

No. HPSES- SS-R&E-Evaluation(Dashboard)-2021-22 /06  
**OFFICE OF THE STATE PROJECT DIRECTOR**  
**SAMAGRA SHIKSHA HIMACHAL PRADESH SHIMLA - 1**

Dated: the Shimla 8<sup>th</sup> April 2024

To

1. All the Deputy Directors Elementary Education,
2. All the Distt. Project Officers Samagra Shiksha,  
Himachal Pradesh.

Subject:

**Regarding schedule of Assessment (FAs & SAs) 1-8, Session 2024-25 to be implemented uniformly in all the Government school of the state and guidelines thereof**

Sir,

The schedule for Formative Assessments (FAs) and Summative Assessments (SAs) has been devised for Government Schools across the State. This schedule ensures uniformity in conducting assessments across all Summer and Winter Closing Government Schools.

The following uniform schedule of FAs and SAs is to be implemented in all the Government Schools of the State:

**Schedule for summer closing schools**

FA-I	3 <sup>rd</sup> Week of May 2024
FA-II	3 <sup>rd</sup> Week of June 2024
SA-I	3 <sup>rd</sup> Week of September 2024
FA-III	3 <sup>rd</sup> Week of November 2024
FA-IV	3 <sup>rd</sup> Week of January 2025
SA-II	2 <sup>nd</sup> week of March 2025

**Schedule for winter closing schools**

FA-I	2 <sup>nd</sup> Week of April 2024
FA-II	1 <sup>st</sup> Week of June 2024
SA-I	3 <sup>rd</sup> Week of July 2024
FA-III	1 <sup>st</sup> Week of September 2024
FA-IV	1 <sup>st</sup> Week of November 2024
SA-II	2 <sup>nd</sup> week of December 2024

1. Districts should adhere to the following guidelines and may also issue district specific instructions for the smooth and fair conduct of FA-2:
2. The process of conducting FA-2 in all the schools must be completed by 10<sup>th</sup> August 2024.
3. The FAs Question Papers will be developed at the School Level.
4. School Authorities will collect the Answer Sheets of students for evaluation work.

5. The record of evaluation is to be kept in safe custody by the concerned school authorities as it has to be uploaded on VSK for which a new App is being developed.
6. The districts should ensure a uniform timing of the Assessment.
7. It is pertinent to mention here that as per the guidelines of NEP 2020, question papers of Terminal Assessment of Class 3, 5 and 8 will be framed and delivered by HPBoSE and evaluation will be done at Cluster, Block (BEEO) and DDEE Level respectively. The Timeline (Date sheet) of Terminal Assessment for these classes will also be scheduled by the HPBoSE, Dharamshala.
8. Instructions regarding other assessments will be shared from time to time.

All to note for further implementation and well-in-time dissemination please.

Yours faithfully,



**Director, Elementary Education  
Himachal Pradesh Shimla-1**



**State Project Director (SS)  
Himachal Pradesh Shimla-1**

Endst. No.                  Even dated                  Shimla                  the                  April, 2024

**Copy to:-**

1. The Secretary – Education, Government of Himachal Pradesh, for information please,
2. The Director, Higher Education for kind information please,
3. Guard File



**Director, Elementary Education  
Himachal Pradesh Shimla-1**



**State Project Director (SS)  
Himachal Pradesh Shimla-1**