

KENDRIYA VIDYALAYA SANGATHAN HYDERABAD REGION
SCHEDULE FOR CONDUCT OF PERIODIC TESTS FOR THE SESSION 2018-19 IN
HYDERABAD REGION

MINUTES OF THE MEETING HELD ON 13.07.2018

Class	Test / Examination	Schedule for Test/ Examination	Level of Question paper preparation	Evaluation stage	Remarks
I & II	Eight Cycle Assessment	To be decided at Vidyalaya Level by HM/ Principal	Standardized question paper for realizing the learning outcomes	At Vidyalaya level	PTM once in every month

Class	Test / Examination	Schedule for Test/ Examination	Level of Question paper preparation	QP Preparation & Evaluation stage	Remarks
III to V	Periodic Test – 1 (40 M)	03-08 August 2018*	Syllabus covered up to 31 st July 2018	At Vidyalaya level	Question paper should be standardized to realize the learning outcomes detailed in NCERT.
	RETEST DATES FOR PERIODIC TEST 2018-19 13 th – 14 th August 2018 (Two Exams per day)				
	Half- yearly Examination (80 Marks)	03-10 October 2018*	Syllabus covered up to 1 st April to 30 th September 2018	At Vidyalaya level	Progress report distribution should take place once a test or exam is over.
	RETEST DATES FOR HALF YEARLY EXAMINATION 2018-19 24 th & 26 th October 2018 (Two Exams per day)				
	Periodic Test – 2 (40 M)	21-24 January 2019	Syllabus covered between October 2018 - December 2018	At Vidyalaya Level	PTM should be scheduled only working Saturday but within fortnight of completion of test / Examination.
	RETEST DATES FOR PERIODIC TEST 2018-19				
Annual Examinations (80 Marks)	Tentatively w.e.f 5th March to 20th March 2019 Date Sheet will be provided by Regional Office	Syllabus covered from October 2018 onwards till February 2019		Attendance of Parents whose wards are identified should be ensured	

INTERNAL ASSESSMENT MARKS ASSESSMENT

Internal Assessment marks (10+5+5 = 20 Marks)

Periodic Tests	10 marks
Notebook Submission is part of internal assessment to enhance seriousness of students towards preparing notes for the topics being taught in the punctuality, neatness and notebook upkeep. Principals to ensure at least two times note books are evaluated by subject teacher in a calendar month. Evaluation and Marks assessment be recorded activity-wise in a register.	5 marks
Subject Enrichment Activities are subject specific application activities aimed at enrichment of the understanding and skill development. These activities are to be recorded internally by respective subject teachers. Principals to ensure at least two subject enrichment activities are conducted by the subject teacher in a calendar month. Evaluation and Marks assessment be recorded activity-wise in a separate register. A separate note book shall be maintained by each student and be kept in the Vidyalaya under the custody of subject teacher so that during inspection these books can also be checked by the officer inspecting the Vidyalaya. <u>Students will not carry the note book of subject enrichment activities back home.</u>	5 Marks

TESTS/EXAMINATION SCHEDULES FOR MIDDLE WING (VI – VIII)

Class	Test / Examination	Schedule for Test/ Examination	Syllabus to be tested	QP Preparation & Evaluation stage	Remarks
VI - VIII	Periodic Test – 1 (40 M)	03 – 09 August 2018	Syllabus covered up to 31st July 2018	At Vidyalaya level	Question paper should be standardized to realize the learning outcomes detailed in NCERT.
	RETEST DATES: 13, 14 & 16 th (Two Exam per day)				
	Half- yearly Examination (80 M)	03-12 October 2018	Syllabus covered up to 1st April to 30th September 2018	Regional Level QP + Vidyalaya level evaluation .Pattern of the QP will be given by 25 th July 2018	Progress report distribution should take place once a test or exam is over.
	RETEST DATES: 24 TH – 30 TH October 2018				
	Periodic Test – 2 (40 M)	21-28 January 2019	Syllabus covered between October –December 2018	At Vidyalaya level	PTM should be scheduled only working Saturday but within fortnight of completion of test / Examination
RETEST DATES: 1,2 & 4 February 2019 (Two Exam per day)					
	Annual Examination (80 M)	Tentatively w.e.f 5th March to 20th March 2019 Date Sheet will be provided by Regional Office	Syllabus covered from October 2018 onwards till February 2019 + 10%, 20% & 30% of Term – 1 Syllabus	Question paper will be provided by RO level and evaluation at Vidyalaya level	Attendance of Parents whose wards are identified should be ensured and written appraisal be made about academic performance of their wards
Question paper setters must know that Term -1 questions should be application oriented / skill based					
RETEST DATES: 10th – 20th April 2019					

INTERNAL ASSESSMENT MARKS ASSESSMENT

Internal Assessment marks (10+5+5 = 20 Marks)

Periodic Tests	10 marks
Notebook Submission is part of internal assessment to enhance seriousness of students towards preparing notes for the topics being taught in the punctuality, neatness and notebook upkeep. Principals to ensure at least two times note books are evaluated by subject teacher in a calendar month. Evaluation and Marks assessment be recorded activity-wise in a register.	5 marks
Subject Enrichment Activities are subject specific application activities aimed at enrichment of the understanding and skill development. These activities are to be recorded internally by respective subject teachers. Principals to ensure at least two subject enrichment activities are conducted by the subject teacher in a calendar month. Evaluation and Marks assessment be recorded activity-wise in a separate register. A separate note book shall be maintained by each student and be kept in the Vidyalaya under the custody of subject teacher so that during inspection these books can also be checked by the officer inspecting the Vidyalaya. <u>Students will not carry the note book of subject enrichment activities back home.</u>	5 Marks
<ul style="list-style-type: none"> <u>Subject Enrichment activities are to be conducted in Languages, Mathematics and Science subjects only</u> <u>Month-wise split up of Subject Enrichment activities should be recorded in teachers' diary with a mention of completed or not duly signed by Principal.</u> 	

**TESTS/EXAMINATION SCHEDULE - SECONDARY WING – CLASS IX
(INCLUDING ADDITIONAL SUBJECT)**

Class	Test / Examination	Schedule for Test/ Examination	Syllabus to be tested	QP Preparation & Evaluation stage	Remarks	
IX	Periodic Test – 1 (40 M – 1 ½ Hr test)	03 – 09 August 2018	Syllabus covered up to 31 st July 2018	At Vidyalaya level	Average of Best of two Periodic tests to be taken as final weightage to 10 Marks	
	RETEST DATES:13 TH -16 TH AUGUST ((Two Exam per day))					
	Periodic Test – 2 (80 M – 3 Hrs)	03-11 October 2018	Cumulative upto 30 th Sept 2018	At Vidyalaya level		
	RETEST DATES:24 th – 26 th OCTOBER ((Two Exam per day))					
	Periodic Test – 3 (80 M – 3 Hrs)	21-28 January 2019	Cumulative up to 22 nd December 2018	At Vidyalaya level		
	RETEST DATES:1 ST – 4 TH FEBRUARY 2019 ((Two Exam per day))					
	Annual Examination	Tentatively w.e.f 5th March to 20th March 2019 Date Sheet will be provided by Regional Office	Full Syllabus	Question paper, Date sheet preparation at regional level. Evaluation at Vidyalaya level		
SUPPLEMENTARY EXAMINATION DATES: 10.04.2019 & 11.04.2019						

INTERNAL ASSESSMENT MARKS ASSESSMENT

Internal Assessment marks (10+5+5 = 20 Marks)

Periodic Tests	10 marks
Notebook Submission is part of internal assessment to enhance seriousness of students towards preparing notes for the topics being taught in the punctuality, neatness and notebook upkeep. Principals to ensure at least two times note books are evaluated by subject teacher in a calendar month. Evaluation and Marks assessment be recorded activity-wise in a register.	5 marks
Subject Enrichment Activities are subject specific application activities aimed at enrichment of the understanding and skill development. These activities are to be recorded internally by respective subject teachers. Principals to ensure at least two subject enrichment activities are conducted by the subject teacher in a calendar month. Evaluation and Marks assessment be recorded activity-wise in a separate register. A separate note book shall be maintained by each student and be kept in the Vidyalaya under the custody of subject teacher so that during inspection these books can also be checked by the officer inspecting the Vidyalaya. <u>Students will not carry the note book of subject enrichment activities back home.</u> <ul style="list-style-type: none"> <u>Subject Enrichment activities are to be conducted in Languages, Mathematics and Science subjects only</u> <u>Month-wise split up of Subject Enrichment activities should be recorded in teachers' diary with a mention of completed or not duly signed by Principal.</u> 	5 Marks

**TESTS/EXAMINATION SCHEDULE - SECONDARY WING – CLASS X
(INCLUDING ADDITIONAL SUBJECT)**

Class	Test / Examination	Schedule for Test/ Examination	Syllabus to be tested	QP Preparation & Evaluation stage
X	Monthly Test - 1	Should have been completed during the cusp of April – May 2018		
	Periodic Test - 1	03 – 08 August 2018	Syllabus covered up to 31 st July 2018	At Vidyalaya level
	RETEST DATES:13TH -16TH AUGUST ((Two Exam per day)			
	Periodic Test - 2	03 -10 October 2018	Cumulative upto 30 th Sept 2018	At Vidyalaya level
	RETEST DATES:24TH – 26TH OCTOBER ((Two Exam per day)			
	Pre-Board Exam – 1	3-12 December 2018	Cumulative up to 22 nd December 2018	Regional Level Question paper + Evaluation at Vidyalaya Level Result Declaration & Progress Report discussion with Parents 19.02.2018
	Pre-Board Exam – 2 / PT - 3	21-28 January 2019	100% syllabus	
All India Secondary School Examination in March 2019.				

DETAILS REGARDING TEST/EXAMINATION-WISE WEIGHTAGE / MAXIMUM MARKS IN CLASSES IX

Name of the Test/ Examination	Max. Marks	Weightage drawn	Remarks
Periodic Test – 1	80	Please refer KVS HQ circular regarding Internal Weightages before arriving final marks obtained. Final Weightage marks to be out of 10 marks	Please keep the CBSE circular display in Notice Boards of the Vidyalaya also.
Periodic Test – 2	80		
Periodic Test – 3	80		
Monthly Tests	50		
Pre-Board	As per CBSE pattern & weightages		

INTERNAL ASSESSMENT MARKS ASSESSMENT

Internal Assessment marks (10+5+5 = 20 Marks)

Periodic Tests	10 marks
Notebook Submission is part of internal assessment to enhance seriousness of students towards preparing notes for the topics being taught in the punctuality, neatness and notebook upkeep. Principals to ensure at least two times note books are evaluated by subject teacher in a calendar month. Evaluation and Marks assessment be recorded activity-wise in a register.	5 marks
Subject Enrichment Activities are subject specific application activities aimed at enrichment of the understanding and skill development. These activities are to be recorded internally by respective subject teachers. Principals to ensure at least two subject enrichment activities are conducted by the subject teacher in a calendar month. Evaluation and Marks assessment be recorded activity-wise in a separate register. A separate note book shall be maintained by each student and be kept in the Vidyalaya under the custody of subject teacher so that during inspection these books can also be checked by the officer inspecting the Vidyalaya. <u>Students will not carry the note book of subject enrichment activities back home.</u> <ul style="list-style-type: none"> <i>Subject Enrichment activities are to be conducted in Languages, Mathematics and Science subjects only</i> <i>Month-wise split up of Subject Enrichment activities should be recorded in teachers' diary with a mention of completed or not duly signed by Principal.</i> <i>Activities prescribed by KVS and CBSE should be conducted with adequate planning and planning is subject to supervision during panel and surprise inspections. Principals are requested to enlighten the teachers about importance their work in the direction accordingly</i> 	5 Marks

TESTS/EXAMINATION SCHEDULE – SR. SECONDARY WING – CLASS XI

Class	Test / Examination	Schedule for Test/ Examination	Syllabus to be tested	QP Preparation & Evaluation stage	Remarks
XI	Periodic Test – 1 (50 M)	03-10 August 2018	Syllabus covered up to 31 st July 2018	At Vidyalaya level	
	RETEST DATES:				
	Half Yearly Exam	3-12 December 2018	Syllabus covered upto 15 th November 2018	Question paper will be at Regional Level + Evaluation at Vidyalaya	Result declaration + PTM on 17.12.2018 Demarcation of 50% weightage should be drawn in r/o of each student of class XI
	RETEST DATES: 15 th – 21 st December ((Two Exam per day) – Tentatively				
	PRACTICAL & PROJECT FOR HALF YEARLY TO BE HELD DURING 26-30 November 2018				
	Periodic Test – 2 (50 M)	21-28 January 2019	Cumulative upto 15 th January 2019	At Vidyalaya level	
	RETEST DATES: 1 st to 4 th February 2019				
	Session Ending Exam	Tentatively w.e.f 5th March to 20th March 2019 Date Sheet will be provided by Regional Office	Full Syllabus	Question paper, Date sheet preparation at regional level. Evaluation at Regional Level (centralized evaluation)	
PRACTICAL & PROJECT FOR SESSION ENDING TO BE HELD w.e.f 11.02.2019 to 20.02.2019					
SUPPLEMENTARY EXAMINATIONS FOR CLASS XI: 11.04.2019					

DETAILS REGARDING TEST/EXAMINATION-WISE WEIGHTAGE / MAXIMUM MARKS IN CLASSES XI

Name of the Test / Examination	Max. Marks	Weightage drawn
Periodic Tests	50 (2 Hrs)	Please refer KVS HQ circular regarding Internal Weightages before arriving final marks obtained. Final Weightage marks to be out of 10 marks
Half Yearly	CBSE Pattern	CBSE pattern of class XII Question papers will be replicated
Session Ending	CBSE Pattern	CBSE pattern of class XII Question papers will be replicated. However weightage to be drawn as per KVS HQ circular for class XI

- **Practical Syllabus And Monthly Split Up Should Be Displayed In Respective Laboratories**
- **Practice Month-wise completed both observation and practical records should be available during inspection days (Panel & Surprise)**

TESTS/EXAMINATION SCHEDULE – SR. SECONDARY WING – CLASS XII

Class	Test / Examination	Tentative Schedule for Test/ Examination	Syllabus to be tested	QP Preparation & Evaluation stage
XII	Monthly Test - 1	Should have been completed during the cusp of April – May 2018		
	Monthly Test - 2	03 – 09 August 2018	Syllabus covered up to 31 st July 2018	At Vidyalaya level
	Monthly Test - 3	03-10 September 2018	Syllabus covered upto 31 st August 2018	At Vidyalaya Level
	Monthly Test - 4	03 -10 October 2018	Cumulative upto 30 th Sept 2018	At Vidyalaya level
	Pre-Board Exam - 1	03-12 December 2018	100% syllabus	Regional Level Question paper + Evaluation at Vidyalaya Level. Result Declaration & Progress Report discussion with Parents 25.01.2019
	Pre-Board Exam – 2	4-19 January 2019	100% syllabus	
Mock Practical should be conducted during the last week of January 2019. Schedule may be prepared at Vidyalaya level				
AISSCE PRACTICAL 2019 AS PER VIDYALAYA & MUTUAL CONSENT BETWEEN CBSE NOMINATED EXAMINERS AND INTERNAL EXAMINERS				
ALL INDIA SENIOR SECONDARY EXAMINATION 2019 (MARCH 2019)				

GUIDELINES FOR CONDUCTING PARENTS – TEACHERS MEETING

(Parents teachers meeting after each exam/Test conducted at Vidyalaya)

- Parents teachers meeting once an exam / Test is over and progress reports are ready for distribution
- Make parents aware of meeting dates and objective of the meeting
- Announce dates and times repeatedly -- at PTA meetings, open houses and school assemblies.
- Notify the dates of PTM at least a fortnight prior to the date of meeting and issue written communication in welcoming manner to all parents
- Publish the schedule on the school Web site.
- Create Floor Plan.
- Provide meeting information in as many languages as necessary to reach all parents.
- Make sure attendance of each student and parent be taken class-wise
- Choose flexible dates keeping the parents convenience
- Don't organize parents teachers meeting of all classes one particular day
- Classes X and XII parents-teachers meeting be held jointly one particular day preferably as per the choice of parents and make sure attendance of each student and parent is taken.
- Please make Parents comfortable on the date of meeting and not to indulge blaming the parents or allow parents to blame the teacher
- Principal in particular to make sure Parents of slow learners / or students whose academic performance is not up to the expected level are attending the meeting. Principal should personally meet all the parents but in particular with Parents of slow learners to apprise and to take written feedback in a register about outcome such meeting. No blame-game should go on between Principals, teachers and parents and everyone should work in cohesion with harmony to ensure Vidyalaya cause is identified and desired improvement is accomplished.
- Those parents who do not turn for meeting should be given personal initiation card / letter by Vidyalaya eliciting the importance the meeting and to request them to make it convenient to attend the meeting to take brief of academic performance of their wards. Precisely, 100% attendance should be achieved in each class. Non-show of certain parents on 1st instance of PTM should be recorded in a register and invitation / personal invitation from Principal to go which is to be recorded in that register (**Class-wise registers be maintained of 100 pages long bound notebook**)
