



GBSHSE/EXAM /HSSC EXAM-2021/

DATE: 25/06/2021

CIRCULAR NO: 29

To,
The Heads of all Recognized
Higher Secondary Schools
Within the Jurisdictions of this Board.

Sub: Policy document for tabulation of marks for Class XII Board Exams 2021.
Ref: Read Circular No: 22, dated: 03/06/2021.

Sir/Madam,

1. With reference to the above cited subject the Board has devised a Policy document for tabulation of marks/criterion which is enclosed herewith.
2. All Heads of schools and Committee members are requested to read the policy carefully and follow the procedure outlined diligently within the prescribed schedule.
3. The webinar sessions in this regards for all Heads of Institutions will be held as per below schedule:-

| <u>Date</u> | <u>Time</u> | <u>District</u> |
|-------------------|--------------------------------|------------------------|
| 26/06/2021 | 10.30.am to 11.30.am. | North Goa, HSS. |
| 26/06/2021 | 12.00 noon to 01.00 pm. | South Goa, HSS. |

4. Meeting link will be sent to Shri. Walter A. S. Cabral, Principal, St. Andrew's HSS, Vasco and President of Principals' Forum to share with all Principals of Higher Secondary Schools.
5. List of Taluka Coordinators is also enclosed herewith.

This circular shall be displayed at prominent place on the notice board for the information of all concerned.

(Geraldina L. Mendes)
(Secretary)

Enclosed: As above

Copy to:-

1. OSD to Hon'ble CM/Education Minister, Ministerial Block, Porvorim-Goa.
2. The P.A to Secretary Education, Secretariat, Porvorim-Goa.
3. The Director of Education, Directorate of Education, Porvorim-Goa.
4. The Director, Directorate of Technical Education, Porvorim-Goa.
5. The Director, of Sports and Youth Affairs, Campal, Panaji-Goa.
6. The Director, Directorate of Skill Development & Entrepreneurship, Panaji-Goa.
7. Shri. Walter A. S. Cabral, Principal, St. Andrew's HSS, Vasco-Goa
8. IT Section of this Office
9. Office File.
10. Guard File.



**POLICY DOCUMENT FOR TABULATION OF MARKS FOR
CLASS XII BOARD EXAMINATION 2021**

1. Prelude

The Higher Secondary School Certificate Examinations for 2021 (Class XII) were to be held from 24th April 2021 to 18th May, 2021. But due to unprecedented Covid-19 pandemic situation the Exams were postponed and subsequently cancelled keeping safety of Candidates and Examination Personnel on paramount importance. GBSHSE (**Board**) vide Circular No: 22 dated 03/06/2021 cancelled the Board Exams for Class XII.

- While the Board informed the Higher Secondary Schools under its jurisdiction, Class XII Assessment will be made as per well defined objective criterion in a time bound manner.
- Further, the option to appear in the examination has been provided by the board as and when the situation becomes conducive to hold the Examination, for those candidates who are not satisfied with the assessment through objective criterion.

2. Certification challenge before the Board

The challenge posed before the Board is to prepare and deliver unbiased and fair results to the Candidates registered to take class XII 2021 Examinations during this Pandemic situation without having any written Examination. The affiliated School-System with the Board has worked candidly to make things happen as smoothly as possible. The Board is committed to devise unbiased and fair criterion for the preparation of results. The Board reposes trust on every Principal and every Higher Secondary School Teacher to complete this process with the highest degree of professionalism

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and consistency so that parents and candidates will feel confident in the accuracy and fairness of the results.

3. The objective of the Policy

The objective of the policy is to develop unbiased and transparent academic record based on realistic evaluation of academic performance of Candidate. The assessment policy should follow tranquility, flexibility and authenticity to maintain sanctity and credibility of the examination. The Principal and Teachers should ensure that the evaluation process as laid out below is properly understood by all stakeholders to make sure that the assessment is equitable, cogent and efficacious.

4. Constitution of a Result Committee

- (i) Every school shall form a Result Committee consisting of Principal and minimum four senior most teachers (preferably one from each stream Arts, Commerce, Science and Vocational, wherever is applicable) of the school teaching class XII.
- (ii) One teacher from neighbouring Higher Secondary School teaching class XII to be co-opted by the school as the external member of the Committee.
- (iii) The result committee may invite a teacher with IT background for assistance in preparation of results.
- (iv) The subject teachers shall be present in the committee for deliberations as and when performance of their subjects and students is being recorded.
- (v) The role and responsibilities are given in **Annexure - I**.
- (vi) The Head of the School Committee shall be paid fixed honorarium of Rs. 200/- per candidate, subject to minimum of Rs. 5000/- for enrollment of 25 Candidates or less. This amount shall be distributed equally among committee members. The cheque will be issued in the name of school and the School Head shall disburse the same equally among the members and submit the receipt to the Board's office.

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5. Mode of Assessment (Theory Examination)

For the session 2020-2021 schools have conducted different types of tests/exams for class XII. Most of the classes and exam/tests were conducted in online mode by the schools, as the schools were closed due to Covid-19 pandemic.

After brainstorming sessions, Board has decided the following broad parameters which would be used for computation of marks. Invariably Unit Tests/FT/Mid Term exams/Preliminary exams have been conducted by the schools in online/offline mode.

Parameter 1: Class XII Internal Assessment

- The first parameter in the assessment is results of Unit tests/ FT/Mid-Term Exams/Preliminary Examinations conducted by Higher Secondary Schools in class XII. These examinations were mostly held in online mode from students residence. The scores alone in these examinations will not be reliable as:
 - These examinations were not in similar settings for all and variation in access to digital infrastructure.
 - These examinations were not conducted by the board and will not meet the goal of standardized assessment and may also reflect subjectivity inherent in school based assessment. This can be addressed by moderation to the school based assessment.
- Therefore, to address the above issues school based assessment at class XII need to be supplemented by standardized examination conducted prior to Covid-19 Pandemic situation. The additional information of the performance of the same student to obtain more accurate result will result in impartial, fair, accuracy and holistic assessment of students.

Parameter 2: Class X Board Examination

- The Class X was the only Boards public examination answered by the current batch of class XII students for actual year-end assessment, when conditions were normal and the examinations were conducted in a regular standardized manner without any deviation from the scheme announced by the

Board at the start of the academic session.

- Class X Board examinations held for the current batch of class XII students fit the requirement. The results of these examinations may be treated as a measure of student's ability.
- However, it is likely that a student may not have been equally interested in all subjects in class X and may have underperformed in a few subjects. Since, the students did not know at the time of taking class X Board examinations that those marks will count towards the all-important class XII results, some of the shortcomings can be overcome by using the scores obtained in theory (external component) exams average of best three (03) subjects out of main 6/7 subjects for the purpose of calculating the marks, to give weightage to the students by omitting the scores of the subjects in which they underperformed due to some reasons.
- With the inclusion of class X Board Examination, the concern regarding the following still remains:
 - (1) Students ability to perform better at Higher Secondary Level and
 - (2) The best 3 subjects in class X Board may not coincide with the subjects being taught and assessed in class XII.

Parameter 3: Class XI Internal Assessment

- It is therefore wise to include result of class XI in the overall assessment since they were held only a year ago and were based on the prescribed Higher Secondary syllabus and were conducted in settings that approximate standardized examinations.
 - The current batch of class XII have appeared in the class XI examinations conducted in the year 2019-2020 in an offline mode in the schools, by the time the lockdown was declared in March-2020. The examinations were conducted in a regular manner without any deviation from the scheme decided by the Board well in advance at the start of the academic session. Unlike class X, the examination in class XI is based on the Higher Secondary syllabus and gives a good indication of students ability in their preferred subjects. The examinations were conducted for full duration in examination halls under proper supervision. As a result, this examination has high

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reliability in terms of fair assessment of students performance.

- It was brought to the notice of the Board regarding overall less award of absolute marks in class XI to students due to stringent marking. This should not be a matter of concern, as this aspect will be taken care by the moderation policy to be applied.
- The performance of a student in Class XI, assessed in a credible manner thus provides an unbiased measure of the upcoming performance of the student in Class XII.
- In some cases, it is possible that students might not have applied themselves fully to the class XI exams. However, this will be addressed to an extent by taking into consideration class X marks along with class XI marks.

To sum up:

- The assessment of class XII should be a composite measure that reflects the students performance in: school-based performance in class XII and class XI exams and results of the performance in best three subjects out of main 6/7 subjects in class-X Board exams, duly moderated as per the policy.
- i. In view of cancellation of Boards examination, the assessment of Theory portion of 40/50/70/80 marks will be done by the Schools based on the following:

| Marks based on: | Class | Weightage |
|--|--------------|------------------|
| Average theory (external component) of best three performing subjects out of main 6/7 subjects | Class X | 30% |
| Final theory component | Class XI | 30% |
| Unit Test/FT/Mid-Term/Preliminary Examination/Periodical Test | Class XII | 40% |

- ii. The marks of Practical/Internal Assessment etc. of class-XII will be on actual basis as uploaded by the school on the Boards portal.

- iii. The total marks awarded by the school should be in consonance with the past performance of the Class XII Board Examinations.

6. Procedure for Assessment of Students:

In class XII examination, allotment of marks in Theory and Practical/Internal Assessment in various subjects is as follows:

| Subjects | NSQF/CWSN | Vocational | Practical | Non Practical |
|---|-----------|------------|-----------|---------------|
| Theory Marks | 40 | 50 | 70 | 80 |
| Practical/ Internal Assessment Marks | 60 | 100 | 30 | 20 |
| Total Marks | 100 | 150 | 100 | 100 |

- For **General Stream**, 20 marks are allotted for Internal Assessment for non practical subjects and 30 marks are allotted for Board's practical including assignment/project. The external component of the Board's Examination carries 70/80 marks.
- For **Vocational Stream** there is a continuous evaluation component for practical/core subject carrying 100 marks and 50 marks as external theory component. For non-practical subjects English Communication skill and General Foundation Course, Internal Assessment carries 30 marks and 70 marks external component of the Examination respectively. This is as per the existing policy.
- For **NSQF/CWSN** Subject, Internal Assessment carries 60 marks which includes practical component. The theory external component carries 40 marks.
- Majority of schools have uploaded their data of Internal Assessment on the Board's portal.

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7. Distribution of Marks in Theory and Practical/Internal Assessment

In accordance with above points, the broad distribution of marks assigned to various components on the basis of which the final marks of every student will be computed is as follows:

| | | 80 (Non Practical subject) | 70 (Practical subject) | 50 (Vocational subject) | 40 (NSQF/CWSN) |
|-----------------------|------------------|----------------------------|------------------------|-------------------------|----------------|
| Theory Marks | Class X 30% | 24 | 21 | 15 | 12 |
| | Class XI 30% | 24 | 21 | 15 | 12 |
| | Class XII 40% | 32 | 28 | 20 | 16 |
| Practical/ IA Marks | Class XII | 20 | 30 | 100 | 60 |
| a | Class X | 24 | 21 | 15 | 12 |
| b | Class XI | 24 | 21 | 15 | 12 |
| c | Class XII | 52 | 58 | 70 | 76 |
| Maximum Marks (a+b+c) | Total | 100 | 100 | 150 | 100 |

➤ List of the subjects is as per **Annexure-V**

8. Computation of Theory Marks

- a) The computation of theory marks for class XII will be based on performance in one or more Unit Test/Mid Term/Preliminary theory examination. The result committee of the school may decide weightage to be given to each exam based on reliability and credibility of the assessment. For example, if the committee may be of the considered view that the preliminary Examination is to be taken into consideration then a full weightage can be given to that component. Similarly another school result committee may decide to give equal weightage to Unit Test/FT/Mid Term/Preliminary examination conducted during the session 2020-21.
- b) In case schools have conducted more than one test/exam within each category, the Result Committee may fix the weightage to be given to each test/exam within the category subject to the overall maximum marks for that category. For example, if a school has conducted two or three periodical exams it may decide to take an average of the three exams and take the best performance in the three tests or give a weightage to each exam as considered suitable.
- c) Further, there may be differences in terms of the mode of conduct of examination i.e., Online/Offline. Also, it is possible that some of the Candidates may not have appeared in any or some of the examinations conducted by the schools.
- d) In all the above cases, Results Committee constituted by the Higher Secondary School will have to address these challenges based on the analysis and study the situation prevailing in the school and thereafter draw up a criterion for the assessment of 40/50/70/80 marks. The aim should be to cover as broad a range of assessment objectives as possible.
- e) The Rationale for the criteria should be well thought out and objective should be documented in the form of Rationale Document (See **Annexure - II**), explaining in detail how the



Higher Secondary School assessed marks have been determined.

The Committee should, in all cases, clearly record all its decisions in writing with the reasons in the Rationale Document.

- **Class XI Theory Marks:** The theory Marks of Class XI shall be on the basis of final theory marks in respective subjects.
- **Class X Theory Marks:** The theory Marks of Class X shall be on the basis of average theory marks obtained by the students in the best three performing subjects out of main 6/7 subjects. This average will be uniformly awarded to all class XII subject based on theory weightage.

The Board will provide the marks for the students who have appeared in GBSHSE class X Examination to facilitate schools in entering theory marks of class X. For students of other Boards schools will have to enter the information based on class X marksheet of the students available in the school.

9. Moderation of class XI and class XII Component:

Due to the variations in the quality of question papers, the evaluation standard and processes, the mode of conduct of exams etc, the marks of class XI and class XII component awarded at school level, will not be comparable across the schools.

Therefore, to ensure standardization, each school will have to internally moderate the marks to account for the school level variations by using a reliable reference standard.

The school shall calculate the total theory marks for each student by adding the marks for class X, class XI and class XII



as per the weightage of each class. Thereafter, based on the total marks, moderation shall be carried out by the school in class XI and class XII. Scaling up or down of class XI and class XII marks may have to be done in a fair and transparent manner by the Result Committee.

As class X marks are already standardized, no scaling is to be done by the schools.

- I. The historical performance of the Higher Secondary School, in terms of the best overall performance in the previous three years of Board examination, will be taken as the reference for moderating the marks assessed by the Higher Secondary School for 2021.

For example, if in a specific Higher Secondary School, the overall average marks of Candidates in 2017-18 is 80%, **2018-19 is 84%** and in 2019-20 is 81%, the Higher Secondary School will use the **subject-wise averages of 2018-19, which are the highest, for moderation.**

The selected year will be the **reference year for the** Higher Secondary School.

For each subject, the school will have to follow a broad distribution of marks which will be based on the performance of the reference year by that school in that subject.

- II. The subject wise average marks assessed by the Higher Secondary School for 2021 should be within a range of +/- 4 marks obtained by the school in the subject in the reference year.
- III. In case data for a school for only two years is available then the best performance out of two years will be taken and in case data is available for only one year, the same will be taken.

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- IV. Marks obtained by the Candidates of the school in a subject in a previous Board exam have been taken for the purpose of internal moderation, as this is based on own performance of the school and thus, is a reasonably reliable, unbiased and fair reference standard.
- V. In schools where the Candidates are appearing in the class XII Board Exams for the first time and hence have **no historical data** available, the board will provide the **details for the state level average of last two years performance in the board Exams** and the best performance in the terms of overall average score will be taken as the reference year.
- VI. The broad distribution of marks obtained by the Candidates of the school, in the specific year, subject-wise, will be made available to the school by the Board in their school login account (See **Annexure - III**).
- VII. Once the result committee finalizes the marks on the basis of tests/exams, it has to ensure that the marks of Candidates are aligned with the broad distribution of marks provided by the Board. It may be noted that the indicated distribution has to be followed broadly and there maybe some difference in terms of number of actual students in each category of distribution than the one indicated. However the school subjectwise average should be maintained within +/- 4 marks.
- VIII. To facilitate this and make it easy for schools, the Board will prepare an online system in which each school can enter the marks and check whether the marks allocated are in conformity with the historical distribution. In case there is a mismatch, then the Result Committee shall have to revise the marks, as the case may be, as per a consistent and objective criterion which should also be documented in the Rationale Document.
- IX. In case, due to the skewness of results, the Result Committee finds itself unable to fit the marks in the distribution given, it may decide to give weightage to the Candidate's performance in other periodic evaluations including project-based

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assessments which are an objective measure of the academic performance of the Candidates.

- X. This can be checked in the online system, and once uploaded school-based assessment marks are consistent with the Board's policy and directives, the Higher Secondary School will be able to finalize the marks on the Board's portal.
 - XI. In case marks are not consistent with the Boards policy, schools will not be able to upload marks on the Boards portal.
- 10.** The above has been done, keeping in mind that the Higher Secondary School Principals and Teachers are best pedagogical leaders and assessment experts to assess the Candidate based on the performance of the Candidate in the internal tests/exams. They are expected to provide a fair and objective assessment of the Candidate and have been given the autonomy and flexibility to do so.
- 11.** However, to take care of the variations in Higher Secondary School level evaluation processes, there is a need to standardize the scores across Higher Secondary School through a process of moderation of marks. This is necessary in the interest of fairness and to ensure that the marks allocated are comparable and there is no adverse impact or undue advantage for any Candidate because of the methodology/processes of evaluation used by the individual school.

12. Assessment of the new subject(s) for the first time

The subjects whose examination was to be conducted for the first time in 2020-21, assessment of such subjects shall be done by awarding average of the best three subjects.

13. Change of subject in Class XII

In case, any student has changed the subject in Class XII with the approval of the Board, in such cases while recording assessment in the subject in Class XI, assessment shall be done by awarding average of best 03 subjects. Meaning thereby, in class XI also, name of the same subject which was



offered in Class XII will be recorded for the purpose of assessment of Class XII.

14. Class X Student(s) from any other Board

While recording the performance of Class X, to facilitate the teachers/Committee/Schools, GBSHSE has decided to provide the marks of Class X in pre-filled mode. Thus, schools need not to fill the marks of Class X for calculating the results of Class XII.

However, there are some students who have passed Class X from Boards other than GBSHSE. Marks of Class X of such students are not available with the GBSHSE. Accordingly, schools where such students are studying will upload the marks of such students on Boards portal. Also, while uploading the marks, schools will ensure that maximum marks in each subject are similar to the GBSHSE. If it is not, then schools will proportionality change the marks before uploading.

❖ **Retention of Records**

- 15.** All the Higher Secondary Schools are required to mandatorily seal and retain the record of the Candidates along with the Rationale Document under the signature of all members of the committee and these should be kept in safe custody of the Principal of the Higher Secondary School for subsequent verification and dispute grievances.

❖ **Verification of Records by Board**

- 16.** Board may depute a team to verify the documents and the process of allocating marks uploaded to ensure the correctness of the same. A check on the basis of data uploaded by each school will be done by Board and all the Higher Secondary School identified based on the data analysis, would be asked to submit their record to the Boards Office and these documents will be verified by a team of experts deputed by Board.

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❖ **Strict compliance of the Policy**

17. The Higher Secondary School(s) which indulges in practices that are not consistent with fair, impartial and objective criterion of assessment, the Board reserves the right to:

- i) de-recognition and/or
- ii) impose financial penalty against the school or
- iii) withhold the Result of class XII for the Higher Secondary School till the time of compliance with the Board's policy.

❖ **Data uploaded will be treated as Final**

Due care should be taken to upload the data of internal (20 marks) and external assessment (40/50/70/80 marks) based on this policy, and once the data is uploaded by the Higher Secondary School it shall be considered as final. The request for correction of marks will not be entertained once the data is uploaded.

18. Absence of Candidate in any assessment

If any Candidate has not appeared in any of the assessments, the school will not conduct any examination now. Committee will do an objective assessment of such students using the information of Class X, Class XI and Class XII by recording evidence in this regards.

❖ **Provision for Specially-abled Candidate**

19. If Specially-abled Candidate did not appear in any of the assessments, the school will not conduct any examination now. Committee will do an objective assessment of such students using the information of Class X, Class XI and Class XII by recording evidence in this regards.



❖ **Sports Merit Marks and Condonation Marks**

20. Board will follow its Policy of awarding sports merit marks and condonation marks which is in force while preparing the final result.

❖ **Conduct of Supplementary Examination**

21. After declaration of results, Board will conduct supplementary examination for those students who are placed in “**Needs Improvement**” category or who have **withdrawn** their application forms as and when conditions are favorable to conduct the Examination. The Board will endeavor to conduct this examination as expeditiously as possible after the declarations of result.

❖ **Board Examination for Private candidate/ ITI candidates/ Repeater candidate/ Scheme of Improvement of marks**

22. Private/ITI candidates/Repeater candidate and candidates applying for improvement of marks shall have to answer board examination as and when the situation is favorable to conduct the Examination.

The GBSHSE will endeavour to hold the examination as expeditiously as possible, subject to the situation remaining conducive and stable for declaration of results in a timely fashion. The schedule of improvement of marks examination will be notified at least 10 days in advance. The GBSHSE will publish the detailed schedule of the examination well in advance from the commencement of the examination so as to provide adequate opportunity to the students to prepare for the examination.

❖ **No Policy of Verification of Marks/ Providing Photocopy of Answer Books/Re-evaluation**

23. As assessment has been done by the schools and the answer books have been shown/handed over to the students by the schools, process of verification of marks, providing photocopy and re-evaluation scheme will not be applicable for session 2020-2021.



❖ **Time Frame of activities**

24. For the compilation and declaration of results schools shall follow time lines of activities strictly as per **Annexure – IV**.

25. For successful implementation of this policy: Board will provide following support to the Higher Secondary Schools:

- i. Board will organize webinars to explain the policy in details. Schedule will be communicated soon.
- ii. Frequently Asked Questions will be uploaded on website.
- iii. Board will provide online details of school wise reference year marks as well as a provision to confirm whether the assessment is as per Boards Policy.
- iv. In case of any observations or clarifications, schools may send their queries to their Taluka Coordinators. Common queries will be sent by Taluka Coordinator to the Board on email id – **sec.gbshse.goa@gmail.com** . The Board will reply all the queries in Frequently Asked Questions which will be available on website for the benefit of others. Taluka Coordinator will keep in regular contact with the schools and also inform them about the email id on which schools will communicate with them.

26. Students not satisfied with the Assessment

Students who are not satisfied with the assessment done based on the policy will be given an opportunity to appear in examinations to be conducted by the Board when conditions are conducive for holding the examinations. As per this policy, marks scored in later examination will be considered as final.

27. Disputes regarding computation of results:

- In the event a candidate has objection(s) regarding computation of marks in the result, she/he may make a written application to the school concerned, stating the objection in detail along with reasons thereof.

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- The Head of the School concerned will review the application, and only upon being satisfied with the contentions made therein, forward the same to the GBSHSE along with her/his comments/remarks endorsing the contentions made and documents supporting the opinion regarding the computation of marks.
- No application will be entertained by the GBSHSE unless it is forwarded by the Head of the School concerned. Further, the application must be sent by the Head of the School to the GBSHSE within 07 days of declaration of results.
- Applications sent after the expiry of 07 days from the day of declaration of results will not be entertained.
- The GBSHSE will then review the application, the supporting documents and the Head of School's comments/remarks and convey its decision to the concerned School, in writing. In case the result needs to be altered, the GBSHSE will notify the Head of the School concerned.
- The GBSHSE will appropriately appoint an in-house committee for the dispute resolution mechanism. It is made clear for the avoidance of doubt that the Recheck of Answer Scripts is not applicable for the GBSHSE Year 2021 Examinations. This dispute resolution mechanism is only for the correction of calculation errors.

All the Heads of Institutions and committee members are requested to read the Policy precisely and follow the procedures outlined meticulously within the prescribed schedule.



(Geraldina L. Mendes)

Secretary
GBSHSE

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ANNEXURE - I

CONSTITUTION OF COMMITTEE, THEIR ROLE AND RESPONSIBILITIES

❖ Constitution of the Result Committee for finalizing the results would be as follows:-

- i. Result committee will consist of minimum four members.
- ii. Principal of the school would be Chairperson of the Result Committee.
- iii. Member of the committee should be teaching class XII.
- iv. One (01) teacher from neighbouring Higher Secondary School teaching Class XII, will be co-opted by the Chairperson of the result committee as external members.
- v. While co-opting teachers, following should be strictly ensured for the fairness of the result that:
 - a) Teachers should be teaching class XII in the neighbouring school affiliated to GBSHSE.
 - b) No interchange of teachers as committee members between two schools.
 - c) Any other relationship which may influence the result of the school/student.
 - d) There is no criterion as to distance etc. from the school from which external members are to be selected.
- vi. **Special Invitee:**
 - a) The result committee may also invite a teacher with IT back ground for full time assistance in computation of results.
 - b) Subject teacher(s) shall be present in committee for deliberations as and when performance of their subject and students is being discussed and recorded
- vii. Ward(s) of the committee members should not be appearing from the same school.
- viii. GBSHSE may also appoint external members in the Committee.

❖ ROLES AND RESPONSIBILITIES OF THE COMMITTEE:

Following are the Roles and Responsibilities of the Result Committee:

- Role of the Committee in the pandemic situation is to deliver fair and unbiased results.
- Committee may convene online discussions and record their consent through online for decisions taken.
- Committee can justify its Roles and Responsibilities only when the members are well acquainted with the Policy. Therefore, all committee members should familiarize themselves with the details of the Policy. They should also have discussions among themselves to arrive at a common understanding.
- One committee may discuss with another committee, in case, need arises to clarify doubts.
- Once a committee is well acquainted with the Policy, they will take the stock of the ground realities in the school and frame the rationale for assessment. Thereafter, they may finalize the plan for completion of the tasks.
- Committee can make its own schedule based on the schedule provided by GBSHSE
- In case required, opinion of other subject teachers may also be obtained by the Committee.
- Everyday proceedings should be recorded in Rationale document by the committee.
- Committee will keep all the proceedings confidential.
- Chairperson of the committee will provide necessary infrastructure and assistance to the committee and make arrangements for correct uploading of data.
- External committee member will also act as public representatives in the committee to ensure the fairness of the result prepared. They will actively participate in all activities and decisions of the committee.

In nut shell, it is the sole responsibility of the committee to prepare fair and unbiased results of the students. Therefore, Committee is fully competent to take any justified decision in writing looking into the ground realities.



❖ **Role and Responsibility of the Chairperson of the Committee**

- Chairperson of the Committee will discuss in details about each students with a motive to assess in a fair and equitable manner.
- Will co-opt one external member in the committee with a motive to deliver fair and just result.
- Will ensure that work is completed within schedule and therefore prepare their own schedule and communicate to all committee members to abide by it.
- Fix the meeting of the committee members.
- Recording of all events and decision in the Rationale document
- Providing records to the committee.
- Providing infrastructure to the committee.
- Provide certificate at the end of Rationale document that a fair and just result has been prepared without any bias or favour to any student.
- Uploading of correct result on Boards Portal.
- Use all the involved teacher in preparing the result of their students
- Ensure participation of the committee in the webinar organized by GBSHSE to explain the policy.
- Any other requirement to fulfill the responsibility of the committee.

❖ **Role and Responsibility of the internal members of the Committee**

- Read and understand the policy carefully.
- Study record in depth to understand the learning of each student.
- Discuss the concern subject teacher(s) about the performance of their students.
- Record day to day proceedings in the Rationale document.
- Remain careful while doing the calculations.



- Ensure that responsibility assigned and faith reposed by the GBSHSE is fulfilled.
- Any other requirement to fulfill the responsibility assigned.

❖ Role and Responsibility of the external members of the Committee

- All responsibilities as that of internal committee members.
- Will act as Public Representative to ensure that fair result is being prepared by the school.
- Will actively participate in all discussions.
- Will provide active support in completing the responsibility.
- Any other requirement to fulfill the responsibility assigned.

❖ Role and Responsibility of the IT teacher

- All Responsibilities as that of internal committee members
- To support the committee in calculation of result
- To ensure correct uploading of result on boards link
- Any other requirement to fulfill the responsibility assigned.

❖ Roles and Responsibility of the Special Invitee

- Subject teachers teaching Class XII will be known as Special Invitee.
- They will reach and understand the policy well.
- Will study ground realities of each and every student.
- Help the committee members in finalizing the assessment of the student.
- Any other requirement to fulfill the responsibility assigned.

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❖ **How to Prepare the Result**

- Chairperson will discuss the policy with all the members including special invitees
- Thereafter, a draft road map will be prepared by the committee
- Subject wise result of each class will be discussed with concerned special invitee and finalized.
- Each finalized result will be cross checked by the special invitee
- Marks will be uploaded with the help of IT teacher.
- Above are suggestive guidelines. Schools may take action as per their groundsituation.

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ANNEXURE - II

RATIONALE DOCUMENT

Class-XII

A. Higher Secondary Schools DETAILS:

School Name : _____
with
Address : _____
School Code : _____

B. TEST/EXAMS CONDUCTED:

| S.No. | NAME OF TEST/EXAMINATION* | NUMBER OF TIMES CONDUCTED THE TEST/EXAM | TIME DURATION OF EACH TEST/EXAM | REMARK |
|-------|--|---|---------------------------------|--|
| 1. | UNIT TEST/PERIODIC TEST/MID-TERM/FIRST TERM TEST | | | RESULT COMMITTEE MAY ASSIGN RELATIVE WEIGHTAGES TO EXAM AT SL NO |
| 2. | PRELIMINARY EXAMINATION | | | 1 & 2 |

C. IN CASE HIGHER SECONDARY SCHOOL HAS NOT CONDUCTED ALL THE FIVE CATEGORIES OF TEST/EXAMS/PERFORMANCE, REASON FOR WEIGHTAGE GIVEN TO DIFFERENT TEST/EXAMS MAY BE INDICATED:

as

D. IN CASE CANDIDATE(S) HAS NOT TAKEN ALL THE EXAMS ON WHICH ASSESSMENT IS BASED, PROCEDURE ADOPTED FOR ASSESSING SUCH CANDIDATES:

E. IN CASE HIGHER SECONDARY SCHOOL ASSESSMENT DOES NOT MEET THE DISTRIBUTION OF MARKS AND AVERAGE PROVIDED BY BOARD FOR A SUBJECT, THIS MAY BE INDICATED AND THE PROCEDURE FOLLOWED TO ALIGN THE MARKS MAY BE INDICATED:

Q

F. PROCEEDINGS OF FINAL MEETING OF THE RESULT COMMITTEE:-



THIS IS TO CERTIFY THAT THE RESULT COMMITTEE HAS FOLLOWED THE BOARD GUIDELINES IN LETTER & SPIRIT AND THE CANDIDATE

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ASSESSMENT IS CARRIED OUT IN AN OBJECTIVE, IMPARTIAL, FAIR & TRANSPARENT MANNER.

INTERNAL MEMBERS:-

1)NAME _____ SIGNATURE _____

2)NAME _____ SIGNATURE _____

3)NAME _____ SIGNATURE _____

4)NAME _____ SIGNATURE _____

5)NAME _____ SIGNATURE _____

6)NAME _____ SIGNATURE _____

EXTERNAL MEMBERS:-

1)NAME _____ DESIGNATION _____

SCHOOLNAME _____ SIGNATURE _____

2)NAME _____ DESIGNATION _____

SCHOOLNAME _____ SIGNATURE _____

NAME OF
PRINCIPAL _____ **SIGNATURE** _____



ANNEXURE - III

INTERNAL MODERATION OF MARKS

(THIS IS AN ILLUSTRATIVE EXAMPLE ONLY)

The Board will provide broad distribution of marks across Candidates for a particular subject, for the school, in the following format. The distribution of marks is based on the performance of the school in the subject in Class XII Board Exams in reference year. The school should follow the board pattern of distribution of Candidates grades for the school-based assessment.

SUBJECT: CHEMISTRY (Max Marks = 70)

CLASS XII -2020

| Marks Range | <23 | ≥23 to 35 | >35 to 49 | >49 to 63 | >63 to 70 |
|---|-----|-----------|-----------|-----------|-----------|
| Percentage of total Candidates having marks in the particular range | 1% | 24% | 25% | 30% | 20% |

AVERAGE MARKS IN CHEMISTRY = 35

In case the school gets the above distribution and for 2021 exams 200 Candidates have to be assessed then the school assessed grades to the Candidates should broadly be distributed across range of marks as per the following table:

SUBJECT: CHEMISTRY (Max Marks = 70)

CLASS XII - 2021

NUMBER OF CANDIDATES = 200

| Marks Range | <23 | ≥23 to 35 | >35 to 49 | >49 to 63 | >63 to 70 |
|----------------------|------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Number of Candidates | 1% 1% of 200 = 2 | 24% 24% of 200 = 48 | 25% 25% of 200 = 50 | 30% 30% of 200 = 60 | 20% 20% of 200 = 40 |

AVERAGE MARKS ASSESSED IN CHEMISTRY = 35 ± 4 MARKS.

The school has enough flexibility for assessing individual Candidates. It is not hard and fast rule that in 2020-2021 also exact similar numbers of students as that of reference year should fall in the particular range. There could be some variations in the number of students in each range of marks in the distribution than the reference distribution. The average marks indicated are 35 for Chemistry for the school based on reference year's performance in the Board Exam. The school will have to ensure that the average assessed marks for 2021 for Chemistry are within a range of ± 4 marks i.e. between 31 to 39 marks. Thus, the school can allow a variation of 4 marks from the subject average.

ANNEXURE - IV

TIME SCHEDULE

| Sl. No. | Activity | Last date* |
|---------|--|----------------------------|
| 1. | Formation of Result Committee by school | 29 th June 2021 |
| 2. | Provision of subject wise, school wise distribution of marks as per previous Board exams by GBSHSE | 2 nd July 2021 |
| 3. | Finalisation of Rationale Document | Result committee to decide |
| 4. | Availability of Portal for uploading of marks | 4 th July 2021 |
| 5. | Finalization of result by schools | Result committee to decide |
| 6. | Checking & moderation of marks by schools | Result committee to decide |
| 7. | Submission of marks to GBSHSE | 10 th July 2021 |
| 8. | Declaration of result by GBSHSE (Tentative) | 20 th July 2021 |

❖ **The Timelines mentioned in the policy are tentative.**

❖ **Based on the number of Candidates in Class-XII, Schools should complete their activity at the earliest. They should not wait for the last minute.**

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Annexure - V

LIST OF SUBJECTS

| GENERAL STREAM | VOCATIONAL STREAM | |
|------------------------------------|---|---|
| English Language I (4411) | English Communication Skills (4201) | General Foundation Course (4202) |
| English Language I (CWSN) (4416) | Office Administration (4216) | Business Administration (4217) |
| Marathi Language I (4412) | Cost Accounting & Taxation (4221) | Principles & Practice of Auditing (4222) |
| English Language II (4421) | Accountancy (4225) | Computer Application (4233) |
| Konkani Language II (4422) | Insurance II (4235) | Banking II (4236) |
| Marathi Language II (4423) | Functional Management (4244) | Industrial Administration (4245) |
| Marathi Language II (CWSN) (4432) | Business Communication & Advertising (4252) | Marketing Management (4254) |
| Hindi Language II (4424) | Dyeing & Printing (4264) | Fiber to Fabric and Fashion Marketing (4265) |
| Hindi Language II (CWSN) (4433) | Apparel Designing & Decoration (4266) | Clothing Construction (4267) |
| Urdu Language II (4425) | Food Production (4271) | Food & Beverage Service (4272) |
| Sanskrit Language II (4426) | Accommodation Operation (4274) | Bakery (CRM) (4275) |
| French Language II (4427) | Bakery (4284) | Confectionery (4285) |
| Portuguese Language II (4428) | Food Science and Costing (4286) | Chemistry (Vocational) (4291) |
| History (4501) | Biology (Vocational) (4292) | Commercial Crops (4294) |
| History (CWSN) (4558) | Vegetable, Floriculture and Landscaping (4295) | Mathematics (Vocational) (4311) |
| Geography (4551) | Computer Org and Operating System(4315) | Computer Software Application (4316) |
| Geography (CWSN) (4557) | Web Technology (4317) | Automobile Engineering-II (4322) |
| Logic (4552) | Auto Transmission (4323) | Auto Servicing & Garage Management (4371) |
| Political Science (4553) | Auto Electricals (4372) | Digital Electronics & Computers (4331) |
| Political Science (CWSN) (4556) | Electronic Mat & Work Practice (4332) | Applied & Consumer Electronics (4333) |
| Sociology (4554) | Industrial Electro & Instrumentation (4334) | Electronic & Electrical Measurements (4341) |
| Sociology (CWSN) (4555) | Domestic & Consumer Appliances (4342) | Travel Agency Operations & Ticketing (4355) |
| Banking (4601) | Introduction to the Hospitality Industry (4356) | Travel Formalities (4357) |
| Accountancy (4605) | Fundamental of Nursing-II (4361) | Community Health Nursing-II (4362) |
| Mathematics & Statistics (4606) | Maternity & Child Health-II (4363) | Psychology, Mental Hygiene, diseases & Soc (4364) |
| Co-operation (4651) | Pomology (4383) | Olericulture (4384) |
| Co-operation (CWSN) (4559) | Floriculture (4385) | Gardening & Landscaping (4386) |
| Economics (4652) | | |
| Economics (CWSN) (5656) | | |

| | | |
|--|---|---|
| Secretarial Practice (4654) | English Communication Skills (4203) (CWSN) General Foundation Course (4204) (CWSN) Computer Application (4234) (CWSN) Computer Org and Operating System (4318) (CWSN) Computer Software Application (4319) (CWSN) Web Technology (4320) (CWSN) | ONLY FOR CHILDREN WITH SPECIAL NEEDS |
| Secretarial Practice (CWSN) (5657) | | |
| Business Studies (4655) | | |
| Physics (4702) | | |
| Chemistry (44703) | | |
| Biology (4704) | | |
| Computer Science (4705) | | |
| Geology (4706) | | |
| Psychology (4752) | | |
| Psychology (CWSN) (4755) | | |
| Mathematics (4754) | | |
| Painting (4505) | | |
| Cookery (4504) | | |
| Harmonium (Hindusthani Classical Music) (4156) (Eng) | | |
| Harmonium (Hindusthani Classical Music) (4158) (Mar) | | |
| Vocal (Indian Classical Music) (4157) (Eng) | | |
| Vocal (Indian Classical Music) (4159) (Mar) | | |
| Automobile (4072) | NSQF SUBJECTS | |
| IT/ITES (4073) | | |
| Health Care (4074) | | |
| Retail (4075) | | |
| Beauty & Wellness (4078) | | |
| Construction (4080) | | |
| Media & Entertainment (4083) | | |
| Telecommunication (4085) | | |
| Logistics Management (4086) | | |
| Tourism & Hospitality (4087) | | |
| Agriculture (Gardener) (4089) | | |

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List of Taluka Co-ordinators to support Schools in smooth implemmentation of Policy

| Taluka | Name | Higher Secondary School | Contact No |
|--------------------------------|--------------------------|--|---------------------------|
| Bardez | Dr Elvis Gonsalves | St. Xaviers Higher Secondary School | 9823066977 |
| | Shri. Subhash Kauntankar | Kushe Higher Secondary School Assagao | 9823674160 |
| | Shri. Sanjay Naik | Dempo Higher Secondary School, Cujira | 9552961615 |
| Bicholim | Shri. Umesh Naik | Shantadurga Higher Secondary School, Pirna | 9822104080 |
| | Shri. Vithal Parsekar | Ambedkar Higher Secondary School, Colvale | 9822382518/ 8767954188 |
| Canacona | Shri. Hemant Kamat | Mashe Higher Secondary School Canacona | 9420896091/ 9309896650 |
| | Smt. Gautami Bhagat | Government Higher Secondary School Canacona | 9881599339 |
| Mormugao | Smt. Mrunal Korgaokar | Deepvikar Higher Secondary School, Vasco | 9850650401 |
| | Shri. Walter Cabral | St. Andrew Higher Secondary School, Vasco | 9764923775 |
| Pernem | Shri. Sudan Barve | Shree Kamleshwar Higher Secondary School, Korgao | 9923277123 |
| | Smt. Tammy Tavares | Government Higher Secondary School, Pernem | 9850555244 |
| | Shri. Gajanan Marthe | Sharada Higher Secondary School, Pernem. | 9421151508 |
| Ponda & Dharbandora | Shri. Vishwas Raikar | PES Higher Secondary School, Ponda | 9423821058 |
| | Shri. Ishwar Hegde | Shiroda Higher Secondary School, Shiroda | 9823263813 |
| | Shri. Parmeshwar Bhat | Kamaxi Higher Secondary School, Ponda | 9423813002 |
| Quepem & Sanguem | Shri. Mahesh Bhagat | New Education Institute, Curchorem | 8806268061 |
| | Smt. Sridevi | CTN Higher Secondary School, Curchorem | 7012910094/ 9405922438 |
| Salcete | Shri. Bruno Carvalho | Fr. Agnel Higher Secodary School, Verna | 9822185562 |
| | Shri. Alaric Antao | Infant Jesus Higher Secondary School, Colva | 9850294522 |
| | Shri. Rajeev Desai | Damodar Higher Secondary School, Margao | 9850466525 |
| Sattari | Shri. Anil Vernekar | SB Higher Secodnary School, Velgum | 9420687970 |
| | Shri. Shrikrishna Naik | Government High School, Curchere | 9823266982 |
| Tiswadi | Smt. Rupa Khope | Dempo Higher Secondary School, Cujira | 8999865098 |
| | Fr. Andrew Silveira | Fr. Agnel Higher Secodnary School, Pilar | 9822139688 |


Role of the Taluka Co-ordinator :

- 1) To support the schools in better understanding of the scheme.
- 2) For any observations & clarifications schools can send queries to the Taluka co-ordinator.
- 3) Common queries will be sent by Taluka co-ordinator to the board on email id sec.gbshse.goa@gmail.com
- 4) Taluka co-ordinator will keep regular contact with the school & co-ordinate with the board for any instruction to the schools.
- 5) Taluka co-ordinator to update about the status of the result of the concerned schools allotted to him on alternate days.

Honorarium of Rs 2,500 will be paid to the Taluka Co-ordinator

Seal




(Geraldina L. Mendes)
Secretary
GBSHSE