

**BOARD OF SECONDARY EDUCATION  
MANIPUR**

**NOTIFICATION**  
the 7<sup>th</sup> September, 2021

No. A/SC/6/V/75/Pt-II A : It is hereby notified for information of all the schools recognized by the Board of Secondary Education, Manipur that to compensate the loss of teaching days due to the pandemic COVID-19, the Board has formulated the **“REVISED SCHEME OF CONTINUOUS & COMPREHENSIVE EVALUATION (SCHOLASTIC ASPECT)”**. The evaluation scheme is for the academic session 2021-22 for classes IX & X. Also, all the heads of the schools are requested to follow the guidelines strictly.

**“REVISED SCHEME OF CONTINUOUS & COMPREHENSIVE EVALUATION SCHOLASTIC ASPECT”**  
**Academic session 2021-22.**

The Board of Secondary Education, Manipur is following the Continuous and Comprehensive Evaluation (CCE) from a long time back, which was also modified from time to time. As per the existing norms of CCE, four periodic tests and two term tests are conducted. The periodic tests should be held in March, May, July and September carrying 20 marks each in every subject. The two term tests are conducted in the month of June and November / December carrying 50 marks each. From the assignment/project/Practical, 20 marks are allocated. So, the total mark which is  $20 \times 4 + 50 \times 2 + 20$  which aggregates to 200 mark is scaled to 100 marks, which is taken as the final mark.

Since the Board has already lost a good number of instructional days due to the COVID – 19 pandemic, the Board has revised the scheme of Continuous and Comprehensive Evaluation. The revised scheme will be applicable only for the academic session 2021-22 in the classes IX & X. For all the subsequent years, the scheme of CCE, vide memorandum No. A/CCE/92 dated 15/08/2014 will remain unchanged.

**THE REVISED SCHEME OF CONTINUOUS & COMPREHENSIVE EVALUATION**  
**(SCHOLASTIC ASPECT)**

Under the scheme, there shall be the following categories of tests in the academic year 2021-22, viz:

- i) Two Periodic Tests for every subject in September and November carrying 40 marks each.
- ii) One Term Test in December carrying 80 marks. The following table shows the marks allotted to each category of test.
- iii) Schools should submit the marks scored in each of the tests without fail, failing which the students may not be allowed to enrol for the High School Leaving Certificate Examination, 2022.
- iv) In any case, if the situation is not conducive for examination, on-line / assignment / project / interviews may be done by the schools to assess the students and the same must be reported in the format given below.
- v) Submission of comprehensive score of the marks in the periodic and term test along with the total marks for each student must be submitted to the Board for classes IX & X without fail. Any missing student or whose marks are not reported will be treated as absent and discontinued from the class.
- vi) All the schools should keep the questions and answer scripts of the students of Periodic Tests and Term Test for each class, so that they may be produced at any time as required by the Board. The same should be kept up to 3 months after the student appeared the HSLC Examination.

Subject	Periodic Test (2 Nos.) X	Term test (1 No.) Y	Total mark (Periodic + Term Test) (X+Y)/2	Assignment/ Project/ Practical/Internal Assessment	Total Marks
1 <sup>st</sup> Language/Subject in lieu 1 <sup>st</sup> Language	40x 1 marks (1 <sup>st</sup> Test) 40X1 marks (2 <sup>nd</sup> Test)	80 marks		20 marks	100
English	40x 1 marks (1 <sup>st</sup> Test) 40X1 marks (2 <sup>nd</sup> Test)	80 marks		20 marks	100
Mathematics	40x 1 marks (1 <sup>st</sup> Test) 40X1 marks (2 <sup>nd</sup> Test)	80 marks		20 marks	100
Science	40x 1 marks (1 <sup>st</sup> Test) 40X1 marks (2 <sup>nd</sup> Test)	80 marks		20 marks	100
Social Science	40x 1 marks (1 <sup>st</sup> Test) 40X1 marks (2 <sup>nd</sup> Test)	80 marks		20 marks	100
Addl. Subject	40x 1 marks (1 <sup>st</sup> Test) 40X1 marks (2 <sup>nd</sup> Test)	80 marks		20 marks	100
HPE(Theory) HPE(Practical)	10x2 marks .....	30 marks .....		50 marks	100
Work Education	10x2 marks .....	30 marks .....		50 marks	100

- The timing and month of the tests mentioned above may be adjusted due the situation of pandemic.
- The Board shall issue guidelines and instructions for making the tests reliable and valid.
- The Schools must follow the guidelines strictly, if not, the schools may be penalised.
- The calculation of (X+Y)/2 is not applicable for HPE and WE.

#### COURSES FOR THE TESTS:

The Courses for the Periodic Tests are as follows:

*1<sup>st</sup> Periodic Test & 2<sup>nd</sup> Periodic Test - Lessons/chapters for the two periodic test should be divided in such a manner that it covers the whole syllabus.*

*Term Test - Lessons / chapters for the term tests should cover the entire syllabus, should contain the various forms of the question as defined in the design, objective, forms of question with appropriate marks, time etc.*

#### CRITERIA FOR PROMOTION:

A student reading in a class may be promoted to the next higher class under the following conditions (for classes IX to X)

- The minimum marks obtained by a student in each subject under the scheme of C.C.E.in one academic year is 33% , subject to a minimum of 25 % in each of the two categories of test, viz, Periodic Test and Term Test.
- The student gets a minimum of 33% marks each in Work Education and Health and Physical Education. Note:- Remedial teaching must be taken up for those who cannot attain these minimum pass mark. Accordingly, test must be conducted again for those students in the weak subjects.

Eligibility Criteria for HSLC Examination:

A regular student for class X is eligible for HSLC Examination if the student satisfies the following conditions:

- The minimum marks obtained by a student in each subject under the scheme of C.C.E. in one academic year is 33% subject to a minimum of 25 % in each subject in each of the two categories of tests, viz, Periodic Test & Term Test.*
- The students gets a minimum of 33% in each of the Work Education and the Health and Physical Education.*

- (c) *The student attends a minimum of 75% of the teaching days of the school of the working days.*

#### **INTERNAL AND EXTERNAL ASSESSMENT FOR HSLC EXAMINATION**

Sl No.	Subject	Marks for external assessment (as per syllabus)	Marks for internal assessment	Area covered under internal assessment
1	Languages	80	20	Conversation skills, assignment, formal testing
2	Mathematics	80	20	Practical activities, Assignment, formal testing
3	Science	80	20	Practical, projects, formal testing
4	Social Science	80	20	Practical exercises, records, formal testing of practical exercises.
6	Additional Subjects	80	20	Practical exercises, records, formal testing.

Report of Tests: Marks obtained by the students in the Periodic tests, Term tests and Internal Assessments shall be submitted to the Board in the format enclosed herewith.

**\*\* The above scheme may change from time to time.**

Date : 7<sup>th</sup> September, 2021

Sd/-  
(Dr. S. Mangijao Singh)  
Secretary

#### **GENERAL GUIDELINES :**

1. ALL THE SCHOOLS RECOGNIZED BY THE BOARD MUST COMPOULSARILY CONDUCT THE PERIODIC TESTS AND TERM TEST SATISFYING THE ABOVE.
2. ALL THE SCHOOLS MUST PREPARE THE QUESTIONS BASED ON THE DESIGN, OBJECTIVE, TYPES OF QUESTION, FORMS OF QUESTION AS PER THE QUESTION DESIGN, OBJECTIVE, TYPES AND FORMS NOTIFIED BY THE BOARD.
3. ANSWER SCRIPTS OF THE STUDENTS FOR TESTS SHOULD BE KEPT IN THE CUSTODY OF THE HEAD OF THE SCHOOL AND MUST BE PRESENT TO THE BOARD WHENEVER THE BOARD REQUIRES IT.
4. THE CONDUCT OF THE TESTS SHOULD BE DONE IN A STRICT MANNER.
5. NON SUBMISSION OF THE MARKS OF ANY STUDENT WILL BE TREATED AS ABSENT AND NOT CONTINUED IN THE CLASS. SUCH STUDENTS MAY NOT BE ALLOWED TO APPEAR IN THE HSLC EXAMINATION.
6. PLEASE REPORT THE MARKS SCORED BY THE STUDENTS IN THE GIVEN FORMAT FOR EACH CLASS SEPARATELY AT THE END OF THE ACADEMIC SESSION.

Copy to :

1. The Chairman, BSEM for kind information.
2. The Controller of Examinations, BSEM for necessary action
3. The Section Heads, BSEM for information.
4. Guard File.

**BOARD OF SECONDARY EDUCATION, MANIPUR**  
**(FORMAT FOR REPORTING OF PERIODIC TESTS, TERM TEST AND INTERNAL ASSESSMENT MARKS)**

**NAME OF THE SCHOOL :**

**SCHOOL CODE (As provided by the Board) :**

**ADDRESS :**

**Mobile Number (Please Provide at least two):**

**NAME OF THE HEAD OF THE INSTITUTION :**

**CLASS : IX / X (Please tick one)**

**ACADEMIC SESSION :**

SI No	Registration No.	Name of the student	MARKS OBTAINED IN													
			MIL/In lieu of MIL		ENGLISH		MATHEMATICS		SCIENCE		SOCIAL SCIENCE		ADDITIONAL SUBJECT		TOTAL	REMARKS
			Periodic Tests + Term Test (Out of 80 marks)	Internal Assessment (Out of 20 marks)	Periodic Tests + Term Test (Out of 80 marks)	Internal Assessment (Out of 20 marks)	Periodic Tests + Term Test (Out of 80 marks)	Internal Assessment (Out of 20 marks)	Periodic Tests + Term Test (Out of 80 marks)	Internal Assessment (Out of 20 marks)	Periodic Tests + Term Test (Out of 80 marks)	Internal Assessment (Out of 20 marks)	Periodic Tests + Term Test (Out of 80 marks)	Internal Assessment (Out of 20 marks)		

**Date :**

**Signature of the Head of Institution**  
**Seal**