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FOR CBSE CLASS 12 PREPARATION

CBSE Practical Exam 2027 Circular (Winter-Bound Schools)

EXAM	YEAR	TYPE
CBSE Class 12	2027	Notification

केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)

Coord/Winter Bound/Practical/2026-27 **05/11/2026**

To
The Principals
Winter Bound Session Schools
Affiliated to CBSE,
(Through CBSE Website)

Subject: **Conduct of Practical Examination/Project Assessment/Internal Assessment for Classes X and XII, for Winter Bound Schools for session 2026-27 - regarding**

Madam/Sir,

As per provisions of Examination Bye-Laws/Scheme of Studies of the Board, the Practical Examinations/Project/Internal Assessment for the session 2026-27 are scheduled from 1st January 2027 for all affiliated schools in India and abroad. However, **the schools situated in the winter bound areas are expected to remain closed during the month of January due to winter.**

Accordingly, the Practical Examinations/Project/Internal Assessment for the session 2026-27 for both classes X and XII for winter-bound schools are to be conducted from 9th November 2026 (Monday) to 19th December 2026 (Saturday). Please find attached herewith the SOPs and Guidelines for the conduct of Practical Examinations/Project/Internal Assessments in winter-bound schools.

All the schools following the winter bound sessions are requested to take the enumerated action to ensure the timely completion of practical examinations in respect of their schools:

(1) **Prepare the final list of candidates and ensure that no student of the school whose name has not been submitted in the online LOC to the Board is allowed to appear for these practical examinations/project/Internal Assessment.**

(2) **For Class X Internal Assessment will only be conducted once, hence all schools should fill the IA marks for all candidates during the time schedule fixed and communicated.**

(3) **Contact the Regional Office for appointment of external examiners and observers, if not received.**

(4) **Ensure timely completion of Practical Examination/Project work/ Internal Assessment and despatch Practical examination answer books of class XII to the concerned regional offices.**

(5) **It is once again requested to plan conduct of Practical & Internal Assessment in such a way that Practical Exams/Project/Internal Assessment of both the classes is completed & marks are uploaded within prescribed schedule.**

These dates and instructions are **only for winter bound schools and are not applicable for regular session schools** for which the circular will be issued separately.

5/11/26

(Dr. Sanyam Bhardwaj)
Controller of Examinations

Enclosure: SOPs and Guidelines for the conduct of Practical Examinations/Project/ Internal Assessment in winter bound schools.

के. मा. शि. बो., एकीकृत कार्यालय परिसर, सेक्टर–23, फेज–1, द्वारका, नई दिल्ली–110077
CBSE INTEGRATED OFFICE COMPLEX, SECTOR-23, PHASE-1, DWARKA, NEW DELHI-110077
Phone (off.) : 011-24050336-42, Website: www.cbse.gov.in

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Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016. (commissioner-kvs@gov.in)
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309. (nvsshww@gmail.com, commissioner.nvs@gov.in)
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India. (nests-tribal@tribal.gov.in, commissioner.nests@tribal.gov.in)
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, NewDelhi-110001. (pvpsainikschool@gmail.com)
5. The Director General, Sports Authority of India, Jawaharalal Nehru Stadium Complex, Lodhi Road, New Delhi 110003. (dg-sai@gov.in)
6. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi 110066. (nesnavy@gmail.com)
7. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odhisha-751005. (oavsbbsr.od@gov.in)
8. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054. (diredu@nic.in)
9. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017. (dpi-chd@nic.in)
10. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101. (directorhehrdd@gmail.com)
11. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791111. (dirschedn@sify.com)
12. The Director of Education, Govt. of A&N Islands, Port Blair -744101. (dirschedn@sify.com)
13. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh. (pr.secy@ladakh.gov.in))
14. The Director, Directorate of School Education, Government of Puducherry, A" Block, I Floor, Perunthalaivar Kamaraj Centenary Educational Complex, 100 ft Road, Anna Nagar, Puducherry - 605 005. (dse-edn@py.gov.in)
15. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh. (dhe-sml-hp@gov.in)
16. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066. (dopsmpr@iaf.nic.in)
17. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010.
18. The Director (ACAD), AWES (coordsection.awesha@awesindia.edu.in)
19. The Joint Secretary to Chairperson, for kind information of the Chairperson, CBSE.
20. All the Heads of Department of the Board.
21. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the principals of the affiliated schools of the Board in their respective regions.
22. Web Admin with the request to put this Circular on the CBSE Website.
23. Media & Public Relations, CBSE for appropriate disseminating and publicity(cbsemediapr@cbseshiksha.in)
24. CBSE Call Centre (callcentre@cbseshiksha.in)
25. Guard File.

SOPs AND GUIDELINES FOR WINTER BOUND SCHOOLS CONDUCTING PRACTICAL EXAMINATIONS/PROJECT /INTERNAL ASSESSMENT (CLASSES X & XII)

COMMON INSTRUCTIONS FOR CLASSES X AND XII

1. **GENERAL**

The Practical Examinations/Project/Internal Assessment shall be conducted strictly in accordance with the details and guidelines given on the Board's academic website. **https://cbseacademic.nic.in >> Curriculum**

The schools may check and acquaint themselves and the examiners with the maximum marks for each subject from the Curriculum Document.

2. **DATES FOR CONDUCT FOR WINTER-BOUND SCHOOLS**

The Practical Examinations/Project/Internal Assessments for winter-bound schools shall be conducted from **9th November 2026 (Monday) to 19th December 2026 (Saturday)**

3. **DATES FOR UPLOADING OF MARKS**

The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded simultaneously from the date of the start of the practical examinations. The uploading of marks shall be completed by last date of practical examinations. No extension of the dates shall be considered by the Board.

4. **CONDUCT OF EXAMINATION/ASSESSMENT IN SESSIONS**

To ensure fair and just assessment, Practical Examinations/Project Assessments should invariably be conducted in two or three sessions in a day depending on the laboratory infrastructure available in the school if the number of students is more than 30. In the case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of candidates appearing.

5. **ENSURING ERROR FREE UPLOADING OF MARKS**

While uploading marks, the School Principal, the Internal Examiner and the External Examiner (as the case may be) shall ensure that correct marks are uploaded as no correction in the marks will be allowed once marks are uploaded.

Schools and Examiners should while awarding/uploading marks, also keep in mind maximum marks allotted for Practical/Project/Internal Assessment in the subject as per guidelines issued by the CBSE.

6. **UNFAIR MEANS**

Students found guilty of communicating or attempting to communicate with Examiners with the objective of influencing them in any way whatsoever will be deemed to have used/attempted **unfair means**. Examiners are required to report to the office of the Board about such cases along with complete facts/documents/witnesses.

7. **BOARD'S RIGHTS TO CANCEL THE PRACTICAL EXAMINATION**

Practical examinations will be cancelled, if practical is conducted by an examiner not appointed by the Board. In case, it is observed that directions of the Board have not been complied with by the schools, the Board reserves its right to cancel the Practical examination. It is mandatory to conduct the practical exam only by the Board's appointed examiners. Schools should adhere to the schedule and upload the marks correctly as no change in schedule and marks once uploaded will be allowed.

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8. **PAYMENTS**

Payments to all the functionaries deployed for duties will be made through the **Integrated Payment System (IPS)** only.

The schools shall maintain all records like dates of conduct of examination/assessment, date wise no. of students in each batch and group, names of external examiners and other staff deployed for duty, examiner no./teacher-id and bank account details of all examiners/staff etc. for correctly uploading on IPS Portal.

9. **NON-DISCLOSURE OF MARKS**

The marks awarded to the students in the Practical Examinations/Project/Internal Assessment have the same sanctity as the marks scored in the Board's Annual Theory Examinations and therefore shall not be disclosed to the students or any person under any circumstances.

SPECIFIC INSTRUCTIONS FOR CLASS-X

10. **REGULAR STUDENTS OF WINTER-BOUND SCHOOLS**

Internal Assessments for regular students shall be conducted by the schools themselves as per the curriculum of the subject concerned. **The Internal Assessment for all regular candidates will only be conducted once and the same marks will be applicable for candidates, who wish to appear for the Second Board Examination.**

11. **APPOINTMENT OF EXTERNAL EXAMINER**

No external examiner is appointed by the Board for class X as it is done by the school teachers.

12. **ANSWER BOOK FOR PRACTICALS**

Practical answer books will not be supplied by the Board for class-X, the school shall make all arrangements themselves.

After conduct of Internal Assessment, the answer books of the students are not required to be sent to the Regional Office.

13. **AWARD LISTS**

The marks shall be awarded by the examiners and uploaded on the link provided by the Board.

There is no need to send the hard copy of award lists of Class-X to the concerned Regional Office.

SPECIFIC INSTRUCTIONS FOR CLASS-XII

14. **REGULAR STUDENTS OF WINTER-BOUND SCHOOLS**

For the regular students sponsored through LOC of Class XII, based on the eligibility/Bonafide status of the student(s), Practical Examinations/Project/Internal Assessments shall be conducted in the school.

15. **APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.**

The Board will appoint External Examiners in each school for conducting Practical Examinations and Project Assessments.

The school authorities are not authorised to make alternate arrangements for the conduct of practical examination/project assessment at the local level. The practical examination can only be conducted by an examiner appointed by the Board.

All matters of any delay in the conduct of practical examination due to non-availability/ refusal/non-reporting etc. shall be reported to concerned Regional Office immediately by the school for further necessary directions from the Regional Office for the appointment of a new examiner.

16. **APPOINTMENT OF OBSERVERS BY THE BOARD.**

The Board may appoint Observer(s) in the schools to oversee the conduct of Practical Examinations and Project Assessments and ensure fair conduct of examinations/assessments. The schools shall get in touch with the concerned Regional Office for obtaining the list of Observer(s)(if appointed).

17. **ENSURING THE PRESENCE OF EXTERNAL EXAMINERS**

The school shall ensure the presence of External Examiners and Observers (if appointed) on all days of the conduct of Practical Examinations/Project Assessments strictly as per the appointment of an external examiner by the Board. Practical/Project examination should not be conducted in the absence of External Examiner appointed by the Board.

18. **APPOINTMENT OF INTERNAL EXAMINER**

There will be an External Examiner as well as an Internal Examiner, as per the policy for Practical Examinations/Project Assessments. The school shall appoint an Internal Examiner of adequate experience and expertise in all such subjects. An order shall be issued by the School Principal for the appointment of an Internal Examiner with complete details of the examiner and his duties and responsibilities.

19. **INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER**

The Principal/Head of the School is required to get the laboratory ready for the Practical examinations. The External Examiners shall visit the laboratory of the school at least one day prior to the day of conduct of practical examination/assessment to ensure the availability of proper and adequate Apparatus/Equipment/Chemicals/other required material and all other arrangements etc.

In case of any shortcoming, the same should be brought to the personal notice of the principal who shall be responsible for making arrangements and making up for the shortcomings reported.

20. **BATCH AND GROUP SIZE**

The school will be able to create batches of **30 students** each in every subject. Accordingly, the schools shall conduct the practical/project assessment of 30 students of one batch together for better management of practical/project assessment and uploading of marks.

21. **Batches shall only be created after receipt of the details of external examiners from CBSE that too after confirming from the external examiner and observer (if appointed by the Board) about his availability for conduct of practical/project assessment on a particular date.**

22. **The details of external examiners will be locked in the system and examination/assessment will be required to be conducted by these examiners only.**

23. The schools may consider splitting the group/batch of students in sub groups of 15 students each. First sub group of 15 students may attend the lab work while the other is doing pen & paper work and vice-versa but the practical/project assessment of the complete batch/group of 30 students shall be completed together on the same day and marks be also uploaded of the complete batch/group together.

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24. **NAME AND EXAMINER NUMBER OF THE PRACTICAL EXAMINERS**

The school shall use and upload the correct name of the examiners which shall be same as is existing in the bank account of the examiner.

Similarly, the school shall ensure that the unique teacher-id allotted in the OASIS is used as examiner number.

The Regional Offices shall use the OASIS allotted teacher-id is used as examiner number while allotting the duties. The examiner number shall be clearly mentioned in all the communication regarding practical examiner duties with the schools as well as the examiners.

25. **CONDUCT OF EXAMINATION/ASSESSMENT IN SESSIONS**

To ensure fair and proper assessment, Practical Examinations/Project Assessment should invariably be conducted in two or three sessions in a day if the number of students is more than 30. It may be noted that since the size of batch/group is 30, therefore examination/assessment of each batch/group shall be conducted in one session together.

In case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of candidates appearing.

26. **UPLOADING OF PHOTOGRAPHS THROUGH APP-LINK**

The schools are required to upload the photographs of conduct of examination/assessment.

For this purpose, an App-link will be provided to the schools **for uploading 01 group photograph of each batch during the practical examination**. Group Photo should consist of all the candidates of that batch, External examiner, Internal examiner and Observer. All faces should be clearly visible in the photograph.

The photograph shall be taken in the laboratory where practical examinations will be conducted and laboratory should be clearly seen in the photograph.

The software will ensure that photographs uploaded are geotagged and time tagged; some other information such as batch number, total batches, date and time etc will also be required to be uploaded on the app/link.

27. **ATTENDANCE SHEETS**

Attendance Sheets of the students appearing in the practical examination must be carefully filled in the proforma, which will be downloaded from the website.

28. **RESCHEDULING OF PRACTICAL OF ABSENT STUDENTS**

All students are required to appear in the Practical Examination/Project Assessment during the given schedule only. The Practical Examination/Project Assessment of a student who may be absent on the day of examination due to any reason, can also be re-scheduled during the notified dates only. No request for special permission beyond the schedule shall be entertained by the Board.

In case the student is absent in the Practical Examination/Project/Internal Assessment etc. for the current session, the student is to be marked "Absent" in the online system. In cases, where a student is absent on the day of examination, due to any reason and his Practical Examination/Project Assessment is to be conducted at a different date, he shall be marked as "Re-scheduled" instead of "Absent". The school will be allowed to re-conduct the Practical Examination/Project Assessment in respect of students marked as "Re-scheduled" during the above schedule only.

29. **OTHER MATERIAL**

The format of the following material/documents will be provided in the link of school log-in for download and for handing over to the concerned External examiner on his/her arrival:

a) Manual Award List for use of any left out subject exam.

30. **ANSWER BOOK FOR PRACTICAL**

It shall be ensured that the practical answer books supplied by the Regional Offices is used in Practical Examination only. It is to be ensured that the examiner completes all entries in practical answer books carefully and correctly.

31. **RELIEVING OF TEACHERS FOR DUTY**

Apart from conducting the Practical Examination/Project Assessments of the students, every school shall also ensure relieving of their PGTs deputed by the Board for the conduct of Practical Examination/Project Assessments in other schools to ensure that the whole process of practical examination is completed within the stipulated time. Non-relieving of the teachers appointed as examiners will be viewed seriously and shall attract invocation of penalty provisions against the erring schools as per Affiliation and Examination Bye-Laws of the Board.

ENCLOSURES:

APPENDIX-I	Scale of staff
APPENDIX-II	Procedure for conducting Practical Examination/Project Assessment.
APPENDIX-III	Detailed steps for creating batch and uploading Practical Examination/Project/Internal Assessments marks for Class-XII.
APPENDIX-IV	Detailed steps for uploading marks of Internal Assessments for Class-X.

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APPENDIX-I

SCALE OF STAFF, RATES OF REMUNERATION FOR PRACTICAL EXAMINERS/EXAM FUNCTIONARIES		
The support staff as per details given below is permitted to be deployed/used for helping the Examiners in conduct of Practical Examinations/Project Assessment: -		
Sr. No	**SUBJECTS**	**PERMISSIBLE SUPPORT STAFF**
(a)	Physics Chemistry Biology Geography Home Science	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(b)	Computer Subjects (Involving Computer Lab)	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(c)	Music and Dance	01 Instrument Player 01 Music/Dance Room Helper
(d)	Other Subjects	01 Assistant Superintendent 01 Laboratory Bearer
(e)	Sanitation/Cleaning	01 Sanitation/Cleaning Staff per day
RATES OF REMUNERATION FOR SUPPORT STAFF		
(f)	Assistant Superintendent	Remuneration ₹250/- per day and conveyance ₹250 per day
(g)	Laboratory Assistant	Remuneration 250/- per day and conveyance ₹250 per day
(h)	Laboratory Bearer	Remuneration 250/- per day and conveyance ₹250 per day
(i)	Instrument Player	Remuneration ₹250/- per day and conveyance ₹250 per day
(j)	Music/Dance Room Helper	Remuneration 250/- per day and conveyance ₹ 250 per day
(k)	Sanitation/Cleaning Staff	Remuneration ₹250/- per day and conveyance ₹ 250 per day
RATES OF REMUNERATION FOR EXTERNAL EXAMINERS		
(l)	Fine Arts	₹35/- per candidate per subject (Subject to minimum payment of ₹ 700/- per examiner). The Examiner shall be required to conduct exam invariably in two sessions in a day in the same school if the no. of candidates is more than 20. ₹ 300/- towards Conveyance / Refreshment / other charges
(m)	All other subjects having Practical component or Project component	₹25/- per candidate per subject (Subject to minimum payment of ₹ 500/- per examiner). The Examiner shall be required to conduct exam invariably in two sessions in a day in the same school if the no. of candidates is more than 20. ₹300/- towards Conveyance/ Refreshment/other charges
(n)	Physical Education	₹ 25/- per candidate per subject (Subject to minimum payment of ₹ 500/- per examiner). The Examiner shall be required to conduct exam invariably in two sessions in a day in the same school if the no. of candidates is more than 20. ₹300/- towards Conveyance/ Refreshment/other charges.

RATES OF CHARGES PAYABLE TO THE SCHOOLS/CENTRES		
(o)	Subjects having Practical Component	₹25/- per candidate
(p)	Subjects having Project Component	₹10/- per candidate
RATES OF REMUNERATION FOR OBSERVER		
(q)	Observer (If appointed by the Board)	Remuneration ₹750/- per day and Conveyance/Refreshment/ other charges ₹300/- per day. **Note-**Outside Observer will be paid TA/DA at approved rates
(r)	Payment to Chief Nodal Practical Supervisor	₹ 4000/-Lump-sum for entire duration
Rates for TA/DA		
(s)	Traveling expenses out station duties by Train/Air.	Actual on production of ticket **Entitlement:** Second A.C fair in respect of Principal/Centre Supt./ Observer /P.G. T for air journey prior approval of Controller of Examinations.
(t)	Journey by Road	@ ₹ 20 per K.M. Per day.
(u)	Hotel charges (Outstation Duties)	For Principal / Observer /P.G.T. ₹ 4000/- (Per day) For T.G.T / Teachers/ another person. ₹ 3000/- (Per day)
(v)	Daily Allowance (Outstation Duties)	For Principal / Centre Supt. / Observer /P.G.T. ₹1250/- (Per day) For T.G.T / Teachers another person. ₹1125/- (Per day)
(w)	**Note (i): In case subject is added all payments would be similar to approved rates.**	
(x)	**Note (ii): The functionaries will be paid remuneration & conveyance**	
(y)	**Note (iii):** In respect of foreign schools' payment will be at the double rate of the rate mention above.	
(z)	Revised rate notified by the Board vide notification-CBSE/Pers.A/Revised Rates/2025-26 /4971-76, dated 01.12.2025	

APPENDIX-II

SYSTEM/PROCEDURE FOR CONDUCTING PRACTICAL EXAMINATION/PROJECT ASSESSMENT	
(1)	The selection of Practical Experiments from the list of Practical experiments supplied by the Board should be done through consensus of both the Examiners, External and Internal.
(2)	Questions for the viva-voce should be asked by both the Examiners and should relate either to the Project that the student has prepared or the Practical Examination in hand.
(3)	Questions of general nature should be avoided.
(4)	Investigatory Projects especially those that show a considerable amount of effort and originality, on the part of the student, should get suitable high marks while the project of a routine or stereotyped nature should only receive mediocre marks.
(5)	Every effort should be made to reach a consensus on the marks to be awarded to individual students. If the difference of one or two marks still persists even after discussion, the average marks should be awarded. There should be no deviation from this rule.
(6)	Marks awarded for laboratory records, viva, Project, and Practical must be separately shown on the Answer book along with the total marks so that no complication arises later on.
(7)	No fractional marks should be uploaded to the link, if there is a fraction in the total of the marks assigned it should be increased to the next whole Number. For example, if a student gets 25.5 Marks, it should be entered as 26 in the Award List.
(8)	If irregularities are observed by either of the Examiners in the conduct of the Practical Examination/Project assessment, the same must be included in the Examiner's report and it should be sent to the Assistant / Under Secretary (Confidential) of the concerned Regional Office within three days of the conduct of the Practical examination/Project assessment through E-mail or Fax & Speed Post.
(9)	Marks of the Practical examination/Project assessments shall be uploaded by the Internal & External Examiners together on the link provided, immediately after the assessment is over. **The marks should be uploaded on the date of examination** and from the school where practical examination is conducted by External Examiner following the due procedure/ steps.
(10)	After uploading Practical/Project marks online, Hard Copies of the Award List(s) be generated which shall have to be signed by both Examiners - Internal as well as External. **NO CORRECTION IN THE MARKS WILL BE ACCPTED ON HARD COPY.** One copy of the award list, duly sealed, shall be handed over by the External Examiner to the Principal/Head of the Institution whose student's practical examination/project assessment has been conducted by the External Examiner along-with the answer books.
(11)	The school shall immediately send the Practical answer books to the concerned Regional Office. The Answer Books as received from External Examiner, be sent by Insured/Registered Parcel by the Principal of the school. In case of Local Schools, Answer Books can be got delivered personally in the Board's Office. Answer Books of the practical/project examination should be serially arranged before sending to the CBSE.

(12)	In case of any issue related to answer books the same may be informed immediately to the concerned Regional Office. In case of plain table papers/drawing sheets/Graph sheets, the same may be got arranged from the school if not available or sent by CBSE.
(13)	In case mistake is observed in carrying over the marks from Answer book to Award List or in case marks differ in words and figure on the Answer books or posted against wrong Roll No(s) in the Award List by the Examiners, the deduction on account of mistakes committed will be made from the Examiner concerned as per norms which may extend up-to full amount.
(14)	All instructions/provisions with regard to conduct of Practical Examination/Project assessment be adhered to strictly. Any deviation may lead to action as against defaulting Institution/Examiner as per applicable rules.

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APPENDIX-III

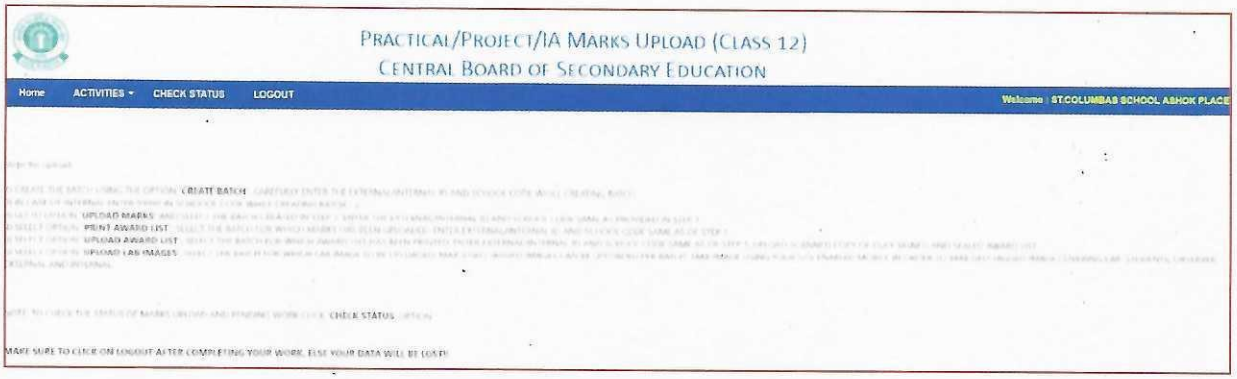
DETAILED STEPS
BATCH CREATION AND UPLOADING OF MARKS
PRACTICAL EXAMINATION/PROJECT ASSESSMENTS
CLASS-XII

1. Visit CBSE website **https://cbse.gov.in** and click on the icon "**Pariksha Sangam"**

2. After entering "**Pariksha Sangam"** portal, navigate to link for uploading practical/project/internal assessment marks through **"School"** link and then **"Exam Activities".**

   Now enter your school's existing credentials as used for LOC/Registration to Log-in.

3. A main menu will open up showing details of your school along with different menu options as shown below:



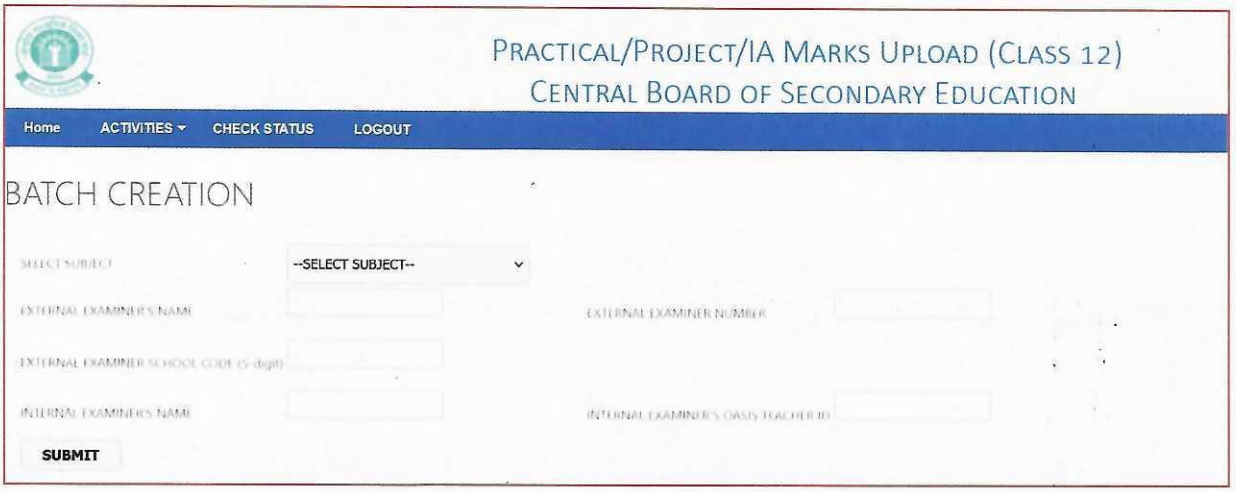
4. To start the process, click on the "**CREATE BATCH**" link.

   Select the subject from dropdown for which batch is to be created.

   Enter required details of external and internal examiners and click on "Submit" button.

   A list containing **(maximum) 30 students** registered for the selected subject will show up.

   Click on "CONFIRM THIS BATCH" button, A Batch Id will be displayed, please make note of it.



Entering the name of internal examiner is compulsory in all subjects. The name of external examiner shall be compulsorily entered in subjects in which external examiner has been ordained to be appointed by the Board.

It may be noted that Batches shall only be created after receipt of the details of external examiners from CBSE that too after confirming from the external examiner about his availability for conduct of practical/project assessment.

5. After conduct of Practical/Project/Internal Assessment, click on "**UPLOAD MARKS**" menu option.

The Batch Id created in previous step will be shown in the drop-down menu.

Select the appropriate batch; give in the external examiner details EXACTLY same as given during Batch Creation and click on "SUBMIT" button.

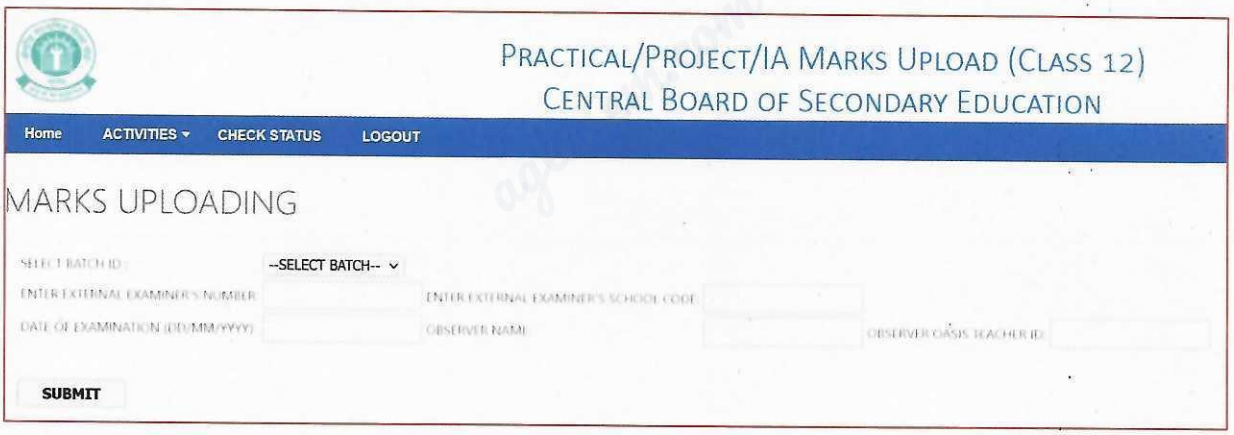
A list of all the students in the selected batch will come up along with a column to enter marks.

Fill in the correct marks [do not prefix 0 (zero) with the marks], keeping in mind the valid range of the marks for the subject selected OR select "Absent" from dropdown, and click on "PREVIEW".

If the observer is present for duty, the school shall also enter the name of **OBSERVER** and OASIS allotted teacher-id of the observer. The school shall also enter the date of conduct of practical/project assessment of the concerned batch.

The Examiner will get preview of the entered marks just for confirmation of the marks entered.

Students scoring less than minimum marks will be shown against **red background colour**, students marked Absent will be shown in **yellow colour**.



6. If all marks are found to be correct and both the Examiners are sure that no correction is required then click on "FINALIZE MARKS" else click on "MAKE CHANGES" to update/change marks.

Once you click on "FINALIZE MARKS", a pop-up will appear asking for confirmation.

If you want to change the marks, click on CANCEL or click OK to confirm; all the entered marks will be submitted and CANNOT BE CHANGED later on.

7. After finalization, click on "**PRINT AWARD LIST**" link.

A page will show up with all the Batch Id for which data is being finalized.

Select the appropriate batch; fill in the external examiner details, same as given during Batch Creation, and click on SUBMIT.

If all the details are correct, award list of students in the selected batch will come up. Take a print-out of the page, both Internal and External Examiners (if applicable) to sign at appropriate places.

8. Before sealing the award lists, the signed award lists are to be scanned and saved as a PDF file.

   For scanning of the award lists a proper table top scanner shall be used and the use of mobile phone shall be avoided for scanning and preparing the PDF files.

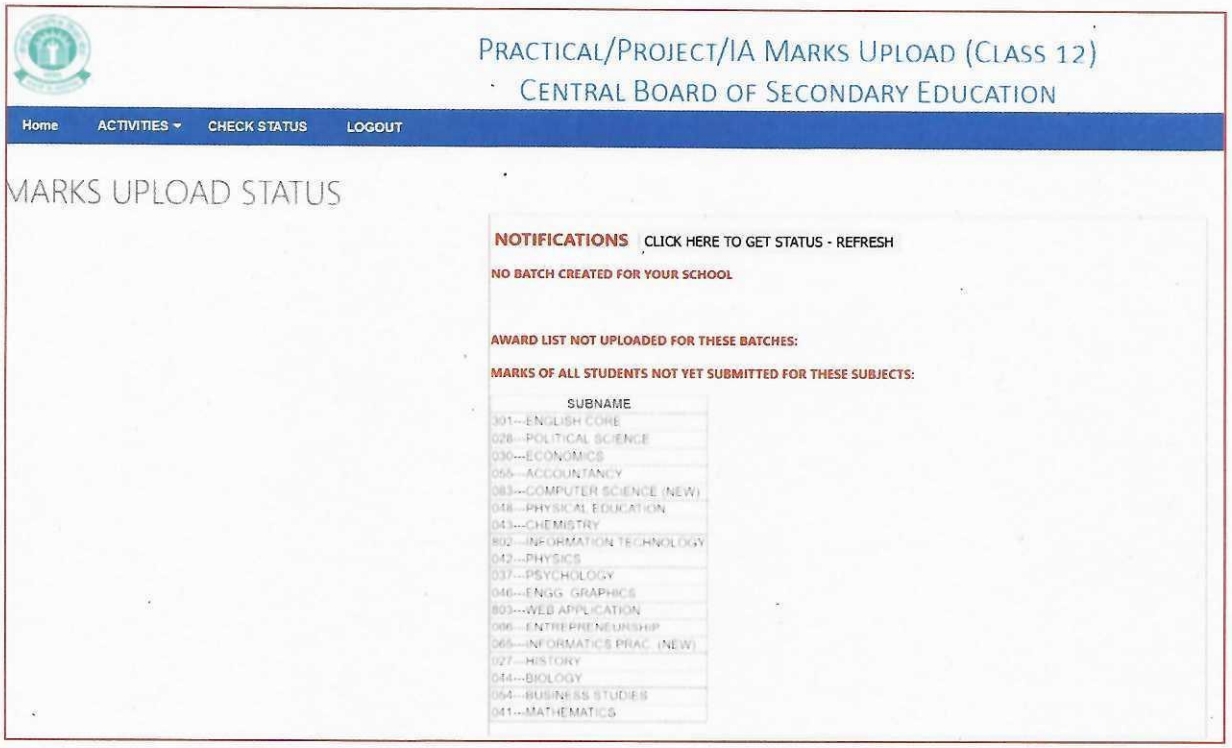
   The scanned award lists are to be uploaded using option "**UPLOAD AWARD LIST**".

   Care shall be taken to properly upload the award list against the correct Batch-id.

9. The printout of award-list, duly signed and sealed, to be handed over to Head of the school for records.

10. **The copy of the printout of award list is not required to be sent to the Regional Office by external examiner or the school.**

11. Click on "CHECK STATUS" option to generate batches uploaded and pending for upload.



12. External Examiner SHOULD NOT FORGET TO LOG OUT from the system after taking printout.

13. External Examiner must keep in mind the following points:

    (a) Batch Creation,
    (b) Marks Uploading,
    (c) Generating Award list
    (d) Sealing of award list in the envelope

    Concerned/Above activities should be done by the External examiner himself/herself ONLY.

NOTE:

NO CHANGE IN MARKS IS ALLOWED AFTER FINALISATION AND COMPLETION OF PROCESS, SO PROPER ATTENTION OF BOTH THE EXAMINERS IS REQUIRED TO ENSURE CORRECTNESS OF SUBJECT PRACTICAL MARKS UPLOADED.

APPENDIX-IV

DETAILED STEPS
UPLOADING OF MARKS
PRACTICAL EXAMINATION/PROJECT/INTERNAL ASSESSMENTS
CLASS-X

1. The Practical Examination/Project/Internal Assessments for Class-X are to be conducted at school level itself.

2. After entering **"Pariksha Sangam"** portal, navigate to link for uploading practical/project/internal assessment marks through **"School"** link and then **"Exam Activities".**

   Now enter your school's existing credentials as used for LOC/Registration to Log-in.

3. The school will be able to Download an excel file containing the list of all registered students.

4. **The school will enter the data and marks awarded against each candidate without making any changes in the structure of the excel sheet.**

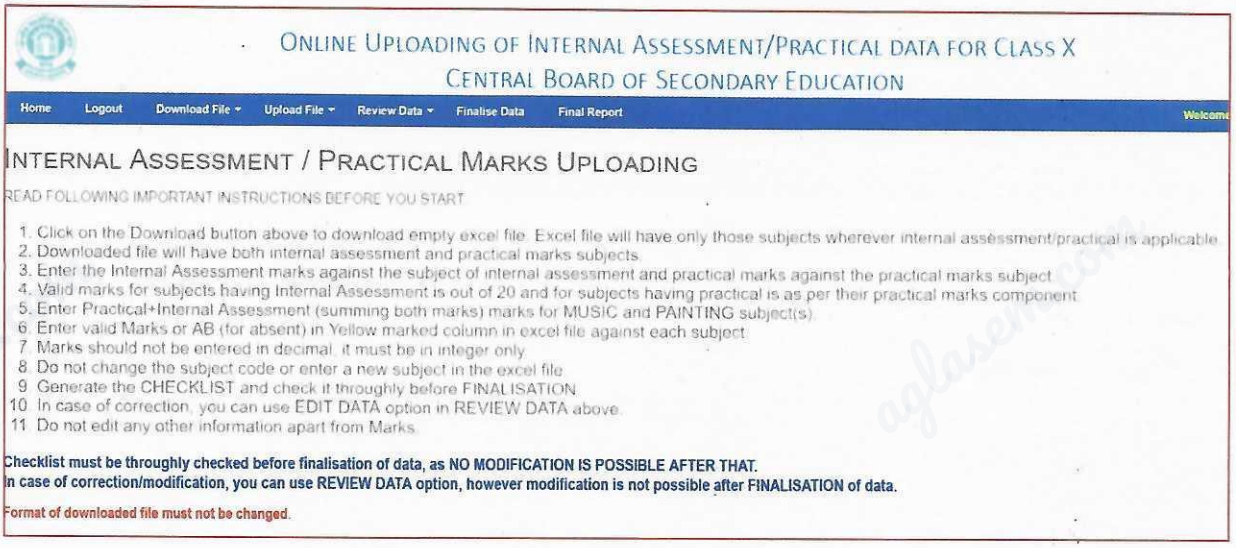
5. After making entries in the excel sheet the school will check the entries made carefully and upload the excel at the specified place on the web-portal

6. If all marks are found to be correct then school will click on "FINALIZE MARKS". In case any mistake is noticed in the uploaded marks, the school will only be able to edit the data one by one only.

   Once the school has clicked on "FINALIZE MARKS", a pop-up will appear asking for confirmation.

   If the school wants to make any changes, click on CANCEL otherwise click OK to confirm; all the entered marks will be submitted and CANNOT BE CHANGED later on.

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8. After finalization, the school will be able to print the award list.

9. **The Internal Assessment for all regular candidates will only be conducted once and the same marks will be applicable for candidates, who wish to appear for the Second Board Examination. Hence, schools are requested to fill the IA marks for candidates carefully after due diligence.**

10. **The school shall keep the duly sealed copy(ies) of award-list(s) in a secured locker in the strong room in the school. These award lists are not required to be sent to the Regional Offices. The award lists shall be kept in safe custody for one year after declaration of result.**

NOTE:

NO CHANGE IN MARKS IS ALLOWED AFTER FINALISATION AND COMPLETION OF PROCESS, SO PROPER ATTENTION IS REQUIRED TO ENSURE CORRECTNESS OF MARKS UPLOADED.