

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL
EDUCATION**

ANDHRA PRADESH :: AMARAVATI ::

Present: Sri S. Suresh Kumar, I.A.S.,

Procs.Rc.No.ESE02/203/2023-SCERT Dated:25/02/2023

Sub:	School Education – SCERT AP – Class X public exams – Preparation guidelines – Issued – Reg.
Ref:	1. Rc.No. G.O.Ms.No. 136 dt. 22.08.2022 2. Class X public exams Time table.

The attention of all Regional Joint Directors and District Educational Officers in the state is drawn to the examination timetable for Class X public exams issued in reference cited 2. It is emphasized that Class X plays a critical role in the life of a student, serving as the first board examination. As a result, parents, teachers, and the entire education department place a great deal of importance on this examination.

Many students face challenges with exam tension and worry about their performance. To mitigate these issues, it is crucial to make proper plans and guidance for students to achieve success in their exams.

Various DCEBs in the state have already begun implementing examination preparation plans with different names, such as DOT (Srikakulam DCEB), PUROGAMI (Nellore DCEB), Cycle Tests (Krishna DCEB), Self-Evaluation and Learning for Future (SELF) (Vizianagaram DCEB), Ananata sankalpam (Anantapur DCEB), and others.

However, it has come to our attention that some districts have not yet started intensive examination preparation. In light of this, it has been decided to introduce a common plan for rigorous revision and examination preparation for Class X students, to be known as Target Oriented Programme (TOP) for Class X. This programme should be implemented in conjunction with regular teaching to ensure that the syllabus is fully covered.

Therefore, all Regional Joint Directors and District Educational Officers in the state are directed to implement the Target Oriented Programme (TOP) for Class X in districts, where specific examination preparation plans have not yet been initiated. The detailed instructions, roles and responsibilities of different stakeholders, model time table is attached herewith for your reference.

Additionally, it has been decided to conduct the pre-final examination for Class X students to provide more practice and familiarization with the new pattern of SSC examinations. The pre-final examination will be conducted from 8th March 2023 to 16th March 2023. The question papers for the pre-final examination will be sent through online mode.

SCERT AP will design the question papers for pre-final examination at the state level. In connection with this, Formative Assessment 4 (Slip test) for class x will be cancelled.

Therefore, please ensure that all necessary arrangements are made for the smooth conduct of the pre-final examinations, the conduct of parent awareness meetings, and the implementation of the Target Oriented Program (TOP) for Class X.

S Suresh Kumar

Commissioner of School Education.

To

All the Regional Joint Directors of School Education in the State.

All the District Educational Officers in the State.

All the Additional Project Coordinators of Samagra Shiksha in the State.

All the Secretaries of DCEBs in the state.

IT cell of this office

Copy submitted to the Principal Secretary to Govt. School Education, AP
Secretariat, Velagapudi, Amaravati.

Copy to The State Project Director, Samagra Shiksha, AP

The Director, SIEMAT through the SPD, SS

The Director, SCERT, AP

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Signed by S Suresh Kumar

Date: 25-02-2023 15:17:40

Reason: Approved

Annexure 1

DAY WISE ACTION PLAN FOR SSC STUDENTS - 2022-2023

DATE	DAY	8.30 AM - 9.15 AM	9.15 AM-10 AM	10 AM-10.45 AM	10.55 AM-11.35 AM	11.35 AM-12.15 PM	1.05 PM-1.45 PM	1.45 PM-2.30 PM	2.40 PM-3.20 PM	3.20 PM-4 PM	4 PM-5 PM
27.02.2023	Monday	TELUGU	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	HINDI
28.02.2023	Tuesday	HINDI	ENGLISH	ENGLISH	BS	BS	TELUGU	TELUGU	MATHS	MATHS	SS
01.03.2023	Wednesday	ENGLISH	MATHS	MATHS	SS	SS	PS	PS	HINDI	HINDI	MATHS
02.03.2023	Thursday	MATHS	ENGLISH	ENGLISH	BS	BS	TELUGU	TELUGU	SS	SS	PS /BS
03.03.2023	Friday	BS/PS	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	TELUGU
04.03.2023	Saturday	SS	HINDI	HINDI	TELUGU	TELUGU	BS	BS	MATHS	MATHS	ENGLISH
05.03.2023	Sunday	SOCIAL GSR INFO www.gsrmaths.in									
06.03.2023	Monday	TELUGU	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	HINDI
07.03.2023	Tuesday	HINDI	ENGLISH	ENGLISH	BS	BS	TELUGU	TELUGU	MATHS	MATHS	SS
08.03.2023	Wednesday	ENGLISH	MATHS	MATHS	SS	SS	PS	PS	HINDI	HINDI	MATHS
09.03.2023	Thursday	MATHS	ENGLISH	ENGLISH	BS	BS	TELUGU	TELUGU	SS	SS	PS /BS
10.03.2023	Friday	BS/PS	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	TELUGU
11.03.2023	Saturday	TELUGU									
12.03.2023	Sunday	HINDI									
13.03.2023	Monday	TELUGU	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	HINDI
14.03.2023	Tuesday	HINDI	ENGLISH	ENGLISH	BS	BS	TELUGU	TELUGU	MATHS	MATHS	SS
15.03.2023	Wednesday	ENGLISH	MATHS	MATHS	SS	SS	PS	PS	HINDI	HINDI	MATHS
16.03.2023	Thursday	MATHS	ENGLISH	ENGLISH	BS	BS	TELUGU	TELUGU	SS	SS	PS /BS
17.03.2023	Friday	BS/PS	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	TELUGU

3									H	H	
18.03.2023	Saturday	SS	HINDI	HINDI	TELUGU	TELUGU	BS	BS	MATHS	MATHS	ENGLISH
19.03.2023	Sunday	ENGLISH									
20.03.2023	Monday	TELUGU	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	HINDI
21.03.2023	Tuesday	HINDI	ENGLISH	ENGLISH	BS	BS	TELUGU	TELUGU	MATHS	MATHS	SS
22.03.2023	Wednesday	UGADI									
23.03.2023	Thursday	MATHS	ENGLISH	ENGLISH	BS	BS	TELUGU	TELUGU	SS	SS	PS /BS
24.03.2023	Friday	BS/PS	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	TELUGU
25.03.2023	Saturday	SS	HINDI	HINDI	TELUGU	TELUGU	BS	BS	MATHS	MATHS	ENGLISH
26.03.2023	Sunday	MATHS									
27.03.2023	Monday	TELUGU	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	HINDI
28.03.2023	Tuesday	HINDI	ENGLISH	ENGLISH	BS	BS	TELUGU	TELUGU	MATHS	MATHS	SS
29.03.2023	Wednesday	ENGLISH	MATHS	MATHS	SS	SS	PS	PS	HINDI	HINDI	MATHS
30.03.2023	Thursday	SRIRAMANAVAMI									
31.03.2023	Friday	BS/PS	MATHS	MATHS	PS	PS	SS	SS	ENGLISH	ENGLISH	TELUGU

NOTE: This is the MODEL ACTION PLAN.The Head Masters with the cooperation of SUBJECT TEACHERS can alter the weightage of subjects and the TIME TABLE without disturbing the broader FRAME WORK.

Annexure 2

Subjects @ Two Periods Timetable

DAY	STUDY HOUR	PERIOD -1	PERIOD -2	PERIOD -3	PERIOD -4	PERIOD -5	PERIOD -6	PERIOD -7	PERIOD -8	EVENING STUDY HOUR
	8:30 TO 9:15 AM	9:15 - 10AM	10 AM- 10:45 AM	10:55 - 11:35 AM	11:35 :- 12 : 15 AM	1:05 TO 1:45 PM	1:45 TO 2:30PM	2:40PM TO 3:20PM	3:20-4:00PM	4:00 TO 4:45 PM
MONDAY	TELU GU	MATH S	MATH S	PS	PS	SS	SS	ENGLI SH	ENGLI SH	HINDI
TUESDAY	HINDI	ENGLI SHE	ENGLI SH	BS	BS	TELUG U	TELUG U	MATH S	MATH S	SS
WEDNESDAY	ENGLI SH	MATH S	MATH S	SS	SS	PS	PS	HINDI	HINDI	MATHS
THURSDAY	MATH S	ENGLI SH	ENGLI SH	BS	BS	TELUG U	TELUG U	SS	SS	PS /BS
FRIDAY	BS/PS	MATH S	MATH S	PS	PS	SS	SS	ENGLI SH	ENGLI SH	TELUG U
SATURDAY	SS	HINDI	HINDI	TELUG U	TELUG U	BS	BS	MATH S	MATH S	ENGLI SH

Guidelines for the conduct of Target Oriented Programme . (TOP)

- The TOP examination will be worth 20 marks in each subject.
- Two periods will be allotted every day for each of the four subjects.
- One zero hour from 8:15 AM to 9:15 AM and one last hour from 4 PM to 5 PM are allotted for study hours each day for two subjects.
- Those study hours may also be converted into examination periods depending on necessity and feasibility.
- The weightage of each subject is given based on the failures in the previous SSC results. More failures in a subject merit more periods.
- As per the two-period timetable, the first 45 minutes are allotted for preparing for and answering the TOP question paper supplied by the TOP subject experts, and in the following 45 minutes, students are expected to answer the given question paper.
- Students should maintain a separate notebook for each subject to write all the TOP examination papers of the subject in it. The teacher should value the answers soon after the completion of the TOP exam and analyse them, focusing on the weak areas of the students.
- The headmasters should also concentrate effectively on students who fail in one or two subjects to improve the overall result of the school.
- Teachers should show the TOP work when the inspecting officers visit the school.
- The question papers should be set in such a way that the entire syllabus is covered in a stipulated time. The question papers should also be prepared while keeping in view low-performing students in particular and high-performing students in general.
- Six full-length question papers are also prepared, designed especially to cater to the needs of high-performing students.
- This high-performing group of students prepares for and answers the full-length question papers at home. This strategy will help the high-performing students in putting up a superior performance in public exams.
- This is a suggestive academic plan to help the heads of the institutions and their teachers at the field level.
- However, the heads and teachers can alter the weightage of subjects to suit their school-specific needs within the framework of this broader academic plan. In case of any alternative academic

plan, the concerned schools are responsible for meeting such needs of change.

- The target-oriented program (TOP) will be implemented till the end of March 2023.

Role of DCEB

- DCEB has to develop test items for 8 marks, 4 marks, 2 marks and one mark questions by utilising the services of subject expert teacher in their concerned districts.
- Communicate day wise practicing questions to all Headmasters through WhatsApp groups or in any online mode in advance.
- Communicate detailed schedule of the program to all High Schools with proper instructions.

Role of teacher

- Every subject teacher has to classify their students into 4 groups based on their learning level (HAG, MAG, MoAG, LAG)
- Collect or prepare academic support material.
- Collect day wise questions from headmaster and disseminate these questions to all 10th class students.
- Give a detailed explanation on the practicing questions in the regular period and instruct students to read answers thoroughly.

Peer tutoring

- Entire class must be divided in to groups.
- The students should be divided in to above average, average and below average students based on the performance of the students in the revision test as well as case study.
- Each group must consist of above average, average and below average students.
- Peer tutoring must be done during study hours where in above average and average students help out slow bloomers of their group.
- Mentoring and Adoption
- All teachers who handle class 10 must adopt students. For example if there are 7 teachers handling class 10 with strength of 35, each teacher must adopt 5 students.
- Mentor teacher should sit with those students, find out their difficulties, counsel them, find out the strengths and weaknesses, and speak to other teachers of other subject to know their progress, discuss with them strategies for improvements in each subject and help them in come out of the institution with flying colors.

- **Role of the Head Master.**

Headmaster should convene the parent meeting to make aware about the examination system and guidelines for SSC preparation and the role of the parents.

Headmaster should receive the question papers from DCEB and to be disseminated to teachers.

Headmaster should ensure the TOP guidelines to be implemented scrupulously.

Headmaster should share the detailed analysis to monitoring officers.

Role of Monitoring Officers

- Ensure whether the High School headmaster disseminate practice questions to teachers/ students a day in advance.
- Ensure whether the subject teacher conduct practice period regularly.
- Ensure whether subject teacher has maintaining a record to track performance progress of individual student.
- DEO, DCEB Sec, AMO, SSA sectorial officers, DIET Principal, faculty, Dy. E.O, MEO may observe TOP implementation during their school visits.

Annexure 4

Dos & don'ts

General instructions:

1. Work smart, don't work hard.
2. Don't miss school any day.
3. You must maintain a cheerful attitude throughout the day.
4. You should go to bed early and wake up early.
5. Take plenty of liquids, such as water and lemon juice.
6. Avoid junk food.
7. Take nutritious food.
8. Don't forget to take MDM, boiled eggs, and chikkies.
9. Be sociable to all your peers and don't engage in any sort of conflict.
10. Stay away from electronic gadgets.
11. Don't watch horror movies.
12. Try to utilize the maximum amount of daytime for studying.
13. Try to meet successful people in and around your area.
14. Play for at least one hour a day.
15. Practice pranayama or yoga for 15 minutes a day, preferably in the morning.
16. Have a sound sleep for at least 7 hours a day.

Academic instructions

1. Set short-term goals.
2. "Reading makes a ready man, writing makes a precise man, and discussion makes an effective learner." So, read, discuss, and write.
3. This is the first rule of success.
4. Prepare a timetable on your own, in which your weak subjects are allotted more time and strong subjects are allotted reasonably less time.
5. After reading for 40 minutes, take some time to recollect, reflect, and make scribble notes for a rapid review of the topics.

6. Brainstorm the already read questions and answers.
7. Try to spend more time on revision.
8. Analyze the model papers with subject teachers.
9. Slow learners should concentrate on the important scoring areas of the syllabus.
10. Students should be made aware of the 6-paper pattern.
11. Be thorough with the syllabus of your subjects.
12. Omissions and commissions in the syllabus must be given proper attention.
13. Students must attend remedial classes.
14. Students are advised to use the Diksha platform online. Teachers must be directed in this regard.
15. Focus may be given to key concepts.
16. Students are advised to practice formative, summative, and pre-final examinations.
17. Memorize important terminology, chemistry equations, mathematical formulae, etc.
18. Combined study with peer groups is highly recommended for effective learning.

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Instructions to be followed during examinations

1. Students should work smart, not hard.
2. Students should not miss a day of school.
3. Students should maintain a cheerful attitude throughout the day.
4. Students should go to bed and wake up early.
5. Students should drink plenty of liquids like water and lemon juice.
6. Students should avoid junk food and eat nutritious food.
7. Students should not forget to take mid-day meals, boiled eggs, and chikkis.
8. Students should be sociable with their peer group and should not engage in any sort of negative behaviour.
9. Students should stay away from electronic gadgets.
10. Students should avoid watching horror movies.
11. Students should utilize the maximum daytime for their studies.
12. Students should try to meet successful people in their area.
13. Students should play for at least one hour a day.

- 14.Students should do pranayama or yoga for 15 minutes a day, preferably in the morning.
- 15.Students should have a sound sleep for at least 7 hours a day.
- 16.Students should set short-term goals.
- 17.Reading, writing, and discussing are essential for effective learning.
- 18.Students should prepare their own timetable, allotting more time to weaker subjects and less time to stronger subjects.
- 19.After reading for 40 minutes, students should recollect, reflect, and make scribble notes for rapid review of the topics.
- 20.Students should brainstorm already read questions and answers.
- 21.Students should spend more time on revision.
- 22.Students should analyse model papers with subject teachers.
- 23.Slow learners should concentrate on the important scoring areas of the syllabus.
- 24.Students must be aware of the 6-paper pattern.
- 25.Students should be thorough with the syllabus of their subjects.
- 26.Omissions and commissions in the syllabus must be given proper attention.
- 27.Students must attend remedial classes.
- 28.Students are advised to use the Diksha platform online, and teachers should be directed in this regard.
- 29.Focus should be given to key concepts.
- 30.Students are advised to practice formative, summative, and pre-final examinations.
- 31.Students should memorize important terminology, chemistry equations, mathematical formulae, etc.
- 32.Combined study with peer groups is highly recommended for effective learning.
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- 33.Students should get their hall tickets well in advance.
- 34.Students should be aware of the examination center.
- 35.Students should reach the examination center half an hour before the scheduled time.
- 36.Students should take pens, sketch pens, compass boxes, and long scales.
- 37.Students should settle down at their respective seats and check that all the printed particulars on their pre-printed OMR sheet are correct.
- 38.Students should sign on their OMR sheet and fill up the necessary columns.
- 39.They should answer the most familiar question first and move on.
- 40.Drawing margin using colour pens, except red.
- 41.Students should write in the right size of letters (neither big nor small).
- 42.Overwriting and striking off should be avoided.
- 43.Point wise presentation in answering the question should be adopted.
- 44.Questions carrying 4 and 8 marks should be given more time, and the answers should be neat and clean.
- 45.Without any hurry to complete known answers, proper concentration should be on the presentation of the known answers in neat and legible handwriting.
- 46.The mathematical instrument box should not contain any subject-related information on the surfaces and inside the box.