

File No 5-16/2009/Sch-I  
Government of India

Ministry of Human Resource Development  
Department of School Education & Literacy  
Shastri Bhawan, New Delhi-110001

Shastri Bhawan New Delhi

Dated: 07.01.2015

To

Education Secretary ( All States)

Subject: National Achievement Survey for Class X

Sir/Madam,

The MHRD has entrusted the NCERT to conduct National Achievement Survey (Class X) under Rashtriya Madhyamik Shiksha Abhiyan (RMSA) under the project titled "Assessment of Learning Levels of Students at Secondary Stage (Class X)". For smooth conduct of the main survey activities, three teams have been constituted at national, state and school levels.

2. The state and school level team shall comprise of:

**State Level**

- (a) The Chairperson of School Education Board conducting public examination at Secondary Stage (Class X) and Institutional Coordinator (NAS Class X) nominated by the Board NAS (Class X) ( in some States from the SCERT) . ( **State Wise list in Annexure I** )
- (b) The State Project Director (RMSA) and the nominated Pedagogical (NAS Class X) / Senior Official nominated by the SPD-RMSA for NAS (Class X). ( **State Wise list in Annexure II** )

**School Level**

- (a) The School Principal/Head Master/Head Mistress. (School lists will be available with Institutional Co-ordinator of the state)
- (b) The Teacher who is Incharge of school examinations and responsible for conducting/coordinating in-house (terminal/annual) examinations of school and public examinations.

3. States /UTs have communicated their willingness/readiness to conduct main Survey in period of 3<sup>rd</sup> week of January to 4<sup>th</sup> week of February, 2015. To achieve this target, there are certain tasks to be carried out at State Level which are as under:

314

**Task 1: Printing of the Achievement Tests papers**

- a. The Achievement Tests have been finalized and translated in other than English language. Camera ready copies have been prepared with the help of subject & language experts from the States.( Available with Institutional Co-ordinator of the State)
- b. Fund for printing test booklets is to be supplied by the NCERT. In case State has not got the fund, it is advised that MMER (RMSA) fund may be used to avoid the delay and can be adjusted after getting funds from NCERT.
- c. The Achievement Tests in Hindi and English are to be centrally printed by the NCERT and to be dispatched to States/UTs by 23<sup>rd</sup> January, 2015.( which will be given to the Institutional Co-ordinator in the State)

**Task 2: Finalization of Date for Conducting the Survey**

- a. The Survey has to be conducted on a single day throughout the State/UT. It is requested that the State Govt fixes the date of test administration and informs MHRD/ NCERT immediately ( dates for the tests to be between 23<sup>rd</sup> January, 2015 to 23 Feb. 2013 and not later ) so that the arrangements could be made to make test material available.
- b. The list of schools (358) in which survey to be conducted has already been supplied to Institutional Coordinator (State Boards) and Pedagogical Coordinators ( State Wise names at Annexure I and II) .

**Task 3: Orientation/Training of School level Official**

- a. Schedule of the training programme/s for school examination Incharge has to be chalked out. The training is to be provided by Institutional Coordinators, to all 360 school examination Incharges from the State. ( State Wise List at Annexure I ) The ICs have already been trained by the NCERT.
- b. The training programmes should be organized only after the test material is ready, so that on the day of training, material of the survey is to be handed over to School Examination Incharge.
- c. The Training programmes should preferably be organized one week before the test.

**Task 4: Deputation of District Officials for inspection of schools on day of survey**

- a. It is requested that District Level officials be deputed to inspect and ensure adherence to the procedures outlined in the manual in the conduct of the survey which will mean visits by these District level officers to about 5-8 schools in a district (from the list of selected schools supplied by the NCERT for NAS -Class X).

**Task 5: Conduct of Survey / Examination**

- a. (For conduct of main survey activities the guidelines mentioned in the Guidelines/Manual to be provided to the Institutional Cp-ordinators should be followed .)

Some of the key instructions are:

- a. Keep the test material safe, secure and confidential in the school in the custody of the Principal/ School Head till the day of the survey.
  - b. Open the test material 30 minutes before the start of the test on the day of the survey.
  - c. After completion of the Survey/Examination, pack and seal the filled- in OMR sheets along with filled- in questionnaires in the presence of the Principal.
  - d. Dispatch the material (through speed post/registered post) to the NCERT either on same day or the next day, and not later.
4. You are requested to kindly review progress and ensure that the survey is conducted on the date fixed in the manner laid down in the NCERT handbook enclosed.

*Caralyn*  
7/1/2015

Caralyn Khongwar Deshmukh  
Director, MHRD  
carakhongwar.edu@nic.in  
011-23387948

*R*  
9/1/15

137  
92

**Copy to :**

- 1. RMSA SPD ( All States/ UTs) for necessary action.
- 2. Secretary , Board of School Education ( All States)
- 3. Director, SCERT ( All States )
- 4. Director, NCERT ( for Information)
- 5. ESD
- 6. EC to Secretary ( SE&L)

*W.T.*  
8/1/15

*Q*  
8/1/15  
at 3-50 PM

Ministry of Human Resource Development  
Department of Secondary Education  
MHRD Building  
C-10, Ring Road, Connaught Place, New Delhi - 110021  
Phone: 23387948  
Fax: 23387949  
E-mail: mhrd@nic.in

Dr. Pooni Srinivasan  
Assistant Secretary to Joint Director  
(Administration)  
MHRD Building, 17, Ring Road, Connaught Place, Institutional  
Area, Opposite the Parliament, New Delhi - 110002  
Phone: 23387948  
E-mail: psooni@nic.in