



CBSE/Coord/JS/CLASS X/IA/2018

Dated:20/02/2018

**Principals/Heads of the Institution,
Affiliated to the CBSE**

**Sub: Uploading of Internal Assessment Marks / Practical Marks by schools for Class X :
2018 Examinations**

Dear Sir/Madam,

With the implementation of the remodeled assessment from the current session i.e. 2017-18 onward, the component of Internal Assessment lies with the school. Board believes that schools must have carried out the activities right from conduct of Periodic Assessment to the Subject Enrichment Activities and Note Book Submission as a part of Internal Assessment in respect of all the candidates being sponsored by them for Class X examinations 2018.

As you are aware that Internal Assessment is entirely a school conducted assessment as notified vide CBSE Notification CBSE/CM/2017 Circular No. Acad-5 dtd 31/01/2017, marks of which are required to be collected from the schools for the purpose of result processing and declaration. With the view to facilitate the entire process of data collection of Internal Assessment/practical marks for class X candidates, the Board has created an online link. Link for uploading Marks can be accessed from the CBSE website www.cbse.nic.in. Schools may use their existing credentials for login into the system.

Time Schedule for Internal Assessment / Practical Marks uploading and the Procedure / Guidelines for uploading of Marks

- The Link for uploading of the marks for Internal Assessment will be live from the period **22ndFeb 2018 to 15thApril, 2018**. Schedule must be followed. Failure to timely upload the data of Internal Assessment/practical marks may delay the result of that particular school.
- Procedure / Steps for Internal Assessment / Practical marks uploading are given in the Annexure which may be carefully noted for compliance by the school.
- For any queries, IT unit of the concerned Regional Office may be contacted. Contact details of IT Unit of ROs are available on CBSE's website.
- The marks to be uploaded by the schools on the online Link for Internal Assessment / Practical for class X must be based on the records maintained in respect of the candidate sponsored by the school in the final list of candidate. For correctness of data to be fed / uploaded on the link, the Head of the school as well as concerned subject teacher shall hold the responsibility.

Yours faithfully,


**(K.K.CHOUHDURY)
CONTROLLER OF EXAMINATIONS**

**PROCEDURE / GUIDELINES FOR ONLINE UPLOADING OF INTERNAL ASSESSMENT /
PRACTICAL DATA FOR CLASS X:2018**

- 1) Click on the following Link on the CBSE website
ONLINE UPLOADING OF INTERNAL ASSESSMENT/PRACTICAL DATA FOR CLASS X - 2017-18

Home Login

Enter your Affiliation No. as User Id Changed password as Password.
Authentication

LOGIN	User ID:	<input type="text"/>
	Password:	<input type="password"/>
	Security Pin (Shown in Red Colour):	<input type="password"/>
	Security Pin:	
	<input type="button" value="Login"/>	

- 2) After login, a Menu Bar as depicted below will appear with small set of instructions

Home Logout Download File Upload File Review Data Finalise Data Final Report

- 3) Click on the Download File button to download empty excel file (Blank Master). Excel file will have only those subjects wherever internal assessment/practical is applicable. All fields in the excel file are having "tool tip" indicating what is to be entered in that particular cell.
- 4) Kindly ensure that you are entering only valid data as the mode of preparing excel file is offline. In case of absent, please enter **AB**.
- 5) Fields (Yellow marked) for entering marks is given with each subject. Marks to be entered must be out of 20 only for internal assessment subjects. (For example, for the subject of Languages, Science, Maths. and Social Science etc. the marks to be uploaded must be out of 20 Marks).
- 6) For subjects involving Practicals, the marks may be entered as per the Practical Marks applicable for that subject. (For example, for subject 402 :Information Technology, the marks to be uploaded must be out of 50 Marks).
- 7) DO NOT CHANGE THE FORMAT OF EXCEL FILE.
- 8) NO COLUMN HEADING SHOULD BE ALTERED.
- 9) DO NOT CHANGE ANY SUBJECT OR ENTER ANY NEW SUBJECT. SYSTEM WOULD NOT ACCEPT ANY CHANGE RELATING TO SUBJECT.
- 10) After checking the data, school should upload the excel file using "**Upload File Option**"
- 11) After successfully uploading the excel file, schools are advised to generate check list using "**Review Data**" option. Schools should take a print of check list and carefully CHECK to ensure the correctness of data uploaded.
- 12) In case of discrepancy in any of the uploaded data detected in the Check list, schools may make online corrections using Edit Data option available in "**Review Data**"
- 13) After ensuring zero error in the data, Schools must finalize the data using "**Finalize data**". No correction shall be allowed after finalisation of data.
- 14) After Finalisation, Schools must take the print of the data from the option "**Final Report**".
- 15) Final Printout must be duly signed by the Principal alongwith the concerned Subject Teachers. Thereafter, should be sent to the Regional Office concerned within 7 days in a sealed cloth parcel superscribing "**CONFIDENTIAL IA/Prac Class X 2018**" mentioning also the School No, School name on it.