

Directorate of Education, Govt. of NCT of Delhi
Examination Branch, Old Secretariat, Delhi-110054

No.DE.5/43/04/Exam/Part-1/2021/183-189

Date: 06/05/2022

// CIRCULAR //

Sub: Date Sheet and Guidelines for Conducting of Common Compartment School Examination (CCSE) 2021-22 for Classes IX & XI Session 2021-22

All the Heads of Schools are hereby informed that Common Compartment School Examination (CCSE) 2021-22 for classes IX & XI is scheduled to be held from 17th May 2022 (Tuesday) as per the date sheet enclosed herewith for Govt. & participating Govt. Aided & NDMC schools running in Morning/General & Evening shifts. For smooth conduct of Exams, the following guidelines are issued in this regard:

(a) Instructions for Invigilators

- i. All the columns given in the Answer Sheet and filled by the student in his/her writing be checked carefully.
- ii. Replace the Question Paper, if it has misprinting, overprinting and/or any other shortcoming.
- iii. Duration of time for each subject as given on the question paper be followed meticulously.
- iv. This is descriptive examination. The paper has the questions of different formats (Case-Based/Situation Based/Open Ended/Short Answer/Long Answer type).
- v. Question Paper is bilingual (Hindi, Urdu/English). In case of any variation in Hindi/Urdu version, English version will be taken as final for evaluation purposes.
- vi. Use of calculators, slide rules, mobile phones, calculator watches or any such devices and any other study/reference material is not allowed inside the examination room.

(b) Instructions for Heads of Schools

- I. The students declared "Pass" but do not secure 33% marks in any one language out of the three languages or in the subject of NSQF in class IX may be allowed to appear in that language/NSQF subject along with the Compartment Examination in order to qualify for appearing in class X Board Examination in that subject.
- II. Compartment Examinations for Morning/General & Evening shifts schools will be held at the same time.
- III. For the safety of students and smooth conduct of exam, Head of School will ensure proper Entry & Exit of students.
- IV. Marking Scheme will be supplied online on the day of examination.
- V. The time frame should strictly be adhered to by all concerned.
- VI. The examination of subjects not covered in the Date-sheet will be conducted by respective school at their own level.
- VII. Heads of Schools may conduct the exam in any subject at their own level if it clashes with the other subjects in the date sheet. Priority must be given to the main elective subject and additional subject may be conducted at school level. Syllabus and pattern of question paper should be the same as is in Annual Examinations (Term-2) 2021-22.
- VIII. It is mandatory to fill all the columns given in the Answer Sheet related to the student's details. Class In-charges must ensure that each student of their respective class knows his/her student ID.

- IX. Head of School must ensure proper sanitation, lighting, drinking water, furniture, etc during the examination days and provide stress free environment to the students.
- **SEATING PLAN** must be displayed on the notice board well in advance on the day of the exam.
- XI. All the schools are advised to have a seating arrangement of not more than 24 students in one examination room.
- XII. Two invigilators should be deputed in one examination room. In case of shortage of staff, one invigilator may be deputed in a room with the provision of one reliever on maximum three rooms. Duty time of the invigilator will be minimum 30 minutes in one room.
- XIII. No invigilator will leave the exam hall/room without being provided a reliever.
- XIV. Proper record i.e. Account of Question Papers, Invigilation Duty Register, Seating Plan; Evaluation Record, Supplementary Answer Sheets etc must be kept in Examination/ Principal Room, in a systematic way, for inspection by the Higher Authorities.
- XV. Student shall not be allowed to submit Answer Sheet before completion of Exam.
- XVI. Guest Teachers/Contract teachers, Security guards, Visually Impaired Teachers & Group-D employee will not be authorized by the Head of School to collect the Question Paper Packets/ Material from Zonal Distribution Centers.
- XVII. Heads of Schools must attest the signature of the official deputed to collect Question Papers from the ZDCs and issue authority letter daily for collection of the same.
- XVIII. While receiving the confidential material from Zonal Distribution Centers, the authorized person will ensure that the packets of Question Papers are properly packed and sealed.
- XIX. The distribution of sealed packets of Question Papers **will be done between 10:00 a.m. and 12:00 noon for all the schools** through ZDC to authorized official.
- XX. In case of shortage or non-receipt of Question Papers or any other discrepancy, Head of School will inform to Exam Branch by mail on osdexamdoe@gmail.com and contact may be made without any loss of time with the concerned ZDC. If the demand is not fulfilled, contact may be made with the HQ, dial 23890010.
- XXI. Invigilation must be strict and meticulous to conduct the exam in true spirit.
- XXII. Packets of the Question Papers will be opened only 30 minutes before the commencement of the examination. In case of tempering in the packets of Question Papers or opened before the scheduled time, Examination In-charges and Head of School will be held responsible.
- XXIII. The Head of School must ensure strict compliance of the instructions by the invigilators. In case of violation of these instructions, appropriate action will be initiated against the concerned Head of School.
- XXIV. Supply of question papers to schools will be done strictly as per the number of students placed in Compartment Examination class wise, subject wise and medium wise in Annual Result 2022.
- XXV. **Link for online uploading the name of the subject teacher and entry of the marks of Theory at Subject Teacher Level/School Level (Phase-IV) will be available from 17th May, 2022 to 2nd June, 2022. The link will be blocked on 2nd June, 2022 at 05:00 pm.** If the name of teacher is not reflecting in the drop down list, it indicates that the teacher does not have employee ID and is not enrolled in Directorate of Education or in the school. Such situation may occur in the case of teachers provided by Academy (Sanskrit, Urdu & Punjabi)/ Vocational Teachers etc. For such cases, an option of 12 times 9 is selected from drop down menu. Teachers who do not have the tablets should be given the facility to login from school login for all the result related work by Head of School.
- XXVI. **Result of Common Compartment School Examination will be declared on 10th June, 2022.**
- XXVII. Students must be informed in advance about the date of declaration of the COMPARTMENT RESULT.
- XXVIII. **Students of classes IX & XI may access their result through the following link:
Edudel.nic.in – Home Page --- Compartment Result 2022 – Student ID/Date of Birth**

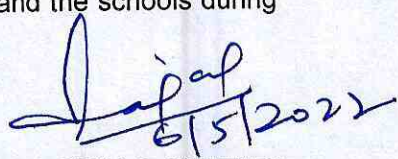
(c) Instructions for Zonal Distribution Center Incharges

- i. Sealed cartons of Question Papers for Compartment Examination shall be delivered at all Zonal Distribution Centers (ZDCs) between 6:00 a.m. and 7:00 a.m. on all the exam days.
- ii. All the ZDC In-charges must be present at their centers to receive the cartons by 6:00 a.m. positively on all the examination days.
- iii. The distribution of sealed packets of Question Papers **will be done between 10:00 a.m. and 12:00 noon for all the schools** through ZDC to authorized official.
- iv. Proper Receipt/Authority Letter of the sealed packets of question papers shall be obtained by ZDC In-charges on every examination day and kept in safe custody for further correspondence/record.
- v. In case of delay on the part of schools in receiving the packets of Question Paper packets, ZDC In charges will inform Exam Branch immediately by e-mail on osdexamdoo@gmail.com.
- vi. It is essential for Zonal Distribution Center In-charges to give preference to far flung schools of the zone so that the examination may commence in all the schools at the scheduled time.
- vii. One sealed packet per subject per class containing the Question Papers (5% of total enrolment or 50 Question Papers whichever is less in that subject and class) shall be available as Extra at each ZDC to meet out shortage if any.
- viii. Proper Record of Date-wise Distribution of Question Papers shall be maintained by the Zonal Distribution Centers and submit it to the Exam Branch (HQ), when directed.

(d) Instructions for Deputy Directors of Education (DISTRICT & ZONE)

1. Distt. DDEs are requested to ensure that each ZDC and Govt. / participating Govt. Aided Schools under their jurisdiction receive the question papers as per scheduled time.
2. The distribution of sealed packets of Question Papers **will be done between 10:00 a.m. and 12:00 noon for all the schools** through ZDC to authorized official.
3. Teacher In-charge at the ZDC should handover the question papers to the individual school on receipt of the "**Authority Letter**" duly signed and stamped by the concerned HOS. The signature given as acknowledgement by the receiving official must match the signature attested by the HOS on the authority letter.
4. DDEs (Zone) should monitor the distribution work at the Zonal Distribution Center and ensure that Packets of Question Papers must not be opened before 30 minutes of commencing the examination.
5. Zonal DDEs & SPEs shall conduct surprise inspections of ZDCs and schools during examination days in coordination with the concerned DDE (District).
6. The officers from the HQ will also conduct surprise inspections of ZDCs and the schools during the examination days and take necessary action if such a need arises.

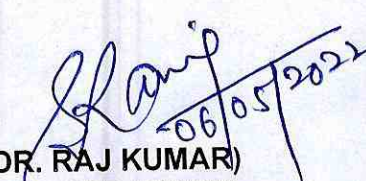
Enclosure: Copy of Date Sheet


(SANJAY SUBHAS KUMAR)
DDE (EXAM)

All Heads of Govt., participating Govt. Aided & NDMC Schools through DEL E

Copy to:

1. PA to Pr. Secretary (Education) for information.
2. PA to Director (Education).
3. All RDEs/ DDEs (Distt. & Zone) /SPEs through DEL E for necessary action
4. Education Officer (Computer Cell) NDMC
5. ADE (IT) to get it placed on DEL E.
6. Guard File.


(DR. RAJ KUMAR)
OSD (EXAM)

Directorate of Education: Govt. of NCT of Delhi
Examination Branch, Old Secretariat, Delhi-110054

DATE-SHEET

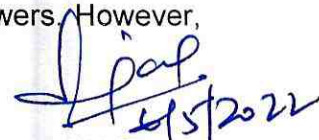
COMMON COMPARTMENT SCHOOL EXAMINATION (CCSE)-2021-22

TIMINGS:- 01:30 p.m. to 03:30 p.m.

DATE	DAY	CLASS IX	CLASS XI
17 th May,2022	Tuesday	MATHS	POLITICAL SCIENCE / PHYSICS
18 th May,2022	Wednesday	-----	ENGLISH (CORE)
19 th May,2022	Thursday	SOCIAL SCIENCE	HOME SCIENCE
20 th May,2022	Friday	-----	BUSINESS STUDIES / GEOGRAPHY
21 st May,2022	Saturday	SCIENCE	ECONOMICS
23 rd May,2022	Monday	ENGLISH (LANG. & LIT.)	MATHEMATICS
24 th May,2022	Tuesday	-----	SOCIOLOGY / ENGG. GRAPHICS
25 th May,2022	Wednesday	HINDI - A	HISTORY
26 th May,2022	Thursday	-----	PHYSICAL EDUCATION
27 th May,2022	Friday	SANSKRIT/ PUNJABI/ URDU-A/B	SANSKRIT CORE/ BIOLOGY
28 th May,2022	Saturday	-----	HINDI ELECTIVE
30 th May,2022	Monday	-----	CHEMISTRY / ACCOUNTANCY

NOTE –

1. Examination of the subjects not covered in the DATE-SHEET is to be held at School level.
2. The Question Papers will be distributed 15 minutes before the time given. The students would read the question paper and plan proper strategy to write the answers. However, the student will start writing the answers at the specified time.


DDE (Exam)