

**Candidate are requested to go through the Sample Marks sheets & prepare the conversation certificate for their respective boards.**

**1. Instruction for CBSE Candidate while entering the Aggregate Percentage of SSC in CAP Application form: -**

Below given is the Sample Copy of SSC Mark sheet of the CBSE board for the A.Y. 2018. In the SSC Mark sheet, CBSE board has mentioned the Marks obtained in each subject. In the Mark sheet, marks obtained in each subject is mentioned but the Aggregate Percentage obtained at SSC has not been mentioned. But in CAP Application form candidate has to enter the Aggregate Percentage obtained in SSC Examination. CET CELL is giving the guide lines about how to calculate the Marks obtained in each subject & Aggregate Percentage obtained in SSC examination of CBSE Candidate on the basis of Marks mentioned in their Mark Sheet.

**Candidate has to upload CBSC Mark sheet shown below along with the Conversion Certificate as a single PDF format in CAP Application form in place of SSC Mark Sheet.**

1909451

U118/54149/0169



**केन्द्रीय माध्यमिक शिक्षा बोर्ड**  
**CENTRAL BOARD OF SECONDARY EDUCATION**  
 अंक विवरणिका  
**MARKS STATEMENT**  
 माध्यमिक विद्यालय परीक्षा, 2018  
**ALL INDIA SECONDARY SCHOOL EXAMINATION, 2018.**

विद्यार्थी का नाम Name of Student

अनुक्रमांक Roll No.

माता का नाम Mother's Name

पिता/संरक्षक का नाम Father's / Guardian's Name

जन्म तिथि Date of Birth 22/04/2002 22ND APRIL TWO THOUSAND TWO

विद्यालय School 54149-INDRAPURAM PUB SCHOOL INDRAPURAM GHAZIABAD UP

शैक्षणिक उपलब्धियां Scholastic Achievements

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्त अंक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लिखित THEORY	आं. मू. IA/ प्र. प्र.	योग TOTAL	योग (शब्दों में) TOTAL (IN WORDS)	
101	ENGLISH COMM.	076	020	096	NINETY SIX	A1
002	HINDI COURSE-A	067	019	086	EIGHTY SIX	A2
041	MATHEMATICS	071	019	090	NINETY	A2
086	SCIENCE	073	020	093	NINETY THREE	A1
087	SOCIAL SCIENCE	076	019	095	NINETY FIVE	A1
	ADDITIONAL SUBJECT					
165	FOUNDATION OF I T	038	057	095	NINETY FIVE	A2

**संक्षिप्तों का अर्थ : Abbreviations**

AB : अनुपस्थित Absent

आं. मू. : आंतरिक मूल्यांकन

IA : Internal Assessment

प्र. / PR. : प्रायोगिक / Practical

परिणाम Result PASS

दिल्ली Delhi

दिनांक Dated : 29/05/2018

*(Signature)*  
 परीक्षा नियंत्रक  
 Controller of Examinations

सह-शैक्षणिक उपलब्धियां : सह-शैक्षणिक एवम अनुशासन क्षेत्र में श्रेष्ठ विद्यार्थी द्वारा अपने स्तर पर कोर्स द्वारा जारी प्रारम्भिक प्रदान किए जाएंगे ।

Candidate has to prepare the conversion certificate of above attached mark sheet as per the following table.

**CBSE Board SSC Passed Candidate has to Prepare the Following Type of Conversion Certificate with Self Attestation along with the Name & Signature of the Parents.**

## CONVERSION CERTIFICATE

Examination: All India Secondary School Examination 2018 (Year of the Examination)

Roll No.: -

Name of the Candidate: -

Mother's Name:

Father's Name: -

Name of the School: -

Subject Code	Subject	Marks Obtained	Out of Marks.
101	English Comm.	96	100
002	Hindi Course-B	86	100
041	Mathematics	90	100
086	Science	93	100
087	Social Science	95	100
	Total Marks	460	500

1) Percentage calculation on the basis of Marks obtained =  $460/500 = 92\%$

**Percentage Obtained in SSC Examination = 92%**

Hence, in above case candidate should enter the **Marks Obtained = 460 & Out of marks = 500 & Percentage = 92% in their on line CAP Application form while filling the SSC Marks & Percentage.**

Signature of the Parents

Signature of the Candidate

(Name of the Parents)

( Name of the candidate)

**2. Instruction for old CBSE Candidate while entering the Aggregate Percentage of SSC in CAP Application form: -**

Below given is the Sample Copy of SSC Mark sheet of the CBSE board. In the SSC Mark sheet, CBSE board does not mention the Marks obtained in each subject. But CBSE board gives grade Points Obtained in each subject & CGPA obtained. In the CBSE Mark sheet, marks obtained in each subject is not mentioned also the Aggregate Percentage obtained at SSC has not been mentioned. But in CAP Application form candidate has to enter the Aggregate Percentage obtained in SSC Examination. CET CELL is giving the guide lines about how to calculate the Marks obtained in each subject & Aggregate Percentage obtained in SSC examination of CBSE Candidate on the basis of Grade Point & CGPA.

**Candidate has to upload only the Part of the CBSE Mark sheet shown below along with the Conversion Certificate as a single PDF format in CAP Application form in place of SSC Mark Sheet.**

199419

कम संख्या: S.No.SSE/2012 470553

केन्द्रीय माध्यमिक शिक्षा बोर्ड, दिल्ली  
Central Board of Secondary Education, Delhi  
माध्यमिक विद्यालय परीक्षा (सत्र : 2010-12)  
SECONDARY SCHOOL EXAMINATION (SESSION : 2010 - 12)

पंजीकरण नं. Registration No. M/SE/12/07128/00013

ग्रेड शीट सह निष्पादन प्रमाण पत्र Grade Sheet cum Certificate of Performance

अनुक्रमांक Roll No. 4111716

यह प्रमाणित किया जाता है कि: This is to certify that  
यस्य/सिन्हा/संरक्षक का नाम  
Mother's/Father's/Guardian's Name  
जन्म तिथि Date of Birth  
विद्यालय School

07/03/1997 7TH MARCH NINETEEN HUNDRED NINETY SEVEN  
07128-THE PSBB MILLENNIUM SCH ST.THOMAS MOUNT CHENNAI

का निष्पादन विमानानुसार, यहाँ has performed as follows

1 (क)(A) : शैक्षणिक निष्पादन Academic Performance : भाग Part-1 शैक्षिक क्षेत्र Scholastic Areas

विषय कोड तथा नाम Subject Code and Name	ग्रेडों में		संगठित ग्रेड (A+ to A)		ग्रेडों में		संगठित ग्रेड (B+ to B)	
	Grade IA	Grade IB	Grade	Grade Point (GP)	Grade	Grade	Grade	Grade Point (GP)
101 ENGLISH COMM.	B1	B1	B1	08	A2	A1	A2	09
085 HINDI COURSE-B	A2	A2	A2	09	B1	B1	A2*	09
041 MATHEMATICS	A1	C1	A2	09	A1	A1	A1	10
086 SCIENCE	A1	A2	A2	09	A1	A1	A1	10
087 SOCIAL SCIENCE	B2	B1	B1	08	A2	A2	A2	09

कुलित ग्रेड बिन्दु का औसत (संगठित) Cumulative Grade Point Average (CGPA) 09.4

1 (ख)(B) : गतिशीलता और जीवन शैली (कोशिकीय) Class IX

वर्णनात्मक सूचकांक Descriptive Indicators	ग्रेड	वर्णनात्मक सूचकांक Descriptive Indicators	ग्रेड
कार्य शिक्षा Work Education "Attempts to adhere to timeliness, shows involvement and tries to facilitate others."	B+	"Is innovative, gets involved and is ready to assist and guide others. Displays understanding of real life situations."	A
कला शिक्षा Art Education "Good observation skills. Displays willingness to appreciate art and works of artists."	B+	"Is artistic, has original ideas and is creative. Has the knowledge to understand and appreciate works of art and artists."	A
शारीरिक एवं स्वास्थ्य शिक्षा / खेल कूद Physical and Health Education / Games "Displays determination and team spirit. Possesses agility and physical fitness. Has good knowledge of different sports with their rules and safety measures."	A	"Understands and appreciates the requisites of good health and physical fitness. Displays good knowledge of rules and safety measures. Is motivated and shows co-ordination skills, agility and balance. Demonstrates team spirit."	A+

2 (क)(A) : जीवन कौशल Life Skills : भाग Part - 2 : सह-शैक्षिक क्षेत्र Co-Scholastic Areas

वर्णनात्मक सूचकांक Descriptive Indicators	ग्रेड	वर्णनात्मक सूचकांक Descriptive Indicators	ग्रेड
चिन्तन कौशल Thinking Skills "Is original and innovative in approach. Can identify strengths and use them to arrive at the best decision in a situation. Has the capability to identify a problem and take appropriate decisions."	A	"Has creative and critical thought process and the capability to identify a problem and take appropriate decisions."	A
सामाजिक कौशल Social Skills "Helps classmates, differently - abled students and is receptive to feedback. Active listener with empathetic attitude."	B	"Is empathetic, exhibits good interpersonal and communication skills."	A
भावनात्मक कौशल Emotional Skills "Shares feelings with peer group, teachers and parents appropriately. Handles negative emotions and stress well."	B	"Is able to overcome weaknesses, stress and negative emotions. Is helpful and empathetic"	A

1 (क)(A) अनुपातित एवं मान्य Attestation and Values

**CBSE Board SSC Passed Candidate has to Prepare the Following Type of Conversion Certificate with Self Attestation along with the Name & Signature of the Parents.**

## CONVERSION CERTIFICATE

Examination: Secondary School Examination

Roll No.: -

Name of the Candidate: -

Mother's Name:

Father's Name: -

Name of the School: -

Formula Given on the Mark sheet to calculate Subject Wise Indicative Percentage & Overall Indicative Percentage of Marks: -

- 1) Subject wise Indicative Percentage of marks =  $9.5 \times \text{GP of the Subject}$ .
- 2) Overall Indicative Percentage of Marks =  $9.5 \times \text{CGPA}$

Subject Code	Subject	Grade Points (GP)	Formula to Convert GP into Marks	Marks obtained	Out of Marks
101	English Comm.	9	$9.5 \times 9 = 85.5$	85.5	100
085	Hindi Course-B	9	$9.5 \times 9 = 85.5$	85.5	100
041	Mathematics	10	$9.5 \times 10 = 95$	95	100
086	Science	10	$9.5 \times 10 = 95$	95	100
087	Social Science	9	$9.5 \times 9 = 85.5$	85.5	100
Total Marks				446.5	500
Cumulative Grade Point Average (CGPA) = 9.4					

2) Percentage calculation on the basis of Marks obtained =  $446.5 \times 100/500 = 89.3\%$

3) Percentage calculation on the basis of CGPA =  $9.5 \times 9.4 = 89.3\%$

Percentage Obtained in SSC Examination = 89.3%

Signature of the Parents

Signature of the Candidate

(Name of the Parents)

( Name of the candidate)



### 3. COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

Below given is the Sample Copy of SSC Mark sheet of the **ICSE board**. In the SSC Mark sheet, ICSE board does not mention the Percentage obtained but mentions only Grade. Also it is not mentioned anywhere in the Statement of Marks that the Grade has been Awarded on the Basis of Best five subjects or All Six Subject and or All Seven Subjects, or depending on the choice subjects Selected by the candidate for SSC.

But in CAP Application form candidate has to enter the Aggregate Percentage obtained in SSC Examination. CET CELL is giving the guide lines about how to calculate the Marks obtained in each subject & Aggregate Percentage obtained in SSC examination of ICSE Candidate on the basis of Statement of Marks Provided to them by the board.

**Candidate has to upload the Following Type of Statement of Marks along with the Conversion Certificate given below as a single PDF in place of SSC Mark sheet.**

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI  
INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (CLASS - X) - YEAR 2015

No. TG 20095328 1154104/143



**STATEMENT OF MARKS**

Name   
of ST. MARY'S SCHOOL, PUNE  
UNIQUE ID 5979912  
Daughter of  
Smt   
Shri

SUBJECTS	Percentage Marks
External Examination	
ENGLISH	96 NINE SIX
HINDI	92 NINE TWO
HISTORY, CIVICS & GEOGRAPHY (HCS-B, GEO-A)	88 EIGHT EIGHT
MATHEMATICS	92 NINE TWO
SCIENCE (PHY-A, CHE-A, BIO-B)	90 NINE ZERO
ENVIRONMENTAL SCIENCE	86 EIGHT SIX
COMPUTER APPLICATIONS	100 ONE HUNDRED



Internal Assessment Grade  
SUPW & COMMUNITY SERVICE A

Date of birth as certified by the (in words) Fourth December Nineteen Hundred Ninety Nine  
Head of the School  
at the time of (in figures) 04.12.1999  
registration

RESULT - PASS CERTIFICATE AWARDED

Date of Issue - 18.05.2015

Notes : 1. The pass mark for each subject is 35%.  
2. No divisions are awarded.

  
Chief Executive & Secretary

(See Overleaf)

**ICSE(CISCE) Board SSC Passed Candidate has to Prepare the Following Type of Conversion Certificate with Self attestation along with the Name & Signature of the Parents**

## CONVERSION CERTIFICATE

Examination:-

**INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (Class- X)**

Passing Year (SSC) ----- (Year of Passing SSC Examination)

No.TG/TD/TA/ : -----

Unique ID: -----

Name of the Candidate: -

Mother's Name:

Father's Name: -

Name of the School: -

Sr. No.	Subject	Marks obtained	Maximum Marks.
1	English	96	100
2	Hindi	92	100
3	History, Civic & Geography	88	100
4	Mathematics	92	100
5	Science	90	100
6	Environmental Science	86	100
7	Computer Applications	100	100
Total Marks		644	700

**Important Note: - Subject mentioned above may vary from candidate to candidate as per their subjects selected for SSC Examination. Candidate should enter all the subjects mentioned on their Statement of Marks & calculate the percentage.**

Aggregate Percentage obtained =  $644 \times 100/700 = 92 \%$

Percentage Obtained in SSC Examination = 92 %

Signature of the Parents

Signature of the candidate

(Name of the Parents)

(Name of the candidate)

#### 4. INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) [CAMBRIDGE INTERNATIONAL EXAMINATIONS].

#### INDIAN CERTIFICATE OF EDUCATION

Below given is the Sample Copy of SSC, **Statement of Results of the IGCSE** board. In the SSC Statement of result, IGCSE board does not mention the Percentage obtained but mentions only Percentage Uniform Marks of each subject. Also it is not mentioned anywhere in the Statement of Result that the Grade or Percentage has been Awarded on the Basis of Best five subjects or All Six Subject and or All Seven Subjects, or depending on the choice subjects Selected by the candidate for SSC.

But in CAP Application form candidate has to enter the Aggregate Percentage obtained in SSC Examination. CET CELL is giving the guide lines about how to calculate the Marks obtained in each subject & Aggregate Percentage obtained in SSC examination of IGCSE Candidate on the basis of Statement of Results Provided to them by the board.

**Candidate has to upload the Following Type of Statement of Result along with the Conversion Certificate given below as a single PDF in place of SSC Mark sheet.**

Statement of Results				
INTERNATIONAL CERTIFICATE OF EDUCATION				
Candidate Name		Date of Birth	Centre / Cnd. No.	
		31/12/1996	IN659/ 0024	
Centre Name		Series	To be quoted on all correspondence	
NSS HILL SPRING INTERNATIONAL SCHOOL		June 2013		
<b>ICE Award Result : Distinction</b>				
ICE	Group	Syllabus Title	Result	Percentage Uniform Mark
IGCSE	1	French	A*(a*)	93 %
IGCSE	1	First Language English	B(b)	75 %
IGCSE	2	History	A*(a*)	90 %
IGCSE	2	Literature (English)	C(c)	65 %
IGCSE	3	Chemistry	A(a)	82 %
IGCSE	3	Physics	B(b)	73 %
IGCSE	4	Cambridge International Mathematics	A(a)	85 %
IGCSE	5	Business Studies	A(a)	86 %
IGCSE	5	Information and Communication Technology	A(a)	85 %

**Explanatory Notes**

This is an International Certificate of Education (ICE) statement of results. Cambridge International Examinations reserves the right to amend the information on this statement. Results will be confirmed by the issue of certificates.

Distinction, Merit or Pass will be awarded to candidates who meet the requirements of ICE. Only individual syllabus results for the final series are reported on this statement of results. Therefore not all of the counting syllabuses used to determine ICE are shown for candidates taking ICE over two series.

International General Certificate of Secondary Education (IGCSE) results are reported on an 8-point scale of grades: A\*(a\*), A(a), B(b), C(c), D(d), E(e), F(f) or G(g), grade A\*(a\*) being the highest and grade G(g) the lowest. UNGRADED indicates a standard below that required for grade G(g).

General Certificate of Education Ordinary Level (GCE O Level) results are reported on a 5-point scale of grades: A\*(a\*), A(a), B(b), C(c), D(d) or E(e), grade A\*(a\*) being the highest and grade E(e) the lowest. UNGRADED indicates a standard below that required for grade E(e).

NO RESULT indicates that a result cannot be issued because of absence for the whole or part of the examination in the syllabus or because of a decision not to issue a result for some other reason.

PENDING indicates that a result cannot be issued at present but will follow in due course.

TO BE ISSUED indicates that the results will be issued in the next series.

In some IGCSE syllabuses Oral/Aural (Speaking & Listening) communication is reported separately on a 5-point numerical scale, grade 1 (ONE) being the highest and grade 5 (FIVE) the lowest. Candidates who fail to reach the minimum standard for grade 5 (FIVE) will not receive an Oral/Aural (Speaking & Listening) communication endorsement. The endorsement grade for Oral/Aural (Speaking & Listening) communication will be reported on IGCSE certificates provided the overall IGCSE syllabus result is grade G(g) or higher.

For English as a Second Language 0510 the Oral/Aural is compulsory and is reported separately. For English as a Second Language 0511 the Oral/Aural is compulsory but is not reported separately.

For First Language syllabuses and Addisians as a Second Language, Speaking & Listening is optional and is reported separately. For First Language English 0502 the Speaking & Listening is compulsory but is not reported separately.

The Percentage Uniform Mark for IGCSE and GCE O Level is provided in addition to the grade for a syllabus. The Percentage Uniform Mark is not the total mark achieved for the syllabus. It is a common scale for all syllabuses to show whether the candidate's performance is close to the top, bottom or middle of the grade. A Percentage Uniform Mark is not provided where the candidate's result is Ungraded, No Result, Pending or To Be Issued.

Only grades A\*(a\*) to G(g) achieved in IGCSE and A\*(a\*) to E(e) in GCE O Level syllabuses will be reported on certificates.

Only Distinction, Merit and Pass achieved in the ICE Award will be reported on certificates.



**IGCSE (ICE) board SSC Passed** Candidate has to Prepare the Following Type of Conversion Certificate with Self Attestation along with the Name & Signature of the Parents.

## **CONVERSION CERTIFICATE**

Examination:-

**INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION  
(IGCSE) CAMBRIDGE INTERNATIONAL EXAMINATIONS (Class- X)**

Passing Year (SSC) ----- (Year of Passing SSC Examination)

Name of the Candidate: -

Date of Birth as mentioned on Statement of results: -

Name of the School/Centre Name: -

Sr. No.	Subject/syllabus Title	Marks obtained	Maximum Marks.
1	French	93	100
2	First Language English	75	100
3	History	90	100
4	Literature(English)	65	100
5	Chemistry	82	100
6	Physics	73	100
7	Cambridge International Mathematics	85	100
8	Business Studies	86	100
9	Information & Communication Technology	85	100
Total Marks		734	900

**Important Note: - Subject mentioned above may vary from candidate to candidate as per their subjects selected for SSC Examination. Candidate should enter all the subjects mentioned on their Statement of Results & calculate the percentage.**

Aggregate Percentage obtained =  $734 \times 100/900 = 81.55 \%$

Percentage Obtained in SSC Examination = 81.55 %

Signature of the Parents

Signature of the Candidate

(Name of the Parents)

(Name of the Candidate)

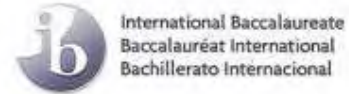
**5. For International Baccalaureate, IB-Diploma (HSC) passed candidate.**

International Baccalaureate, IB-Diploma (HSC) Candidate has to Prepare the “GRADES TO MARKS CONVERSION CERTIFICATE” as per the “Percentage Equivalent” mentioned on the “Transcript of Grades for Universities in India” received from concerned University with Self attestation along with the Name & Signature of the Parents. The conversion certificate is given below on the last page.

1) Sample copy of Original IB-Diploma (HSC) Marks sheet is attached below for your reference.



2)International Baccalaureate, IB-Diploma (HSC) passed candidate will have to get the “Transcript of Grades for Universities in India” from the concerned University as given below (For Reference).



**Transcript of grades for universities in India**

**003941**

University of Mumbai  
M G Road  
Fort

Mumbai  
400001  
INDIA

Date of issue: 05/07/17

Course ref:

Candidate name/number:

Date of birth:

School: Ecole Mondiale World School

Examination session: MAY 2017

Subject	Level	Grade	Percentage equivalent
ECONOMICS	HL	6	87%
HISTORY EUROPE	HL	7	96%
MATHEMATICS	HL	4	69%
ENGLISH A: Literature	SL	6	84%
SPANISH AB.	SL	6	83%
PHYSICS	SL	5	75%

Extended essay subject: HISTORY

Extended essay grade: C

Theory of knowledge grade: A

Combined grade: 2

Total points: 36

Result: Diploma awarded

All CAS (Creativity-Activity-Service) requirements have been fully satisfied.

A handwritten signature in black ink, appearing to read 'D. Di K...'. The signature is written in a cursive style.

Director general - Geneva

**International Baccalaureate, IB-Diploma (HSC) passed** candidates will have to upload the Original IB-Diploma Marks sheet along with “Transcript of Grades for Universities in India” and following given “GRADES TO MARKS CONVERSION CERTIFICATE” as a single pdf format in CAP Application form in place of HSC Mark sheet.

**International Baccalaureate, IB-Diploma (HSC) Candidate** has to Prepare the Following Type of “GRADES TO MARKS CONVERSION CERTIFICATE” as per the “Percentage Equivalent” mentioned on the “Transcript of Grades for Universities in India” received from concerned University with Self attestation along with the Name & Signature of the Parents.

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## GRADES TO MARKS CONVERSION CERTIFICATE

Examination: - International Baccalaureate, IB-Diploma (HSC)

IB-Diploma Passing Year: \_\_\_\_\_ (Passing Year of the Examination)

Name of the Candidate: \_\_\_\_\_

Date of Birth of the candidate: \_\_\_\_\_

Name of the School/College: - \_\_\_\_\_

Sr. No.	Subject	Grade	Percentage Equivalent	Out of Marks
1	ECONOMICS	6	87%	100
2	HISTORY EUROPE	7	96%	100
3	MATHEMATICS	4	69%	100
4	ENGLISH A: LITERATURE	6	84%	100
5	SPANISH AB	6	83%	100
6	PHYSICS	5	75%	100
	Total Marks Obtained		494	600

Aggregate Percentage obtained =  $494 \times 100/600 = 82.33 \%$

Aggregate Percentage Obtained in International Baccalaureate, IB-Diploma(HSC)  
Examination = 82.33%

Signature of Parents  
(Name of the Parents)

Signature of the Candidate  
( Name of the candidate)