

## **D.Ed. and Certificate Courses Practical Examination-December 2020**

### **Guidelines for Internal/External Practical Examination and Teacher Trainees**

RCI in collaboration with NBER has decided to conduct the practical examination for the D.Ed. and Certificate courses. In view of the COVID-19, Internal examiner, External examiner and the Student Trainees should strictly follow the instruction given by the NBER. The instructions for every category is given below:

### **Instructions to the Examination Centers, Coordinators and Internal Examiners:**

#### ***Before the Examination***

1. Arrange the classroom or examination hall as per the safety measures given in view of COVID-19 such as sanitization of the hall, providing mask, keeping the sanitizer for frequent usage, maintaining social distance by the staff and students.
2. Conduct meeting with staffs and student trainees regarding practical examination.
3. Contact with External Examiner regarding their availability for practical examination and schedule the dates in consult with NBER.
4. Schedule the time-table for group teaching with allocation of the topics for group teaching.
5. Take special care for Children with Special Needs for group teaching. If necessary, plan for simulation exercises with sufficient peer group interaction
6. Prepare the evaluation sheets along with all relevant details such as Candidate Name, Register Number, Marks scored, Passing Criteria, etc..... the same should be sent to the external examiner well in advance.
7. Prepare your students all lesson plans and practical records for practical examination.
8. Allow the students to prepare with minimum TLM.

#### ***During the Practical Examination***

1. Follow COVID-19 safety measures during practical examination.
2. Keep social distance.

### ***After the Practical Examination***

- After practical assessment performance of the students will be uploaded in the website of NBER covering internal and external marks.

### **Instruction to the External Examiner:**

#### ***Before the Examination***

- Discuss with the Internal Examiner regarding the procedure of conduction of practical examination.
- The External Examiner will be provided with all relevant details such as students information, evaluation procedures.
- With regard to Viva-voce prepare relevant questions covering all important components of the practicals.

#### ***During the Practical Examination***

- During practical examinations be thorough with the procedures and guidelines to be administered.
- Make complete assessment of all practical components.
- Mark all your comments and specific recommendations to NBER.

### ***After the Practical Examination***

- After practical assessment performance of the students will be uploaded in the website of NBER covering internal and external marks.

### **Instruction to the Teacher Trainee:**

#### ***Before the Examination***

- Collect your hall ticket in advance.
- Be ready with lessons plans and other practical records.
- Follow COVID-19 safety measure all the time during practical examinations.
- Keep your records ready.
- Every student will be allocated 25 minutes to present all the records, demonstrate practice teaching, presentation of IEP records and attending Viva-Voce examination.

### ***During the Practical Examination***

- Enter the exam hall with hall ticket and follow safety measures such as wearing mask, gloves, hands sanitizing and keep social distances, etc....
- Systematically arrange all your records and TLM at the time of examination.
- Stay quiet until your turn comes.
- Successfully complete the practical examinations.

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