

# ASSIGNMENT INSTRUCTION

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## Tutor Marked Assignments Important Instructions

Dear Learner,

By now you must have started studying your **Higher Secondary Course** of the Assam State Open School [ASOS] under the Assam Higher Secondary Education Council [AHSEC]. As you already know, planned and continuous study is necessary for successful completion of a course. We have developed several means and strategies to help you to learn and be a successful learner. Tutor Marked Assignments (TMA) is one of such means.

TMA's will help you to :

- develop regular study habit which is necessary to become a self learner;
- know the subject matter better;
- get practice in writing responses to questions thereby having a kind of rehearsal in the preparation for the final examination;
- receive feedback and confirmation about the correctness of the response provided by you;
- check your progress in studying the subject you had opted for, so that you can find out subject areas where you have difficulties and need to put in more effort to learn well; and
- maintain contact with the subject teachers at the Accredited Institution (AI) in which you are registered and enable you to take appropriate guidance in your studies.

There are three assignments in each subject. You are required to complete the assignments in your own handwriting in the chosen subjects only and submit them to your Coordinator at your Accredited Study Centre.

We have tried to give you some practice in two types of questions that are usually set in your term end question papers.

The schedule for submission of the TMA is as given below:

### Table No. I: For appearing in the Public Examination to be held in April/May

No. of Assignments	By Learners to study centres	Feedback by the Subject Teacher to the Learner
TMA-I	5 <sup>th</sup> January	15 <sup>th</sup> January
TMA-II	5 <sup>th</sup> February	15 <sup>th</sup> February
TMA-III	5 <sup>th</sup> March	15 <sup>th</sup> March

### Table No. II: For appearing in the Public Examination to be held in October/November

No. of Assignments	By Learners to ASCs	Feedback by the Subject Teacher to the Learner
TMA-I	5 <sup>th</sup> June	15 <sup>th</sup> June
TMA-II	5 <sup>th</sup> July	15 <sup>th</sup> July
TMA-III	5 <sup>th</sup> August	15 <sup>th</sup> August

If last date so specified happens to be a public holiday/Saturday/Sunday, the next working day will automatically be treated as last date for the purpose. Please follow this submission schedule strictly to take benefit of TMA's. **These should be submitted before**

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**appearing in the Public Examination of the particular subject.** The awards of the TMAs at Senior Secondary Courses will be in grades and the grades of the assignments submitted by you will be reflected in the mark-sheet.

**Do not forget to take a receipt of submission of your TMA from your teacher.**

For every academic year a new set of TMA booklets will be available at the Study Centres. Go through the corrected assignments carefully and use them to improve your performance by:

- re-reading the lessons in the study materials provided to you by ASOS;
- attending PCP classes to clarify doubts from the teacher or solve problems that you face during studies; and
- devoting more time for studies.

Looking into the benefits of TMA, it will be possible for you to make best use of it in order to become a successful learner.

If you have any doubt or suggestions, please do not hesitate to write to us.

We wish you all the best.

**SOS Cell  
Assam State Open School  
Assam Higher Secondary Education Council  
Bamunimaidam, Guwahati-21**

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## Assignment Submission Receipt

**ASSAM STATE OPEN SCHOOL**

*Assignment Submission Receipt*

Academic Year: 2 013 - 2014

A.S. C. No. Enrolment No.

Name of the Candidate \_\_\_\_\_ Assignment No.

Subject Code \_\_\_\_\_ Subject Name \_\_\_\_\_

Date \_\_\_\_\_ Name and Signature of the Subject Teacher



**ASSAM STATE OPEN SCHOOL  
ASSAM HIGHER SECONDARY EDUCATION COIUNCIL  
BAMUNIM AidAM, GUWAHATI-21**

**ASSIGNMENT MARK SCORING CARD**

**Name of the ASC:** .....

**Name of the Learner:** ..... **Enrolment No.** .....

**Subjects Taken :** .....

[ Please put the Obtained Marks against each Assignment only.]

Subjects	Assignment	Signature		Grade
		Learner's Signature	Tutor's Signature	

**Date:**  
**Place:**

**Signature of the Principal Cum Coordinator**  
**Seal**