



NO. HPSES-RMSA-(H.O)-RMSA EVALUATION-2015-16

2805-16

STATE PROJECT OFFICE RMSA

SHIMLA-1, HIMACHAL PRADESH.

DATED: SHIMLA-171001, THE

9-11-2015.

To

All the Deputy Directors,  
Higher Education, Himachal Pradesh.

Subject:

**Instructions to be followed to conduct the State Level Achievement Survey on 21<sup>st</sup> November in 9<sup>th</sup> class in all the Govt. High and Sr. Sec. Schools.**


Sir/Madam,

To give exposure to students to face the competitive world and to know overall health of education, the Directorate of Higher Education and the State Project Office (RMSA) Himachal Pradesh has taken an initiative to take State Level achievement test in 9th class in English, Science & Maths. Hence all are requested to execute and administer the survey in a fair and judicious manner throughout the State, in collaboration with all the DIETs and Deputy Directors Elementary. The guidelines to carry out the test in all the Govt. High Schools and Govt. Sr. Sec. Schools are as under.

- The supply of the material will reach in the DIETS on or before 16<sup>th</sup> November.
- All the BRCCs will collect the block-wise material as per the strength of the schools and number of students.
- The question-Booklets will be sealed in packets as per the number of students per school. One vacant packet to pack the OMR answer sheets and one attendance sheet will also be supplied to all the schools.
- The DIETs, BPOs and BRCCs of the concerned Block are responsible for the supply, proper collection of OMR sheets and execution of the survey.
- The teams constituted in collaboration with all the Deputy Directors Higher, Elementary and DPOs will supervise the overall process of the survey.
- Each question booklet has total 150 Questions (50 English, 50 Science and 50 Math).
- The answers would be given separately in OMR Answer Sheet.
- Students will choose the right answer on the OMR sheet by filling up the corresponding circle only with black or blue ball point pen.
- In the seating arrangement, the first row will begin with Roll No. 1, who will get 'Question Booklet and OMR answer Series A' and Roll No. 2 will get 'B' Series so on upto last student of roll number having odd number.
- The second row will begin with Roll No. of even no. who will get 'B' series and second student will get A series so on until the Roll. No. of even number.
- Total time would be given 1 hour for each subject.

1. English 2. Science 3. Maths.


- There will be a break of 20 minutes for each subject including distribution of question booklet in between the papers.
- The time schedule will be (1) English - 11:00 A.M. to 12:00 Noon (2) Science - 12:20 P.M. to 1:20 P.M. (3) Maths - 1:40 P.M. to 2:40 P.M.
- Reporting time for all teachers and students is 10:30 AM.
- OMR Sheet will be distributed at 10:45 AM and instructions to fill up the same will be cleared by the teachers. The UDISE CODE of the school will be written clearly on the black board of the examination hall. The Question Booklet will be distributed at 11:00 A.M.
- The Head of the Institute will ensure fair administration of the survey through following measures :-
  - ❖ The seals of the packets will be opened in front of Principal, SMC member and the invigilator of the school. Invigilation duty will be given by one TGT/PGT/Lecturer of the subjects other than of the test series.
  - ❖ One SMC Member will remain present during the test.
  - ❖ The seals of the question bank will be opened in front of the School Head and above two members.
  - ❖ During the break, OMR Sheet will be kept on the seat of the student and the hall will be locked.
  - ❖ Teachers will ensure that all the entries made by the students in OMR Sheet are in correct order.
- The Roll Number assigned to each student is first 11 digits of UDISE Code of the respective school and remaining 1/2/3 digits are the Roll Number assigned by the school beginning from one to the number of students appearing in the examination irrespective of the section.
- Only OMR Answer Sheets will be collected Roll Number wise and duly packed in the packet in between packing cases or bubble sheets and handed over by the school authorities to BRCC. OMR sheets are not to be folded or damaged at all.
- BRCCs will collect the sealed packets and further submit to the concerned DIETs by due date i.e. three days after this exam in sequence to U-DISE code of the schools and DIETS shall submit district wise sealed packets to State Project Office within two days.

  
Director Higher Education  
Shimla-1, Himachal Pradesh

Endst. No. Even Dated: Shimla-171001, the.....

Copy to: -

1. Additional Chief Secretary (Education), Govt of Himachal Pradesh, Shimla-2 in favour of information please.
2. Director Elementary Education, Govt. of Himachal Pradesh, Shimla-1, with the request for kind direction to all Deputy Directors to inspect surrounding schools on the day of Survey.
3. All the DPOs (SSA/RMSA) are also requested to make proper arrangement for dispersal and collection and administration of survey material.

  
Director Higher Education  
Shimla-1, Himachal Pradesh