

## NSQF – CCE Guidelines for session 2015-16

### Guidelines for Continuous & Comprehensive Evaluation (CCE) of Skill Subjects (Applied Learning subjects).

1. This is school based evaluation having total marks 20 for each level.
2. The CCE marks should be made available by the schools to Board office as per the schedule declared in this regard.
3. The marks allotted are as under:-

Total CCE marks = 20

The four components of CCE are as follows:-

- (a) **Competency Based Testing (CBT)** = 30 marks – (15 for each test)

CBT aim for testing the competency of a student in a given applied learning subject. This involves the pen & paper class evaluation. Level – I & II of CBTs for the current session are required to be held during the course of study by the vocational teacher of the concerned subject.

- (b) **Project Work/Student Portfolio** = 20 marks

This evaluation is in activity mode which entails learning by doing. The 20 marks will be picked up from the student profiling components. (The project work activity is ignored herewith till further information) The contents of the portfolio therefore may include but not limited to:-

- a) Quotations
- b) Cash memos/bills
- c) Graphic illustrations of information
- d) Charts
- e) Concept diagram/webs
- f) Slide presentations
- g) Sample paragraphs
- h) Stories published in magazines, journals, newspaper etc.
- i) Sample essays
- j) Speech Prepared for various occasions
- k) Description of procedures adapted for various activities.
- l) Tools/instruments developed for conducting surveys.
- m) Lab reports
- n) Pictures & drawing created by the student
- o) Collages
- p) Photographs, catalogues
- q) Storyboards
- r) Reader's response
- s) Report of group projects
- t) Printout of emails
- u) Printout of contributions in blogs
- v) Interviews
- w) Video recordings
- x) Pictures with write ups.

- (c) **Student Portfolio:-**

1. Student Name:
2. Vocational Subject:
3. Date:
4. Place:
5. Time:

S.No.	School Event/Activity/Project	Date and Time	What was my contribution?	What skill I learnt?	What were the problems faced?	What attempts were made in solving the problems?

S.No.	Products/Artifacts prepared	Materials, Tools and Equipment Used	Cost of the materials	What skill I learnt?	Finished product/work in progress

### Portfolio containers

Portfolio containers may include but not limited to:

1. File folders
2. Scrapbooks
3. Computer disks
4. Pen drives

### Role of teachers/trainers

1. Discuss the portfolio format with students
2. Develop criteria for assessment for the content
3. Provide copies of the assessment criteria to the students and inform them about the expectations that you have from the students
4. Inform parents about the student portfolio and involve them in the process
5. Discuss the procedure for collecting the materials, preparing the products, cost effectiveness, etc. with the students
6. Set timelines for submission of portfolio for feedback and evaluation
7. Designate time for discussion on portfolios and suggestions for improvements
8. Assess the portfolios

### Role of students

1. Select activities that you can perform with the available resources and competence.
2. Set your learning goals i.e. what will you learn from the activity in terms of knowledge and skills.
3. Prepare a checklist of the materials that is to collected/purchased.

4. Collect/purchase the materials and keep the entire bills/cash memo for calculation of the input cost.
5. State the main idea and list the sequence of ideas.
6. Determine the elements of the portfolio and prepare a detailed action plan for completing the activity/task on time.
7. Refer to internet, books, etc.
8. Share your plan of action with your parents, teachers and friends.
9. Discuss and make changes in the plan before you proceed with the activity.
10. Describe the significant parts/findings of your activity.
11. Give reasons for what you did and state your opinion.
12. Summarize the information
13. Don't forget to create a table of content.
14. Decide the portfolio container to be used for the storage of portfolio.
15. Submit portfolios on time.

(d) **Class-room attendance** = 5 marks

To ensure the regularity of the students

(e) **Class room participation** = 5 marks

Assessment under CCE will cultivate the right attitude among students and make them ready for the industry.

**HENCE, THE ABOVE 30+20+5+5 TOTAL 60 MARKS DIVIDED BY 3 TO SHOW OUT OF 20 AND OBTAINED MARKS WILL ALSO BE CALCULATED PROPORTIONATELY.**

4. The CBTs will be set by the Vocational teacher himself/herself based on what has been taught in the class.
5. The learning outcomes will be tested with the help of CBT.
6. The feedback yielded by the test result should be utilized by the teacher for planning remedial work for the weak students and enrichment for the gifted/brilliant students.
7. The student will maintain separate test notebooks for applied learning subject, which will be kept as a record in the school after they have been shown to the students and parents for transparency.
8. The teachers should mark the test copies and declare the result not later than 4 days from the test; it will be the Head's/ Vocational Co-coordinators duty to supervise and keep the records. Initially, we may go for pre-announced tests on dates fixed beforehand. However, in due course of time we should switch over to snap tests. The teacher will, of course, set the test paper and they should be given freedom in that. The questions should be mainly short answer type.
9. The result should be communicated to the students and parents through a report card (School Based Evaluation Card). The consolidated result will be sent to the Board by the schools through an OMR/ordinary sheet to be supplied by the Board.
10. The schools will be closely monitored with regard to school based assessment for applied learning subjects so that there is no partiality or injustice.

#### **CBT:**

- Each of the two Unit Tests may cover the topics covered in each subject during the period in question as per the unit-wise division of syllabus already sent to schools.
- Be administered during the time span.
- Be administered within a class period without needing a change in the regular school schedule.

**Participation in classroom activities:**

A provision of 5 marks has been made for this, which is aimed at ensuring that the students remain active, alert and enthusiastically participates in class activities. The main criteria for evaluation in each subject in this regard in respect of the students could be:

- ✓ Going through the lessons beforehand.
- ✓ Attentiveness to what is going on in the class.
- ✓ Showing curiosity and eagerness about seeking clarifications for better understanding of the lessons.
- ✓ Enthusiastic participation in class activities.
- ✓ Showing keenness to learn more about the topic.
- ✓ Giving relevant and current answers to the questions asked by the teacher.

While using the aforesaid criteria following points may be taken in view:-

- Classroom activities may include: assignments, question-answer sessions, discussion in the process of teaching and learning, Project work & role-play etc.
- Initiative and zeal for taking part in such activities does matter, but a lot depends on how the teacher motivates the students and gets them involved.
- It is not the accuracy of response but the effort being put in by a student which matters most.
- A teacher who does not give freedom to ask questions is not teaching in fact. How freely students pose their queries show real quality of teaching. Therefore if a student is not responding or does not show interest in classroom activity, a lot of blame has to be on the teacher.
- A general record of student's participation must be maintained by the class teacher in consultation with subject teachers and the awards given must be based thereon.

**Attendance:**

The scheme of evaluation also allocates 5 marks to attendance. This is likely to encourage both parents and teachers to ensure that the students attend Applied Subjects classes regularly. Attendance may be awarded in the following manner:

<b><u>Actual percentage of attendance</u></b>	<b><u>Awards</u></b>
96-100	05
91-95	04
86-90	03
81-85	02
75-80	01
(Below 75)	No marks

75% attendance means the actual attendance and does not include any attendance condoned by the Head of the institution or the Secretary, Board.

- While accounting for attendance the class teacher must take report from subject-teachers too to ensure that the students remained present throughout.
- It goes without saying that attendance register is the main document for keeping record of attendance for Applied Learning subjects & it should maintained separately for the Applied Learning subjects.

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