

State Council of Educational Research and Training
(An Autonomous Organization under Department of Education, GNCT of Delhi)
Varun Marg, Defence Colony, New Delhi-110024

No. F.DE/23/16/41/NIPUN SANKALP/2026-27/Part-II/ 6195-6204 Date: 19/08/2026

CIRCULAR

Subject: Instructions regarding conduct of Baseline Assessment under NIPUN Sankalp for Classes II to VIII and submission of OMR sheets.

The NIPUN Sankalp Programme is being implemented in all the schools under the MCD, NDMC, DCB And DoE with the objective of strengthening Foundational Literacy and Numeracy (FLN) competencies among students of Classes II to VIII.

As part of the implementation of NIPUN Sankalp during the Academic Session 2026-27, the Baseline Assessment for Classes II to VIII is scheduled to be conducted as follows:

Date	Subject
27 Aug 2026	Hindi
29 Aug 2026	English
31 Aug 2026	Maths

All Heads of Schools are directed to ensure strict compliance with the following instructions for smooth and error-free conduct of the Baseline Assessment

A. Registration of Schools on NIPUN Sankalp Online Portal

1. NIPUN Sankalp online Portal, "www.nipunsankalpdelhi.com " has been activated for registration for classes II to VIII, which will remain open until 25th August 2026.
2. Schools need to register themselves on the NIPUN Sankalp Online Portal as per the prescribed instructions and ensure that all the student records are duly verified.

B. Schedule of Baseline Assessment

1. The Heads of Schools shall accordingly plan and conduct the assessment within the stipulated schedule.
2. The assessment shall be conducted through OMR-based assessment for all Classes II to VIII.
3. A strict '**One Desk-One Student**' arrangement shall be followed during the conduct of the assessment. Each student shall be provided a separate desk and shall be seated individually to ensure the integrity, fairness and confidentiality of the assessment.
4. To facilitate the '**One Desk-One Student**' arrangement, schools may conduct the assessment in multiple shifts on a given day for different classes, as per the availability of infrastructure and the planning of the school.
5. The Heads of Schools shall ensure adequate arrangements for seating, supervision and invigilation.

C. Instructions for Filling OMR Sheets

1. Before filling the OMR sheet, teachers shall carefully read and follow the instructions printed in the teacher's manual and the OMR sheet.
2. OMR sheets shall be evaluated through computer-based scanning. Therefore, all bubbles and entries must be filled carefully and correctly using the prescribed ball point pen.
3. The OMR sheet shall not be folded, scratched, overwritten, stapled, pinned, punched or otherwise tampered with.
4. Only the original OMR sheets supplied for the assessment shall be used. Photocopies or duplicate OMR sheets shall not be used.
5. The required student and school details shall be filled with utmost care to avoid any error during computer-based evaluation.

D. Class-wise Responsibility for Filling OMR Sheets

1. Classes II and III
 - For Classes II and III, the OMR sheets shall be filled completely by the concerned teachers.
 - The concerned teacher shall fill all required sections of the OMR sheet, including student details and responses, as per the prescribed assessment procedure.
2. Classes IV to VIII
 - For Classes IV to VIII, the OMR sheet shall be completed jointly by the concerned teacher and the student as prescribed below:
 - a. The student details section of the OMR sheet shall be filled by the concerned teacher.
 - b. Part A of the assessment shall be attempted and filled by the students.
 - c. Part B of the assessment shall be filled by the concerned teacher.
 - d. The concerned teacher shall ensure that all required details and responses are correctly filled in the OMR sheet before it is taken up for final packing.
3. The concerned teachers shall carefully verify the completeness and correctness of every OMR sheet before handing over the same for packing.

E. Training

1. Training regarding the conduct of the Baseline Assessment and the procedure for filling OMR sheets has already been provided to the teachers.
2. The teachers who have received the training shall further orient and train their fellow teachers regarding the assessment procedure, OMR filling instructions and other guidelines already communicated.
3. Therefore, all concerned teachers and examination in-charges shall strictly follow the instructions already provided and ensure that the assessment is conducted in a uniform and error-free manner.

F. Packing of OMR Sheets

1. OMR sheets shall be packed subject wise and class-wise in separate envelopes.
2. Since the Baseline Assessment for Classes II to VIII is being conducted through OMR for Hindi, English and Mathematics, **the OMR sheets shall be packed subject-wise with the sheets for each class kept separately within the respective subject packet. The OMR sheets of different classes shall not be mixed. For example, the English subject packet shall contain separate class-wise bundles for Classes II, III, IV, V, VI, VII and VIII,**



clearly arranged and labelled accordingly. Accordingly, separate sealed envelopes shall be prepared for each of the three subjects.

3. The OMR sheets of different classes shall not be mixed.
4. The school shall verify the number of OMR sheets packed against the number of students assessed in each class and subject.
5. Each subject-wise envelope shall be properly sealed and labelled.
6. All three subject-wise sealed envelopes shall thereafter be placed together in one outer envelope/box for submission to the concerned Zonal Stores/ZDC/any other collection centre as decided by the concerned stakeholders.
7. The envelopes/boxes must be properly sealed and tightly packed. They should not be folded, loose, damaged or torn.
8. The format prescribed at Annexure-A shall be duly filled in and pasted on the respective envelopes.
9. The Head of School shall sign the Annexure-A and affix the school stamp before submission.

G. Opportunity for Absent Students

1. **Students who remain absent on the scheduled date of the Baseline Assessment shall be provided an opportunity to appear in the assessment by 5th September 2026.**
2. The concerned Heads of Schools shall make all possible efforts to ensure that maximum participation of students is achieved and all eligible absent students are assessed within the extended period.
3. The OMR sheets of such students shall be completed and incorporated in the respective class-wise packets after the assessment.
4. **A list of the absentees shall also be placed inside the respective envelopes containing the OMRs for documentation and verification. Schools are required to take a printout of the absentee details generated through the Absentee Module after 5th September 2026 for official record. The Absentee Module may be accessed through the official NIPUN SANKALP portal: www.nipunsankalpdelhi.com**
5. It is advised to go through the teacher's manual for the detailed guidelines.

H. Submission of Packed OMR Sheets

1. **The final packed OMR sheets shall be submitted at the concerned Zonal Stores/ZDC/any other collection centre as decided by the concerned stakeholders latest by 9th September 2026.**
2. Heads of Schools shall ensure that only the duly completed and final OMR sheets requiring evaluation are packed. Incomplete, partially filled, cancelled or otherwise unusable OMR sheets shall not be included in the packet.
3. The Head of School shall ensure that the packets are properly sealed, labelled and submitted within the stipulated timeline.
4. All subject-wise, sealed OMR envelopes, duly placed in the outer envelope/box, shall be submitted to the concerned Zonal Stores/ZDC/any other collection centre as decided by the concerned stakeholders designated for examination-related activities.
5. The concerned Zonal Stores/ZDC/any other collection centre shall designate a dedicated team for the receipt of the sealed OMR packets from the schools under their jurisdiction.



6. Any discrepancy in the filling, counting, packing, sealing or submission of OMR sheets shall be viewed seriously.

I. Responsibility of Head of School

The Head of School shall ensure:

- Proper and timely conduct of the Baseline Assessment.
- Availability and safe custody of OMR sheets and assessment material.
- Deployment of trained teachers for the assessment.
- Correct filling of OMR sheets as per the class-wise instructions.
- Verification of completed OMR sheets before packing.
- Proper subject-wise and class-wise packing of OMR sheets.
- Correct labelling, sealing and safe custody of packets.
- All possible efforts to be made for completion of the assessment of all students, including those who were absent earlier, by 5th September 2026.
- List of Absentee Students through the Absentee Module is placed inside the respective packets.
- **Timely submission of the final sealed packets at the concerned Zonal Stores/ZDC/any other collection centre as decided by the concerned stakeholders.**

J. Monitoring and Compliance

All Zonal or concerned officers shall ensure strict compliance with the above instructions and closely monitor the conduct of the Baseline Assessment and subsequent packing and submission of OMR sheets in their respective districts and zones.

The Heads of Schools and concerned teachers shall ensure that the assessment is conducted in a fair, transparent, systematic and error-free manner.

This issues with the approval of the Competent Authority.

Dr. Mukesh Yadav
Secretary SCERT

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Dr. Mukesh Yadav
Secretary SCERT