

**PROCEEDINGS OF THE DIRECTOR, SCERT, ANDHRA PRADESH, AMARAVATI**  
**Present: M. Venkata Krishna Reddy**

**Re. No. 3/B/C&T/ SCERT/2016**

**Dated: 27-03- 2018**

**Sub:** SCERT, AP, Amaravati – Implementation of Examination Reforms –  
Summative Assessment – II Time Table – Orders -Issued - Reg.


**Ref:** GO.MS No. 80, School Education (Prog-II) Dept., dt. 27.10.2017 of  
Govt. of A.P.

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All the Regional Joint Directors of School Education and District Educational Officers in the State are informed that, it is decided to conduct Common Summative Examination – II (SA-II) Class I to IX in all Schools under all Managements across the State. The SA – II Examinations is scheduled from 09-4-2018 to 23-4-2018 for High Schools (Class VI – IX) and for Primary Schools SA-III Examinations is scheduled from 18-4-2018 to 21-4-2018. As it is a common examination across the State, examinations should be conducted as per the schedule without any deviation.

In this regard all the RJDSEs, District Educational Officers in the State are requested to Communicate Examination Schedule to all Schools and under all Managements in their respective districts, and also instruct the MEOs and School Complex Head Masters should distribute Questions Papers to the concerned School One hour before the Examination by utilizing the services of Clusters Resources Persons. Follow the guidelines annexed.

**Encls:** 1. Common Summative Assessment – II, Examination Schedule.  
2. Guidelines

  
**DIRECTOR**  
**SCERT Andhra Pradesh**  
**Ibrahimpattanam, Vijayawada**

To  
All the RJDSEs in the State.  
All the District Educational Officers in the State.  
All the Principals of DIETs in the State.  
All the Project Officers, SSA, in the State.  
The Secretary, APREIS, APTWRS, BC Welfare, AP Social Welfare Dept., KGBVs.  
The Director, Model Schools.  
The Director, Municipal Administration.  
Copy submitted to the SPD, SSA Andhra Pradesh for information.  
Copy submitted to the Director, RMSA, Andhra Pradesh for information.  
Copy submitted to the Commissioner of School Education, Andhra Pradesh for information.

## **GUIDELINES**

### **Role of School Head Masters:**

- All the Headmaster of all Managements are hereby informed that all the MRCs of all Mandals are arranged as Key Centres under the Supervision of Mandal Educational Officers.
- Headmaster is the first level monitoring officer for smooth conduct of Summative Assessment II without any deviation
- Headmaster should verify seals of the Question Paper bundles at the time of receiving from the Cluster Resource Person.
- If the headmaster identify any damage to the seal of the question paper bundle communicate the information to MEO
- The Headmasters are responsible for safe custody of the Question Paper bundles. Question Paper Bundle is to be opened 15 minutes before the commencement of the examination every day.
- The Headmasters are requested to attend in their respective MRCs on 07-04-2018 to verify the adequacy of Question Papers and preserve the Question Paper Bundles in their own trunk boxes.

### **Role School Complex Head Master:**

- The School Complex Headmaster should collect Question Papers One day before the examination.
- The School Complex Headmaster preserve the Question Papers in Iron safe.
- The School Complex Headmaster is held responsible to maintain strict confidentiality.
- School Complex Headmaster should distribute Question Paper bundles to the concerned High Schools through the Cluster Resource Persons (CRP) only one hour before the examination.
- This should be done every day by the School Complex Headmaster till the completion of the examinations.

### **Role of MEO:**

- The Mandal Educational Officer is held responsible to keep all the Question Papers in the Strong Room.
- The Mandal Educational Officer should inform all the School Complex Headmasters to receive Question Papers One day before each Examination.
- The Mandal Educational Officer should not give all the Question Papers at a time to School Complex Headmasters.

### **Role of DCEB Secretary:**

- DCEB, Secretary is held responsible to print and supply of question papers to all schools under all managements.




- DCEB, Secretary communicate information regarding distribution of question papers from the confidential printers to all MEOs for receiving of confidential material.
- Make arrangements for supply of question papers from buffer stock wherever necessary in the district.

**Role of DEO:**

- DEO is the district level monitoring officer to monitor the conduct of examinations in the district by duly maintaining confidentiality.
- Conduct One day meeting with all MEOs on the modalities of receiving and distribution of question papers.
- Communicate examination schedule to all the School Head Masters and instruct them to follow the guidelines.
- Give strict instructions to all Dy.E.Os, MEOs, School Head Masters for conduct of examinations without any mal practices.
- Monitor post examination activities such as valuation of answer scripts and uploading students performance in CCE website on or before 30.04.2018.

**Role of RJDSE:**

- RJDSEs in the state shall monitor the process of Summative – II examinations in all schools under all managements in their respective region.
- Check whether the MEOs, School Complex Head Masters, School Head Masters follow guidelines in conduct of examinations.

  
 28/03/18  
**DIRECTOR**  
**SCERT Andhra Pradesh**  
**Ibrahimpattanam, Vijayawada**

**Government of Andhra Pradesh -**

**Department of School Education**

**State Council of Educational Research and Training**

**SUMMATIVE ASSESSMENT-II EXAMINATIONS, APRIL 2018 [9.4.2018 to 23.4.2018]**

**TIME TABLE**

DAY & DATE OF EXAM / CLASSES	Time: 9.30am to 12.00Noon					TIME: 9.30 am TO 12.15 PM			
	I	II	III	IV	V	VI	VII	VIII	IX
MONDAY 09.04.2018						Tel / Urdu / CC-Telugu / Hindi - FL	Tel / Urdu / CC-Telugu / Hindi - FL	Tel / Urdu / CC-Telugu / Hindi - FL	Tel / Urdu / CC- Telugu / Hindi - FL
TUESDAY 10.04.2018						Sanskrit (20 marks)	Sanskrit (20 marks)	Sanskrit (20 marks)	Telugu-II / Urdu-II / Sanskrit(20M) OSSC-I
WEDNES DAY 11.04.2018						Hindi-SL / Telugu-SL	Hindi-SL / Telugu-SL	Hindi-SL / Telugu-SL	Hindi-SL / Telugu-SL
THURSDAY 12.04.2018						English	English	English	English -I
FRIDAY 13.04.2018						Study Hours	Study Hours	Study Hours	English -II
MONDAY 16.04.2018						Mathematics	Mathematics	Mathematics	Mathematics-I
TUESDAY 17.04.2018						Study Hours	Study Hours	Study Hours	Mathematics-II
WEDNES DAY 18.04.2018	TELUGU	TELUGU	TELUGU	TELUGU	TELUGU	General Science	General Science	Physical Science	Physical Science
THURSDAY 19.04.2018	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	Study Hours	Study Hours	Biology	Biology
FRIDAY 20.04.2018	MATHE MATICS	MATHE MATICS	MATHE MATICS	MATHE MATICS	MATHE MATICS	Social Studies	Social Studies	Social Studies	Social Studies-I
SATURDAY 21.04.2018	EVS	EVS	EVS	EVS	EVS	Vocational / OSSC	Vocational / OSSC	Vocational / OSSC	Social Studies-II
MONDAY 23.04.2018									Vocational / OSSC - II

*Handwritten signature*  
28/3/18