



DAV Centre for Academic Excellence
DAV College Managing Committee
Chitra Gupta Road, Paharganj, New Delhi-55

Ref. No. DAVCAE/2019-20/453

Date: 15/02/2020

Dr.(Mrs.)Nisha Peshin
Director(Academics)

General Instruction : Centralised Evaluation System

Dear Sir/Madam,

1. The Central Executive Body meeting of DAVCAE held in January, 2019 had decided to implement table marking w.e.f. Academic Session 2019-20.
2. Accordingly vide Para 2 our letter no. DAVCAE/2018-19/1318 dated 28/02.2019 Instructions were issued to change the methodology of evaluation during academic session 2019-20.
3. The Regional Officers/Dy.Regional Officers/Assistant Regional Officers/Cluster Head(where no RO/DRO/ARO is posted) were to issue guidelines on Centralized Evaluation system, so that answer sheets of Annual Examination of Class VIII are evaluated at single location utilizing available resources optimally.
4. The cluster heads were made responsible to supervise the evaluation work either at her/his school/schools (under the jurisdiction of cluster head).
5. The detailment of subject teacher by RO/Dy.RO/ARO/Cluster head should be done judiciously (only few teachers from close by schools be detailed for evaluation), so that the movement of large number of teachers are restricted, thus reducing the financial burden to bare minimum/no financial burden.
6. The RO/DRO/ARO/Cluster head should select a Centrally located evaluation school (may be one or more than one) to make it convenient for teachers to commute daily without incurring any expenditure. The schools may utilize school resources if deemed fit.
7. The change methodology of evaluation will provide an opportunity to teachers to evaluate answer sheets of those students whom he/she has not taught in the current academic session.
8. The cluster head/subject-teachers (for each subject) should have a healthy discussion on the marking scheme and award marks to candidates for any relevant answers, **not given in the marking scheme but given by the candidate.**
9. The cluster head should ensure unbiased evaluation, equal distribution of answer sheets, careful assignment of evaluation work to ensure that the answer sheets of any child should not be checked by the teachers of his/her school.

Yours sincerely,

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(Dr. Nisha Peshin)