school of their Zone to the representative
of the printer.

To

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

Copy to:

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

(DR. SUNITA S. KAUSHIK)
Addl. DE (EXAM)
**TIME TABLE FOR CPSA EXAMINATION FOR CLASSES IX TO XII TO BE HELD ON 30th OCTOBER, 2014 (THURSDAY)**

**TIMING DETAIL (FOR MORNING SHIFT SCHOOLS)**

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>CLASSES IX-XII</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>9:00 a.m.</td>
<td>Entry of students in class rooms.</td>
</tr>
<tr>
<td>2.</td>
<td>9:15 a.m.</td>
<td>Distribution of the Question Booklets &amp; OMR Sheets to Students.</td>
</tr>
<tr>
<td>3.</td>
<td>9:20 a.m.</td>
<td>Imparting of instructions to the students for filling up of OMR Sheets.</td>
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<tr>
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<td>Checking &amp; verification of following entries by invigilators</td>
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<tr>
<td></td>
<td></td>
<td>a) School code</td>
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<td></td>
<td>b) Class</td>
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<td></td>
<td></td>
<td>c) Section</td>
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<td></td>
<td>d) Roll Number</td>
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<td></td>
<td></td>
<td>e) Booklet Series Number, as mentioned in respective Question-Booklet (i.e. A, B, C, D)</td>
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<td></td>
<td></td>
<td>f) Name of the Candidate.</td>
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<td></td>
<td>g) Student’s Signature.</td>
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<td></td>
<td></td>
<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 on the OMR Sheet on the space provided for it.</td>
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<td>4.</td>
<td>9:30 a.m.</td>
<td>Direction to students to start marking answers on OMR Sheets.</td>
</tr>
<tr>
<td>5.</td>
<td>12:00 p.m.</td>
<td>Collection of Students Attendance Sheet &amp; OMR Sheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1) Arranging of OMR Sheets in ascending order of the Roll Numbers, before handing them over to the Examination In charge.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Un-used Question Booklets and OMR Sheets are to be retained in the schools for practice of students for future exams.</td>
</tr>
</tbody>
</table>

(SAVITA DRALL)
DEO (Exam)

To All RDEs/Distt. DDEs/EOs/DEOs/HOSs through MIS.
## TIME TABLE FOR CPSA EXAMINATION FOR CLASSES IX TO XII TO BE HELD ON 30th OCTOBER, 2014 (THURSDAY)

### TIMING DETAIL

**FOR EVENING SHIFT SCHOOLS**

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>CLASSES IX-XII</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>01:30 p.m.</td>
<td>Entry of students in class rooms.</td>
</tr>
<tr>
<td>2.</td>
<td>01:45 p.m.</td>
<td>Distribution of the Question Booklets &amp; OMR Sheets to Students.</td>
</tr>
</tbody>
</table>
| 3.    | 01:50 p.m.     | Imparting of instructions to the students for filling up of OMR Sheets. Checking & verification of following entries by invigilators:  
  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 Candidate.  
g) Student’s Signature.  
h) Student I.D.  
i) After verifying (a) to (h) above, invigilator should put his/her signature on the OMR Sheet on the space provided for it. |
| 4.    | 02:00 p.m.     | Direction to students to start marking answers on OMR Sheets. |
| 5.    | 04:30 p.m.     | Collection of Students Attendance Sheet & OMR Sheets  
  1) Arranging of OMR Sheets in ascending order of the Roll Numbers, before handing them over to the Examination In charge.  
  2) Un-used Question Booklets and OMR Sheets are to be retained in the schools for practice of students for future exams. |

To All RDEs/Distt. DDEs/EOs/DEOs/HOs through MIS.
<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 THE EXAM INCHARGE

EMPLOYEE ID OF THE INVIGILATOR  
EMPLOYEE ID OF THE EXAM INCHARGE

COUNTERSIGNED BY HOS
## SUMMARY OF ATTENDANCE OF CPSA EXAM

### 30th OCTOBER, 2014 (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>
</tr>
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<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
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</tr>
</tbody>
</table>

(Signature of Examination Incharge) (Signature of HOS)