



# MEGHALAYA BOARD OF SCHOOL EDUCATION

## HEADQUARTERS ::: TURA

No. MBOSE/HSSLC/Ex-3(A)/06/19629-20028

Dated Tura, the 11<sup>th</sup> October, 2021.

From : Smt. M.H. K. Marak,  
*Executive Chairman,*  
Meghalaya Board of School Education,  
Tura.

To : *Heads of All Institutions Offering Levels of Education.*

Subject: Scheme for Internal Assessment in Term I and Term II at *Secondary and Higher Secondary* Levels.

In view of the disruption in educational activities due to Covid-19 pandemic, the Board has prepared the following guidelines, to be followed mandatorily by all schools, for transaction of curriculum and internal assessment for Academic Session 2021-22:

1. As per Notification by the Government (No. EDN. 168/2010/126 dated Shillong, the 26<sup>th</sup> March, 2021) 100% syllabus shall be followed in the Academic session 2021-2022.
2. All institutions shall not only transact the lessons but also continuously evaluate the students' achievements. The academic session 2021-22 shall be divided into two terms -Term-I and Term-II. Approximately 50% of the syllabus will be covered in each term. Since, the academic session is already in progress to a certain extent and there being no uniformity in the units covered by different institutions, the Board gives the liberty to the institutions to divide the syllabus into two approximate halves- Term-I syllabus and Term-II syllabi.
3. There will be internal assessment (both theory and practical/Internal Assessment) at the end of both the terms.
4. **The transaction of Term-I syllabus must be completed by September/October, 2021 and the Term-I Internal assessment is to be conducted by October, 2021 through offline mode.**
5. **The transaction of Term-II syllabus must be completed by December/January, 2022 and the Term-II Internal assessment is to be conducted in January/February, 2022.**
6. **Term-I Internal Assessment will be:**
  - i. of 50% marks (i.e, 50/40/35/15 theory marks + 10/15/25 practical or internal marks depending on the subject concerned)
  - ii. of 90 minutes duration each for theory and practical (45 minutes when assessment is for 15 marks).
  - iii. based on the Term-I syllabus
  - iv. conducted in offline mode (Pen and paper).
  - v. of objective type and short answer questions: 50% questions shall be of remember and recall types. 50 % of the question will be analysis and application types.
7. **Term II Internal Assessment will be:**
  - i. of 50% marks (i.e, 50/40/35/15 theory marks + 10/15/25 practical or internal marks depending on the subject concerned)
  - ii. of 90 minutes duration each for theory and practical (45 minutes when assessment is for 15 marks).
  - iii. based on Term-II syllabus.
  - iv. through online/offline mode depending upon the pandemic situation in the state. If it is conducted through online mode, students are required to complete the examination and upload the photo of the answer script to the school authorities within the given time. Students

must submit the hard copies of their answer scripts to the schools within time as set by their respective schools.

- v. Of objective type and short answer question. 40% questions should be recall and comprehension types, 50 % of the questions should be analysis and application types and 10% questions should be of higher order thinking types.
  - vi. Internal assessment of both Term-1 and Term-II are subject to scrutiny by the Board and therefore, the materials pertaining to these, such as question papers, answer scripts, students' profile, etc are to be preserved for at least 3 months from the date of completion of the Term assessments.
  - vii. After each term assessment, the institutions shall also apprise the students of their performances, identify the learning gaps, and offer remedial classes.
8. **Submission of Marks**: Institutions shall record the marks obtained by the students in excel file (Tabulation format attached at Annexure I for Class X and Annexure II for Class XII) and submit it to the Board, via Email, as an attachment to the email addresses and on the dates as given below:

**Class X : To be sent to [sslcmbse@gmail.com](mailto:sslcmbse@gmail.com)**  
**Class XII : To be sent to [hsslctura@gmail.com](mailto:hsslctura@gmail.com)**  
**Term I marks are to be submitted on or before 1.11.2021 and**  
**Term-II marks are to be submitted on or before 15.3.2022.**

**9. Transaction and Internal assessment of /Project work / Practical.**

- i. The practical syllabi are also to be divided into two approximate halves (of 15/10/25 marks in each term, depending on the subject) making sure that **practicals in each term are coherent with theory syllabus of each term i.e, practicals conducted must be related to the concepts taught in theory classes of that term.**
- ii. For subjects with project work, only one project work is to be undertaken for each subject. In Term-I, project assessment may be based on the initial phase of the project work (such as- choice of the topic, introduction, objectives, review of literature, methodology and data collection). While, in Term-II the final phases of the project may be assessed (Data analysis, conclusion, project file, presentation of project work and viva). Students shall preserve the project file and project presentation for final examination to be conducted by the Board.
- iii. For project work, the subject teacher shall guide each student to choose a topic and the field which are feasible in the current scenario.
- iv. The teacher shall also monitor the progress of project work and give necessary guidance for preparation of Project File.
- v. Institutions must ensure that all candidates finish the practical/project work/internal assessment as specified in the curriculum.
- vi. The practical works are also to be assessed internally in two terms alongside the theory assessment as per specification in the syllabus.
- vii. Marks obtained in the practical/Internal Assessment are also to be furnished in excel format at **Annexure-I (for Class X) and Annexure-II (for Class XII), alongside the Theory marks.**
- viii. Students are to be given hands on experience in laboratories for practical and face to face discussions on project works.

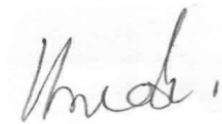
(**Note:** Sl. No.9.i to 9.vi above pertain to Class XII only).

10. **Evaluation of Environmental Education Grades**: Due importance should be given to Assessment of Environmental Education and grades to be awarded in both the term assessments. At least two periods per month shall be allotted for study of **Environmental Education**.

## **11. Board Examinations:**

**If the situation becomes conducive, the Board examination (both SSLC and HSSLC) shall be conducted based on 100 % syllabus in the month of March/April, 2022. In case the Board Examinations cannot be conducted, the marks obtained in internal assessment of Term-I and Term-II shall be given weightage while computing the examination results.**

**This Scheme of evaluation may also be adopted for internal assessment in class IX and class XI.**



(M.H.K. Marak)

***Executive Chairman,***

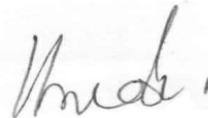
Meghalaya Board of School Education,  
Tura.

No. MBOSE/HSSLC/Ex-3(A)/06/20029-20035

Dated Tura, the 11<sup>th</sup> October, 2021.

Copy for information to:

1. The Additional Chief Secretary, Govt. of Meghalaya, Education Department, Meghalaya, Shillong.
2. Director of School Education & Literacy, Meghalaya, Shillong.
3. Controller of Examinations, MBOSE, Tura.
4. The Jt. Director, ITES, MBOSE, Tura for necessary action.
5. The Joint Director, Regional MBOSE Office, Shillong.
6. Office file.



(M.H.K. Marak)

***Executive Chairman,***

Meghalaya Board of School Education,  
Tura.

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MEGHALAYA BOARD OF SCHOOL EDUCATION  
HEADQUARTERS ::: TURA

TABULATION FORMAT FOR INTERNAL ASSESSMENT AT HIGHER SECONDARY LEVEL, YEAR 2021-22

PAGE NO. \_\_\_/\_\_\_

NAME OF THE COLLEGE/HSS,  
ADDRESS

TABULATION REGISTER: \_\_\_\_\_ (Term I or Term II)

STREAM : SCIENCE/COMMERCE/ARTS/VOCATIONAL: \_\_\_\_\_

Sl. No.	Name	EE Grade	English	Subject 1			Subject 2			Subject 3			Subject 4			Total	Addl Subject							
	Registration No. ____ of ____			Th	Pr	Total	Th	Pr	Total	Th	Pr	Total	Th	Pr	Total		Th	Pr	Total					
1	Sandeep Das 624566 of 2019	B	30	Ec	Th 30	Pr 9	Total 39	Edu	Th 30	Pr -	Total 30	Geo	Th 20	Pr 12	Total 32	b	Th 30	Pr -	Total 30	161	Pls	Th 30	Pr -	Total 30
2	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total
3	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total
4	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total
5	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total
6	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total
7	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total
8	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total
9	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total
10	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total
11	of				Th	Pr	Total		Th	Pr	Total		Th	Pr	Total		Th	Pr	Total			Th	Pr	Total