

**GUIDANCE AND COUNSELLING, 2ND YEAR, COURSE-11(D), UNIT -02,  
TECHNIQUES AND PROCEDURES OF GUIDANCE, -----BY RAJU KUMAR  
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**Characteristics of a Good Cumulative Record**

The following are the characteristics of a good cumulative record:

- 1) Information gathered should be complete, comprehensive and adequate so that valid inferences may be drawn. It should be more comprehensive than the progress report. Since the record is a permanent history of the educational growth of a student it should give all types of relevant information needed by a teacher or a guidance worker. For example, it should indicate the vocational plans, the vocational choices, the assets and liabilities of the student needed in vocational guidance.
- 2) Information recorded should be true and valid. Any information received second-hand may have limited validity and reliability. Before preparing a comprehensive model of a cumulative record, for example, for a high school student who needs the guidance for a job, it should be decided what items are needed for such a schedule. Like other tools of measurement, a cumulative record can be valid only when it measures what it intends to measure.
- 3) Information to be reliable should be collected by a number of teachers and then compiled. The reliability of a cumulative record depends upon the caution with which information on different aspects of student growth are gathered and assembled. All information so collected should come as a result of personal contact with the student, not by one teacher but by a number of teachers, who come in close contact with the student. Information received second-hand should be verified.
- 4) A cumulative record should be re-evaluated from time-to-time.
- 5) A cumulative record should be objective and free from personal opinions and prejudices. If bias, likes and dislikes enter in the collection of data, the record will be unreliable.
- 6) It should be usable. A cumulative record may be card type, folder type or

