

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER:: GUNTUR**  
**PRESENT:: Smt. R.S. Ganga Bhavani, M.Sc., M.Ed.**

**Re. No. SPL / DCEB / 2017**

**Dated : 11-12-2017.**

Sub:- School Education – SCERT, AP – Implementation of Examinations reforms, Summative Assessment-I December-2017 – Time Table – Orders.– Issued – Regarding.

Ref :- Procs. Rc. No. 3 / B / C&T / SCERT / 2016 dated 27-11-2017 of the Director, SCERT, AP, Amaravati.

All the Deputy Educational Officer, Mandal Educational Officers and Headmasters of all Managements ( Primary, Upper Primary and High Schools in the district) are informed that, the Government have decided to conduct Common Summative Examinations – I ( SA-I ) from 15-12-2017 to 22-12-2017 from Class VI to X and from 19-12-2017 to 22-12-2017 from Class I to V. As it is Common Examinations, all the officers are instructed to conduct the examinations in a fair and smooth manner, without any deviation. Any deviation of the examination schedule will be viewed seriously and concerned personnel will be held responsible in this matter.

In this regard, all the Deputy Educational Officers, Mandal Educational Officers in the district are requested to communicate the Examination schedule to all schools under all managements in their respective jurisdiction and also follow the guidelines already communicated.

Encls : Time Table & Guidelines.

*R.S. Ganga Bhavani*  
**District Educational Officer,**  
**Guntur.**

**To**

All the Headmasters under all Managements.  
All the Mandal Educational Officers in the District.  
All the Deputy Educational Officers in the District.  
Copy submitted to the Regional Joint Director of School Education, Guntur for favour of kind information.



**GOVERNMENT OF ANDHRA PRADESH**  
**DEPARTMENT OF SCHOOL EDUCATION**  
**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING - ANDHRA PRADESH**  
**SUMMATIVE ASSESSMENT - I EXAMINATIONS, DECEMBER -2017-18**

**TIME TABLE**

DAY & DATE OF EXAM/CLASSES	10.00AM TO 12.30PM					10.00 AM TO 12.45 PM					2.00PM TO 4.45PM				
	I	II	III	IV	V	VI	VII	VIII	IX	X	VI	VII	VIII	IX	X
FRIDAY 15.12.2017	-	-	-	-	-	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	composit course, Sanskrit	TELUGU-I/ Urdu-I/ Composite Course- Sanskrit	Composite Course- Sanskrit	TELUGU-II /Urdu-II Composite Course- Sanskrit	TELUGU-II /Urdu-II Composite Course- Sanskrit
SATURDAY 16.12.2017	-	-	-	-	-	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	-	TELUGU-I/ Urdu-I/ Composite Course- Sanskrit	Composite Course- Sanskrit	TELUGU-II /Urdu-II Composite Course- Sanskrit	TELUGU-II /Urdu-II Composite Course- Sanskrit
MONDAY 18.12.2017	-	-	-	-	-	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	TELUGU-I/ Urdu-I/ Composite Course- Telugu	-	TELUGU-I/ Urdu-I/ Composite Course- Sanskrit	Composite Course- Sanskrit	TELUGU-II /Urdu-II Composite Course- Sanskrit	TELUGU-II /Urdu-II Composite Course- Sanskrit
TUESDAY 19.12.2017	TELUGU	TELUGU	TELUGU	TELUGU	TELUGU	TELUGU	TELUGU	TELUGU	TELUGU	TELUGU	ENGLISH	TELUGU-I/ Urdu-I/ Composite Course- Sanskrit	Composite Course- Sanskrit	ENGLISH-II	ENGLISH-II
WEDNESDAY 20.12.2017	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	MATHS	MATHS	MATHS	MATHS-I	MATHS-I	-	TELUGU-I/ Urdu-I/ Composite Course- Sanskrit	Composite Course- Sanskrit	MATHS-II	MATHS-II
THURSDAY 21.12.2017	MATHS	MATHS	MATHS	MATHS	MATHS	SCIENCE	PHY SCI	PHY SCI	PHY SCH	PHY SCH	-	TELUGU-I/ Urdu-I/ Composite Course- Sanskrit	Composite Course- Sanskrit	BIO.SCI-II	BIO.SCI-II
FRIDAY 22.12.2017	EVS	EVS	EVS	EVS	EVS	SOCIAL	SOCIAL	SOCIAL	SOCIAL-I	SOCIAL-I	-	TELUGU-I/ Urdu-I/ Composite Course- Sanskrit	Composite Course- Sanskrit	SOCIAL-II	SOCIAL-II

ORIENTAL LANGUAGE (OSSC) / VOCATIONAL COURSES

**Note :-**

1. All the Head Masters of all managements are here by inform that all the MRCs of all Mandals are arranged as Key Centres under the supervision of Mandal Educational Officers.
2. The Mandal Educational Officer is held responsible to keep all these Question papers and OMR sheets in the strong room.
3. The Mandal Educational Officer should inform all the School Complex Headmasters to receive Question papers one day before each examination.
4. The Mandal Educational Officer should not give all the question papers at a time to school Complex Headmasters.
5. The Mandal Educational Officer should constitute a OMR receiving cell at Mandal Headquarter for scanning and other activities ( the details of scanning procedures will be communicated in due course.)
6. The school complex Headmaster should collect question paper and OMR sheets one day before the examination.
7. The School complex Headmaster preserve the Question papers in iron safe.
8. The school complex Headmaster distribute Question papers and OMR sheets to all the schools one hour before the examinations by utilizing the services of cluster Resource Person.
9. The school complex Headmaster is held responsible to maintain strict confidentiality.
10. This should be done every day by the school complex Headmaster till the completion of the examinations.
11. Headmaster is the first level monitoring officer for smooth conduct of summative examinations without any deviations.
12. Headmaster should verify seals of the question paper bundles at the time receiving from the Cluster Resource Person.
13. If the Headmaster identify any damage to the seal of the paper bundle communicate the information to MEC.
14. After Completion of every day examinations, the OMR sheets should be neatly packed by the concerned school Headmaster without any damage and submit at OMR receiving cell in the Mandal Headquarter.
15. The Head Masters are responsible for safe custody of the Question Papers bundles. Question papers bundle is to be opened 15 minutes before the commencement of the examination every day.
16. The Head Masters are requested to attend in their respective MRCs on 12.12.2017 to verify the adequacy of Question papers and to be preserved the Question paper bundles in their own trunk boxes.

*(Signature)*  
DIRECTOR  
SCERT, Andhra Pradesh

Re. No. SPL/DCES/2017, Date: 11-12-2017

Copy communicated to all the Headmasters of all managements with a request to follow the guidelines issued by the Director, SCERT, A.P.

*(Signature)*  
DISTRICT EDUCATIONAL OFFICER  
GUNTUR  
11/12/17