



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



No.Coord/PTG/2021

27.02.2021

To

Head of the Institutions/ Schools  
Affiliated with CBSE

**SUB: GUIDELINES FOR CONDUCTING PRACTICAL EXAMINATIONS/PROJECT/  
INTERNAL ASSESSMENT FOR CLASSES X & XII - REG.**

Madam/Sir,

As per provisions of Curriculum/Examination Bye- Laws prescribed by the CBSE the Practical Examinations/Project/Internal Assessment shall be conducted as under:

**1. GENERAL**

The Practical Examinations/Project/Internal Assessment shall be conducted strictly as per Circular dated 11.02.2021 available on link <https://www.cbse.gov.in/cbsenew/documents//conduct%20of%20practical-2020.pdf> and examination bye-laws of the Board.

**2. DATES FOR CONDUCT**

The Practical Examinations/Project/Internal Assessments shall be conducted from 01/03/2021 to 11/06/2021, no extension of the dates shall be considered by the Board.

**3. DATES FOR UPLOADING MARKS**

The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded simultaneously from 01/03/2021 to 11/06/2021, no extension of the dates shall be considered by the Board.

**4. ENSURING ERROR FREE UPLOADING**

While uploading the marks, the 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/IA as per Circular dated 11/02/2021.

**CLASS-X**

**5. REGULAR STUDENTS**

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.

6. No external examiner will be appointed by the Board.

**7. PRIVATE STUDENTS**

There will be no separate Practical Examinations/Project/Internal Assessments in respect of private candidates. The marks prescribed for Practical

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Examinations/Project/Internal Assessments shall be computed on pro-rata basis based on the marks obtained in theory examination conducted by the Board.

## **CLASS-XII**

### **8. REGULAR STUDENTS**

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.

### **9. PRIVATE STUDENTS**

There will be no separate Practical Examinations/Project/Internal Assessments in respect of private candidates.

### **10. CARRYING OVER OF MARKS IN R/O PRIVATE STUDENTS**

The practical marks of private candidates (appearing in 2020-21) who had appeared as regular candidates in session 2019-20, whose marks are available in the result data of last year will be carried over for Board's Examination for session 2020-21. These candidates will not be appearing in the practical examinations. Only in case, if a candidate has failed last year (2019-2020) will be allow to appear in the practical examination in 2021.

### **11. MARKS ON PRO-RATA BASIS IN R/O PRIVATE STUDENTS**

In respect of candidates prior to session 2019-20, i.e. 2018-19 and before, marks prescribed for Practical Examinations/Project/Internal Assessments shall be computed on pro-rata basis, based on the marks obtained in theory examination.

### **12. APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.**

The Board will appoint External Examiners in each school for conducting Practical Examinations and Project Assessments as per the modalities and subjects given in Circulars dated 11.02.2021 available on link <https://www.cbse.gov.in/cbsenew/documents//conduct%20of%20practical-2020.pdf>.

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

All matters of any delay in 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 appointment of new examiner.

### **13. APPOINTMENT OF OBSERVERS BY THE BOARD.**

The Board may appoint observer in the schools to oversee the conduct of Practical Examinations and Project Assessments and ensure fair conduct of examinations/assessment. The schools shall get in touch with concerned Regional Officer for obtaining the list of observers (s).

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**14. ENSURING PRESENCE/AVAILABILITY OF EXTERNAL EXAMINERS**

The school shall ensure presence/availability of External Examiners and Observers on all days of conduct of Practical Examinations/Project Assessments strictly as per the provision of appointment of external examiner by the Board.

**15. APPOINTMENT OF INTERNAL EXAMINER**

There will be an External Examiner as well as an Internal Examiner, as per past practice for Practical Examinations/Project Assessment. 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 appointment of Internal Examiner with complete details of examiner and his duties and responsibilities.

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

The External Examiners shall visit the laboratory of the school at least one day prior to the day of conduct of examination/assessment to ensure availability of proper and adequate Apparatus/Equipment/Chemicals/other required material etc.

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 such reported.

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

To ensure fair and proper assessment, Practical Examinations/Project Assessment should invariably be conducted in two sessions in a day if the number of candidates is more than 20.

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

**18. UPLOADING OF PHOTOGRAPHS THROUGH MOBILE APP**

The Board may require all schools 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.

**19. ATTENDANCE SHEETS**

Attendance Sheets of the students appearing in practical examination must be carefully filled in the proforma which will be provided to each school by the concerned Regional Office.

## 20. OTHER MATERIAL

Following material will also be provided by the concerned Regional Offices for conducting of practical examinations/project assessments for handing over to the concerned External examiner on his/her arrival:

- Manual Award List for use of any left out subject exam.
- Sample Envelope for sending Award List by External Examiners.

## 21. NEW ANSWER BOOK FOR PRACTICAL

Cover page of practical answer book has been changed in 2021. This change has been made to synchronise with the instructions issued. Please ensure that examiner is completing all entries carefully and correctly.

Apart from conducting the Practical Examination/Project Assessments of the students of your school, you shall also ensure relieving of your PGT's deputed by the Board for conduct of Practical Examination/Project Assessment 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.

It is emphasized that sanctity of the examination process may be maintained in true spirit by following guidelines and systematic procedures as prescribed and laid down from time to time. Being custodian of trust and confidence of students, parents and citizens of the nation, our efforts should solely be in accordance with the established norms and yardsticks.

It shall be ascertained that no unethical practices, in conduct of Practical Examinations/Project/Internal Assessments, are being adopted or allowed to be adopted and resorted to in any manner by any person connected with these examinations/assessments.

Yours faithfully,



27/2/21

(DR. SANYAM BHARDWAJ)  
CONTROLLER OF EXAMINATIONS

### ENCLOSURES:

- APPENDIX-I** Scale of staff, rates of remuneration for external examiners.
- APPENDIX-II** Procedure for conducting practical examination/ project assessment.
- APPENDIX-III** Detailed steps for uploading practical examination/ project assessments marks.

**SCALE OF STAFF, RATES OF REMUNERATION FOR EXTERNAL EXAMINERS  
AND  
MISCELLANEOUS INSTRUCTIONS REGARDING SUBMISSION OF BILLS**

The support staff as per details given below is permitted to be deployed/used for helping the Examiners in conduct of Practical Examinations/Project Assessments: -

<b>SN</b>	<b>SUBJECTS/DUTY</b>	<b>PERMISSIBLE SUPPORT STAFF</b>
(A)	Physics Chemistry	01 Laboratory Assistant 01 Laboratory Bearer
(B)	Biology  Geography Home Science Agriculture	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(C)	Technology—Sub, Psychology Ophthalmic Techniques, Health Care and Beauty Culture	01 Assistant Superintendent 01 Laboratory Bearer
(D)	Music Dance	01 Tabla Player 01 Laboratory Bearer
(E)	Sanitation/Cleaning	01 Safai Karamchari per day

**RATES OF REMUNERATION FOR SUPPORT STAFF**

(I)	Assistant Superintendent	Rs. 100/- per day
(II)	Laboratory Assistant	Rs. 100/- per day
(III)	Laboratory Bearer	Rs. 100/- per day
(IV)	Safai Karamchari	Rs. 100/- per day

**RATES OF REMUNERATION FOR EXTERNAL EXAMINERS**

(a)	Fine Arts	Rs. 25/- per candidate (subject to minimum payment of Rs. 500/- per examiner)
(b)	All other subjects having Practical component or Project component	Rs. 15/- per candidate (subject to minimum payment of Rs. 300/- per examiner)
(c)	# Practical Examiners are subject to minimum payment of Rs. 300/- per examiner.	

**IMPORTANT INSTRUCTIONS**

This year, CBSE has decided to make Online payment to all functionaries involved in the Boards examinations. Details guidelines and schedule will be informed soon. All may submit their bills soon system is ready and informed to all concerned by the Regional Office.

**SYSTEM/PROCEDURE FOR CONDUCTING  
PRACTICAL EXAMINATION/PROJECT ASSESSMENT**

- (1) The selection of Practical/Experiment from of the list of Practicals/experiments supplied by the Board should be done through consensus of 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 are out of bounds.
- (4) Investigatory Projects especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks while 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 Practicals/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 candidates. If 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 in the Award List, 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 candidate 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, 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 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. 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.
- (11) 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. **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 and second copy, duly sealed, will be sent to the concerned Regional Office by the External Examiner;
- (12) 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.
- (13) Award-lists be sent separately by Insured/Registered post in a double Sealed Cover and should not be mixed with the Answer Books.
- (14) Board will be sending Practical Answer books in all practical/project-based subjects. However, in case there is any shortage of the Answer books, the same may be informed immediately with requirement 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.
- (15) Candidates 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 to attempt unfair means. Examiners are required to report at once this office about such cases along with complete facts/papers/witnesses.

- (16) 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.
- (17) 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.

### APPENDIX-III

#### DETAILED STEPS FOR UPLOADING

#### PRACTICAL EXAMINATION/PROJECT ASSESSMENTS MARKS

- (1) Visit CBSE website <http://cbse.nic.in> and click on the link.
- (2) Use 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 notifications about subjects for which marks are yet to be uploaded.
- (4) To start the process, click on the "CREATE BATCH" link. Select the subject for which, Examiner have to upload marks, give required details of external and internal examiners and click on "Submit" button. A list containing 100 (or maximum) students registered for the selected subject will show up. Click on "CONFIRM THIS BATCH" button, Examiner may get a Batch Id. Make note of it.
- (5) Now go back to main menu and click on "UPLOAD MARKS" link. 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 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 0s with the marks), keeping in mind the valid range of the marks for the subject selected, and click on "PREVIEW". The Examiner may 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.



- (6) If all marks 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", may get a pop-up asking for confirmation. If you want to change the marks, click on CANCEL when asked for confirmation. If clicked on OK; 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 two print outs of the page, both Internal and External Examiners to sign at appropriate places.
- (8) ONE copy of the printout, DULY SEALED, to be handed over to Head of the school for sending to Regional Office along-with the practical answer books.
- (9) ONE copy of the printout duly sealed to be sent by External Examiner to the Regional Office concerned directly.
- (10) External Examiner DO NOT FORGET TO LOG OUT from the system after taking printout.
- (11) 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.
- (12) 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.