



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
(A Corporate Statutory Body Constituted by an Act of the State Legislature)
ALTO BETIM – GOA 403 521

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GBSHSE/ACAD & EXAM/GRD/2010/

Date : 13th October, 2010

CIRCULAR No. 40

To,

The Heads of all recognised Secondary & Higher Secondary Schools,
within the jurisdiction of this Board.

Sub :- Supplementary internal test/examination.

Sir/Madam,

It is to inform you that if a student remains absent for any of the school test/ examination on account of his/her participation in recognized sports or sickness or death in the family or any other genuine reason as may be acceptable to the Head of the Institution, he/she shall be given a supplementary test/examination on his/her reporting to school after the period of absence.

It may be noted that supplementary test/examination mentioned above is not permitted for students who had already appeared in the regularly arranged test/examination but performed poorly. Whatever marks the students secure in the regular test/examination are to be communicated to the Office of the Board within the stipulated time, along with the question papers.

The Head of Institution should maintain the records of internal assessment meticulously. The Question papers, answerbooks, record of marks of regular and supplement test/examination, justification for supplementary test/examination, along with information to be filled in the enclosed performa in duplicate, should be kept ready and made available for scrutiny to the Inspection Panel. The Inspection Panel shall be visiting the school occasionally during each Academic Year. For the current Academic Year 2010-2011, the Inspection Panel will be visiting schools in the third/fourth week of October 2010 or third/fourth week of November 2010 and February 2011.

In view of the late Diwali vacation for the current Academic year 2010-2011, the marks of the First Terminal Examination may be submitted to the Office of the Board (in hard and soft copies) in the prescribed format as notified vide Circular Nos. 33 & 34 dtd. 3rd September 2010 by 20th December 2010.

The contents of this Circular at para 1 & 2 are to be enforced from the current academic year 2010-2011 onwards.

The contents of this Circular may be brought to the notice of all concerned.

Yours faithfully,

(D. R. Bhagat)
Secretary

Copy for information to :

1. All Members of the Board.
2. All Dy. Director of Education (North/South/Central Zone)
3. Heads of all sections of this Board

PROFORMA FOR INTERNAL ASSESSMENT

Name and Address of the School : _____

School Index No. : _____

Std. X / XII

Total number of students enrolled for St. X / XII _____

I. Performance:

| 1 st . Mid Term Test Subjects | Number of students in the different ranges of marks | | | | | | | |
|--|---|---------|---------|---------|---------|---------|---------|-------------|
| | 27 - 30 | 24 - 26 | 21 - 23 | 18 - 20 | 15 - 17 | 12 - 14 | 09 - 12 | Below 09 |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |

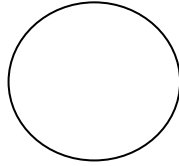
| 1 st . Term Exam Subjects | Number of students in the different ranges of marks | | | | | | | |
|--|---|---------|---------|---------|---------|---------|---------|-------------|
| | 81 - 90 | 72 - 80 | 63 - 71 | 54 - 62 | 45 - 53 | 36 - 44 | 27 - 35 | Below 27 |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |

II. Evaluation of Absentee Candidates:

| 1 st . Mid Term Test | Date of Examination | Name of Subjects | Total Number of Candidates |
|------------------------------------|------------------------|------------------|-------------------------------|
| | | 1. | |
| | | 2. | |
| | | 3. | |
| | | 4. | |
| | | 5. | |
| | | 6. | |
| | | 7. | |
| | | 8. | |
| | | 9. | |

P.T.O

| 1st. Term Exam | Date of Examination | Name of Subjects | Total Number of Candidates |
|----------------------------------|----------------------------|-------------------------|-----------------------------------|
| | | 1. | |
| | | 2. | |
| | | 3. | |
| | | 4. | |
| | | 5. | |
| | | 6. | |
| | | 7. | |
| | | 8. | |
| | | 9. | |



Seal of Institution

Signature of Head of Institution

Place: _____

Date: _____