



## Competency-based Assessment Test (CBAT) for Classes VI and VIII Year-end Assessment Guidelines 2021

Please read this Assessment Guidelines carefully for successful implementation of CBAT Classes VI and VIII.

**Note: Class VIII CBAT has been started with effect from the 2021 academic year as per the directives from Ministry of Education (MoE) letter vide No. **DSE/SPCD/ADM(1.1-A)/2021/1722, dated 13<sup>th</sup> August 2021**, since Class VIII is one of the important key stages of the student learning as per the assessment structure.**

### A. BCSEA

1. The CBAT VI and VIII year-end assessment questions along with model answers and marking scheme will be prepared by BCSEA.
2. BCSEA will develop CBAT VI and VIII year-end assessment timetables and upload them on website ([www.bcsea.bt](http://www.bcsea.bt)).
3. The year-end assessment questions for Classes VI and VIII of the following subjects will be provided to schools across the country:

Class VI		Class VIII	
Sl.no	Subjects	Sl.no	Subjects
i	Dzongkha	i	Dzongkha - I
ii	English	ii	Dzongkha - II
iii	Mathematics	iii	English
iv	Science	iv	Mathematics
v	Social Studies	v	Science
		vi	Geography
		vii	History

4. In order to maintain confidentiality of the year-end assessment, the questions will be sent in encrypted soft copies along with the passwords to the respective CDEOs/CTEOs, two weeks before the commencement of the CBAT year-end assessment.
5. The Declaration of Conflict of Interest and Letter of Undertaking forms will also be mailed to the CDEOs/CTEOs. These forms have to be signed by all concerned officials at every stage before the tasks listed below are executed to maintain integrity and confidentiality.



## B. Dzongkhag/Thromde

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1. The respective CDEOs/CTEOs shall create a new email account exclusively accessible only to them. This is to ensure the security and confidentiality of the year-end assessment documents sent from BCSEA to them.
2. The CDEOs/CTEOs have the authority to print the questions centrally in the Dzongkhag/Thromde office and distribute them to schools or email the encrypted soft copies to the respective principals along with the Conflict of Interest and Letter of Undertaking forms, one week prior to the commencement of the year-end assessment.
3. The CDEOs/CTEOs shall provide the passwords to schools one day prior to the conduct of each CBAT year-end assessment, so that the schools get one full day for the printing of the questions.
4. The scanned copies of the signed Letter of Undertaking and Conflict of Interest forms at the Dzongkhags/Thromdes level and of the Principals should be mailed to BCSEA at **kezanqdemo@bcsea.bt**.
5. The original copies of the signed Letter of Undertaking and Conflict of Interest forms should be retained with CDEOs/CTEOs Office for future reference.

## C. School

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1. The principal is fully responsible and accountable for ensuring the safety and security of the assessment questions throughout the conduct of the examination/test duration.
2. The Examination Committee of the school headed by the Principal is responsible for question paper printing and storing them safely in a secure place preferably a steel almirah. The proposed committee members:
  - a. Principal (Head)
  - b. Vice Principal
  - c. Academic Head
  - d. School Examination Secretary
3. The Committee members and any other staff involved in the printing process/having access to the assessment questions must sign both the Conflict of Interest and Letter of Undertaking forms. These forms must be scanned and sent to CDEOs/CTEOs with a copy to BCSEA.
4. The original copies of the Conflict of Interest and Letter of Undertaking signed by the individuals must be retained in the school for future reference.
5. The schools cannot make any changes to the question papers while printing so as to maintain uniform and standard question papers across the country.
6. The Committee members will be held accountable for any breach of confidentiality and will be dealt with as per the ***“Rules And Regulations for the Conduct of Public Examinations In Bhutan”, 2020, (chapter 4, Examination Malpractice, Offences & penalties, Clause no.4.4.2. a & b, p.41)***



#### D. During the examinations

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1. The conduct of examinations must strictly abide by the “**Rules and Regulations for the Conduct of Public Examinations in Bhutan**”, 2020 (chapter 2, Conduct of Examinations).
2. It is vitally important for the invigilators to ensure the integrity and security of the question papers and the processes throughout the assessment duration.
3. The invigilators must abide by the instructions, particularly the duration of reading and writing time reflected in each question paper.
4. Schools must not share the question papers (both soft and hard copies) with anyone, including the invigilators and subject teachers, until the assessment is over.
5. The BCSEA officials and CDEOs/CTEOs will visit some of the assessment centres for support.

#### E. Evaluation

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1. The Principal, Head of Departments (HoDs) and subject teachers shall be fully responsible and accountable for fair and authentic evaluation of all the answer scripts.
2. The evaluation must be conducted in subject groups coordinated by the respective Head of Departments (HoDs).
3. While the evaluators must follow the marking scheme as provided by BCSEA, the model answers must be standardized by the subject groups and be followed consistently throughout the evaluation.
4. The evaluators must refrain from taking the answer scripts home and the HoDs must ensure that the evaluation is conducted within the school premises.

#### F. After Evaluation

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1. The subject teacher must prepare a consolidated result of his/her subject of Classes VI & VIII and submit it to the principal. Then the principal must submit to CDEOs/CTEOs for compilation of all schools of his/her Dzongkhag/Thromde and must submit to BCSEA, at [kezangdema@bcsea.bt](mailto:kezangdema@bcsea.bt).
2. Raw marks of year-end assessment scored by students of classes VI & VIII must be without their CA marks, in excel format shared by BCSEA for result analysis and reporting; the raw marks must be sent before the closure of the schools for winter vacation/18<sup>th</sup> December.
3. From next year, i.e. 2022, the BCSEA will randomly sample schools across the country and ask them to submit students' name lists to BCSEA after midterm. The agency will identify students from these sample schools and ask for their evaluated answer-scripts for all subjects.



4. The answer scripts of the randomly sampled students can be sent through the post before the closure of schools for winter vacation.
5. The assessment reports based on sampled schools and students will be made available on the BCSEA website.

For any query regarding the general information, please contact the following officials:

Sl.no	Name	Designation	Contact No	Mail Address
1	Sangay Tenzin	Chief Programme Officer	17605514	sungaytenzin@bcsea.bt
2	Kezang Dema	Adm. Assistant	17821537	kezangdema@bcsea.bt

For any query regarding the question papers, passwords and evaluation, please contact the following officials:

Sl. no	Name	Designation	Subject	Contact No	Mail Address
1	Mani Dorji	Principal Education Monitoring Officer	Dzongkha	17648357	manidorji@bcsea.bt
2	Kinley Dema	Principal Education Monitoring Officer	English	17119411	kinleydema@bcsea.bt
3	Arjun Kumar Gurung	Principal Education Monitoring Officer	Mathematics	17812808	arjunkumargurung@bcsea.bt
4	Sonam Lhamo	Education Monitoring Officer	Science	17545466	sonamlhamo@bcsea.bt
5	Dorjee Wangchuk	Principal Education Monitoring Officer	Geography/ History/ Social Studies	17747814	dorji_wangchuk@bcsea.bt