

## Guidelines for Internal Assessment

### Class XII

ALS must be seen as an integrated component of all four language skills rather than a compartment of two. Suggested activities, therefore, take into consideration an integration of the four language skills but during assessment, emphasis will be given to speaking and listening, since reading and writing are already being assessed in the written exam.

#### Class XII                      Total Marks: 20

#### Assessment of Listening and Speaking Skills: (5+5=10 Marks)

**i. Activities:**

- Subject teachers must refer to books prescribed in the syllabus.
- In addition to the above, teachers may plan their own activities and create their own material for assessing the listening and speaking skills.

**ii. Parameters for Assessment:** The listening and speaking skills are to be assessed on the following parameters:

- a. Interactive competence (Initiation & turn taking, relevance to the topic)
- b. Fluency (cohesion, coherence and speed of delivery)
- c. Pronunciation
- d. Language (grammar and vocabulary)

A suggestive rubric is given below:

	1.	2.	3.	4.	5.
<b>Interaction</b>	<ul style="list-style-type: none"> <li>• Contributions are mainly unrelated to those of other speakers</li> <li>• Shows hardly any initiative in the development of conversation</li> <li>• Very limited interaction</li> </ul>	<ul style="list-style-type: none"> <li>• Contributions are often unrelated to those of the other speaker</li> <li>• Generally passive in the development of conversation</li> </ul>	<ul style="list-style-type: none"> <li>• Develops interaction adequately, makes however minimal effort to initiate conversation</li> <li>• Needs constant prompting to take turns</li> </ul>	<ul style="list-style-type: none"> <li>• Interaction is adequately initiated and develop</li> <li>• Can take turn but needs little prompting</li> </ul>	<ul style="list-style-type: none"> <li>• Can initiate &amp; logically develop simple conversation on familiar topics</li> <li>• Can take turns appropriately</li> </ul>
<b>Pronunciation</b>	<ul style="list-style-type: none"> <li>• Insufficient accuracy in pronunciation; many grammatical errors</li> <li>• Communication is severely affected</li> </ul>	<ul style="list-style-type: none"> <li>• Frequently unintelligible articulation</li> <li>• Frequent phonological errors</li> <li>• Major communication problems</li> </ul>	<ul style="list-style-type: none"> <li>• Largely correct pronunciation &amp; clear articulation except occasional errors</li> <li>• Some expressions cause stress without compromising with understanding of spoken discourse.</li> </ul>	<ul style="list-style-type: none"> <li>• Mostly correct pronunciation &amp; clear articulation</li> <li>• Can be clearly understood most of the time; very few phonological errors</li> </ul>	<ul style="list-style-type: none"> <li>• Can pronounce correctly &amp; articulate clearly</li> <li>• Is always comprehensible ; uses appropriate intonation</li> </ul>

<b>Fluency &amp; Coherence</b>	<b>1.</b> <ul style="list-style-type: none"> <li>Noticeably/ long pauses; rate of Speech is slow</li> <li>Frequent repetition and/or self- correction</li> <li>Links only basic sentences; breakdown of coherence evident</li> </ul>	<b>2.</b> <ul style="list-style-type: none"> <li>Usually fluent; produces simple speech fluently, but loses coherence in complex communication</li> <li>Often hesitates and/or resorts to slow speech</li> <li>Topics partly developed; not always concluded logically</li> </ul>	<b>3.</b> <ul style="list-style-type: none"> <li>Is willing to speak at length, however repetition is noticeable</li> <li>Hesitates and/or self corrects; occasionally loses coherence</li> <li>Topics mainly developed, but usually not logically concluded</li> </ul>	<b>4.</b> <ul style="list-style-type: none"> <li>Speaks without noticeable effort, with a little repetition</li> <li>Demonstrates hesitation to find words or use correct grammatical structures and/or self-correction</li> <li>Topics not fully developed to merit</li> </ul>	<b>5.</b> <ul style="list-style-type: none"> <li>Speaks fluently almost with no repetition &amp; minimal hesitation</li> <li>Develops topic fully &amp; coherently</li> </ul>
<b>Vocabulary &amp; Grammar</b>	<ul style="list-style-type: none"> <li>Demonstrates almost no flexibility, and mostly struggles for appropriate words</li> <li>Uses very basic vocabulary to express view-points.</li> </ul>	<ul style="list-style-type: none"> <li>Communicates with limited flexibility and appropriacy on some of the topics</li> <li>Complex forms and sentence structures are rare; exhibits limited vocabulary to express new ideas</li> </ul>	<ul style="list-style-type: none"> <li>Communicate s' with limited flexibility and appropriacy on most of the topics</li> <li>Sometimes uses complex forms and sentence structures; has limited vocabulary to describe/ express new points</li> </ul>	<ul style="list-style-type: none"> <li>Can express with some flexibility and appropriacy on most of the topics</li> <li>Demonstrates ability to use complex forms and sentence structures most of the time; expresses with adequate vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Can express with some flexibility and appropriacy on a variety of topics such as family, hobbies, work, travel and current events</li> <li>Frequently uses complex forms and sentence structures; has enough vocabulary to express himself/ herself</li> </ul>

**iii. Schedule:**

- The practice of listening and speaking skills should be done throughout the academic year.
- The final assessment of the skills is to be done as per the convenience and schedule of the school.

**Project Work + Viva: 10 Marks**

Out of ten marks, 5 marks will be allotted for the project report/script /essay etc. and 5 marks for the viva.

**I. Schedule:**

- Schools may refer to the suggestive timeline given in these guidelines for the planning, preparation and viva-voce of ALS based projects.
- The final assessment of the skills may be done on the basis of parameters suggested by the Board. Language teachers, however, have the option to adopt/ modify these parameters according to their school specific requirements.

**II. Suggestions for Project Work:**

- The Project can be inter-disciplinary in theme. The ideas/issues highlighted in the chapters/ poems/ drama given the prescribed books can also be developed in the form of a project. Students can also take up any relevant and age-appropriate theme.
- Such topics may be taken up that provide students with opportunities for listening and speaking.

Some suggestions are as follows:

**a. Interview-Based research:**

**Example:**

- Students can choose a topic on which to do their research/ interview, e.g. a student can choose the topic : “Evolving food tastes in my neighbourhood” or “Corona pandemic and the fallout on families.” Read the available literature.
  - The student then conducts interviews with a few neighbours on the topic. For an interview, with the help of the teacher, student will frame questions based on the preliminary research/background.
  - The student will then write an essay/ write up / report etc. up to 1000 words on his/her research and submit it. He / She will then take a viva on the research project. The project can be done in individually or in pairs/ groups
- b.** Listen to podcasts/ interviews/radio or TV documentary on a topic and prepare a report countering or agreeing with the speakers. Write an 800 - 1000 words report and submit. Take a viva on the report.
- c.** Students create their own video/ Audio, after writing a script. Before they decide a format, the following elements can be taken into consideration:
- Theme/topic of the audio / video. Would the child like to pick a current issue or something artistic like theatre?
  - What are the elements that need to be part of the script?
  - Will the video/audio have an interview with one or more guests?
  - Would they prefer to improvise while chatting with guests, or work from a script?
  - What would be the duration?
  - How would they present the script/report to the teacher, e.g. Can it be in the form of a narrative?
- d. Write, direct and present a theatrical production, /One act play**  
This will be a project which will be done as a team. It will involve planning, preparation and presentation. In short, various language skills will be utilised. There will be researching, discussion, writing the script, auditioning and ultimately producing the play. The project will end with a presentation and subsequently a viva. Teachers will be able to assess the core language skills of the students and help them grow as 21<sup>st</sup> century critical thinkers.

### **III. Instructions for the Teachers:-**

- 1. Properly orient students about the Project work, as per the present Guidelines.**
- 2. Facilitate the students in the selection of theme and topic.**
- 3. Create a rubric for assessment and share with the students before they start so that they know the parameters of assessment:**
  - Teachers need to familiarize themselves with the method of assessing students with the rubric-- a table with different criteria and a grading scale.
  - Choose the criteria on which you will grade students and list them along the left side of the page.
  - Create an even number of columns along the top of the page. These columns will represent potential skill levels of the students.
  - Assessing students on four/five criteria is an easy way to begin. For each criterion, define the ability that a student would exhibit at each of the levels.
- The more detailed you make your criteria, the easier it will be to evaluate each student and define the level at which the student is presenting.  
**{Sample Rubric is attached at the end for reference}**

### **IV. Parameters for Overall Assessment:-**

#### **1. Pronunciation:**

- When evaluating the pronunciation of the students, teachers must listen for clearly articulated words, pronunciation of unusual spellings and intonation.
- Assess the students for the pronunciation skills and determine at which level the student needs improvement.

#### **2. Vocabulary:**

- After noting their pronunciation levels, evaluate the students on the use of extensive and appropriate **vocabulary** during the viva. Check if students are using vocabulary appropriate to the context about which they are speaking.

#### **3. Accuracy:**

- Grammar has always been an important component of language skills. As students speak/ answer the questions during the viva, listen to their **grammatical structures**. *Are they competent enough to use multiple tenses? Is their word order correct in a given sentence?* An effective speaker will automatically use the correct grammatical structures of his language.

#### 4. Communication:

- Assessing the **communication skills** of the students means looking at more than language. Look at how creatively students use the language to make their points understood. Students with a low level of vocabulary and grammar may still have good communication skills if they are able to make the teacher understand their point of view.

#### 5. Interaction:

- During the viva teachers need to ask the students some questions. Questions need to be based on the projects that have been suggested or chosen by the students.
- It is imperative for a teacher to read the essays/project reports before they can be ready to ask questions.
- Teachers need to observe how students answer the questions that are posed to them: *Are they able to understand and answer questions independently or can they answer only when the questions are translated into simpler words or repeated? Are they able to give appropriate responses in a conversation?*
- These elements of **interaction** are necessary for clear and effective communication. A student with effective interaction skills will be able to answer questions with relative ease and follow the flow of conversation.

#### 6. Fluency:

- Fluency may be the easiest quality to judge in the students' speech: *How comfortable are they as they speak and express themselves? How easily do the words come out? Are there inappropriate pauses and gaps in the way a student speaks?*
- **Fluency** is a judgement of this communication and is an important criterion when evaluating speaking skills. These criteria: pronunciation, vocabulary, accuracy, interaction and fluency are all the hallmarks of a student's overall speaking abilities.
- Teachers must also remember that some **students may excel in one area and struggle in another**. Helping the students understand these issues will enable them to become effective speakers in future. Let your students know that you will be assessing them in these various areas when you evaluate their progress and encourage them to work and improve in these areas.
- **Finally**, teachers must remember that a proper evaluation of the students will take into consideration **more than just one oral interview on the final ASL project**. Teachers must take note of a student's progress throughout the academic year.

### V. Project-Portfolio/ Project Report

The **Project-Portfolio/Project Report** is a compilation of the work that the students produce during the process of working on their ALS Project.

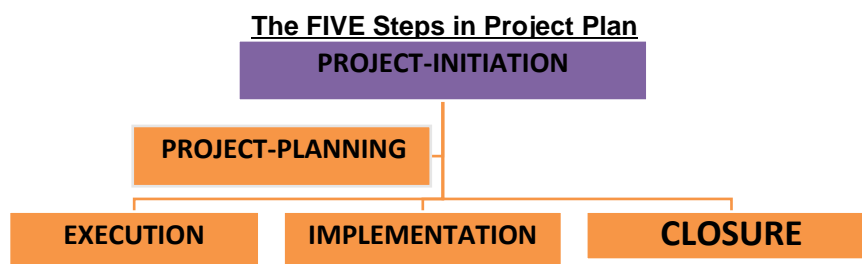
#### The Project-Portfolio may include the following:

- Cover page, with title of project, school details/details of students.
- Statement of purpose/objectives/goals
- Certificate of completion under the guidance of the teacher.
- Action plan for the completion of assigned tasks.
- Materials such as scripts for the theatre/role play, questionnaires for interview, written assignments, essays, survey-reports and other material evidence of learning progress and academic accomplishment.
- The 800-1000 words essay/Script/Report.
- Student/group reflections.
- If possible, Photographs that capture the positive learning experiences of the student(s).
- List of resources/bibliography.

#### The following points must be kept for consideration while assessing the project portfolios:

- Quality of content of the project
- Accuracy of information
- Adherence to the specified timeline
- Content in respect of (spellings, grammar ,punctuation)
- Clarity of thoughts and ideas
- Creativity
- Contributions by group members
- Knowledge and experience gained

VI. Suggestive Timeline:



Month	Objectives
<b>Planning and Research for the Project Work</b>  Preferably till November-December	<ul style="list-style-type: none"> <li>● Teachers plan a day to orient students about the ALS projects, details are shared with all stakeholders.</li> <li>● Students choose a project, select team members and develop project- plan.</li> <li>● Group meets (preferably online) and reports to the team leader about the progress: shortfalls and successes are detailed.</li> <li>● Team leader apprises teacher-mentor.</li> <li>● Students working individually or in pairs also update the teachers.</li> <li>● A logical, deliverable and practical plan is drafted by the team/ pair/individual. Goals/objectives are clearly defined for all.</li> <li>● Work is delegated to team members by the team leader. Students wishing to work alone develop their own plan of Action.</li> <li>● Detailed project schedules are shared with the teacher.</li> </ul>
<b>December-January</b>	<ul style="list-style-type: none"> <li>● Suggestions and improvements are shared by the teacher, wherever necessary.</li> <li>● Group members coordinate and keep communication channels open for interaction.</li> <li>● Gaps ( if any) are filled with the right skill sets by the Team Leader/ individual student.</li> </ul>
<b>January-February</b>	<ul style="list-style-type: none"> <li>● The final draft of the project portfolio/ report is prepared and submitted for evaluation.</li> </ul>
<b>January-February</b>	<ul style="list-style-type: none"> <li>● Students are assessed on their group/pair/individual presentations on allotted days. Final Viva is conducted by the External/Internal examiner.</li> </ul>
<b>February-March or as per the timelines given by the Board</b>	<ul style="list-style-type: none"> <li>● Marks are uploaded on the CBSE website.</li> </ul>

**SAMPLE RUBRIC FOR ALS Project Work  
(For Theatre/Role Play/Oral presentation/Interview/Podcast)**

CATEGORY	1	2	3	4	5
<b>TIME LIMIT</b>	Presentation is less than or more than 5 minutes long	Presentation exceeded or less than specified time limit by 4 to 5 minutes	Presentation exceeded or less than specified time limit by 3 to 4 minutes	Presentation exceeded or less than specified time limit by 2 to 3 minutes	Student/ group adhered to the given time limit
<b>CONTENT/SCRIPT/ QUESTIONNAIRE</b>	Script is not related to topic or issue	Well written script/ content shows little understanding of parts of topic	Well written script/ content shows good understanding of parts of topic	Well written script/ content shows a good understanding of subject topic	Well written script/ content shows full understanding of subject topic
<b>CREATIVITY</b>	No props/costumes/ stage presentation lack-lustre	Some work done, average stage set- up and costumes	Well organized presentation, could have improved	Logical use of props ,reasonable work done, creative	Suitable props / honest effort seen/ considerable work done/ creative and relevant costumes
<b>PREPAREDNESS</b>	Student /group seems to be unprepared	Some preparedness visible, but rehearsal is lacking	Somewhat prepared, rehearsal is lacking	Good preparedness ,but need better rehearsal	Complete preparedness/ rehearsed presentation
<b>CLARITY OF SPEECH</b>	Lack of clarity in presentation many words mispronounced	Speaks clearly, some words are mispronounced	Speaks clearly 90% of the time/ a few mispronounced words	Speaks clearly and distinctly 95% of time/ few mispronounced words	Speaks clearly distinctly 95% of time/ fluency in pronunciation
<b>USE OF PROPS ( Theatre/Role Play)</b>	Only 1/no relevant props used	1 to 2 relevant props used	2 to 3 relevant props used	3 to 4 relevant props used	4 to 5 relevant props used
<b>EXPRESSION/ BODY LANGUAGE</b>	Very little use of facial expressions/ body language, does not generate much interest	Little Use of facial expressions and body language	Facial expressions and body language are used to try to generate some enthusiasm	Facial expression and body language sometimes generate strong enthusiasm with the topic	Facial expression and body language generate strong enthusiasm with the topic
<b>PORTFOLIO- PRESENTATION</b>	Inadequate & unimpressive	Somewhat suitable & convincing	Adequate & relevant	Interesting, enjoyable & relevant	Brilliant, creative & exceptional