



# 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/2022-23

21.10.2022

To  
The Principals/Heads of Schools,  
(Winter Bound Session)  
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 2022-23 - regarding**


As per provisions of Examination Bye-Laws/Scheme of Studies of the Board, the Practical Examinations/Project/Internal Assessment for the session 2022-23 are scheduled from 1<sup>st</sup> January 2023 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 the winter season.

Accordingly, the Practical Examinations/Project/Internal Assessment for the session 2022-23 for both classes X and XII for winter-bound schools are to be conducted **from 15<sup>th</sup> November 2022 to 14<sup>th</sup> December 2022**. 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 session are, therefore, requested to take the following 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 sit for these practical examinations/project/Internal Assessment.
- (2) Contact the Regional Office for appointment of external examiners and observers.
- (3) Ensure timely completion of Examinations and dispatch of answer books and award lists to the regional offices.

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.

  
(Dr. Sanyam Bhardwaj)  
Controller of Examinations

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

**Copy to Webadmin with the request to upload on CBSE website.**



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**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 normally be conducted from **15<sup>th</sup> November to 14<sup>th</sup> December every year.**

**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 respective class. 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 if the number of students is more than 20.

In the case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of each student.

**5. ENSURING ERROR FREE UPLOADING**

While uploading the marks, School, 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 shall, while awarding/uploading marks, also keep in mind maximum marks allotted for Practical/Project/Internal Assessment as per guidelines issued by the CBSE.

**6. COVID PROTOCOLS AND OTHER COMMUNICABLE DISEASES**

The schools conducting Practical Examinations/Project/Internal Assessments shall ensure that all instructions of the Central/State Governments, Local Bodies, and other Statutory Organizations related to the COVID pandemic are observed to the full extent.

To avoid crowding and social distancing, the schools may consider splitting the group/batch of students into sub-groups of 10 students each. The first group of 10 students may attend the lab work while the other may do pen & paperwork and vice-versa.

7.	<p><b>UNFAIR MEANS</b></p> <p>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/attempt <b>unfair means</b>. Examiners are required to report at once this office about such cases along with complete facts/papers/witnesses.</p>
8.	<p><b>BOARD'S RIGHTS TO CANCEL THE PRACTICAL EXAMINATION</b></p> <p>Schools should adhere to the schedule and upload the marks correctly as no change in schedule and marks once uploaded will be allowed. In case, it is observed that directions of the Board have not been complied with by the schools, the Board reserve its right to cancel the Practical examination.</p>
<b>SPECIFIC INSTRUCTIONS FOR CLASS-X</b>	
9.	<p><b>REGULAR STUDENTS OF WINTER-BOUND SCHOOLS</b></p> <p>The Practical Examinations/Project/Internal Assessments shall be conducted by the schools themselves for regular students only as per the curriculum of the subject concerned.</p>
10.	<p><b>APPOINTMENT OF EXTERNAL EXAMINER</b></p> <p>No external examiner will be appointed by the Board for class X.</p>
11.	<p><b>AWARD LISTS</b></p> <p>The marks shall be awarded by the examiners and uploaded on the link provided by the Board immediately after the conduct of each day's Practical examination/ Project assessment/ Internal Assessment.</p> <p><b>There is no need to send the award lists of Class-X to the concerned Regional Office.</b></p>
<b>SPECIFIC INSTRUCTIONS CLASS-XII</b>	
12.	<p><b>REGULAR STUDENTS OF WINTER-BOUND SCHOOLS</b></p> <p>For the regular students sponsored through L.O.C of Class XII, based on the eligibility/bonafide status of the student(s), Practical Examinations/Project/Internal Assessments shall be conducted in the school.</p>
13.	<p><b>APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.</b></p> <p>The Board will appoint External Examiners in each school for conducting Practical Examinations and Project Assessments.</p> <p><b>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.</b></p> <p>All matters of any delay in the conduct of practical examination due to non-availability/refusal/non-reporting etc. shall be reported to Regional Office concerned immediately for further necessary directions from the Regional Office for the appointment of a new examiner.</p>

14.	<p><b>APPOINTMENT OF OBSERVERS BY THE BOARD.</b></p> <p>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).</p>
15.	<p><b>ENSURING THE PRESENCE/AVAILABILITY OF EXTERNAL EXAMINERS</b></p> <p>The school shall ensure the presence/availability of External Examiners and Observers on all days of the conduct of Practical Examinations/Project Assessments strictly as per the provision of appointment of an external examiner by the Board.</p>
16.	<p><b>APPOINTMENT OF INTERNAL EXAMINER</b></p> <p>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.</p>
17.	<p><b>INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER</b></p> <p>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.</p> <p>In case of any shortcoming, the same should be brought to the personal notice of the Principal/Head of the School who shall be responsible for making arrangements and making up for the shortcomings reported.</p>
18.	<p><b>UPLOADING OF PHOTOGRAPHS THROUGH APP-LINK</b></p> <p>The schools are required to upload the photographs of conduct of examination/assessment.</p> <p>For this purpose, an App-link will be provided to the schools <b>for uploading 01 group photograph of each batch during the practical examination.</b> 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.</p> <p>The photograph shall be taken in the laboratory where practical examinations will be conducted and laboratory should be clearly seen in the photograph.</p> <p>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.</p>
19.	<p><b>ATTENDANCE SHEETS</b></p> <p>Attendance Sheets of the students appearing in the practical examination must be carefully filled in the proforma which will be provided to each school by the concerned Regional Office.</p>

22.	<p><b>OTHER MATERIAL</b></p> <p>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:</p> <p>a) Manual Award List for use of any left out subject exam. b) Sample Envelope for sending Award List by External Examiners.</p>
23.	<p><b>ANSWER BOOK FOR PRACTICAL</b></p> <p>It shall be ensured that the practical answer book supplied by the Regional Offices is used in practical examination. It is to be ensured that the examiner completes all entries in practical answer books carefully and correctly.</p>
24.	<p><b>RELIEVING OF TEACHERS FOR DUTY</b></p> <p>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.</p>

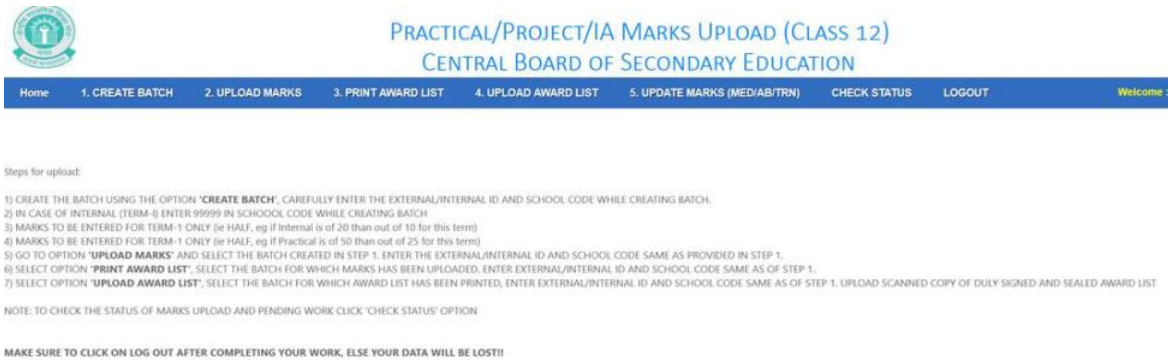

**APPENDIX-I**


<b>SCALE OF STAFF, RATES OF REMUNERATION FOR PRACTICAL EXAMINERS AND MISCELLANEOUS INSTRUCTIONS REGARDING SUBMISSION OF BILLS</b>		
The support staff as per details given below is permitted to be deployed/used for helping the Examiners in the conduct of Practical Examinations/Project Assessments: -		
<b>SN</b>	<b>SUBJECTS/DUTY</b>	<b>PERMISSIBLE SUPPORT STAFF</b>
(a)	Physics Chemistry	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(b)	Biology Geography Home Science	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 Safai Karamchari per day
<b>RATES OF REMUNERATION FOR SUPPORT STAFF</b>		
(f)	Assistant Superintendent	Rs. 200/- per day
(g)	Laboratory Assistant	Rs. 200/- per day
(h)	Laboratory Bearer	Rs. 200/- per day
(i)	Safai Karamchari	Rs. 200/- per day
<b>RATES OF REMUNERATION FOR EXTERNAL EXAMINERS</b>		
(j)	Fine Arts	Rs. 25/- per candidate (Subject to the minimum payment of Rs. 500/- per examiner) Rs. 250/- towards Conveyance/Refreshment/other charges
(k)	All other subjects have Practical component or Project component	Rs. 15/- per candidate (Subject to the minimum payment of Rs. 300/- per examiner) Rs. 250/- towards Conveyance/Refreshment/other charges
<b>RATES OF CHARGES PAYABLE TO THE SCHOOLS/CENTRES</b>		
(l)	Subjects having Practical Component	Rs. 15/- per candidate
(m)	Subjects having Project Component	Rs. 05/- per candidate
<b>INSTRUCTIONS REGARDING SUBMISSION OF BILLS</b>		
All payments for Practical Examinations will be made Integrated Payment System (IPS) only unless otherwise instructed.		
The schools may collect the bank Account details of all the functionaries well in advance to ensure timely submission of details in IPS.		

<b>SYSTEM/PROCEDURE FOR CONDUCTING PRACTICAL EXAMINATION/PROJECT ASSESSMENT</b>	
(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 more 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)	In the assessment and award of marks, follow strictly the marking scheme which is given in the List of Practical/Experiments provided to the Examiners/Schools at the time of examination.
(6)	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.
(7)	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.
(8)	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.
(9)	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 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.
(10)	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. <b>The marks should be uploaded on the date of examination</b> and from the school where practical examination is conducted by External Examiner following the due procedure/ steps.

(11)	<p>After uploading Practical/Project marks online, 02 Hard Copies of the Award List(s) be generated which shall have to be signed by both Examiners - Internal as well as External. <b>NO CORRECTION IN THE MARKS WILL BE ACCEPTED ON HARD COPY.</b></p> <p>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 and second copy, duly sealed, will be sent to the concerned Regional Office by the External Examiner;</p>
(12)	<p>The school shall also immediately send the Hard Copy of the Award-lists so received from External Examiners and the 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.</p>
(13)	<p>Award-lists be sent separately by Insured/Registered post in a double Sealed Cover and should not be mixed with the Answer Books.</p>
(14)	<p>in case of any issue related to answer 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.</p>
(15)	<p>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.</p>
(16)	<p>All instructions/provisions in regard with conduct of Practical Examination/Project assessment be followed/adhered strictly. Any deviation may lead to action as against defaulting Institution/Examiner as per applicable rules.</p>



<b>DETAILED STEPS FOR UPLOADING</b> <b>PRACTICAL EXAMINATION/PROJECT ASSESSMENTS MARKS</b>	
(1)	Visit CBSE website <a href="https://cbse.gov.in">https://cbse.gov.in</a> and click on the icon <b>e-Pariksha</b> .
(2)	Enter your school's existing credentials as used for LOC/Registration to Log-in.
(3)	<p>A main menu will open up showing details of your school along with different menu options as shown below:</p> 
(4)	<p>To start the process, click on the <b>“CREATE BATCH”</b> link. Select the subject from dropdown for which batch is to be created, give required details of external and internal examiners (in case of internal examination enter “99999” in SCHOOL CODE) and click on “Submit” button. A list containing 100 (or maximum) students registered for the selected subject will show up. Click on <b>“CONFIRM THIS BATCH”</b> button, A Batch Id will be displayed, please make note of it.</p> 

(5)	<p>Now click on <b>“UPLOAD MARKS”</b> 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 <b>“SUBMIT”</b> 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 0s with the marks), keeping in mind the valid range of the marks for the subject selected OR select <b>“Absent”</b> from dropdown, and click on <b>“PREVIEW”</b>. 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.</p> 
(6)	<p>If all marks found to be correct and both the Examiners are sure that no correction is required then click on <b>“FINALIZE MARKS”</b> else click on <b>“MAKE CHANGES”</b> to update/change marks. Once you click on <b>“FINALIZE MARKS”</b>, a pop-up will appear asking for confirmation. If you want to change the marks, click on <b>CANCEL</b> or click <b>OK</b> to confirm; all the entered marks will be submitted and <b>CANNOT BE CHANGED</b> later on.</p>
(7)	<p>After finalization, click on <b>“PRINT AWARD LIST”</b> 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 <b>SUBMIT</b>. If all the details are correct, award list of students in the selected batch will come up. Take two print outs of the page, both Internal and External Examiners (if applicable) to sign at appropriate places.</p>
(8)	<p>ONE copy of the printout, <b>DULY SEALED</b>, to be handed over to Head of the school for sending to Regional Office along-with the practical answer books.</p>
(9)	<p>ONE copy of the printout duly sealed to be sent by External Examiner to the Regional Office concerned directly.</p>
(10)	<p>Upload the pdf of signed award list using the option <b>“UPLOAD AWARD LIST”</b></p>

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

Home 1. CREATE BATCH 2. UPLOAD MARKS 3. PRINT AWARD LIST 4. UPLOAD AWARD LIST 5. UPDATE MARKS (MEDIA/BTRN) CHECK STATUS LOGOUT

### MARKS UPLOAD STATUS

**NOTIFICATIONS** [CLICK HERE TO GET STATUS - REFRESH](#)

MARKS UPLOADED FOR THESE BATCHES. PLEASE GENERATE AWARD LIST ACCORDINGLY.

BATCH
B8500302705
B8500302804
B8500303019
B8500303020
B8500303714
B8500304101
B8500304102
B8500304221
B8500304318
B8500304407
B8500304815
B8500304816
B8500305411
B8500305523
B8500306513
B8500306617
B8500308322
B8500324103
B8500330108
B8500330109
B8500330110
B8500380212
B8500380306

MARKS SUBMITTED FOR ALL SUBJECTS!

(12) External Examiner DO NOT FORGET TO LOG OUT from the system after taking printout.

(13) External Examiner must keep in mind the following points: Batch Creation, Marks Uploading, Generating Award list and sealing of award list in the envelope should be done by the External examiner himself/herself ONLY. Marks of students, under any circumstances should not be disclosed to anyone. The process starting from Batch Creation to marks uploading and printing of award list should be completed within 90 minutes.

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.**