



Verification of Evidence of Assessments (EAs) Of Class IX/X for Term-I , 2015-16

TIMELINE (TERM-I, 2015-16)

<u>S.No.</u>	<u>Title</u>	<u>Tentative Date</u>	<u>Done By</u>
1.	Issue of Circular to schools	7 th September, 2015	Academic Unit
2.	Preparation of list of schools and list of City Coordinators	10 th September, 2015	Academic Unit/RO
3.	Uploading of the region wise list of schools on the CBSE Academic website assigning them the City Coordinator, subject and the class.	10 th September, 2015	Academic Unit
4.	Issue of Letter to the Schools by the Regional Officers informing them of their Coordinator, Subject and Class assigned.	21 st September, 2015	RO
5.	Issue of letters, Guidelines to the Coordinators and PowerPoint Presentation regarding their appointment and Orientation Programme at Rouse Avenue Office/Regional offices.	29 th , 30 th September & 1 st Oct, 2015	Academic Unit
6.	Receipt of Evidences from Schools/ Issue of Acknowledgement Receipts	10 th October , 2015	RO/ Nodal Centres
7.	Issue of Advance, Handouts, List of Schools, Other documents to the Nodal centers/ Coordinators	During the Orientation Programme or by post	RO/ Academic Unit
8.	Appointment of Subject Evaluators (Moderators)	By 7 th October, 2015	RO
9.	Orientation Programmes for Subject Evaluators (Moderators) and Analysis and filling up of the Handouts of Evidences of Assessment	By 12 th October, 2015	RO/ City Coordinators
10.	Collection of Handouts from Subject evaluators and uploading of Feedback Reports in the Online Updation System	By 15 th October, 2015	City Coordinators
11.	Disbursement of Payments to the Subject evaluators/Other officials	At the end of Analysis Work	City Coordinators
12.	Dispatch of material to the Regional Officer	17 th October, 2015	City Coordinators
13.	Collection of Reports and Handouts from the City Coordinators	17 th October, 2015	RO
14.	Online submission of data to the Academic Branch	25 th October, 2015	RO
15.	Online Receipt of Compliance Reports from low scoring Schools	30 th October, 2015	Academic Unit
16.	Dispatch of feedback reports to the Schools	10 th November, 2015	RO

18.	Safekeeping of material by the Coordinator/Regional Officer /Academic Unit	Class IX: July, 2017 Class X:July, 2016	RO / Coordinators
19.	Awareness programme of low-scoring schools	December, 2015	Academic Unit