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### Unit II Appraisal of an individual

- Testing devices- Intelligence tests, Achievement tests, Aptitude tests, Personality Inventories Interest, Inventories, Attitude Scale
- Non testing devices- **Cumulative record Card** Socio-metric techniques projective techniques Rating Scale, Case Study. Anecdotal Record, Autobiography.
- Techniques of guidance- home visits, interview, observation.
- Presenting, analyzing, interpreting and reporting the data

## Non testing devices- Cumulative record Card

### Meaning and definition of Cumulative Record Card:

Cumulative records give a very comprehensive picture of the past and present career of a student and will help in making prediction about the future.

- A Cumulative Record Card is that which contains the results of different assessment and judgments held from time to time during the course of study of a student or pupil.
- Generally it covers three consecutive years.
- It contains information regarding all aspects of life of the child's physical, mental, social, moral and psychological.
- It seeks to give as comprehensive picture as possible of the personality of a child.

Generally it covers three consecutive years. It contains information regarding all aspects of life of the child: **physical, mental, social, moral and psychological**. The significant information gathered periodically on student through the use of various techniques –

- tests,
- inventories,
- questionnaire,
- observation,
- interview,
- case study etc.”

Basically a Cumulative Record Card is a document in which useful and reliable information about a particular pupil or student is recorded cumulatively at one place. Hence presenting a complete and growing picture of the individual concerned for the purpose of helping him during his long stay at school. And at the time of leaving it helps in the solution of his manifold problems of educational, vocational and personal-social nature and thus assisting him in his best development.

**According to Ben Morris:**

“A record card is only a tool and unless a system of records can impress the majority of teachers as a sensible and useful device which it is within their powers of use, it is likely to be waste of public time and money to install it.”

**According to Bonney and Hampleman:**

“Cumulative records consist of all data about an individual pupil which a school considers important enough to collect and record, usually in some organised way, for safe keeping from year to year.”

**According to Jones:**

*“A permanent record of a student which is kept up-to-date by the school; it is his educational history with information about his school achievement, attendance, health, test scores and similar pertinent data,”*

Followings are the different nomenclature of Cumulative Card:

1. If the Cumulative Record is kept together in a folder it is called Cumulative Record Folder (CRF).
2. If the Cumulative Record is kept in an envelope it is called a Cumulative Record Envelop (CRE).
3. If the cumulative Record is kept in a card it is called a Cumulative Record Card (CRC).

**Characteristics of Cumulative Record:**

The Cumulative Record is characterized in the following grounds:

- i. The Cumulative Record is a permanent record about the pupil or student.
- ii. It is maintained up-to-date. Whenever any new information is obtained about the pupil it is entered in the card.
- iii. It presents a complete picture about the educational progress of the pupil, his past achievements and present standing.
- iv. It is comprehensive in the sense that it contains all information about the pupil's attendance, test scores, health etc.
- v. It contains only those information's which are authentic, reliable, pertinent, objective and useful.
- vi. It is continuous in the sense that it contains information about the pupil from the time he enters for pre-school education or kindergarten system till he leaves the school.

- vii. Whenever any information is desired by any-body concerned with the welfare of the child he should be given the information but not the card itself.
- viii. Confidential information about the pupil is not entered in the CRC but kept in a separate file.

### **Basic Principles that Should Govern the Maintenance of the CRC:**

Data contained in the cumulative record card (CRC) should be:

- i. Accurate
- ii. Complete
- iii. Comprehensive
- iv. Objective
- v. Usable
- vi. Valid

### **Types of Information Maintained in the-CRC:**

The types of information which are collected and entered or included in the CRC are as follows:

**1. Identification Data:** Name of the pupil, sex, father's name, admission No., date of birth, class, section, any other information that helps in easy location of the card.

**2. Environmental and Background Data:** Home-neighborhood influences, socio-economic status of the family, cultural status of the family, number of brothers and sisters, their educational background, occupations of the members of the family.

**3. Physical Data:** Weight, height, illness, physical disabilities, etc.

**4. Psychological Data:** Intelligence, aptitudes, interests, personality qualities, emotional and social adjustment and attitudes.

**5. Educational Data:** Previous school record, educational attainments, school marks, school attendance.

**6. Co-curricular Data:** Notable experiences and accomplishment in various fields- intellectual, artistic, social, recreational, etc.

**7. Vocational Information:** Vocational ambitions of the student.

**8. Supplementary Information:** It is obtained by the use of standardized tests.

**9. Principal's overall remarks:** Sources of Collection of Information:

**Information about every pupil or child for the maintenance in the CRC should be collected from the following sources:**

**1. Parents or guardians' data:** Family background and the personal history of the child may be gathered from the parents who are asked to fill in the form.

**2. Personal data:** In order to obtain information regarding the pupils interest and participation in extra-curricular activities and his vocational preferences the personal data is of great use. The pupil may be asked to give details of himself. This will supplement the information obtained from the parents data form.

**3. School records:** These include:

- i. Records of achievement tests.
- ii. Records of other tests.
- iii. Admission and withdrawal record.

**4. Other sources:** These include:

- i. Personal visits by the teachers
- ii. Observations made by the teachers.

**Maintenance of the Record:**

The maintenance of the Cumulative Record Card should begin when the student enters school and should follow the student from class to class within a school and from school to school as he continues his progress.

The class teacher will maintain the Cumulative Record. In view of the fact that he spends much time with the students he will be in a greater position to judge them from different aspects. He will maintain a diary or note-book in which he will note down from time to time his observations about his students. At the end of the year he will make the necessary entries in the Cumulative Record Card (CRC). It is very desirable that he consults his colleagues who also know the pupils. These entries should be made after careful consideration.

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