

Procedure for Formative Assessments

- The suggested split up of syllabi will be followed by teachers for formative assessment.
- The minimum number of formative assessment tasks as suggested in the annual plan have to be conducted. However, teachers can give more than the minimum number of tasks depending on the need and time available.
- The performance of students in each task will be assessed on the basis of assessment criteria given.
- The total of marks obtained by each student in the formative tasks will be calculated and reduced to 10 marks. For instance, if three tasks of 5 marks each have been given for FA 2 and a student obtains 3, 3 and 2 in these tasks, the total obtained by the student will be 8 out of 15. The weightage for 10 will be $(\frac{8}{15}) \times 10 = 5.33 = 5 = \text{Grade C2}$ (The total will be rounded off to the next whole number if the decimal is 0.5 or more. If less, it will be ignored). Similarly the mark will be calculated for FA4 and the total will yield the marks in formative assessment out of 40% marks for the whole academic session.

Formative Assessment (Flexible Timing)

Tools	Techniques
Objective type	Tests
Short Answer	Assignments
Long Answers	Quizzes and Competitions
Questions	Projects
Observation schedule	Debates
Interview schedule	Elocution
Checklist	Group discussions
Rating scale	Club activities
Anecdotal records	
Document Analysis	Tests and inventories
Portfolio analysis	

Read more: <http://cce.icbse.com/formative-assessment/#ixzz1KbMtUpwB>