



ANNUAL BOARD EXAMINATIONS (2023-24)

GUIDELINES

For

CENTRE SUPERINTENDENTS	DEPUTY CENTRE SUPERINTENDENTS
ASSISTANT SUPERINTENDENTS	CITY COORDINATORS
DEPUTY CITY COORDINATORS	OBSERVERS

(Strictly for Use of the Examination Centres Only)

**CENTRAL BOARD OF SECONDARY EDUCATION
DELHI**



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)



CBSE/Hqrs/Coord/Centre Guidelines/2024

Date: 09/02/2024

Confidential/Limited Circulation

To

**The Principal/Centre Superintendents,
Schools fixed as Examination Centres by the Board,
Board Examinations-2023-24**

(Through Regional Offices of the Board)

Subject: Centre Guidelines 2023-24

Dear Principal,

Annual Board Examinations for session 2023-24 are scheduled to be conducted by the Board from 15/02/2024 till 02/04/2024.

Every year, extensive guidelines are issued by the Board for the conduct of these examinations. Accordingly, for Annual Board Examinations for session 2023-24, the **"GUIDELINES FOR CENTRE SUPERINTENDENTS, DEPUTY CENTRE SUPERINTENDENTS, ASSISTANT SUPERINTENDENTS, CITY COORDINATORS, DEPUTY CITY COORDINATORS AND OBSERVERS"** are being issued. There are many updations which have been done based on past experience.

As you will be conducting the examination of nearly 2.25 crore students of classes X and XII during the schedule of date sheets, hence, all the schools need to prepare well for the smooth conduct of examinations. Such mega examinations can only be conducted successfully when all concerned are following and adhering to the guidelines issued in this regard. Guidelines can only be implemented when you are well aware of the same.

Therefore, it is requested that the Guidelines be read and understood very carefully in such a manner that you can decide on any issue of examination immediately and correctly when placed before you.

You would agree with me that it is not the examination of the students only but of ours also. The result of our preparation will be in the form of the successful conduct of examinations. I have full faith in you and your preparations and confident that you would not leave any stone unturned to secure 100% in this examination of yours.

Good Luck!

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS



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PERMITTED AND BARRED ITEMS AND DRESS CODE

Students will be subjected to extensive and compulsory physical frisking before entering the examination centre.

PERMITTED ITEMS

- a) Admit Card & School Identity Card (for regular students)
- b) Admit Card & Govt. Photo Identity Proof (for Pvt Students)
- c) Stationery items i.e., Transparent Pouch, Geometry/Pencil Box, Blue/Royal Blue Ink/Ball Point/Gel Pen, Scale, Writing Pad, Eraser, Analogue Watch, Transparent Water Bottle and Hand Sanitizer 50 ml.
- d) Metro Card, Bus Pass

BARRED ITEMS

- a) Any stationery item – such as textual material (printed or written), bits of papers, Calculator (Students with Learning Disability i.e. Dyscalculia are permitted to use Calculator as per Circular No. CBSE/COORD/2020 dated 20.1.2020 and provided by Exam centre), Pen Drives, Calculator, Log Table (shall be provided by the centres), Electronic Pen/ Scanner, etc.
- b) Any communication device – such as Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, Camera, etc.
- c) Other items like Wallet, Goggles, Handbags, pouches, etc.
- d) Any eatable item opened or packed, except for diabetic students
- e) Any other item which could be used for unfair means
- f) Use of the above or similar items will be treated under the “Unfair Means” category and will attract punishment as per rules.

DRESS CODE

- **For Regular Students** - School Uniform
- **For Private Students** - Light Clothes

SYSTEM FOR OPENING OF THE PARCELS OF QUESTION PAPERS

(MUST READ AND UNDERSTAND)

All the examination centres are directed **TO STRICTLY MAKE THE SEATING ARRANGEMENT IN MULTIPLES OF 24 STUDENTS ONLY IN THE EXAMINATION ROOM/HALL.** Only one room with less than 24 students will be permitted in each examination Centre. It will be the last room in which the number of students could be less than 24. No deviation, what so ever, is permitted from this instruction. If any deviation comes to notice, CBSE will take appropriate action against the erring Centre Superintendent, staff and school as the case may be.

CBSE has made provisions for packing of the question papers accordingly. The details of packing are given below with the direction that the same must be read and understood carefully and kept confidential:

- (a) Centres will be provided sealed parcel(s) containing the sealed packets of Question papers.
- (b) The number of parcels in each subject will depend upon the number of students appearing in that subject from the centre.
- (c) All the packets of the question papers of all subjects to be conducted on same day will be packed in one parcel. The details of the subject wise packets and the certificate of opening of the parcel will be made available on the parcel itself.
- (d) The parcel should be opened in the Control room in the presence of 04 Assistant Superintendents. Out of the 04 Assistant Superintendents, at least 01 should be from the school other than the examination centre. The certificate on the envelope would be signed as per the instructions given on the envelope. The Observer, if available, shall also sign on the parcel when it is opened.
- (e) When the parcel is opened, the requisite number of subject wise sealed envelopes containing 24 question papers in each envelope will be available. These sealed envelopes of 24 question papers ARE NOT TO BE OPENED IN THE CONTROL ROOM.
- (f) In each examination room, one sealed packet should be handed over to one of the Assistant Superintendent deputed in that room.
- (g) **The Assistant Superintendent will open a sealed envelope containing 24 question papers in the room itself, in the presence of 02 students appearing in the examination from the same room.**
- (h) Both the Assistant Superintendents and 02 students will sign the certificate of opening of the packet of question papers.
- (i) One student should be used as a witness only once. It is expected that this provision will be announced in the examination room before every exam, before taking a student as a witness.
- (j) A teach centre, there could be one packet containing only 12 question papers. This envelope should be given in the last room where students might be less than 24. The procedure for Opening and certification forth is envelope in the room will remain the same as mentioned herein.
- (k) Question papers of the absentee students/excess should be immediately returned to the Centre Superintendent in the same envelope in which question papers were handed over to the Assistant Superintendent. Details of the balance question papers be mentioned on the envelope and signed by both the Assistant Superintendents.

1.1 JURISDICTION

The jurisdiction of the Board is extensive and stretches beyond the national geographical boundaries. From 309 schools in 1962 the Board today has more than 29000 affiliated schools as on date in India and 26 countries abroad.

1.2 OBJECTIVES & ACTIVITIES OF THE BOARD

- 1.2.1 To raise the standard of Secondary Education.
- 1.2.2 To prescribe conditions of examinations and conduct public examinations at the end of Class X and XII.
- 1.2.3 To grant qualifying certificates to successful students of the affiliated schools.
- 1.2.4 To prescribe and update the courses of instructions of examinations
- 1.2.5 To affiliate institutions for the purpose of examination.

1.3 PRIME FOCUS OF THE BOARD

- 1.3.1 Innovations in teaching-learning methodologies by devising student friendly and student-centred paradigms.
- 1.3.2 Reforms in examinations and evaluation practices.
- 1.3.3 Skill learning by adding skill-based subjects.
- 1.3.4 Regularly updating the pedagogical skills of the teachers and administrators by conducting in-service training programmes and workshops.

1.4 PREPARATORY STAGE FOR CONDUCT OF SECONDARY/SENIOR SCHOOL CERTIFICATE EXAMINATIONS

CBSE will conduct **Class-X Examinations from 15/02/2024 to 13/03/2024 in 82 Subjects and Class-XII Examinations from 15/02/2024 to 02/04/2024 in 120 Subjects.** The conduct of such mega examinations requires meticulous planning. Accordingly, following important functionaries are appointed to ensure smooth and successful conduct of **SECONDARY/SENIOR SCHOOL CERTIFICATE EXAMINATIONS**

1. City Coordinator
2. Deputy City Coordinator
3. Centre Superintendent
4. Deputy Centre Superintendent
5. Assistant Superintendents for Invigilation
6. Observers

The examinations will be conducted under the supervision of the Examination Department at HQ and 17 Regional Offices of the Board.

IMPORTANT INFORMATION FOR EXAMINATION CENTRES CLASS X/XII EXAMINATIONS

2.1 Format of Title Sheet and Cover Page of the Main Answer Book, Main Answer Book with Graph for Mathematics and Drawing Sheet is with OMR Sheet for both Classes X and XII. Under no circumstances, the remaining answer books of previous years be used for this year's examinations. (Annexure- P)

The colour of the Supplementary Answer book in Class X will be of Black text with Red Colour flying slip and in Class XII it will be of blue text with Yellow Colour flying slip.

2.2 "Instructions to Students" are contained on the backside of the OMR Sheet for both classes X and XII. Students are required to fill up information on the OMR Sheet only.

2.3 **The following should be brought to the notice of the students by the Assistant Superintendent before the commencement of the examination:**

Students should fill up the following information as per Admit card neatly and accurately on the OMR Sheet on Left hand side of OMR Sheet:

- * Subject
- * Subject Code
- * Day and Date of Examination
- * Medium of answering the paper
- * Code No. as written on the Top of the Question Paper / Set number
- * No. of Supplementary answer book(s) used
- * Differently abled student
- * Tick the category, if differently abled
- * Whether writer provided
- * If visually challenged, name of software used.

On Right hand side of OMR Sheet:

- * Student's Name: In Capital Letters. Each letter be filled in one box and one box be left blank between each part of the name.

(24 boxes have been provided for Student's Name. In case, Student's Name exceeds 24 characters, student should be instructed to write first 24 characters)

- * Write and darken the appropriate circle as applicable for:
 - Student's Name in CAPITAL LETTERS
 - Roll No.
 - Subject Code
 - Centre No.

- * Roll No. in Words
- * Subject
- * School No. as per Admit Card
- * Father's /Guardian's Name
- * Signature of Student

2.4 Assistant Superintendent should sign on answer book after checking and verifying all the particulars filled in by the student.

2.5 The Board will supply the following types of answer books for examinations unless otherwise informed by the Board:

- **32 pp Answer Books for subjects in which the maximum marks in theory are more than 50**
- **20 pp Answer Books for subjects in which the maximum marks in theory are less than or equal to 50**
- **48 pp Answer Books with Graph Paper for Mathematics**
- **Drawing Sheet for Engineering Graphics-XII and any subject that may require drawing objects**
- **08 pp Supplementary Answer Books for all subjects.**

2.6 In the year 2023, the Board decided to provide answer books of 20 pages instead of 32 pages in the subjects wherein the maximum theory marks in the subject are less than or equal to 50. Therefore, to avoid any problems on the day of the examination, the Answer Books of different types may be arranged date wise accordingly. Details of the type of answer books date/subject-wise are available at Appendix-O.

IMPORTANT POINTS FOR CENTRE SUPERINTENDENTS

The Head of an affiliated school must act as Centre Superintendent as and when appointed by the Board and to ensure fair and smooth conduct of examinations at the Centre. The Centre Superintendent must ensure:

- 3.1 that the Guidelines for Centre Superintendents and Assistant Superintendents are carefully read, understood and noted by all concerned;
- 3.2 that there is no noise in the school campus during the examination time so that the examinees are not distracted;
- 3.3 that date sheet(s) and directions for the students are displayed outside the examination hall at conspicuous place(s);
- 3.4 that while making arrangements for the conduct of the examination, it is ensured that only 24 students are allotted to one room (as one sealed envelope of 24 question papers will have to be given to Assistant Superintendents which will be opened in the examination room only and on which an undertaking is to be given by the 02 Assistant Superintendents and 02 students). It may be noted that if this instruction is violated, the Board will view it seriously and suitable action shall be taken against the Centre Superintendent, staff and school – (please read instructions regarding this system carefully);
- 3.5 that seating arrangements for students with benchmark disabilities as defined in the Persons with Disabilities Act, 2016, be made on the ground floor;
- 3.6 1 Visually impaired Students be permitted to use typewriters/computers for writing the answers which have to be used by the examinees only, with prior approval from the Board;
- 3.6 2 at the end of the examination, print out on plain paper containing the page number and having the seal of the centre superintendent will be taken;
- 3.6 3 these pages will be kept inside and tied to the answer book provided to the student. The student will fill in all details on the supplied answer book;
- 3.6 4 a soft copy of the answers typed by the student will be stored in a pen drive and sealed under the signature of the Centre Superintendent concerned, observer or external Assistant Superintendent;
- 3.6 5 the concerned student shall bring his / her own computer or laptop duly formatted and the Centre Superintendent shall allow such student after an inspection by the Computer Teacher and the same teacher may do the monitoring of the use of the computer. Centre Superintendent may compensate for the loss of time if any and record the same;
- 3.7 students with Benchmark Disabilities may be provided with the facilities as required by them (mentioned on the admit card) and the instructions/concession as notified by the CBSE through formal notification must be followed;
- 3.8 no student is allowed in the examination centre **after 10.00 AM**;
- 3.9 that the Assistant Superintendents are instructed to write down the following main instructions on the blackboards to enable the students with hearing difficulty as well as other students to understand the instructions better:

- (a) Only blue-black or royal blue ink/ball point/gel pen should be used, no evaporating ink pens should be used;
- (b) No student without permission of the Assistant Superintendent shall leave her/his seat or exam hall until the end of the examination;
- (c) **Answer books and question papers be checked to confirm that these do not have any anomaly and that they contain the correct no. of pages.** In case any page of the Answer Book/Question Paper is missing, the same should be brought to the notice of the Assistant Superintendent immediately.
- (d) An additional time of 15 minutes before the commencement of the examination be utilized for studying the question paper and planning appropriate strategies to write the answers.
- (e) Answers shall be written on both sides of the page of the answer book and no leaf from it shall be torn/any special mark/remark be put on it;
- (f) At the expiry of the time of examination, the answer book must be handed over to the Assistant Superintendent irrespective of whether the student has answered the paper in full or in part or not at all.
- (g) Before beginning her/his paper, she/he shall only write in the space provided in the OMR sheet her/his roll number and nowhere else;
- (h) That in case any page (s) of the Answer Book(s) or Supplementary Answer Book(s) is/are found missing/ torn at the Examination Centre or is/are reported so by the student, the same may be recorded on the answer book by the Assistant Superintendent and a written report to this effect be given with details along with the report of the Assistant Superintendent to the concerned Regional Office.

3.10 that no student is permitted to bring into the examination hall books, bits of paper, old question papers, any communication device, wallet, etc. or any other material or reference of any kind which could be used for unfair means activities. The Centre Superintendent or Assistant Superintendent is authorised to check/frisk the students at the entry point and/or at any time during the examination. Wherever any physical checking/frisking of a person or a student is involved, in the case of a female student, it should be in variably ensured that it is done by a lady official;

3.11 that the parcel containing the packets of question papers should be opened 30 minutes before the prescribed time on the day of examination only i.e., at 10.00 AM. On the opening of the parcel, a requisite number of **SEALED envelopes containing 24 question papers** will be available for handing over to Assistant Superintendents. At the time of opening of the question paper parcels, an undertaking is to be given by 04 Assistant Superintendents;

3.12 the Assistant Superintendents should be given a sealed envelope containing 24 question papers with all the seals intact 20 minutes before the prescribed time i.e., at 10.10 AM.;

3.13 it will be the responsibility of the Assistant Superintendent to check that the seals of the envelope are intact. The Assistant Superintendent should also be provided with a blade to cut open the envelope in the examination room;

3.14 the Assistant Superintendent shall open this sealed packet of 24 Question Papers only in the examination room/hall and in the presence of two student witnesses, as instructed above;

3.15 that the packet(s) of question papers which are meant for a particular day are opened 15 minutes before the prescribed time on the day of examination in the concerned examination room only and by the Assistant Superintendent only i.e., at 10.15 AM;

- 3.16 that student be given an additional time of 15 minutes before they start writing their answers. This time should be given exclusively for reading and understanding the question paper from 10.15 am to 10.30 am;
- 3.17 that question papers are distributed at the scheduled time given in the date sheet. In case of delay in the commencement of examination at the scheduled time due to some unforeseen circumstances, the time so lost in the process must be compensated and a certificate duly signed by the Centre Superintendent and at least two Assistant Superintendents and 04 students be sent to Regional Officer concerned;
- 3.18 that separate question papers in Science and Mathematics Standard and Basic both at Secondary Level (Class X) provided for Visually Impaired Students are given to such students. Also, separate question papers in Physics, Chemistry, Biology and Maths at the Senior Secondary Level (Class XII) provided for Visually Impaired Students are given to such Students;
- 3.19 that the Assistant Superintendents return to the Centre Superintendent the question papers of absentee students or the excess question paper(s) immediately after the commencement of the examination every day;
- 3.20 that in addition to filling in the information required on the title sheet of the main answer book and slip of the supplementary answer book, students should be asked to write the question paper code number in the space provided on the title sheet carefully;
- 3.21 that various entries made by the students on the answer books are verified by the Assistant Superintendent immediately after the commencement of the examination;
- 3.22 students be permitted to use only **blue-black** or **royal-blue** ink/gel/ballpoint pen;
- 3.23 that students are instructed not to write their name, roll no. or make any distinguishable sign or mark anywhere inside the Answer Book;
- 3.24 that roll no. and/or name is not written on the graph paper, map etc. but roll no. is written on the supplementary answer book(s);
- 3.25 that the students are informed each day that anyone found carrying any paper/note or written material or any communication device, etc. in her/his possession shall be deemed to have used unfair means in the Examination and shall be liable to be punished according to the Regulations/Byelaws of the Board;
- 3.26 that no person other than Centre Superintendent/Assistant Superintendent and Officers of the Board or any person duly authorised by the Controller of Examinations/Regional Officer on his behalf is allowed to enter or move about in the examination rooms or hall;
- 3.27 that school Clerks, Peons and Daftaries are not allowed to enter any room while the examination is on except with prior permission of the Centre Superintendent and Assistant Superintendent;
- 3.28 that during the hours of examinations, friends and relatives of students are not allowed to remain in the compound or to communicate with the students either personally or through any person;
- 3.29 that answer books of Course-A/Course-B/Core/Elective Languages/ Mathematics (Standard) and Mathematics (Basic) are marked by affixing a rubber stamp by using violet colour stamp pad ink only at the top of the title page in the middle in order to avoid mixing up of answer books at the examination centres. The stamps may be affixed before the distribution of answer books to the students or at the time of checking of roll numbers by the Assistant Superintendent as may be convenient to the Centre Superintendent;**

- 3.30 that the answer books of Course-A/Course-B/Core/Elective/Mathematics (Standard) and Mathematics (Basic) of the respective subjects are to be packed in separate bundles but sent in the same parcel/bag;
- 3.31 that answer-books of students with Benchmark Disabilities are sent in separate envelopes provided along with centre material, duly sealed, to the Regional Officer concerned. In case, the envelopes have not been received, the answer-books be packed in separate envelopes superscribing at the top STUDENTS WITH BENCH MARKD IS ABILITIES in bold letters;**
- 3.32 that students with Benchmark Disabilities will specifically indicate their category on the OMR Sheet of the answer book. They also have to state whether they have been provided with/used a scribe;
- 3.33 drawing instruments are permitted in Maths, Engineering Graphics etc.**
- 3.34 stencils or templates for drawing outline maps are permitted in Geography;
- 3.35 though wherever needed, log value will be given in the question papers. However, if need be, only logarithm tables in sufficient quantity are to be made available for the use of students in Mathematics, Physics, Chemistry, Accountancy etc. In no manner Clarks Table or any similar table, be provided to the students. Log Table will be made available to the centres in their login accounts along with the centre material. They can take the print and provide it to the students;**
- 3.36 graph paper is allowed in Mathematics. As far as possible answer-book with Graph be used for Mathematics Paper. IN CASE ANSWER BOOKS CONTAINING GRAPH-PAPERS ARE NOT AVAILABLE, LOOSE GRAPH SHEETS SHOULD INVARIABLY BE PROVIDED. STUDENTS BE INSTRUCTED TO USE GRAPH PAPER ONLY FOR SOLVING GRAPH QUESTION(S);
- 3.37 electronic equipment like calculators, tape recorders, pagers, camera, Bluetooth and scanners and MOBILE phones etc. are NEITHER allowed NOR can be used during the invigilation/examination period by anyone. **Students are not allowed to carry inside the examination centre any of the aforesaid devices or any other electronic device which could be used for any unfair activity in the examination room;**
- 3.38 in the attendance sheet, the subjects/paper in which the student remains absent be encircled with **RED INK** and the word '**ABSENT**' written by the Assistant Superintendent in the column meant for the signature of the student;
- 3.39 attendance sheets are correctly filled in; Serial No. of the answer-book/ supplementary answer-book and time of return of answer-book after the examination is invariably mentioned in the specific columns. Before the attendance sheets are returned to the Regional Office, each attendance sheet must be countersigned by the Centre Superintendent;
- 3.40 supplementary answer books, maps, graphs etc. are securely tied with only white tags or white twines. Under no circumstances coloured tags/twines should be used;
- 3.41 that used answer books are being packed and dispatched to the respective Regional Office in accordance with the procedure outlined in the instructions given in Chapter 11 of these guidelines;
- 3.42 soon after the examinations are over, statements of students appeared (**Appendix-D**), all attendance sheets duly signed by the Centre Superintendents and duplicate copies of the seating plans are sent to the Regional Office concerned;
- 3.43 The following cases may also be reported to the Regional Office concerned:
- (a) Cases where students use any other writing instrument/ink/pencil for writing on the answer book(s)**

(b) Cases of Answer books left blank by the students(s);

3.44 after the examination, the material shall be dispatched without delay;

3.45 that in the event of any special circumstances which necessitate a deviation from the instructions, the Centre Superintendent shall report her/his action immediately to the Regional Officer concerned;

3.46 that in case of emergency, the Controller of Examinations/Regional Officer may be contacted on telephone number(s) as given in **Appendix-L**;

3.47 OECMS, i.e., Online Exam Centre Management System:

In order to facilitate the Examination Centres for providing immediate information to the Board, a Portal, “PARIKSHA SANGAM”, is available on the Board’s Website, i.e.,<http://parikshasangam.cbse.gov.in> which can be accessed by using same Login ID being used by the school for other purposes. The Centre Superintendents should log in to this Portal every day after the completion of the examination and upload the following information online:

- (i) Examinee’s Attendance on a daily basis
- (ii) Details of Unfair means (UFM) cases, if any
- (iii) Details of Diabetic students, if any
- (iv) Details of students with Benchmark Disabilities with information of Scribe/extra time provided
- (v) Feedback on the Question Paper (after consulting with the respective Subject Teacher)
- (vi) Status of packing and delivery of Answer Books and its delivery information

3.48 SELF-CENTRE MANAGEMENT: Centre Superintendents will take special care in the event of a centre being Self-Centre. The Centre Superintendent will take extra precautions as enumerated below:

- (i) The Centre Superintendent will ensure to engage only such rooms which are covered under CCTV surveillance. No room which is not having CCTV will be used for the conduct of examinations. The school will take the following action:**
 - (a) They will keep a complete recording of the conduct of the examination.**
 - (b) They will make arrangements for a web link to be provided to the concerned Regional Office wherein the conduct of the examination will be monitored by the Board.**
- (ii) In case of adverse reporting, the Board reserves the right to call for such clippings/recordings for verification of the veracity of such reports.
- (iii) Centre Superintendent will extend her/his best cooperation to the team of Flying Squad/Observers appointed by the Board during their surprise visits to the Centres.
- (iv) Centre Superintendent will follow any other instructions issued by the CBSE from time to time for smooth and fair conduct of examination.
- (v) The Seating Arrangement shall be made in such a manner that in all rooms where the seating arrangement of students of the Self-Centre school has been made, the students of at least one more school, whose centre has been fixed in the same school, shall also be made. For uniformity, 12 students of the Self-Centre school and 12 students of another school shall be accommodated in every examination hall of 24 students.**

3.49 that under no circumstances any person who is not deputed on examination duty by the centre superintendent or by the Board shall be allowed to enter the examination halls or the strong room;

3.50 staff deputed on examination duty will always carry her / his identity card issued by the school. Also, a card **ON EXAMINATION DUTY** signed by the centre superintendent be hung on the neck for easy identification;

SEATING ARRANGEMENTS AND OTHER MATTERS RELATED TO THE CONDUCT OF EXAMINATIONS

- 4.1 The Board is very keen that the examination is conducted smoothly and efficiently. The standard of efficiency and precision with which the examinations are conducted will ensure fair and smooth conduct of examinations. It may be ensured that in the process of conducting the examinations, nothing should be left to chance. The Centre Superintendent(s) should approach the local police authorities to ensure that adequate police force at the place of custody of the question papers and at the examination centre is made available by them. The Competent authority of the CBSE has requested the Chief Secretary of the State, Director General of Police, District Magistrates/Deputy Commissioner and Superintendent of Police to provide full support to the examination centres for the smooth conduct of the examination.
- 4.2 As a supervisor of the Examination Centre, the Centre Superintendent has a great responsibility. Efficient conduct of the examination at the examination centre is the prime concern of the Board, students and the public at large.
- 4.3 The Centre Superintendent should ensure that Assistant Superintendents carry out the instructions, and various tasks as set out in these Guidelines meticulously.
- 4.4 The Centre Superintendent should be present in the Examination Centre throughout the duration of the examination. The CS should not leave the centre till the conclusion of the examination and dispatch of answer books etc.**
- 4.5 SEATING ARRANGEMENTS AND CONDUCT OF EXAMINATION**
- (a) Before the commencement of the examination, the Board will furnish to each Centre Superintendent a list showing roll no.(s) and names of students who will appear at the centre of the examination, the subjects offered by them and statements showing total number appearing in each subject of examination.
- (b) A day before the commencement of the examination, the Centre Superintendent shall see and ensure that the arrangement of tables and seats to be used by the students is satisfactory. She/he shall particularly see that the students are allotted seats in such a way as to render all communication between them impossible. The roll no. of each student should be prominently displayed on each desk/table so that the student has no difficulty in finding out her/his allotted seat. The student must be seated sufficiently apart to prevent collusion.
- (c) The combined seating plan of all the rooms/halls should be displayed each day for the examination of that day at a prominent place in the venue. The seating plan for each Hall/room should also be displayed outside each room/hall but not earlier than two hours before the commencement of the examination.
- (d) The Centre Superintendent shall prepare a plan of examination hall and/or room showing the order of seats allotted to students and the direction the students face and shall send a copy of the seating plan duly signed to the Regional Office along with the bundle of answer books every day as well as a complete duplicate set of each day's plan when the examination is over. The seating plan may be drawn as per the Seating plan given below in this Chapter.

- (e) In a room, the students should be allotted seat roll no. wise and subject wise. Seating may, however, be mingled according to a fixed plan if there is more than one paper on a particular day and the number of examinees in each subject is small.
- (f) The Assistant Superintendent(s) should be asked to ensure that the students are seated strictly in accordance with the seating plan.
- (g) In the Seating plan of each room, roll no. of the student who is absent be encircled with red ink indicating 'ABSENT'.
- (h) The doors of the examination room/hall should be opened 45 minutes before the time specified for the commencement of the examination every day, i.e., at 09.45 AM. Students should be advised to be in their seats 30 minutes before the scheduled commencement of the examination i.e., by 10.00 a.m. **No student shall be permitted to enter the examination centre after 10.00 AM.**
- (i) The Centre Superintendent should not allow any student to appear in a subject other than that shown against his name in the list of students.
- (j) No student shall be allowed to appear at an examination centre to which he has not been allotted unless specific written prior permission by the Regional Officer has been granted.**
- (k) Smoking & using of any intoxicants, taking tea, refreshment etc. by the student in the Examination Hall/ Room is not permitted.
- (l) Lending or interchanging of articles by the students or communicating with each other in any form by the students in the Examination Hall/ Room during the exam is not permitted.
- (m) The Centre Superintendent should direct the Assistant Superintendents to ensure that the examination is conducted peacefully and smoothly, maintaining strict discipline. She/he should further direct the Assistant Superintendents to ensure that student(s) do (es) not adopt unfair means under any circumstances during the conduct of examination.
- (n) It is a very important duty of the Assistant Superintendent concerned to physically verify that the code no. of the question paper issued to a student is accurately entered in the appropriate columns:
 - (a) on the OMR sheet of the answer book
 - (b) on the Seating plan of the room
 - (c) attendance sheet
- (o) No student should be allowed to leave the examination centre before the exam is over.**
- (p) Collection of the answer books and thereafter their handing over to the Centre Superintendent should be done Roll no. wise in a particular subject, irrespective of the Code No. of the question paper issued to the students.
- (q) The Centre Superintendent should be careful about making arrangements for clean toilets for use by the students. In mixed centres, separate toilets are to be provided for boys and girls. A record showing the frequency of the use of the toilet of each student should be maintained.
- (r) Drinking water facilities be made for the students in such a way that they do not have to waste time searching for the same. It should be ensured that water is fully potable.

4.6 CUSTODY AND DISTRIBUTION OF QUESTION PAPERS

4.6.1 REMEMBER THAT AS CENTRE SUPERINTENDENT YOU ARE HANDLING THE MOST SENSITIVE WORK OF CONFIDENTIAL MATERIAL. HENCE, BE CAREFUL WHEN HANDLING THE QUESTION PAPERS.

4.6.2 The sealed bags containing sealed cloth parcels of question papers shall be supplied by the Controller of Examinations, CBSE to the Nationalised Bank/Treasury Office or any other officer designated by him, who shall be responsible for their safekeeping from the time of taking delivery of the parcel till they are delivered to the Centre Superintendent concerned on each day of examination, as per date sheets of examinations. **(Also refer to Appendix-A for Duties and Responsibilities of the Bank Manager/Treasury Officer/Principal/Centre Superintendent)**

4.6.3 Examinations will also be conducted on the dates falling on the 2nd and 4th Saturday (bank holidays) during the date sheet. The custodian will ensure that the question paper canvas bag(s)/ parcel(s) for the examinations falling on 2nd and 4th Saturday are delivered to the Centre Superintendent as per the date sheet without fail, like on regular days. In 2024, the 2nd and 4th Saturdays would be as given below-

MONTH	2nd Saturday	4th Saturday
February 2024	-	24 February 2024
March 2024	9 March 2024	23 March 2024

4.6.4 Dates of the examination falling on the 2nd and 4th Saturday shall be informed to the custodian well in advance to ensure proper arrangements.

4.6.5 Dispatch of the question papers will be in 03 lots. Accordingly, you will be requested by the custodian to verify the question papers thrice.

4.6.6 In the case of Regional Office Delhi (East) and Delhi (West), verification will be done by both the centre superintendent and the officials of CBSE as per the information given to them by the Regional Officers concerned from time to time.

4.6.7 On receipt of the sealed bags {except in Regional Office Delhi (East) & (West)}, the custodian will inform the Centre Superintendent about the receipt of bags of question papers and request to verify the quantity of the Question Papers.

4.6.8 Verification will only be done by the Centre Superintendent. Also please note that delivery of the question papers will only be taken by the Centre Superintendent. In no case, any other official (Vice Principal, Sr. PGT, Office person etc.) be deputed to take the delivery of the question papers from the custodian.

4.6.9 At the time of verification of the confidential material at the place of the custodian, Centre Superintendent should arrange all sealed canvas bags serially. Thereafter, each canvas bag will be opened and material inside the bag will be verified with the help of receipts kept inside ONE OF THE CANVAS BAGS in the presence of the Custodian. Then, this material will be kept in the **same canvas bag** from which it has been taken out for verification.

4.6.10 After verification, the canvas bag would be kept under safe custody in the locker with the custodian.

4.6.11 You will find special plastic interlock strip(s) kept inside the canvas bags. The number of interlock strips would be one more than the number of dates whose material has been kept in the canvas bag. This means thereby, if the material of two dates of examination has been kept in the canvas bag, then you would find three special interlock strips.

4.6.12 The serial number i.e., 1, 2, 3 and so on shall be printed on the strips which would be used to pack the bag again. For example, '1' marked strip should be used for packing the bag on the day of verification of material. Similarly, the same procedure should be adopted for the rest of the canvas bags.

4.6.13 The number-wise strips packed would be as follows:

Event	Special plastic interlock strip number
After verification	'1'
1st Date of Examination	'2'
2nd Date of Examination	'3'
3rd Date of Examination	'4'
and so on	

4.6.14 Once the material is checked and kept in the canvas bag, the bags should be sealed with the help of a special plastic interlock strip marked '1'.

4.6.15 The rest of the strips will be kept again inside the canvas bags.

4.6.16 On the day of examination, the bag will be opened in front of the Custodian to take out the material of that date of examination. After handing over the material, the bag will again be sealed with the help of a plastic interlock strip marked '2' on the 1st Date Examination and the process will be repeated if required.

4.6.17 Kindly note that the canvas bag may carry cloth parcels of more than one date of examination.

4.6.18 Please ensure repeating Steps 4.6.14 to 4.6.16 after taking out the cloth parcel of the relevant date of examination on each day of opening the canvas bag.

4.6.19 In case of any issue, the bag will be sealed with sealing wax in the presence of the custodian and the Centre Superintendent.

4.6.20 On receiving information from the custodian, the Centre Superintendent will verify the question papers in the following manner:

- (a) Details given in receipt (two in number) kept inside one of the canvas bags with the details given on sealed cloth parcels.
- (b) The details are given on the parcel with the subject wise students allotted to the centre. These details are available to the Centre Superintendent.
- (c) The date of examination as given in the date sheet should match with the date of examination given on the cloth parcels.

4.6.21 In case of any deficiency in quantity, the Centre Superintendent should immediately contact the Controller of Examinations/ Regional Officer by telephone or through a special messenger.

4.6.22 The parcels of packets of question papers with seals intact are liable to be examined at any time by the authorised representative of the Board.

4.6.23 The cloth parcel(s) of the respective day of examination is to be handed over personally under record to the Centre Superintendent by the custodian. While taking over cloth parcel(s), double verification may be done to ensure that only the correct cloth parcel(s) is being taken over i.e., as per the date sheet.

- 4.6.24 In no manner, the Centre Superintendent should pick up any cloth parcel herself/himself from the safe custody/locker of the custodian. The custodian will personally take out the canvas bag with a plastic interlock strip from the safe custody. The bag will be opened in front of the Centre Superintendent to take out the material of the particular date. Thereafter, the bag will again be sealed with the help of a plastic interlock strip of the subsequent number in front of the Centre Superintendent and the canvas bag will again be kept in the safe custody.
- 4.6.25 You will take the delivery of the question paper cloth PARCELS exactly 45 minutes before the commencement of the examination and give a receipt to the custodian with regard to the number of cloth PARCELS and the subjects issued to you. AT THE TIME OF TAKING DELIVERY, YOU ALSO NEED TO UPLOAD THE PHOTOGRAPH ON CMTM-CS APP.**
- 4.6.26 However, if an examination centre is located at a far- off place, the custodian may decide the time for issue of the question paper cloth PARCELS in consultation with the Centre Superintendent.
- 4.6.27 You must be satisfied that the time fixed is not too early. Distance and time taken to reach the examination centre from the custodian should be worked and could be verified from Google Maps etc.
- 4.6.28 After taking the delivery of the sealed parcel containing packets of question papers (with seals intact) on each day of examination, as per date sheets for the year of examination the Centre Superintendent must take them directly to the centre without stopping on the way and keep them safely in his personal safe custody till the time specified for opening of the packets. These shall not be opened before the specified time under any circumstances. No person other than the Centre Superintendent shall open the parcels unless authorised by the Controller of Examinations of the Board.
- 4.6.29 The parcels should be opened on the appointed date and time in the presence of 04 witnesses out of which 01 should be an Assistant Superintendent of the school, other than the examination centre. After opening the parcel, sealed packets of question papers will be available. The seal of these envelopes should also be checked. Each sealed envelope will contain 24 question papers. One sealed envelope in the serial order should be handed over/delivered to the Assistant Superintendent for each examination room. This envelope will be opened by the Assistant Superintendent in the examination room itself in the presence of 04 witnesses - 02 witnesses would be the 02 Assistant Superintendents deputed in that room and 02 would be students appearing in the examination from that room. One student should be used as a witness only once.
- 4.6.30 When multiple sets of question papers are used, the bundle of question papers in a specific subject shall contain question papers of different code numbers duly jumbled. **THE MIXED ORDER SHALL NOT BE CHANGED BY THE CENTRE SUPERINTENDENT/ASSISTANT SUPERINTENDENT UNDER ANY CIRCUMSTANCES AND THE QUESTION PAPER SHALL BE DISTRIBUTED IN THE SAME SEQUENCE IN WHICH THEY HAVE BEEN MIXED AND PACKED IN THE SEALED PACKETS. VIOLATION OF THESE INSTRUCTIONS WILL HAVE VERY SERIOUS REPERCUSSIONS** tantamount to vitiating the examination process and Centre Superintendent/Assistant Superintendent shall be liable for action.
- 4.6.31 The Centre Superintendent should ensure that the visually impaired students are given the question papers meant for such students only in Science and Mathematics at the Secondary (Class X) level and Physics, Chemistry, Biology and Mathematics at the Senior Secondary (Class XII) level.
- 4.6.32 The left- out question papers along with envelopes should be returned to the Centre Superintendent immediately after the start of the examination.

- 4.6.33 The Assistant Superintendents on duty will receive the sealed packets of question papers in one lot for one subject in their respective rooms. The sealed packet will be opened in the presence of 04 witnesses – 02 Assistant Superintendents and 02 students and thereafter they will hand over the question papers serially Roll No. wise in ascending order (at the specified time) to the students. The question papers should be issued 15 minutes before the commencement of the paper according to the date sheet supplied for the examination. A stroke of the bell should also indicate the fixed time for the distribution of question papers at the centre **(Please refer to Bell Schedule Appendix-I)**.
- 4.6.34 A code no. will be given on each copy of sets of question papers in a subject when multiple sets of question papers have been used. The student should write the question paper Code No. in the column specified on the OMR sheet of the answer book without fail.
- 4.6.35 The Assistant Superintendents should return the spare copies of the question papers along with envelopes to the Centre Superintendent immediately after the commencement of the examination without disturbing the question paper code serial order.
- 4.6.36 The Centre Superintendent will arrange to pack and seal all the spare/balance copies of the question papers for a particular subject immediately after the commencement of the paper. It may be ensured that no person has any access to the left-out question papers in any manner. These should be kept under lock and key by the Centre Superintendent.
- 4.6.37 In case the question paper(s) issued to the student(s) is/are reported/found to be defective, the same should be replaced by another complete and correct question paper(s) of the same Code Number.
- 4.6.38 The unused question papers are required to be sealed by the Centre Superintendent within 15 minutes of the commencement of the examination. Thereafter if any student brings to notice that in the question paper there is any unprinted or torn or missing page(s) or item(s) etc., the same should be replaced by another complete question paper of the same Code No. by opening the packet sealed by the Centre Superintendent. Such a packet should be resealed immediately after taking out the question paper required for replacement.
- 4.6.39 THE CENTRE SUPERINTENDENTS MAY PLEASE NOTE THAT STUDENTS' ATTENDANCE SHEETS HAVE AN ADDITIONAL COLUMN FOR FILLING THE CODE NUMBER OF THE QUESTION PAPER.** They should see that this column is correctly filled by every student in the space provided and the Assistant Superintendents take due care to verify the code number of the student's question paper as well as this entry in the OMR sheet of the answer book.
- 4.6.40 A seating plan as per format for each Room/Hall should be drawn displaying the actual seating position of the students in a Room. Question Paper Code No. in a subject where multiple sets of question papers have been used should also be shown in the seating plan after the examination.
- 4.6.41 A report of all such cases indicating the series of question papers replaced, the nature of the defect in the question paper and the roll no. of students whose papers have been replaced invariably be sent separately to the Regional Officer concerned.

SEATING PLAN TO BE PREPARED IN TRIPLICATE

Name of Centre		Centre No.	
Name of Examination		Subject	
Date		Hall / Room No.	

Row 1		Row 2		Row 3	
Roll No.	Q.P. Code	Roll No.	Q.P. Code	Roll No.	Q.P. Code
01	1	09	3	17	1
02	2	10	1	18	2
03	3	11	2	19	3
04	1	12	3	20	1
05	2	13	1	21	2
06	3	14	2	22	3
07	1	15	3	23	1
08	2	16	1	24	2

Signature of Total Students Registered

Assistant Superintendent

Present

Absent

1.

2.

Signature of Centre Superintendent

Note:

1. Where multiple sets of Question papers are used, Question Papers should be distributed to the students without changing the question paper code order kept in the packet. In case of an absentee, roll no. of the student should be written on the question paper meant for that student. No two adjacent sitting students should have the same question paper set number.
2. In case of distribution of Question Paper in the wrong sequence code, the Question Paper Code once distributed in a room should not be replaced under any circumstances to avoid any complaint by the examinees for loss of time. Question Paper must be distributed in the ascending order of the Roll Numbers.
3. One copy of the seating plan should be sent each day along with the packets of answer books, duplicate (consolidated for all the days) to be sent at the close of the examination (**please refer to Chapter 11**) and triplicate copy to be retained by the Centre Superintendent.

- 5.1 Answer Book (main/supplementary) shall be supplied by the Board to the respective examination centres. Only one main answer book should initially be given to a student for each paper. The Centre Superintendent should also instruct the Assistant Superintendents that a supplementary answer book is not to be given to a student until the main answer book given to him is completely used.
- 5.2 Drawing sheets should be issued as per instructions of the Board.
- 5.3 The Board will supply different types of answer books as explained in clause 2.5 above. In case of non-availability of answer books with Graph at a centre, ordinary answer books should be issued and local arrangements to PROCURE GRAPH PAPER BE MADE AND GIVEN to the students along with the answer books.
- 5.4 The Main answer books (without Graph) contain 32/20 pages and the Answer Books (with Graph) contain 48 pages, both for Classes XII and X. In case of any missing page, the student must report the matter immediately.
- 5.5 The blank Answer Books supplied by the Board may be checked by the Centre Superintendent as soon as these are received. The shortage or discrepancy, if any, should be brought to the notice of the respective Regional Office immediately.
- 5.6 The Board has introduced Serial No. on the Supplementary Answer book. Each student should be asked to write this Serial No. in the Attendance Sheet, as is being done by the students at present in the case of the Main Answer book.
- 5.7 The Centre Superintendent must affix a facsimile stamp of his signature in the space provided in the main and supplementary Answer Books before issuing them to the students. The stamp shall always be deemed to be in the custody of the Centre Superintendent. It should be affixed only on as many answer books as are required for the day. This may be done an hour before the commencement of the examination each day. It should be ensured that the answer books are not issued without affixing the facsimile stamp. It should not be affixed on a place other than the space provided for the purpose of the answer books.
- 5.8 To prevent misuse of blank Answer books, the Centre Superintendent SHOULD KEEP THEM UNDER LOCK AND KEY. A proper account of answer books, Supplementary Answer Books, Drawing Sheet, etc. received from the Board and issued to the students every day should be kept and sent to the Regional Office on the prescribed form soon after the examination is over. Assistant Superintendents shall maintain a daily account of the use of Answer Books and Supplementary Answer Books and hand over the same to the Centre Superintendent daily.
- 5.9 THE FACSIMILE STAMP OF THE CENTRE SUPERINTENDENT'S SIGNATURE IS NOT REQUIRED TO BE AFFIXED ON THE MAPS, GRAPH PAPERS ETC. ROLL NO. SHOULD NOT BE WRITTEN ON THE MAPS, GRAPH PAPERS ETC.**

THIS MAY PLEASE BE BROUGHT TO THE NOTICE OF THE STUDENTS INVARIABLY BEFORE THE COMMENCEMENT OF THE EXAMINATION ON EACH DAY. THE ASSISTANT SUPERINTENDENTS MAY PLEASE SPECIFICALLY BE INFORMED TO MAKE

AN ANNOUNCEMENT ON EACH DAY ABOUT THIS IN EVERY ROOM AND ALSO TO ENSURE THAT THE SUPPLEMENTARY ANSWER BOOKS ARE SECURELY TIED WITH MAIN ANSWER BOOK BY EACH STUDENT WITH ONLY WHITE COLOUR TAGS/TWINE AS SUPPLIED AT THE CENTRE.

- 5.10 The Examination Hall should be opened 45 minutes before the commencement of the Examination on all the days of the Examination, (i.e., at 9.45 A.M.).
- 5.11 The Answer Books should be distributed to the students between 10.00 -10.15 A.M. During this time the students should write their particulars on the answer book and the same should be checked and signed by the Assistant Superintendent(s).
- 5.12 The question paper should be distributed to the students at 10.15 A.M.
- 5.13 From 10.15-10.30 A.M. the students would read the Question Paper and plan proper strategies to write the answers. During this time, no disturbance should be caused to the examinees and the Assistant Superintendent should ensure that proper silence is maintained in the examination hall. In no case, the answer books should be checked and signed by the Assistant Superintendent during this time. Adequate precaution, however, should be taken by the Assistant Superintendent that the examinees do not start writing on the answer book before 10.30 A.M.
- 5.14 At 10.30 A.M., the bell should be rung and the Assistant Superintendent(s) should announce to the students to start writing the answers.

The Objective of appointing a City Coordinator in a City is to have better coordination among the schools in that city with the Regional Office concerned.

6.1 CITY COORDINATOR(S):

Selection of City Coordinator:

- (a) The principal that has good repute in the district and carries cordial relations & also familiar with the city area.
- (b) Preference to those Principals who are either National or CBSE awardees.
- (c) The principal who acted as Chief Nodal Supervisor for the evaluation of Answer Books in the preceding years and also performed duties as Chief Nodal Practical Supervisor and cooperates with the Board in the accomplishment of the target and goal within the time frame set by the Board.
- (d) The principal who extends support to the Board in terms of fixation of examination centre, relieving teachers for time bound evaluation work and attending workshops and seminars for improving the quality of education or any other assignment entrusted upon them by the CBSE.
- (e) The principal who has at least 15-20 years' experience.
- (f) The principal who holds a good reputation in the city/district and has not been found indulging in any irregularities or violation of Examination & Affiliation Bye-laws of the Board and whose school has good infrastructure for holding workshops/seminars/meetings which are conducted by the Board from time to time.
- (g) The principals who are rendering their services in the schools which are affiliated upto the Sr. Secondary level with the Board.
- (h) Preference will be given to the principals who cooperate with the Board and have relieved their teachers for CBSE's pre & post examination activities such as Practical / Evaluation / Comparison etc. during the last five (5) years.
- (i) The principal should not be involved in any legal issues with the Board.
- (j) Generally, the term of City Coordinator shall be 03 years.

6.2 DUTIES OF CITY COORDINATOR:

- (a) The City Coordinator will act as a key functionary for CBSE in the area allotted and shall work solely in the interest of stakeholders falling under her/his district.
- (b) The City Coordinator will provide valuable inputs/suggestions to the Board in fixation of examination centres and be a part of the District Level Committee for providing her/his valuable suggestions, if any.
- (c) She/he will coordinate with the Chief Nodal Practical Supervisor for the appointment of practical examiner(s) in case of Practical examination of the Board as per the prescribed schedule of the Board.

- (d) The City Coordinator's school shall be the custodian of additional blank Answer books required by the centre(s) within the outskirt area of her/his district, in case of a shortage of Answer Books and centre material as well.
- (e) The City Coordinator shall ensure the timely dispatch of Theory Answer Books to the Board after the conduct of AISSE/AISSCE at the centre on a daily basis as per norms of the Board.
- (f) The City Coordinator will liaise with the Chief Nodal Supervisors in various activities such as receipt of Answer Books, availability of sufficient evaluators, uploading of day-to-day award lists, and dispatch of answer books as per the time line set by the Board.
- (g) The City Coordinator will synchronize the Spot Evaluation Work with the Chief Nodal Supervisor of evaluation centres located in the respective district.
- (h) The City Coordinator will also ensure the timely relieving of teachers from the schools reporting for the Spot Evaluation Work.
- (i) The City Coordinator shall assist in the timely completion of spot evaluation work as per the prescribed schedule of the Board without compromising the quality of the evaluation.
- (j) Distribution of printed Marks sheets/ Passing Certificates /Migration Certificates to all schools located in their district after receipt of the same under intimation to the Board.
- (k) The City Coordinator will also monitor Board examinations in the district and report relevant local media news to the Regional Office with his/ her comments.
- (l) The City Coordinator will be authorized for surprise inspection during the examination after obtaining necessary approval from the Regional Officer.
- (m) For smooth conduct of Examinations, whenever any help is required, particularly in terms of appointment of Observers, Centre Superintendents, Assistant Superintendents, deployment of police personnel at Examination Centres, etc, she/he shall extend her/his wholehearted cooperation.
- (n) During the course of Examinations and also during the course of evaluation of Answer Books pertaining to Examinations, if any untoward/abnormal incident/activity is noticed in respect of any Centre(s), she/he will immediately report to the Regional Officer concerned.
- (o) In a nutshell, the City Coordinator will act as a link between the schools located in the area and the CBSE with a view to assist CBSE in carrying out its responsibilities as per the expectations of the stakeholders, and the City Coordinator shall act as the eyes and ears of the Board.

6.3 DEPUTY CITY COORDINATOR(S):

A Deputy City Coordinator will also be appointed by the Board in every City to assist the City Coordinator. Criteria for selection of Deputy City Coordinator will be similar to that of the City Coordinator.

6.4 DUTIES OF DEPUTY CITY COORDINATOR:

In the absence of the City Coordinator, the Deputy City Coordinator will carry out all the responsibilities as specified by the City Coordinator. The tenure of the Deputy City Coordinator will be the same as specified for the City Coordinator. The City Coordinator and Deputy City Coordinator will be from different schools.

- 6.5 The role of the City Coordinator and the Deputy City Coordinator, precisely, is only to facilitate CBSE in smoothly carrying out the assigned responsibilities, guide other schools, if desired and develop cordial relationships with all the schools in the vicinity.

- 6.6 Deputy CC will become City Coordinator after the expiry of the term of City Coordinator on the
- 6.7 issuance of an order from the regional office in this regard. New Deputy CC will be appointed by the Regional Officer concerned.

NORMS FOR APPOINTMENT OF CENTRE SUPERINTENDENTS, DEPUTY CENTRE SUPERINTENDENTS & ASSISTANT SUPERINTENDENTS AND THEIR DUTIES

7.1 CENTRE SUPERINTENDENT

- (i) Board Examinations are conducted under the supervision of the principal of the school fixed as the examination centre. It is mandatory for the principal to act as a centre superintendent. Maintaining the sanctity of the examination and the safety and security of the question papers and answer book is the sole responsibility of the principal/centre superintendent. **Under no circumstances, any person from the school other than the Centre Superintendent will be deputed for collection of question papers from the custodian during the days of the examinations.** If it is observed that any other person has been deputed for collection of question paper from the custodian, CBSE will initiate action along with the financial penalty against the principal as per the Examination and Affiliation Byelaws.
- (ii) In case the principal is exempted from the duties of Centre Superintendent **due to ward appearing, Vice Principal /Senior Post Graduate Teacher(s) having at least ten years of teaching experience shall be appointed** as Centre Superintendent by the Regional Officer provided the students from her/his school are not appearing at that centre.
- (iii) **In the case of Self Centre, the Centre Superintendent will be deputed from other school by the concerned Regional Office.**
- (iv) **In the case of Interchange Centres, the Centre Superintendent in one of the centres, whose students are interchanging, will be deputed from another school by the concerned Regional Office.**
- (v) **In addition to the above, CBSE can depute the centre superintendent in any manner to ensure smooth and fair conduct of examinations.**
- (vi) The safety of the QPs will be the sole responsibility of the Centre Superintendent.
- (vii) No person whose **“ward/near relative”** is appearing in an examination of the Board shall be appointed for this assignment.
- (viii) **The Centre Superintendent shall download the CMTM-CS App and upload the photograph of the confidential material as per instructions by the CBSE.**
- (ix) The Centre Superintendent shall not leave the examination centre during the period in which he is required for examination work at the centre without prior approval of the Board. In case of an emergency, she/he may hand over the charge in writing to the Deputy Centre Superintendent under intimation to the Board. **DEPUTY CENTRE SUPERINTENDENT WILL BE APPOINTED AT ALL THE CENTRES.**
- (x) Centre Superintendent shall be liable to face such disciplinary action as may be decided by the Board which may include disciplinary action through departmental agencies or legal action by the Board or other agencies constituted by law when:
 - (a) she/he leaves an examination centre without prior permission of the Board and proper arrangements;
 - (b) she/he misuses his position and/or

- (c) engages herself/himself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examinations.
- (d) hiding any fact related to her/him or any other functionary deputed at her/his examination centre, which is in contravention of the Examination Bye-laws and the sanctity of the examinations.

Note: * The term “near relative” has been defined in the Bye-laws as “Near relation shall mean and include wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/husband”.

7.2 ARRANGEMENTS TO BE MADE BY CENTRE SUPERINTENDENT

Apart from the aforementioned, the following are also to be ensured by the Centre Superintendent at the Examination Centre for smooth and fair conduct of the Examination:-

- (a) To arrange for a well-protected room for storage of confidential material;
- (b) To arrange for a strong Amirah with keys in duplicate to be used by the Centre Superintendent for storage of confidential material;
- (c) Facsimile Signature stamps of the Centre Superintendent to be arranged in adequate numbers in advance to be affixed on each Answer Book. Facsimiles should be kept in the safe custody of the Centre Superintendent to avoid any misuse;
- (d) To arrange in advance Cello Tape, Gum, Wax, Cloth, Needle, Thread, Bag, Luxor Pen/Permanent Marker, etc. in sufficient quantity for use in the confidential room;
- (e) Sufficient and comfortable seating arrangement/furniture for the students is made and there is no scope for unfair means during examination. There should be adequate space between seats of two students;
- (f) In order to avoid any situation in future which puts any girl student under mental trauma, especially for want of medical attention, the students may be assisted by providing them necessary assistance free of cost and their problems be dealt by only sensitive female teachers/staff;
- (g) To make suitable arrangements for hygienic wash-rooms for boys & girls separately.
- (h) To ensure availability of Security Guards, CCTV, electricity, fire safety equipment and potable drinking water.
- (i) To contact District Magistrate/Deputy Commissioner/Collector and Superintendent of Police/Deputy Commissioner of Police / Police Authorities of the area for deputing policemen in uniform at the Centre to maintain law and order for the smooth and fair conduct of examination.
- (j) No person including Police Officials, District Administration Officials, Media Persons or any OTHER PERSON who is not on EXAMINATION duty shall be allowed in the examination centre during an ongoing exam.
- (k) To inform the Assistant Superintendents about the place (room/ hall number) of their duties on the day of examination just before its commencement. They should not be allowed to carry their mobile phones or any other communication devices to the examination room/ Hall. This need to be strictly adhered to.

The following schedule may be adhered to at the centre in respect of Examinations:

TO BE DISPLAYED IN EACH AND EVERY EXAMINATION ROOM/HALL			
S. No.	ACTIVITY	FROM	TO
i.	Entry inside the Examination Centre by the students	09:00 AM	10:00 AM
ii.	Start of entry by students in examination rooms	09:45 AM	10:00 AM
iii.	Opening of sealed Question Papers Parcels in Control Room	10:00 AM	--
iv.	Last Entry in the Examination Centre	10:00 AM	--
v.	Checking of Admit Cards by the Assistant Superintendents.	10:00 AM	10:15 AM
vi.	Announcement to ensure that <ul style="list-style-type: none"> • students have occupied correct seat only • they have written Roll Number and set no. as per instructions • students are not in possession of any barred item • other important instructions. 	10:00 AM	10:15 AM
vii.	Opening of packets of Question Paper in examination room and obtaining undertaking	10:10 AM	--
viii.	Distribution of the Question Papers to the students	10:15 AM	--
ix.	Collection of Question Papers of absentee students in the examination room by the Assistant Superintendent	10:30 AM	--
x.	Exam Commences	10:30 AM	--
xi.	Return of unused Question Papers along with envelopes by the Assistant Superintendent to Centre Superintendent	10:30 AM	--
xii.	Sealing of unused Question Papers packets received from examination rooms by the Centre Superintendent	10.45 AM	--
xiii.	Closing of examination rooms doors	10 MINUTES BEFORE THE EXAMINATION IS OVER	
xiv.	Exam concludes	AS PER ALLOTTED IN THE QUESTION PAPER(S) AND AS PER PERMITTED EXTRA TIME FOR DISABLED STUDENTS	

7.3 SCALE AND APPOINTMENT OF STAFF

Staff should be appointed as per the following scale for conduct of examination:

S. No.	Functionaries	Scale of Appointment
(a)	Centre Superintendent	01
(b)	Deputy Centre Superintendent	01
(c)	Assistant Superintendents	<ul style="list-style-type: none"> • 02 in each room/hall having 24 students or less. • In case of halls accommodating more than 24 students, 01 for each 24 students or part thereof.

(d)	Asst Superintendents (Frisking)	• 02 (One female, one male)
(e)	Class IV as under:	
	Upto 20 students	01
	Between 21 to 100 students	02
	Between 101 to 400 students	03
	Above 401 students	04
(f)	Observer (To be appointed by RO as per requirement)	01

- Remuneration rates are given in **Appendix-K**
- The staff should be assigned specific duties.
- **Persons whose near relation is appearing in the examination should not be appointed for any examination duty if appearing from the same exam centre where the duty is assigned. A certificate to this effect that no near relation is appearing in the examination be obtained from all the staff on duty and sent to the Board.**

7.4 STAFF BRIEFING MEETING

The Centre Superintendent should read and understand the guidelines carefully before the conduct of briefing meeting in the school for the guidance of the Deputy Centre Superintendent, Assistant Superintendents and other supporting staff wherein clear instructions be given to them about their duties and responsibilities.

7.5 INFORMATION TO BE DISPLAYED OUTSIDE THE CENTRE.

- Students will not be allowed to carry the following items inside the centre:-
 - Any stationery item –such as textual material (printed or written), bits of papers, Pen Drives, Calculator, Log Table, Electronic Pen/Scanner etc.

Students with Learning Disability i.e., Dyscalculia are permitted to use Calculator as per Circular No. CBSE/COORD/2020 dated 20.1.2020,
 - Any communication device – such as Mobile Phone, Bluetooth, Earphones, microphone, Pager, Health Band, Camera, etc.
 - Other items like Wallet, Goggles, Handbags, pouches, etc.
 - Any eatable item opened or packed, except for diabetic students
 - Any other item which could be used for unfair means.
- Students should leave all barred articles as mentioned above outside the premises of the Examination Centre.

7.6 ANY OTHER IMPORTANT ISSUE

Though detailed guidelines have been given for each and every activity to be executed at the examination centre, however, if there is any issue which is in contravention to the guidelines, a detailed report is to be prepared by the concerned official of the examination centre and the same may be signed and countersigned by Centre Superintendent and Observer respectively. Report(s) may be kept in a separate envelope.

7.7 DEPUTY CENTRE SUPERINTENDENT

- (i) The Deputy Centre Superintendent shall be appointed at each examination centre. The Deputy Centre Superintendent shall not be below the rank of Vice-Principal/Sr. PGT.
- (ii) The Deputy Superintendent will be appointed by the Centre Superintendent of the Centre under intimation to the Regional Officer. In cases where the Centre Superintendent is from another school, the Deputy Centre Superintendent shall be appointed by the Centre Superintendent in consultation with the Head of that School.
- (iii) The Centre Superintendent shall allot seniority order to Deputy Centre Superintendent(s) so that in the absence of senior, the next person can take over responsibilities.
- (iv) The Deputy Centre Superintendent will assist the Centre Superintendent in all matters pertaining to the arrangements for the efficient, timely, smooth and fair conduct of the examination.
- (v) In the absence of the Centre Superintendent, the Deputy Superintendent will exercise all powers of Centre Superintendent and will be fully responsible for the fair and smooth conduct of examination.
- (vi) In case of complaint(s) against the Deputy Centre Superintendent, where in the opinion of the Centre Superintendent, immediate action has to be taken against her/him, the Centre Superintendent shall have the powers to relieve her/him of her/his responsibilities and entrust the work to another suitable teacher. A report of such action, along with circumstances that forced such an action, shall be made to the Board immediately in writing and also by telephone/fax/e-mail etc.
- (vii) No official shall be appointed as Deputy Centre Superintendent from the school whose students are appearing at the examination centre.

7.8 ASSISTANT SUPERINTENDENTS

- (i) **The Assistant Superintendent is the most important functionary in the smooth and fair conduct of any examination. It is expected from them that they shall perform their duties judiciously for completing the following responsibilities:**
 - (a) To follow and implement the instructions issued by CBSE for the conduct of examination.
 - (b) To ensure proper administration and discipline inside the examination room/hall.
 - (c) Completion of all formalities relating to question papers and to ensure proper documentation.
 - (d) To ensure free and fair conduct of examination.
- (ii) Only teachers working in schools affiliated with the Board shall be appointed as Assistant Superintendents. It is obligatory on the part of the teachers to act as Assistant Superintendents.
- (iii) Assistant Superintendents shall be appointed by the Centre Superintendent from amongst the teachers of her/his school provided the students appearing at the centre do not belong to her/his school. However, one teacher from the school(s) (teachers other than the subject teacher for which the examination(s) is held that day) whose students are appearing at the centre should also be appointed as Assistant Superintendent(s). In case the requirement of Assistant Superintendents is less than those available from outside the schools, the Assistant Superintendents should be retained on a rotation basis. **IN NO CASE, PERSONS FROM COACHING CENTRES BE APPOINTED AS ASSISTANT SUPERINTENDENTS.**
- (iv) In case the students from the same school are taking the examination at the centre, the Centre Superintendent (who will be an outsider in all such cases) shall, in consultation with the principal of the

school, draw up a list of teachers who will work as Assistant Superintendents from the neighbouring schools. He should furnish the list of Assistant Superintendents with complete details to the Regional Officer of the Board immediately.

- (v) The Centre Superintendent shall appoint teachers from the schools where the visually impaired are studying, as Assistant Superintendent for the visually handicapped. As far as possible, teachers of the same subject should not be appointed on the day of examination. One Assistant Superintendent should be from outside the school.
- (vi) The Centre Superintendent shall see that the instructions to Deputy/ Assistant Superintendents (**Appendix B**) are duly noted and observed by them. An undertaking to the effect that no near relation(s) or any other student who has/have been receiving private coaching from him/ her is/ are appearing in the examination at the centre, may please be obtained from each Assistant Superintendents.
- (vii) One Assistant Superintendent **for every 24 students** or a part in the hall or big rooms shall be appointed. However, there will be at least two Assistant Superintendents in a hall/room. It is mandatory for the Centre school to allot only 24 students in one room. **In case of a large sized hall, students shall be allotted in multiples of 24 students and seated in bunches of 24 each within the large hall.**
- (viii) Care should be taken not to keep the same Assistant Superintendent in the same room or the same part of the examination hall every day. **THE ALLOTMENT OF ROOMS TO THE ASSISTANT SUPERINTENDENT SHOULD, THEREFORE, BE CHANGED EVERY DAY AND IT SHOULD BE DONE WITHOUT ANY PREVIOUS NOTICE/INFORMATION TO THIS EFFECT TO THE ASSISTANT SUPERINTENDENT(S) CONCERNED.**
- (ix) The names of the Assistant Superintendents allotted different rooms for various papers should be shown on the seating plan while sending information to the Regional Office.
- (x) An Assistant Superintendent who engages herself/himself directly or indirectly in using or promoting or abetting use of unfair means shall be dealt with appropriately under rules of the Board and as per the provisions made in Indian Penal Code.
- (xi) The Assistant Superintendent must explain to the Students how to fill in details in the attendance sheet and Supplementary Answer Books. The following instructions should be given daily to the students by the Assistant Superintendent in each room:
 - a) any student having in possession papers, books, notes, old question papers, mobile phones, wallet, Bluetooth, scanners or any other material or information not relevant to the examination paper or not permitted, shall be liable to be punished according to the regulations/Bye-Laws of the Board;
 - a) any student having in possession papers, books, notes, old question papers, mobile phones, wallet, Bluetooth, scanners or any other material or information not relevant to the examination paper or not permitted, shall be liable to be punished according to the regulations/Bye-Laws of the Board;
 - b) Only **blue black** or **royal blue ink/ballpoint/gel pen** be used;
 - c) Check answer book to see that it is not defective and that it has correct number of pages;
 - d) Write Roll No., other details and question paper code no. in the space specified on the OMR sheet of the answer book;
 - e) Check that you have received the correct question paper, count the no. of pages of the question paper and ensure that they are correct. In case any page of question paper is missing, the same should be brought to the notice of the Assistant Superintendent immediately. If you attempt any paper not meant for you, it will be at your own risk;

- f) Roll no. should NOT be written on maps, graphs papers etc.;
 - g) DO NOT WRITE NAME, ROLL NO. OR MAKE ANY DISTINGUISHABLE SIGN OR MARK ANYWHERE IN OR OUTSIDE THE ANSWER-BOOK;
 - h) write the Supplementary Answer Book Serial No. in the Attendance sheet in the specified column; and
 - i) Supplementary Answer Books, maps, graph papers etc. must be securely tied to the Main Answer Book with only white tags/twine which will be provided by the centre.
- (xii) The directions for the Students should be read aloud before the distribution of question papers. Copies of directions should also be placed outside the examination rooms at conspicuous places (See **Appendix-C**).
- (xiii) On the first day of the examination, the Assistant Superintendent should check/tally all subject(s) written on the Admit Card of the student with the list of students supplied by the Board. Any discrepancy, if noticed, should be got rectified immediately, preferably on the same day. **FROM THE 2019 EXAMINATION, MOTHER/FATHER/GUARDIAN HAS ALSO BEEN DIRECTED TO SIGN ON THE ADMIT CARD FORGIVING AN UNDERTAKING THAT THEY HAVE VERIFIED THE DETAILS OF THE STUDENT AND THERE IS NO MISTAKE. THIS ALSO NEEDS TO BE CHECKED BY THE ASSISTANT SUPERINTENDENT(S) TO ENSURE THAT IT HAS BEEN COMPLIED WITH. IF THE SAME IS NOT COMPLIED WITH, STUDENT MAY BE INSTRUCTED TO COMPLETE THE SAME BEFORE NEXT SUBJECT EXAMINATION.**
- (xiv) In the allotted room/hall, the Assistant Superintendents will ensure that:
- (a) no student in their room/hall are in possession of any barred items;
 - (b) no student is making any attempt to use any unfair means by using any mode;
 - (c) In case, any student is sitting idle for unusually long period and not writing the answers, same student may be watched carefully;
 - (d) if any student is whispering, she/he may also be put under strict watch as she/he might be using Bluetooth device to communicate with outside people.

7.8 ASSISTANT SUPERINTENDENT (FRISKING)

Fair conduct of examination will depend on the quality of frisking done. In no case, any laxity be done during frisking.

For the 2024 examinations, CBSE has made provisions for two Assistant Superintendents (Frisking) to be deployed for frisking of the candidates at the time of entry into the examination centres.

The examination centres must appoint one female and one male Assistant Superintendent to carry out the frisking of the candidates. The Assistant Superintendent (Frisking) should perform the duties as per the below given modalities -

- (a) They should do the frisking of all candidates at the time of entering the examination centre to ensure that they are not carrying any mobile phones and barred items in the examination centre.
- (b) While frisking, the Assistant Superintendent (frisking) should be very cautious and vigilant.
- (c) Female invigilators will frisk the female candidates inside the enclosed/covered area and male invigilators will frisk the male candidates.

- (d) The invigilators will ensure that the candidates are carrying only the following inside the examination centre-
- admit card along with school identity card for regular candidates
 - admit card along with any government-issued identity card for private candidates.
 - candidates are permitted to carry a Blue/ Royal Blue Ballpoint/Gel/Fountain pen, pencil, eraser, scale, sharpener, geometry instruments, colours, brushes, admit card and identity card of the school etc in a transparent pouch in the examination centre
- (e) The Invigilators on duty will ensure that candidates do not have any other article except the above items with them while entering the examination centre. They will check especially the following in possession of the candidates:
- (i) Any barred stationery item like textual material (printed or written), bits of paper, calculator, pen drives, log table, electronic pen/scanner etc. (the candidates suffering from dyscalculia are allowed the use of calculator during examinations)
 - (ii) Any communication device like mobile phone, Bluetooth, earphones, microphone, pager, health band etc.
 - (iii) Other items like Wallet, Goggles, Handbags, Belt, Cap, ATM/Credit/Debit card/Plastic Identity card, any remote key etc.
 - (iv) All ornaments like Ring, Bracelet, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, Brooch etc be carefully checked.
 - (v) Any Watch/Wristwatch, Camera etc.
 - (vi) Any metallic item
 - (vii) Any eatable item opened or packed etc. (except permissible eatable items for candidates suffering from DiabetesType-1)
 - (viii) Any other item which could be used for unfair means for hiding communication devices like camera, Bluetooth device etc

7.9 WRITING OF ROLL NOS. AND CHECKING OF IDENTITY

- (a) The Assistant Superintendents should ensure that every student writes her/his correct roll no. in figures as well as in words, in English, in the space provided on the OMR sheet of the Main Answer Book and slip of the Supplementary Answer Book. It should also be ensured that other particulars have been correctly filled in the columns provided on the OMR sheet of the Answer Book.
- (b) The student must be instructed not to write her/his name, roll no. or name of the school or make any distinguishable sign or mark anywhere in the Answer Book. Supplementary Answer Book, graph or maps or any other paper attached with the Main Answer Book.
- (c) Roll Nos. and other particulars must be written by the students only at the proper places before they begin to answer the question paper.
- (d) The Assistant Superintendent concerned should put his signature in the space provided on the Answer Book (Main and Supplementary) as a token of having verified the correctness of the roll no., code no. of the question paper and other particulars written on the OMR sheet and the slip by the students in her/his charge. The name of the subject, course and paper should be carefully verified.

- (e) Assistant Superintendents are required to sign in the space provided in the slip on the Supplementary Answer Book(s) also.
 - (f) The identity of students must be verified by checking their admit card issued by the Board and by tallying their photos and signatures put on the attendance sheets with the signature on their admit cards. In the case of private students, identity should further be verified from the photograph on the admit card. The Centre Superintendent should ensure that this work is done properly by the Assistant Superintendent. In case of doubt, the student may be questioned and the matter reported to the Centre Superintendent who will take it up with the Regional Officer or the police, if necessary.
 - (g) The Assistant Superintendents should ensure that the attendance sheets are filled in correctly by each student. Serial No. of the Answer Book, the code number of the question paper and the number of Supplementary Answer Books must be written by the student in her/his own handwriting in columns provided in the attendance sheet as well as in the Answer Book. The Assistant Superintendent should make sure that all details are filled in by every student correctly.
 - (h) In case the attendance sheet for any student whose name appears in the list of students is not received at the examination centre before the first day of commencement of examination, attendance of the student be taken in the attendance sheet in the specimen proforma given at **Appendix-G**.
 - (i) **The Assistant Superintendent should match the photograph given in the Admit Card with the student actually present. In case the photograph does not match, the matter should be brought to the notice of the Centre Superintendent immediately.**
- 7.10 That in case any page(s) of the Answer Book or Supplementary Answer Book is/are found missing/ torn at the examination centre or is/are reported so by the student, the same must be recorded on the Answer Book by the Deputy Centre Superintendent or Assistant Superintendent. A written report must be given to this effect with details to the Centre Superintendent for onward transmission to the concerned Regional Office.

Observers are the public representatives deputed by CBSE during the conduct of the examination to witness and ensure that the examination is conducted in a fair manner, as the Board's representatives. It is expected from them that they will assist CBSE at the centre in the smooth conduct of the examination by performing their duties effectively. They have the highest responsibility on their shoulders. These responsibilities can only be fulfilled if they are well aware of the various instructions issued by CBSE for the conduct of the examination. They are, therefore, requested to read and understand the guidelines carefully even if they have earlier acted as an Observer in the same examination. The Board also modifies various instructions as per the need of the hour; hence, it becomes imperative to read and understand guidelines carefully to fulfil their responsibilities judiciously.

In no manner, they should interfere in the work of the Centre Superintendent, seek for any favour and go beyond the guidelines issued by CBSE. In case, they feel that something is not correct, the same should be mentioned in the report to be sent to the concerned Regional Officer.

GUIDELINES FOR OBSERVERS

- 8.1 Before going on duty, read and understand the guidelines carefully. Their responsibility starts from receiving/collecting question papers from the custodian, smooth entry of students in the examination centre after proper frisking to ensure that students are not carrying any barred items, opening and distribution of question papers, smooth conduct of examination and collection and dispatch of the answer books to the CBSE.
- 8.2 Observers are requested to reach the examination centre and custodian bank on time.
- 8.3 The Observer should inform her/his arrival to the Centre Superintendent concerned and accompany the CS for the collection of parcels of Question Papers from the custodian.
- 8.4 Sealed parcels of Question Papers will be opened 30 minutes before the commencement of the examination by the Centre Superintendent in the room of the Centre Superintendent in the presence of the Observer and at least 04 Assistant Superintendents (Invigilators) as witnesses. Observers must not allow the sealed parcels to be opened before this time, under any circumstances. One Assistant Superintendent should be from the school whose students are appearing from this examination centre.
- 8.5 Observers are requested to check the seals on the packets. They will not leave the Centre Superintendent's room till the time packets of Question Papers are handed over to the Assistant Superintendents.
- 8.6 In case, CBSE is sending Question Papers online, the Observer will ensure that precautions are taken to maintain the secrecy and safety of the question papers.
- 8.7 It is the duty of the Observer to ensure that no photocopy/photo of any Question Paper is being taken/done.
- 8.8 The Observer must satisfy herself/himself that no person is carrying mobile/cell phone/camera/similar devices in the room, where packets of confidential material are stored and opened.
- 8.9 Observer will ensure that NO photo copier, fax machine, Computer, mobile phone or any electronic gadget is used in the school during the course of the examination by any of the officials/persons on duty. All the mobile phones must be collected by the Centre Superintendent and stored in one place

in switched off mode under lock and key and this must be ensured by the Observer except the Centre Superintendent for uploading the photograph of the confidential material to the CBSE.

- 8.10 Observers will ensure that the students are entering the examination centre after physical checking/frisking.
- 8.11 Observers will ensure that students are not in possession of the Barred items as given in the list.
- 8.12 During the course of the examination, the Observer(s) will take several rounds of examination rooms to ensure fair conduct of the examination verify the number of students present in each room as per the Attendance Sheet and also ensure that the seats allotted to the absentee(s) are not given to any other student(s). They should also verify the genuineness of the student writing the examination by matching the photograph given on the admit card and attendance sheet.
- 8.13 She/he will see that the rules with regard to the conduct of this examination as given in the guidelines are read entirely and are fully observed by the Observer.
- 8.14 Observer must be present at the time of packing of Answer Books and ensure that the packing has been done in her/his presence and also ensure that:-
- (a) All the Answer Books have been collected from the examination rooms/Halls to the collection/Centre Superintendent's room after the examination is over.
 - (b) Proper counting, packing and sealing of the Answer Books have been done. She/he will see that the rules with regard to the conduct of the examination as given in these guidelines are strictly adhered to by the Centre Superintendent.
 - (c) Until and unless answer books' packet(s) is/are dispatched, she/he will ensure safe custody of answer books' packet(s). A record of parcels dispatched along with answer books should also be maintained.
 - (d) Details of the mode of dispatch of answer books' packets through the nearest Indian Postal Office including registration number (insured parcel only), may be communicated on a day-to-day basis to the Regional Office concerned.
 - (e) Day-to-day report in terms of the conduct of examination may be sent to the Regional Office on the day of examination itself.
 - (f) Ensure that finally parcels containing A/Bs have been packed in plastic envelopes to comply with the directions of the Post and Telegraph Office.

9.1 OPENING OF QUESTION PAPER PACKETS

- (a) This is the most sensitive work as far as the sanctity of the examination is concerned. Centre Superintendent shall ensure that in no manner safety and security of the confidential material is compromised. It will be the sole responsibility of the Centre Superintendent to receive the confidential material from the custodian and also ensure safety during transportation, storage, opening and distribution in the examination rooms and thereafter safe storage of the unused question papers. Centre Superintendent will take wise decision to ensure that there is no failure at any point.
- (b) In order to have effective confidential material tracking and monitoring, the following mobile apps have been developed by the Board: -
- **Mobile App for Custodian – CBSECUST**
(Play Store Name: CMTM-C)
 - **Mobile App for Centre Superintendent – CMTM-CS**
(Play Store Name: CMTM-CS)
- For proper operation of CMTM Apps, the correct mobile number is required in the Board's Data. Detail guidelines to use the same are annexed at Appendix-J
- (c) No mobile/camera/any other similar device which could be detrimental to the safety of confidential material should be allowed in the control room, where confidential material will be stored and opened. During the uploading of the photograph of the confidential material to the CBSE, the mobile phone of the Centre Superintendent only shall be used. No other official should be allowed to carry any communication device or camera etc. in the Control Room.
- (d) To strengthen the system of conduct of examinations, all examination centres have been directed to make seating arrangements for multiples of 24 students in the examination room/hall. Accordingly, CBSE has planned the method of packing of the question papers. The details are given below with the direction that the same may be read and understood carefully:
- (i) Centres will be provided with sealed parcels containing the sealed packets of Question Papers.
 - (ii) The number of parcels in each subject will depend upon the number of students appearing in that subject from the centre.
 - (iii) All the packets of the question papers of all subjects to be conducted on that day will be packed in one parcel. The details of the subject wise packets and the certificate of opening of the parcel will be available on the parcel itself.
 - (iv) When the parcel is opened, the requisite number of sealed envelopes containing 24 question papers each will be available.
 - (v) For each examination room/hall, only one sealed packet should be handed over to the Assistant Superintendent appointed for that room.

- (vi) The Assistant Superintendent should carry the sealed envelope containing 24 question papers to the exam room/hall and open it ONLY in the presence of the 2nd Assistant Superintendent and 02 students appearing in the examination from the same room.
- (vii) Both, the Assistant Superintendents and the 02 students, shall have to give the certificate of opening of the packet of question papers.
- (viii) At each centre, there could be a single packet containing only 12 question papers. This envelope should be given in the last room where the last set of students who will be less than 24, would have been adjusted. Opening and certification for this room will also remain the same. In case, any parcel is extra/in excess, the same should not be opened at all.
- (ix) Question papers of the absentee students/excess should be immediately returned to the Centre Superintendent in the same envelope in which question papers were handed over to the Assistant Superintendent. The details of the left-out question papers be mentioned on the envelope and signed by both the Assistant Superintendents.
- (e) Each parcel containing packets of question papers shall be opened by the Centre Superintendent in the Control Room on the day of examination 30 minutes before the time fixed for the Commencement of the examination, i.e., at 10.00 A.M. She/he shall do so in the presence of at least four Assistant Superintendents (one of them should be from the school other than the examination centre) as witnesses who will carefully check that the seals on all the parcels are intact, the correct parcels are being opened and then sign the certificate for opening of parcel containing the sealed packets of question papers. This certificate is printed on the parcel and for signing the certificate ball pen is required. When the parcel is opened, the requisite number of sealed envelopes containing 24 question papers each will be available. In case, students are not in the multiple of 24 then a packet of 12 question papers will also be available. In case the number of Assistant Superintendents is less than 04, the packets should be opened in the presence of all the Assistant Superintendents on duty. **THE SAME PERSON SHOULD NOT ACT AS WITNESS DAILY. THEY SHOULD AS FAR AS POSSIBLE BE CHANGED EACH DAY AND SHOULD NOT BELONG TO THE SAME SCHOOL.** When there is more than one parcel in one paper at a centre, the same procedure should be followed for all the parcels. After opening the sealed parcels containing sealed envelopes of question paper, the no. of envelopes should be counted and tallied with that recorded on the parcel.
- (f) The parcel and the packets containing question papers should be opened by cutting one edge of the parcel/packet with scissors or a sharp knife in such a way that all the seals remain intact for inspection, if necessary. **THE EMPTY PARCEL/PACKETS ALONGWITH THE BALANCE QUESTION PAPERS SHOULD BE CAREFULLY PRESERVED AND RETURNED TO THE REGIONAL OFFICE ALONG WITH THE ANSWER BOOKS.** On return, the material will be matched with the centre data to ensure that there is no pilferage in any manner. If it is found, it would be viewed seriously and invite legal action.
- (g) Before distribution of the sealed packet of question papers to the Assistant Superintendents, the Centre Superintendent **SHOULD ALSO CHECK THE HEADINGS ON ALL PACKETS OF THE QUESTION PAPERS IN ORDER TO VERIFY THAT A QUESTION PAPER PACKET FOR ANY OTHER SUBJECT WHICH IS FIXED FOR A LATER DATE IS NOT MIXED UP.** If by chance, any such packet so found mixed, it should be taken out and sent immediately to the Controller of Examinations in a sealed envelope with a full report.

- (h) Before distribution of the question papers, the Assistant Superintendent SHOULD ALSO CHECK THE HEADINGS ON ALL COPIES OF THE QUESTION PAPERS TO VERIFY THAT A QUESTION PAPER FOR ANY OTHER SUBJECT WHICH IS FIXED FOR A LATER DATE IS NOT MIXED UP. If by chance, any such paper so found mixed, it should be taken out and sent immediately to the Controller of Examinations in a sealed envelope with the full report.
- (i) The Centre Superintendent should ENSURE THAT SHE/HE OPENS ONLY THAT/THOSE PARCEL(S) OF PACKET(S) OF QUESTION PAPER(S) WHICH IS/ARE MEANT FOR THAT PARTICULAR DAY/EXAM. In case a wrong packet i.e., a packet meant for some other day is opened by mistake, such packet should immediately be resealed. However, if such a paper has been distributed before the mistake comes to notice. ALL SUCH distributed papers should be taken back from the examinees and resealed in the packet(s) of the question papers. The matter should immediately be reported to the Controller of Examinations/ Regional Officer along with the statement of persons involved in opening of the Question paper parcel(s)/packet(s) and distribution of question papers. **IN SUCH A CASE, THE CENTRE SUPERINTENDENT AND THE ASSISTANT SUPERINTENDENTS, WHO HAVE SIGNED THE CERTIFICATE FOR OPENING QUESTION PAPER(S) WILL BE PERSONALLY HELD RESPONSIBLE FOR THE NEGLIGENCE.** Serious note will be taken of such a mistake and the matter will be referred to her/his/their disciplinary authorities for taking suitable action against the persons concerned. Also, no honorarium will be paid to such Centre Superintendents/Assistant Superintendents and the Board may consider disqualifying them from any of its works. The Board may take any action as deemed fit.

9.2 DISTRIBUTION OF QUESTION PAPERS

- (i) Question papers must be distributed 15 minutes before the time given in the date sheet/Admit Card. In case due to unforeseen circumstances, a delay in the commencement of examination on a particular day occurs, the time lost in the PROCESS MUST BE COMPENSATED. Statement to this effect be taken from a few students in each room duly verified by both the Assistant Superintendents and kept on record with the Centre Superintendent.
- (ii) IF MULTIPLE SETS OF QUESTION PAPERS ARE ADMINISTERED BY THE BOARD, THE INSTRUCTIONS REGARDING DISTRIBUTION OF QUESTION PAPERS **MUST BE FOLLOWED METICULOUSLY.**
- (iii) If any misprint or other error in a question paper comes to notice, the attention of the Controller of Examinations/Regional Officer must be drawn to it. In case of a difference between the English and Hindi version of question papers, the English version should be relied upon unless otherwise considered necessary. This should also be brought to the notice of the Controller of Examinations.
- (iv) In the question papers of subjects other than Languages, if a student offering a medium other than English and Hindi for answering his/ her paper finds difficulty in understanding a question, necessary help may be provided to him by the Centre Superintendent in so far as only the language of the question is concerned.
- (v) **Sealed packets containing instructions** for Centre Superintendent in regard to a question paper, if any, should be opened a day before the Examination in the paper concerned.
- (vi) **It should be seen that every student gets the correct question paper.** It would be advisable to make an announcement invariably before the commencement of the examination. Students should be told that if they attempt any other paper not meant for them, they will do so at their own risk. Particular care should be taken to ensure the supply of correct question papers in the cases of subjects having A and B Courses and Core and Elective languages.

(vii) **Due care be taken in the distribution of Mathematics Standard & Mathematics Basic question papers, Hindi - A & Hindi - B question papers etc.**

10.1 GENERAL

- (a) **NO MOBILE PHONE IS ALLOWED BY STUDENTS IN EXAMINATION CENTRE.**
- (b) If a student is found to have made a wrong statement in her/his application for admission to the examination or has attempted to secure or has secured admission to the examination of the Board by making a false statement or by fraud or by production of a false document or otherwise, she/he shall be deemed to have used unfair means and her/his result shall not be declared.
- (c) In the case where such a student has not yet appeared at the examination, her/his form of application shall be rejected and the fee paid forfeited. If she/he has completed her/his examination, her/his form of application shall be rejected, fee paid forfeited and her/his examination shall be cancelled.
- (d) If at any stage a student has tampered with any entry in the certificate or statement of marks or migration certificate or any other document that has been issued to her/him by the Board, she/he shall be deemed to have used unfair means. The Board may cancel the document in question and may even cancel her/his result if it deems so necessary.
- (e) In the answer book, a student is not permitted to write her/his identity to the examiner. A student infringing this rule shall be deemed to have used unfair means and her/his result shall not be declared in addition she/he shall be liable to be punished under the rules.
- (f) If during the course of the examination, a student is found indulging in any of the following, she/he shall be deemed to have used unfair means during the examination and as such her/his result shall not be declared but shall be marked as UNFAIRMEANS (U.F.M.):
- (i) Having in possession any item or article which has been prohibited in the examination centre or may be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;
- (ii) Paying/Placing someone else to write an examination (impersonation) on the student's behalf or preparing material for copying;
- (iii) Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS;
- (iv) Assisting another student to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so;
- (v) Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;
- (vi) Tearing of any page of the answer book or supplementary answer book etc.;
- (vii) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;
- (viii) Communicating with another student or the Assistant Superintendent directly or indirectly.

- (ix) Taking away the answer book out of the examination hall/room/centre;
 - (x) Smuggling out Question Paper or its part or smuggling out answer books/ supplementary answer sheet or part thereof;
 - (xi) Threatening any of the officials connected with the conduct of the examinations or threatening any of the students;
 - (xii) Using or attempting to use any other undesirable method or means in connection with the examination;
 - (xiii) Forceful entry/exit in/from Examination Centre/Hall;
 - (xiv) Use or attempted use of any electronic device after entering the examination centre;
 - (xv) Uploading/sharing any examination related material, correct or wrong, on social media;
 - (xvi) Affixing/uploading of fabricated photograph on the admit card;
 - (xvii) Erasing or obliterating any information printed on the ANSWER BOOK(S);
 - (xviii) Providing wrong information on the answer sheet;
 - (xix) Having in possession Question papers of previous years;
 - (xx) If a student approaches any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorised privilege(s) in these Examinations;
 - (xxi) taking legal courses or any other means to influence CBSE to gain advantage in their favour, by providing false information.
- (g) A student found guilty of any of the unfair means mentioned at (v) above-
- (i) may be disqualified by the Board from the examination in that year (i.e.,her/his examination for that year may be cancelled);
 - (ii) may further be debarred by the Board from appearing at any examination of the Board for a period which may extend upto five years; and
 - (iii) in serious cases, may permanently be debarred by the Board from taking any examination of the Board.

10.2 IDENTIFICATION AND REPORTING OF UNFAIR MEANS CASES

- (a) As soon as it comes or is brought to the notice of the Centre Superintendent that a student, during the course of examination, has been found using or attempting to use unfair means, **she/he shall take possession of the answer book of the student along with the paper(s) or other material(s) found with her/him, if any, and provide the student with a second answer book immediately. THE STUDENT IS NEITHER TO BE EXPELLED FROM THE EXAMINATION CENTRE IN THAT PAPER NOR IN THE REMAINING PAPERS OF THAT EXAMINATION.** The Centre Superintendent shall record on the first answer book, the time when it was taken away from the student and on the second answer book the time of its issue. While issuing the second answer book, the student shall be asked by the Centre Superintendent to submit her/his explanation in regard to the allegation against her/him. If the student refuses to give an explanatory statement, the fact of refusal should be recorded by two Assistant Superintendents and attested by the Centre Superintendent on duty at the time of the occurrence. The Centre Superintendent shall call for the statement(s) of the Assistant Superintendent(s) concerned. She/he will forward to the Regional Officer concerned of the Board, **in a separate envelope provided for the purpose, duly sealed, the two answer books used**

by the student along with the explanation of the student or the attested statement of refusal, the statement(s) of the Assistant Superintendent(s) and her/his own note on the case for further action by the Board.

(b) The students who are booked under Unfair Means cases in any of the subject(s) and issued another answer sheet in that subject be advised by the Centre Superintendent not to repeat the answers to the questions which have already been answered on the first answer sheet.

(c) **The statement of the Assistant Superintendent/Centre Superintendent/Observer/ Representative of the Board who detects unfair means material in the possession of a student shall cover:**

- Name of student and roll number
- Date of exam
- Subject of exam
- Time when the material was detected
- Nature of material/unfair means detected
- How it was detected
- Whether the student has used the detected material for writing answers
- Whether the student was caught using the detected material for writing answers
- Whether the student was trying to use the detected material for writing answers
- Whether the student do not use the detected material for writing answers
- Signature of the person who detected unfair means material
- Counter signature of the Centre Superintendent on each paper

In respect of the cases detected by the outside Inspector/Observers appointed by the CBSE, the Centre Superintendent should forward the same with her/his report to the CBSE after giving an opportunity to the student concerned to explain her/his conduct.

(d) All cases of unfair means must also be reported to local police for taking appropriate action under the laws of the land. The complaint/report should be sent to the local police in the prescribed format.

(e) In case a student has smuggled out the Answer Sheet, the Centre Superintendent should call for the student directly or through any source and try to procure the Answer Sheet. If the efforts fail, the matter should be reported to the police and a copy of the FIR be sent to the office of the Board along with the statement of the Assistant Superintendents present in the room and also of the student. The statement of the Peon/Police constable etc., if any, should also be forwarded.

The statement should contain:

- Time of incident
 - Details of the case as to how the student took away the Answer Sheet
 - Efforts made to recover the Answer Sheet along with the Question Paper
- (f) In case of impersonation, the Centre Superintendent should send to the Board's office, the statement of the person found to be impersonating, the Assistant Superintendents and that of the real student, if possible. The Centre Superintendent shall also report the matter to the Police.

- (g) In case of misconduct of a serious nature, the matter should be reported to the Police, if necessary. Statement(s) of the Assistant Superintendent(s) and that of the Peon/Police men concerned may be obtained and sent to the office of the Board for further action.
- (h) If any Examiner/Evaluator notices any case of copying of answer(s) either among two or more students or from any other source, she/he should mark the relevant portion(s) of the answer(s) and send the case immediately, alongwith her/his report on the same, to her/his Head Examiner. The Head Examiner will scrutinize the case and forward it along with her/his own remarks, in a sealed cover, to the Regional Officer for necessary action by the Board. If such a case comes to the notice of the Head Examiner herself/himself, she/he should also mark the relevant portion(s) in the answer(s) and forward the same immediately, alongwith her/his remarks in a sealed cover to the concerned Regional Officer for further action.**

10.3 IMPOSITION OF PENALTIES

- (i) The results of all students who have been reported to have used unfair means in an examination, by an Assistant Superintendent, Deputy Superintendent, Centre Superintendent, Members of Mobile inspecting parties, Surprise Inspectors, Observers or Examiners/Head Examiners, shall be declared as 'UNFAIR MEANS (U.F.M.)'.
- (ii) All cases of 'Unfair Means (U.F.M.)' shall be decided within a reasonable time after the declaration of the result.
- (iii) All CASES OF UNFAIR MEANS shall be reported to the Result Committee and the result of such students shall be disposed of in a manner and as recommended by the Result Committee of the Board.
- (iv) Before any penalty is imposed under any of the provisions of these Bye-Laws on a student reported to have used unfair means, she/he shall be given an opportunity for explaining her/his conduct. She/he will be required to appear personally before the UFM Committee of the concerned Region or before any committee constituted by the Board to explain her/his conduct. In case she/he does not avail herself/himself of the opportunity by the given date, ex-parte decision taken shall be final.
- (v) If the Board is satisfied that the use of Unfair Means in a paper or papers has been widespread at a centre, the Board has the right to cancel the result of all students of that centre in the paper or papers concerned or even the entire examination at that centre, if several papers are involved.
- (vi) The names of students who are punished under any of the above rules shall be communicated to the Universities, Boards and other Organisations which conduct Secondary School, Senior Secondary School Certificate Examination, Intermediate or equivalent examinations and to the various State Governments as well as to the different Public Service Commissions in the country.

10.4 GUIDELINES TO DEAL WITH THE UNFAIR MEANS CASES

Main Examinations which are held in February/March/April

The following guidelines are to be implemented for dealing with the Unfair Means Cases pertaining to ensuing Senior School Certificate (Class-XII) and Secondary School (Class-X) Examinations.

CATEGORY 1		
1.1	Having Question papers of previous years. Supported by report of invigilator/checking staff	Cancellation of current examination in the concerned subject. Shall be allowed to take the examination in that subject in the Compartment examination, if otherwise eligible. The benefit of the doubt shall be given to such student against whom no evidence is available to testify to the foul intents on their part.
1.2	Writing questions or answers on any material other than the answer book for writing answers. Supported by report of invigilator/checking staff	
1.3	Tearing off any page of the answer book or supplementary answer book etc. Supported by the report of the invigilator/checking staff that the student has torn the page(s) of the Answer-Book	
1.4	Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre. Supported by report of invigilator/checking staff	
1.5	Having copying material (hard copy and Mobile Phone etc.) in her/his possession but did not use it. Supported by report of invigilator/checking staff	
1.6	Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of Examinations. Supported by credible evidence	
CATEGORY 2		
2.1	Affixing/uploading of fabricated photograph on the admit card. Supported by documentary evidence	Cancellation of current examination in all subjects. Shall have to take the examination in all subjects in the next year
2.2	Erasing or obliterating any information printed on the Answer Book(s).	
2.3	Providing wrong information on the answer sheet. Supported by documentary evidence	
2.5	Having communicated with another student or the Assistant Superintendent directly or indirectly. Supported by report of invigilator/checking staff	
2.6	Assisting another student to engage in malpractice Supported by report of invigilator/checking staff	
2.7	Assisting other students directly or indirectly of any kind or attempting to do so. Supported by report of invigilator/checking staff	
2.8	Taking assistance from other students directly or indirectly of any kind or attempting to do so. Supported by report of invigilator/checking staff	

CATEGORY 3		
3.1	Taking away the answer book out of the examination hall/room/centre.	Cancellation of current as well as next year's examination in all subjects. Shall have to take the examination in all subjects thereafter.
3.2	Smuggling out Question Paper or part thereof, out of the examination hall. Supported by report of invigilator/checking staff	
3.3	Smuggling out answer books/supplementary answer sheet or part thereof, out of the examination hall. Supported by report of invigilator/checking staff	
3.4	Possession, Use or attempted use of any electronic device(other than mobile phone), which can be used as a communication device, after entering the examination centre. Supported by report of invigilator/checking staff	
3.5	Using abusive language, and threatening the staff on duty. Supported by report of invigilator/checking staff	
3.6	Indulging in violence at the time of examination or thereafter in the examination center. Supported by report of invigilator/checking staff	
3.7	Forceful entry/exit in/from the Examination Centre or Hall. Supported by report of invigilator/checking staff	
CATEGORY 4		
4.1	Impersonation. Paying/placing/making someone else to write an examination. Supported by report of invigilator/checking staff	Cancellation of current as well as of next three years' examination in all subjects. Shall have to take the examination in all subjects thereafter.
4.2	Uploading/sharing any examination related material, correct or wrong, on social media. Supported by credible evidence	
4.3	Approaching any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorized privilege(s) in these Examinations. Supported by the report of such authority	
4.4	Taking legal courses or any other means to influence CBSE to gain advantage in their favour, by providing false information. Supported by documentary evidence	
CATEGORY 5		
5.1	Using obscene/derogatory language in the answer book. Supported by report of invigilator/checking staff or Evaluator	Counseling by UFM Committee so that she/he abstains from using such language in the answer book in future examinations. Currency notes etc. shall be forfeited and deposited in the Board's account.
5.2	Using threatening language in the Answer-Book for the evaluators with or without any appeal. Supported by report of invigilator/checking staff or Evaluator	
5.3	Using language/threat of harm to oneself in the Answer-Book with or without any appeal. Supported by report of invigilator/checking staff or Evaluator	

5.4	Use any other Ink or Pencil for writing answers in the answer book. Supported by report of invigilator/checking staff or Evaluator	
5.5	Having enclosed/attached a currency note or other such instrument with the answer book with or without any appeal/ message for the evaluator. Supported by report of invigilator/checking staff or Evaluator	

11.1 Immediately after the expiry of the time of examination, the Centre Superintendent shall collect all the answer-books from the Assistant Superintendents. These should then be personally checked by the Centre Superintendent with the list of students who appeared in each subject and packed as under:

- Each century of roll nos. for example Roll Nos. 1-100, 1001-1100 under each medium (**English and Hindi should be mixed**) and tied separately by *sutli* or twine, **However, answer-books of Social Science and Science in English and Hindi medium should not be mixed** and should be tied separately by *sutli* or twine and put in separate envelope marking appropriately on the top of envelope 'English' or 'Hindi' medium as the case may be.
- Packets of different centuries for a paper should then be put together and tied in a packet 'paper wise' and a seal put on the knot of the *sutli*.
- This packet should be packed in cloth, sealed and then packed again in cloth parcel(s) to be dispatched to the collection centre notified by the Regional Officer along with other Answer Books, if any.
- Packets of different papers should then be packed and sealed in one packet in the presence of two Assistant Superintendents and sent to the place communicated by the Regional Officer.
- Packets containing answer-books for the Secondary and Senior School Certificate Examination must be packed separately and address on the parcels containing answer books be written with the colour of the ink as under to easily distinguish to which class the parcel of answer-books belong to:

	Colour of Cloth	Colour of Ink
Class X	Blue colour	Red colour
Class XII	Pink colour	Blue colour

- In case of more than one packet, say 5 packets, Packet No. should be 1/5, 2/5, 3/5, 4/5 and 5/5. This should be clearly noted in the CBSE Proforma 66 and Proforma 66 be kept in the first packet.
- To distinguish parcels containing material other than answer-books from being opened at the Secrecy Centres, if received erroneously, the address be written in **bold letters with black ink. It should also be written (NOT FOR CSO) within the bracket at the bottom of the parcels.**

11.2 The Centre Superintendent should seal the packet(s) in the presence of at least two Assistant Superintendents (who should preferably not belong to the school to which the Superintendent belongs) who should sign as witnesses to the effect that the answer books were packed in their Presence at.....a.m./p.m.

11.3 The answer books of Unfair Means cases be sent in separate envelopes provided along with centre material, duly sealed, to the concerned Regional Office/collection centre. In case the envelopes have not been received, the answer books be packed and sent as per **Appendix-F**.

11.4 The following papers should also be sent alongwith the packet of answer books:

- (i) Statement showing the roll nos. of students who appeared/absent/UFM in each paper medium wise (English and Hindi should be combined). This is to be prepared on form no. CBSE 66 provided for this purpose in triplicate (**Appendix-D**) (two copies for the Board-one copy to be placed inside the packet and one to be delivered along with the packet containing the Answer Book) and one to be preserved by the Centre;
- (ii) seating plan of each room/hall in a separate cover;
- (iii) all the opened parcel(s)/packet(s) of question paper(s) having certificates of opening parcel(s)/packet(s) of question papers printed on it/them, duly signed, with surplus copies of the question paper. (The Centre Superintendent may keep only 2 copies of each question paper if she/he needs the same for her/his school after recording the same on packet number one of the question papers in that subject);
- (iv) unopened question paper packets, if any; and
- (v) sample impression of seal used for sealing the bag/packets (to be sent only on the 1st day of examination or when the seal is changed) in separate cover marked "Seal Impression".

11.5 THE FOLLOWING MATERIAL SHOULD BE SENT TO THE REGIONAL OFFICE AFTER THE EXAMINATION IN ALL THE SUBJECTS IS OVER:

- (i) Duplicate set of seating plan;
- (ii) Attendance sheets duly arranged roll no. wise and each attendance sheet duly counter signed by the Centre Superintendent (**Appendix-G**);
- (iii) Consolidated list of casual absentees (not absent in all papers), full absentees (absent in all papers) and list of Unfair Means Cases (**Appendix-E**);
- (iv) Certificate obtained from Assistant Superintendents that none of their relatives was taking the examination;
- (v) Account of answer books, supplementary answer-books, drawing sheets, graph papers etc. used;
- (vi) Unused answer-books, supplementary answer-books, drawing sheets etc. along with other unused balance articles;
- (vii) List of Students.

11.6 When the examination centres are packing answer books for dispatch to the concerned Regional Office of CBSE, they will ensure the weather conditions and if there is a probability of rains, an envelope of reusable plastic be used to pack the answer books to save them from getting wet from rain water.

All the above documents are to be signed/countersigned by the Centre Superintendent.

CBSE is committed to serving students with disabilities as defined in THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016. Schools are requested to follow the instructions to assist these students during the conduct of examinations. Also, they should identify students who can act as scribe during the examinations. A panel of such students be made for use as per the requirements. It would be appreciated, if these students were also made aware of the disabilities so that they could assist students with disability in the best possible manner.

This year the category of the disability and facilities/exemptions provided will be mentioned on the Admit Card. Accordingly, the Centre Superintendent need to make arrangements. This information will also be available in the List of Students allotted to the concerned centre.

12.1 ISSUING AUTHORITY OF MEDICAL CERTIFICATE:

The medical certificate issued by the following agencies/ organizations will be considered for granting concessions to disabled students:

- (a) Disability Certificate(s) issued by Government hospitals controlled by either the Central or State Governments from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent.
- (b) Disability Certificate(s) issued by Recognized Institutes at the national level viz National Association for the Blind, Spastic Society of India etc; and
- (c) Disability Certificate(s) issued by Non-Governmental Organization/practitioners registered with the Rehabilitation Council of India/ Central Government/ State Government of the Respective State.
- (d) The disability certificate issued by the competent authority at any place shall be accepted.

12.2 FACILITY OF SCRIBE AND COMPENSATORY TIME:

- (a) Students with disabilities as defined in THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016 are permitted to use a Scribe or allowed Compensatory time as given below or both:

For paper of 3 hours' duration 60 minutes

For paper of 2½ hours' duration 50 minutes

For paper of 2 hours' duration 40 minutes

For paper of 1½ hours' duration 30 minutes

12.3 APPOINTMENT OF SCRIBE AND RELATED INSTRUCTIONS:

- (a) The student shall have the discretion of opting for his /her own scribe/reader or request the examination centre for the same.
- (b) In case a Scribe/Reader is provided by the Examination Centre, the qualification of Scribe should not be more than the minimum Qualification criteria of the examination.
- (c) In case the student is allowed to bring her/his own scribe, the qualification of the scribe should be one step below the qualification of the student taking the examination.
- (d) Students shall also have the option of meeting the scribe two days before the examination.

- (e) Students will be allowed to change the Scribe/Reader in case of emergency. The student shall also be allowed to take more than one scribe/reader for writing different papers, especially for languages. However, there can be only one scribe per subject.
- (f) Centre Superintendent of the examination centre concerned shall forward to the concerned Regional Officer of the Board, a report giving full particulars of the student and of the scribe.
- (g) A Suitable room shall be arranged for the student for whom a scribe is allowed and a separate Assistant Superintendent shall be appointed by the Centre Superintendent to supervise her/his examination.
- (h) Services of Scribe shall be provided free of cost.
- (i) The Scribe shall be paid remuneration by the Centre Superintendent as per norms of CBSE.

12.4 OTHER GENERAL INSTRUCTIONS/ FACILITIES:

- (a) To facilitate easy access, a few selected schools are made examination Centres for special students where ever possible.
- (b) Teachers from schools for visually impaired be appointed as Assistant Superintendent(s) (Invigilators) at the special examination Centres. However, precaution be taken to appoint different subject teachers on different days.
- (c) Answer books of **students with Benchmark disabilities** are sent separately by the Centre Superintendents.
- (d) A separate column is provided on the title page of the answer book for indicating the category of differently abled students.
- (e) Visually Impaired students are permitted use of screen reading software (like JAWS- Job Access with Speech) with prior approval of the Board. They also have the facility of using a computer or a typewriter for writing answers.
- (f) Use of calculator is not permitted in any of the examinations conducted by the Board except in cases of dyscalculia.
- (g) Portable video magnifier is also allowed to Visually Impaired student.
- (h) Computer will be allowed as per the actual need and skills of the students with disabilities duly supported by a certificate issued by registered medical practitioners / qualified psychological consultants recommending the use of Computer facility for writing the examination citing the ground on which recommendation for use of computer has been made. Such permission shall be subject to the following:
 - (i) Use of computer shall be limited to only for typing answers. The concerned student shall bring his / her own computer or laptop duly formatted and the Centre Superintendent shall allow such student after an inspection by the Computer Teacher and the same teacher may do the monitoring of the use of the computer. Centre Superintendent may compensate for the loss of time if any and record the same.
 - (ii) The computer/laptop brought by the student will not have any internet connection to maintain the sanctity of the examination.
 - (iii) The student shall use the computer/laptop only for the purpose for which permission has been taken.
 - (iv) Such requests along with specific recommendations by the competent medical authority/qualified psychological consultants, shall be sent to the Concerned CBSE Regional Office.

- (v) Responsibility for the use of the computer shall lie on the student and the Board shall not be liable for any consequences arising out of any mis-happening on account of the use of the computer.
- (vi) Provision of a Reader to read the question paper in case of a student with a disability who does not want a scribe facility will be allowed but the **role of such person will be limited to reading of question paper**. Request for such permission will be made by the student through the principal with specific recommendations by the registered medical practitioners / authorized psychologist. Such cases will be referred to the CBSE RO by the school principal and permission will be accorded on case-to-case basis based on merit. **Such students will not be allowed to use the scribe facility.**

12.5 ANSWER BOOKS OF STUDENTS WHO HAVE USED COMPUTER FOR TYPING REPLIES OF QUESTIONS.

- (a) A normal prescribed answer book of appropriate denomination/no. of pages shall be provided to all PWD Students also.
- (b) The student/scribe will fill up all details on the OMR Sheet as is being done by other students. The invigilator will check the details filled in.
- (c) The invigilator will put a cross on all pages on this answer book and will mention on the first page (of writing answers) that this student has typed his answers on computer and the print-outs are being attached to the answer book.
- (d) Printout of the answers given on computer shall be attached to this answer book securely in the similar manner in which the supplementary sheets are attached to the main answer book. No details of the school/centre/student shall be given on the pages of the printout on which the answers are given.
- (e) The soft copy of the answers, on a Pen Drive, shall be sealed in a cloth parcel and sealed under the signatures of CS, Invigilator and Observer (if present). This parcel shall be kept in safe custody of School Principal. This will only be weeded out 30 days after the last day of revaluation process.

DUTIES AND RESPONSIBILITIES OF THE CUSTODIANS, PRINCIPALS AND CENTRE SUPERINTENDENTS**FOR****HANDLING OF CONFIDENTIAL PACKETS OF QUESTION PAPERS OF THE CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**

1. Each Officer designated to receive the confidential material of the Central Board of Secondary Education will personally receive insured canvas bags sent by the CBSE and acknowledge its receipt through Fax/E-mail to Dr. Sanyam Bhardwaj, Controller of Examinations, CBSE indicating the class, No. of bag(s) received.
2. After receipt of the confidential bag(s), the Designated Officer will contact the Principal of the School allotted to her/his Branch to ask her/him to come to the place of custody of the material. She/he will open the insured bag(s) in the presence of the Principal/Centre Superintendent.
3. The Principal/Centre Superintendent will submit her/his identity to the Designated Officer meeting her/his requirement, before opening the sealed bag(s) containing question papers.
4. Both the Custodian as well as the Principal/Centre Superintendent will then verify the date-wise and subject-wise sealed parcel(s) and certify the statement which has been placed in the parcel(s) in triplicate saying that the No. of parcel(s) have been received according to the statement(s) and seal of each and every parcel has been found intact. Two copies of the statements should be given to the Principal/Centre Superintendent out of three statements. After checking, out of the two copies, one copy duly signed by the Principal be sent to the Board by name to Dr. Sanyam Bhardwaj, Controller of Examinations, CBSE, Preet Vihar, Delhi - 110092.
5. In case a seal impression of any parcel gets mutilated in transit, the same should be recorded on the parcel, duly signed by the Custodian and the Principal/Centre Superintendent and the same be made note of in the receipt to be sent to C.B.S.E.
6. The confidential parcel(s) should be kept strictly in the joint custody of the Designated Officer and the joint custodian in the strong room so that they are not exposed to any other unauthorised person(s) working in the Bank/Treasury.
7. In the event of **any lock-out or strike or 2nd and 4th Saturdays which are bank holidays**, the Manager or the Joint Custodian or any other responsible Officer/Treasury Officer will ensure that the delivery of the question paper is not disrupted and the distribution of question papers takes place every day according to the date sheet. Proper safety of question papers should be ensured.
8. The Principal/Centre Superintendent should tally the number of question papers indicated on the parcel(s) with the subject-wise figures of his school/centre in order to make sure that sufficient number of question papers have been received for the number of students appearing at his school/centre. Any shortage/discrepancy, which comes to light should be reported immediately to Dr.Sanyam Bhardwaj, Controller of Examinations, CBSE, Preet Vihar, Delhi-110092.
9. Date and time of each paper as given in the date sheet for the examination should be written in Bold and kept in the bank custody duly arranged date-wise, with seals intact.
- 10. IN NO CASE THE PARCELS WILL BE OPENED AT THE CUSTODIAN'S PLACE.**

11. On each day of the examination, the Centre Superintendent or the authorised person should collect the question paper parcel(s) atleast 45 Minutes before the commencement of the examination for the day. In case the Centre is located at a distant place, he may adjust the time in consultation with the Centre Superintendent. While issuing the question paper parcel(s) for the day of the examination, the Manager will kindly ensure that the correct question paper parcel(s) is /are being issued to the centre superintendent as per the date sheet.
12. While issuing question paper parcel(s) for the day, the Designated Officer will obtain a receipt from the Centre Superintendent and at the end of the examination he will forward the said receipts to the Board by name to Dr. Sanyam Bhardwaj, Controller of Examinations, CBSE, Preet Vihar, Delhi-110092.
13. The Centre Superintendent while taking delivery of the question paper parcel(s) will fully ensure with the help of the date sheet that she/he collects question paper parcel(s) for the day of the examination ONLY. Under no circumstances, any other question paper parcel(s) should be collected by her/him from the Custodian.
14. While taking delivery of the question paper parcel(s) for the day, the Centre Superintendent will give a receipt in the proforma which is available with the Custodian. If there is some delay in collection of the question paper parcel(s) due to some unavoidable circumstances, she/he will ask the examinees to sit in the examination hall and allow extra time to the examinees for the time so lost. Under no circumstances the examination will be postponed on account of delay.
15. **More details may be seen about custody and distribution of Question Papers in Chapter-4 and complied with.**

**INSTRUCTIONS FOR DEPUTY CENTRE SUPERINTENDENT/
ASSISTANT SUPERINTENDENT**

(To be noted by the Centre Superintendent from each Deputy Centre Superintendent and Assistant Superintendent appointed at her/his centre)

1. Each Deputy and Assistant Superintendent is required to give a Certificate to the Centre Superintendent to the effect that none of her/his relation is appearing in the Examination at the Centre and that none of the student(s) appearing at the centre has/have received private coaching from her/him.
2. Deputy Centre Superintendents/Assistant Superintendents are under the control of the Centre Superintendent of the centre during the period they are on such duty. They should not leave the examination centre without the permission of the Centre Superintendent.
3. They should report at the centre at least 50 minutes before the time fixed for the commencement of the Examination or as per the time informed by the Centre Superintendent.
4. They should act as a witness as and when desired by the Centre Superintendent, for the opening of the sealed parcel(s) of question paper and sealing of bags/parcels of answer books. Before signing as a witness to the opening of the sealed parcels of question papers and packets of question papers, the date and time of examination of the question paper should be carefully verified with the date sheet. Name and address should be mentioned when signing such certificates on the parcels and packets of question paper etc. In case of doubt, the matter be reported to the Controller of Examinations, Preet Vihar, Delhi-110092 on Tel No. 22515828 during office hours or the Regional Officer concerned.
5. Students should be advised to be in their seats 30 minutes before the scheduled commencement of the examinations. They should see that the students occupy their allotted seats in the room under their supervision and they do not possess any books, notes, communication devices or any other papers, or items as per the enclosed list. An announcement to that effect also be made at the beginning of each exam and students should be asked to leave such items outside the examination centre.
6. It should be seen that every student gets the correct question paper. It would be advisable to make an announcement invariably to this effect at the commencement of examination. They should be told that if they attempt any other paper not meant for them, they would do so at their own risk. All spare copies of question papers should be returned to the Centre Superintendent immediately after distribution.
7. If per chance a Question Paper which is not scheduled for the day is found mixed up with the Question Papers, it should be returned to the Centre Superintendent immediately without reading.
8. They may search the students physically before or during the course of examination. Female examinees **SHOULD BE SEARCHED ONLY BY LADY ASSISTANT SUPERINTENDENT.**
9. Students are expected to bring their own pens and ink. Only blue-black or Royal blue ink/gel/ ballpoint pen should be used by them. In the examination of Commercial Art, Engineering Drawing and Painting, students should not be allowed to bring Geometrical solids in the examination room, but they should be allowed to work standing if they so desire.
- 10. The students should be asked to write Roll No. on their question paper and it should be ensured that each student has complied with this instruction.**
11. They should see that every student writes in English numerals, his correct roll number in figures as well as in words, in the space provided on the title sheet of the Answer book and slip on the

supplementary answer book. They should also see that other particulars have been correctly filled in the columns provided on the title sheet of the answer book. Roll Number, Question Paper Code No. and other particulars must be written by the students at the proper places before they begin to answer the question paper. The students must be instructed not to write their name, roll no. or name of the school or make any distinguishable sign or mark anywhere in or outside the Answer Book. The Assistant Superintendent should put her/his signature in the space provided on the answer book (main and supplementary) as token of having verified the correctness of the Roll No. and other particulars written on them by the students in her/his charge.

12. They are required to sign in the space provided on the slip in the supplementary answer book (s).
13. They should verify the identity of students under their charge by checking their admission cards issued by the Board and by tallying their signatures on the attendance sheets with the signatures on their admission cards. Also, verify that the Father/Mother/Guardian have signed the undertaking on the Admit Card. In the case of private students, identity should further be verified carefully. In case of doubt, the student may be questioned and the matter be reported to the Centre Superintendent immediately.
14. The Assistant Superintendent should see that no student copies her/his answer from another student or notes/books etc. or makes use of any other unfair means at the examination. If a student is found talking or using unfair means, the book or material so used should be taken in possession without delay by the Assistant Superintendent and matter reported to the Centre Superintendent. He should then act according to the instructions given by the Centre Superintendent. The Assistant Superintendent should make a written report to the Centre Superintendent about all such cases and put her/his signature on the answer book and other material/document(s) found with the student as per direction of the Centre Superintendent.
- 15. No student should be allowed to leave the examination centre before the examination is over.**
16. Assistant Superintendents are responsible for the discipline, order and proper conduct of examination in the room under their supervision and as such they should constantly be watchful and move about the room and not indulge in talks or read any book, newspaper or even the question paper during the time of the examination. Assistant Superintendents should not engage themselves in knitting, Whatsapp on social media platforms etc.
17. They should see that the students are promptly supplied the supplementary answer book, water etc. when asked for. It should also be seen that supplementary answer book(s) is/are attached to the main answer book at the end and not kept inside it. The number of supplementary answer book(s) used by the student must be verified and their number written at the proper place on the title page of the answer book and tallied. A proper account of Answer Books and supplementary answer books used should be kept and handed over to the Centre Superintendent daily.
18. Students are required not to write Roll No. on the maps and graph papers. The facsimile stamp of the Centre Superintendent is also not to be affixed on it/them. This may please be brought to the notice of the students. The Assistant Superintendent should particularly verify that ROLL NO. IS NOT WRITTEN ON THE GRAPH.
19. They should obtain the signatures of the students on the Attendance Sheet for receiving each supplementary answer book issued to them and must ensure that all the supplementary answer books taken are attached to the main answer book.

20. In case any page(s) of the answer Book or supplementary Answer Book is/are found missing/torn at the Examination Centre or is/are reported so by the student the same may be recorded on the answer book by the Assistant Superintendent and a written report be given to this effect with details to the Centre Superintendent for onward transmission to the concerned Regional Office.
21. One of the Assistant Superintendents should always accompany a student wishing to make use of the urinal/ toilet while the examination is going on. It should be ensured that there is no copying material kept in toilets etc. and the students do not prolong their stay in the toilets. They should come back within normal time. In case of female students, lady Assistant Superintendents only should escort the students to the toilet.
22. All exits to the Examination Room except one should be closed ten minutes before the expiry time of the examination. One of the Assistant Superintendents should then stand at the open door and see that no student leaves the room without handing over the answer book. In case a student leaves the examination room without handing over the answer book, the Assistant Superintendent(s) should make all efforts to recover the answer book and also report the matter to the Centre Superintendent.
23. When the time is over, all answer books must be collected immediately and students should not be allowed to leave the room without handing over the answer books.
24. The Assistant Superintendents are responsible for the safe delivery of the answer books of the students under their charge to the Centre Superintendent after the examination is over and as such, they should take proper precautions for the same. The answer books should be serially arranged paper wise before delivering to the Centre Superintendent.
25. A student suffering from any infectious disease like small-pox, flu, mumps etc. should not be allowed to sit in the room with other students. If such a case is suspected, it should be reported to the Centre Superintendent immediately who may provide appropriate segregated space.
26. Cases not covered under the above rules should be referred to the Centre Superintendent for obtaining her/his guidance and necessary instructions.
27. The Deputy Centre Superintendent/Assistant Superintendents should also read all the Chapters of these instructions to enable them to know the complete system and procedure. They should abide by the provisions contained in these instructions elsewhere in regard to the duties and responsibilities.

INSTRUCTIONS FOR STUDENTS

1. Entry in the examination centre will be from 9.00 a.m. to 10.00 a.m.
2. **No student will be allowed to enter in the examination centre after 10.00 a.m. whatsoever the reason may be. This should be strictly complied with.**
3. The doors of the examination hall/room will open 45 minutes before the time specified for the commencement of Examination i.e., at 09.45 a.m. Students are advised to be in their seats 30 minutes before the scheduled commencement of the examination. After 10.00 a.m. no student will be allowed to enter the examination centre. Admission of any student to the examination hall in contravention of these instructions shall be considered invalid for that particular paper.
4. Students are required to bring their own pen, pencil and ink. Only blue black or royal blue ink/ ballpoint pen is to be used. They will ensure that they are not carrying any mobile phone or other material which could be used for unfair means.
5. A seat marked with her/his Roll number will be allotted to each student. Students will be required to find out and occupy their allotted seats.
6. No student, without permission of the Assistant Superintendent, shall leave her/his seat or the Examination Hall until the end of the examination. No student shall speak without permission. If it is necessary for the student to communicate, she/he shall stand up in her/his place and one of the Assistant Superintendents will see to her/his requirements.
7. Before beginning her/his paper, she/he shall write on the title sheet of her/his answer book the subject and question paper code number. She/he shall write her/his Roll No. in the space provided on title sheet and nowhere else in the answer book. She/he shall also write Roll No. on her/his question paper as soon as it is received by her/him. Roll No. shall also be written on the slip in the supplementary answer-book.
8. Answers shall be written on both sides of the answer book supplied to the student. No student shall tear out any leaf from the answer book.
9. If a student writes her/his Roll No. or puts any special mark in any part of the answer book or drawing sheet, map etc. other than the space provided for the purpose, she/he will render herself/himself liable to have her/his paper cancelled.
10. On the expiry of time the answer book must be handed over to the Assistant Superintendent irrespective whether the student has answered the paper in full or in part or not at all.
11. Smoking & using of intoxicants is strictly prohibited in the Examination centre. Student found doing so during the course of the examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent.
12. Students can be physically searched by the Centre Superintendent/Assistant Superintendent/Inspectors deputed by the Board before or during the examination at any time.
13. In case any page(s) of the answer book or Supplementary Answer book is/are found missing/ torn at the Examination Centre or is/are reported so by the student the same may be recorded on the answer book by the Assistant Superintendent and a written report be given to this effect with details to the Centre Supdts. for onward transmission to the concerned Regional Office.

14. The student shall not ask for supplementary answer sheet till the main answer book/the earlier supplementary answer book is filled.
15. The Student can visit the examination Centre prior to the date of examination.
16. Apart from what is stated to be unfair means in the rules, regulations and Bye-Laws of the Board, if a student during the course of examination, is found indulging in any of the following, she/he shall specifically be deemed to have used unfair means at the examinations and as such her/his result shall not be declared but shall be marked as UNFAIRMEANS (U.F.M.):
 - a. Having in possession any item or article which has been prohibited in examination centre or may be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;
 - b. Paying/Placing someone else to write examination (impersonation) on student's behalf or preparing material for copying;
 - c. Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS;
 - d. Assisting other student(s) to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so;
 - e. Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;
 - f. Tearing of any page of the answer book or supplementary answer book etc.;
 - g. Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;
 - h. Communicating with another student or the Assistant Superintendent directly or indirectly;
 - i. Taking away the answer book out of the examination hall/room/centre;
 - j. Smuggling out Question Paper or its part or smuggling out answer books/ supplementary answer sheet or part thereof;
 - k. Threatening any of the officials connected with the conduct of the examinations or threatening any of the students;
 - l. Using or attempting to use any other undesirable method or means in connection with the examination;
 - m. Forceful entry/exit in/from Examination Centre/Hall;
 - n. Use or attempted use of any electronic device after entering the examination centre;
 - o. Uploading/sharing any examination related material, correct or wrong, on social media;
 - p. Affixing/uploading of fabricated photograph on the admit card;
 - q. Erasing or obliterating any information printed on the ANSWER BOOK(S);
 - r. Providing wrong information on the answer sheet;
 - s. Having in possession Question Papers of previous years;
 - t. Approaching any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorised privilege(s) in these Examinations;

- u. Taking legal course or any other means to influence CBSE for gaining advantage in their favour, by providing false information.
17. A student found guilty of any of the unfair means mentioned above-
- may be disqualified by the Board from the examination in that year (i.e.,her/his examination for that year may be cancelled);
 - may further be debarred by the Board from appearing in any examination of the Board for a period which may extend upto five years; and
 - in serious cases, may permanently be debarred by the Board from taking any examination of the Board.
18. All cases of Unfair Means will be dealt as per the following **GUIDELINES**

CATEGORY 1		
1.1	Having Question papers of previous years. Supported by report of invigilator/checking staff	Cancellation of current examination in the concerned subject. Shall be allowed to take the examination in that subject in the Compartment examination, if otherwise eligible. The benefit of the doubt shall be given to such student against whom no evidence is available to testify to the foul intents on their part.
1.2	Writing questions or answers on any material other than the answer book for writing answers. Supported by report of invigilator/checking staff	
1.3	Tearing off any page of the answer book or supplementary answer book etc. Supported by the report of the invigilator/checking staff that the student has torn the page(s) of the Answer-Book	
1.4	Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre. Supported by report of invigilator/checking staff	
1.5	Having copying material (hard copy and Mobile Phone etc.) in her/his possession but did not use it. Supported by report of invigilator/checking staff	
1.6	Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of Examinations. Supported by credible evidence	
CATEGORY 2		
2.1	Affixing/uploading of fabricated photograph on the admit card. Supported by documentary evidence	Cancellation of current examination in all subjects. Shall have to take the examination in all subjects in the next year
2.2	Erasing or obliterating any information printed on the Answer Book(s).	
2.3	Providing wrong information on the answer sheet. Supported by documentary evidence	

2.5	Having communicated with another student or the Assistant Superintendent directly or indirectly. Supported by report of invigilator/checking staff	
2.6	Assisting another student to engage in malpractice Supported by report of invigilator/checking staff	
2.7	Assisting other students directly or indirectly of any kind or attempting to do so. Supported by report of invigilator/checking staff	
2.8	Taking assistance from other students directly or indirectly of any kind or attempting to do so. Supported by report of invigilator/checking staff	

CATEGORY 3

3.1	Taking away the answer book out of the examination hall/room/centre.	Cancellation of current as well as next year's examination in all subjects. Shall have to take the examination in all subjects thereafter.
3.2	Smuggling out Question Paper or part thereof, out of the examination hall. Supported by report of invigilator/checking staff	
3.3	Smuggling out answer books/supplementary answer sheet or part thereof, out of the examination hall. Supported by report of invigilator/checking staff	
3.4	Possession, Use or attempted use of any electronic device(other than mobile phone), which can be used as a communication device, after entering the examination centre. Supported by report of invigilator/checking staff	
3.5	Using abusive language, and threatening the staff on duty. Supported by report of invigilator/checking staff	
3.6	Indulging in violence at the time of examination or thereafter in the examination center. Supported by report of invigilator/checking staff	
3.7	Forceful entry/exit in/from the Examination Centre or Hall. Supported by report of invigilator/checking staff	

CATEGORY 4

4.1	Impersonation. Paying/placing/making someone else to write an examination. Supported by report of invigilator/checking staff	Cancellation of current as well as of next three years' examination in all subjects. Shall have to take the examination in all subjects thereafter.
4.2	Uploading/sharing any examination related material, correct or wrong, on social media. Supported by credible evidence	

4.3	Approaching any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorized privilege(s) in these Examinations. Supported by the report of such authority	
4.4	Taking legal courses or any other means to influence CBSE to gain advantage in their favour, by providing false information. Supported by documentary evidence	
CATEGORY 5		
5.1	Using obscene/derogatory language in the answer book. Supported by report of invigilator/checking staff or Evaluator	Counseling by UFM Committee so that she/he abstains from using such language in the answer book in future examinations.
5.2	Using threatening language in the Answer-Book for the evaluators with or without any appeal. Supported by report of invigilator/checking staff or Evaluator	
5.3	Using language/threat of harm to oneself in the Answer-Book with or without any appeal. Supported by report of invigilator/checking staff or Evaluator	Currency notes etc. shall be forfeited and deposited in the Board's account.
5.4	Use any other Ink or Pencil for writing answers in the answer book. Supported by report of invigilator/checking staff or Evaluator	
5.5	Having enclosed/attached a currency note or other such instrument with the answer book with or without any appeal/ message for the evaluator. Supported by report of invigilator/checking staff or Evaluator	

CBSE-66/Theory Exam/

**CENTRAL BOARD OF SECONDARY EDUCATION
THEORY EXAMINATION
STATEMENT OF STUDENTS APPREARED**

..... Examination 20.....

Name of the Exam. Centre

Centre Number

Subject

Date

NOTE: ROLL NOS. OF STUDENTS REGISTERED SHALL BE WRITTEN BEFORE THE COMMENCEMENT OF EXAMINATION SEPARATELY FOR EACH CENTURIAL SERIES.

Total No. of registered students in each centurial series	Roll No. of students absent	Total No. of absentees in centurial series	Roll Nos. of UFM cases, if any**	No. of Answer books sent to Board's Office and No. of Packets
1	2	3	4	5

Certified that No. of answer books indicated in Col. No. 5 have been packed for dispatch.

Witness of two Assistant Superintendents (One should be from other than the Examination Centre)

1. Signature

Name

Design.....

Address.....

2. Signature

Name

Design.

Address.....

Date
Signature of Centre
Superintendent
Stamp of the Centre

** Both the answer books of the students should be tagged together and sealed in a cover superscribed as "Cover containing answer book(s) of UFM cases." This sealed cover should be placed within the packet of Answer Books being sent to the Regional Office.

CENTRAL BOARD OF SECONDARY EDUCATION

Centre No.

**Secondary/Senior School Certificate Examination, 20....
Consolidated Absentee Statement (Theory Papers only)**

1. **Absentees in all Papers Roll No(s)**

2. **Casual Absentees (Not absent in all paper(s) Roll No. Subject(s)**

3. **Unfair means Cases**

Roll No. Subject(s)

4. **Transfer Cases appeared at your centre**

Roll No(s)	Subject(s) in which	No. and name of the centre appeared from where transferred
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5. **Subject(s) Changed by the Student**

Roll No(s) from.....to.....	Subject(s) Changed
--	---------------------------

**Signature of Centre Superintendent
(with Rubber Stamp)**

NOTE: THIS MAY PLEASE BE RETURNED TO THE REGIONAL OFFICER SOON AFTER THE EXAMINATION IS OVER ALONGWITH ALL THE ATTENDANCE SHEETS DULY ATTESTED BY THE CENTRE SUPERINTENDENT

**CENTRAL BOARD OF SECONDARY EDUCATION
PROFORMA FOR FORWARDING UNFAIRMEANS CASES**

1.	Name of the Student	
2.	Roll No.	
3.	Name of the Examination	Class X / XII
4.	Date	
5.	Subject	
6.	Time of Incident	
7.	Name of Official and Address of the person detecting the U.F.M. case	
8.	Indicate precisely the place from where the copying material was recovered. Or Give details of the unfair means used by the student.	
9.	Whether the student was trying to use, using or has used the detected material for writing answers (Please mention any one in the right column) (a) Student had already copied some answers in Answer-Book (b) Student had tried to use the copying material but has not copied any answers in Answer-Book (c) Student had neither tried to use or copied any answers in Answer-Book (d) Details of any other method used as UFM	
10.	Whether written statement received from the student, if not, why?	Yes / No
11.	Whether statement of the Asstt. Supdt(s) obtained, if not, why?	Yes / No
12.	Whether 2nd copy of answer book was given, if yes, Indicate Serial No. If Not, why?	Yes / No
13.	No. of pages of copying material recovered (pages to be signed by the Centre Superintendent)	Sl. No. From __ to __
14.	Whether copying material is serially tagged and signed by the student and the Asstt. Supdt(s) / Observers / Mobile Inspecting Board's Party / Centre Superintendent, if not, please indicate reasons thereof)	Yes / No (if no please give reasons thereof)
15.	Whether the student took away the answer book, if yes, whether the report lodged with the local SHO?	
16.	Whether a copy of FIR enclosed?	
17.	Efforts made to retrieve the answer book from the student	
18.	Clause under which the unfair means are covered in Chapter-10, Clause 10.4?	
19.	Remarks of Centre Superintendent	

Signature of Centre Superintendent

Centre No.

Centre Name.....

Date

Encls:

- 1.
- 2.
- 3.
- 4.
- 5.

NOTE: PLEASE USE SEPARATE PROFORMA FOR EACH CASE

CENTRAL BOARD OF SECONDARY EDUCATION
ATTENDANCE SHEET

Examination _____
 Roll No. _____
 Name of Student _____
 Father's Name _____
 Centre _____

Date of Exam	Sub. Code & Paper	Subject Description	Question Paper Set	Serial No. of Answer book/supply ans. book	Signature of the Student	Signature of the Assistant Superintendent
1	2	3	4	5		6
1.				A. Book Supplied 1. _____ 2. _____	_____ _____	
2				A. Book Supplied 1. _____ 2. _____	_____ _____	
3.				A. Book Supplied 1. _____ 2. _____	_____ _____	
4.				A. Book Supplied 1. _____ 2. _____	_____ _____	
5.				A. Book Supplied 1. _____ 2. _____	_____ _____	
6.				A. Book Supplied 1. _____ 2. _____	_____ _____	

1. Specimen signature of student must be verified by the Asstt. Supdt. with the signature of the student of the Admit Card.
2. If the student is absent in any paper, the Assistant Superintendent should write 'Absent' in redink in column No.5 and put his Signature in Column No.6.
3. One attendance sheet should be used for one student.
4. Code No. of Question paper set as indicated on Question Paper must be filled in Column 4 and verified by the Assistant Superintendent.

Note: If requested by the student, more supplementary answer books may be issued and indicated in Column 5 above.

Signature of Centre Superintendent

CENTRAL BOARD OF SECONDARY EDUCATION
PROFORMA INDICATING THE CATEGORY OF STUDENTS WITH BENCH MARK
DISABILITIES

Centre No.

Region

Name & Address of the Exam Centre

Class

Roll No.	Name of the Student	Name of subject(s) in which student appeared	Category of Disability
Details of students who had given answers on computer and the printout of the answer books have been sent to the Regional Office			

Signature of Centre Superintendent with
Date and Stamp of the Centre

P.S.: Category of Disability should be indicated as given in the Admit Card.

**CENTRAL BOARD OF SECONDARY EDUCATION
(TO BE AFFIXED IN EACH EXAM ROOM)**

BELL RINGING SCHEDULE

S. No.	Particulars	Time	Bell Type
01.	(A) LAST ENTRY IN THE EXAMINATION CENTRE (B) DISTRIBUTION OF ANSWER BOOKS	10.00 AM	Long Bell
02.	DISTRIBUTION OF THE QUESTION PAPER	10.15 AM	Single Bell
03.	COMMENCEMENT OF EXAMINATION	10.30 AM	Long Bell
04.	AFTER ONE HOUR	11.30 AM	Single Bell
06.	AFTER ONE AND HALF HOUR	12.00 PM	Single Bell
07.	CLOSING THE DOOR	10 MINUTES BEFORE THE EXAM IS OVER	Single Bell
08.	EXAM CONCLUDE	AS PER TIME ALLOTTED IN THE QUESTION PAPER(S)	Long Bell

**CONFIDENTIAL MATERIAL TRACKING AND MONITORING SYSTEM
GUIDELINES FOR CMTM – CS APP**

In order to have effective confidential material tracking and monitoring, the following app have been developed by the Board:

APP FOR CENTRE SUPERINTENDENT:

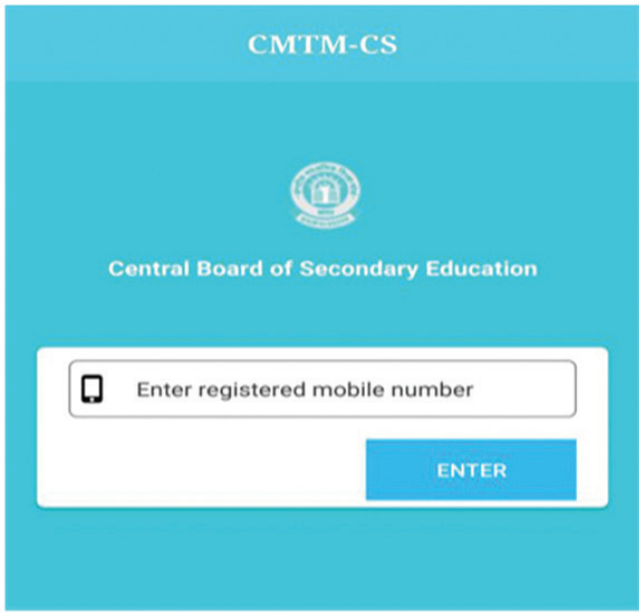
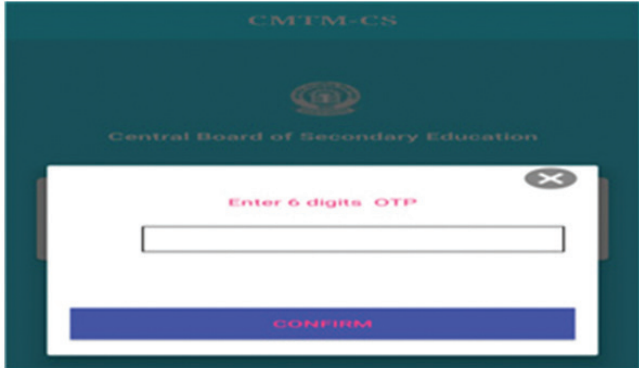
- **CMTM-CS Play Store Name - CMTM-CS**
(App may be downloaded from Google Play Store)

Requirement: Android smart phone having operating system version 4.1 and above with net connectivity.

STEPS TO DOWNLOAD THE APP

1. CMTM-CS app may be downloaded and installed from Google Play Store. At the time of installation please ensure that you give the required permissions asked by app.
2. Please ensure that you have enabled GPS in your smart phone before launching the app.
3. Tap on the CMTM-CS icon to launch the App and follow the steps as given below:

HOW TO USE

<p align="center">Step 1</p> <p>Centre Superintendent will enter the registered mobile number (same as existing in Board's record) and tap on "ENTER" button.</p>	
<p align="center">Step 2</p> <p>Six digits OTP will come on the mobile number of the Centre Superintendent (as entered in the step 1). The same OTP is to be given when asked to enter in the app.</p>	

Step 3

Once you enter six digits OTP, it will show Class X and XII. Please select the class (Please ensure that you have examination at your centre on current date).

Step 4

- (a) Once you select the class, it will show three steps i.e.;
- (b) *Receipt of confidential material*: This task is to be performed at the time of collecting confidential material from custodian.
- (c) *Opening of confidential material*: This option to be used at examination centre at the time of opening the confidential material.
- (d) *Packing and sealing of answer sheet*: To be done after exam is concluded and packing is done.

For every step first take your selfie.

- Tap on “Take Selfie”
- Enter Your Name, Designation, Enter Branch/ School Code, then click on the picture to capture your selfie.
- Then tap on “UPLOAD” button to upload your selfie.
- After uploading the selfie, tap on “take picture” of corresponding step to upload the photo of confidential material (keep the phone in front of confidential material received in the lot and click the picture.), then enter the number of sealed boxes received along with remarks.

Above three activities must be performed in sequential order only.

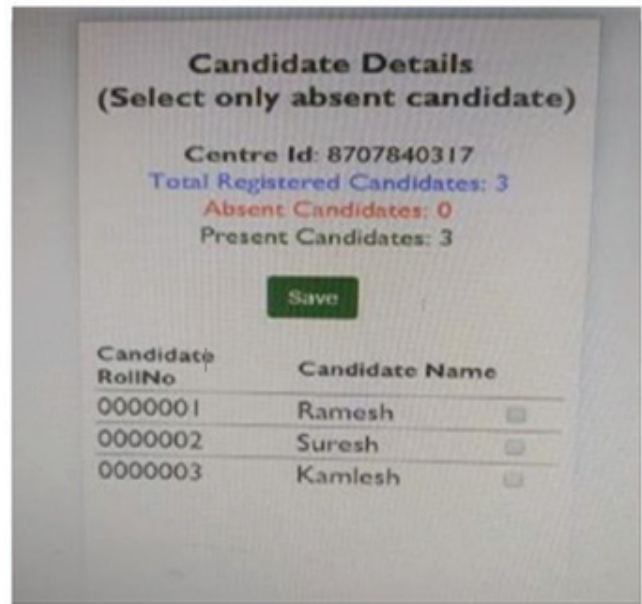
The screenshot shows the CMTM-CS mobile application interface. At the top, the time is 2:53 PM and there are icons for signal strength, Wi-Fi, and battery. Below the header, there are radio buttons for "Class X" (selected) and "Class XII". A "Date:" field is present with the text "There is no exam today in this centre." and a note: "Note : For every step first take selfie then take picture". The main content area has three sections: "Receipt of confidential material", "Opening of confidential material", and "Packing and sealing of answer sheet". Each section has "TAKE SELFIE" and "TAKE PICTURE" buttons and a radio button. Below these sections are input fields for "Enter total no of sealed boxes received" and "Remark". At the bottom, there are "SUBMIT" and "ABSENTEE DETAILS" buttons.

The screenshot shows the "Upload Selfie" screen in the CMTM-CS mobile application. At the top, the time is 2:55 PM and there are icons for signal strength, Wi-Fi, and battery. Below the header, there are three input fields: "Enter Name", "Enter Designation", and "Enter Branch/School code". Below these fields is a large camera viewfinder with a blue border and a camera icon in the center. Below the camera viewfinder, there is a note: "Click above image to capture selfie." and "NOTE : (1) Make sure camera is set to front facing/selfie mode. (2) There should be no obstacle between the camera and your face." At the bottom, there is an "UPLOAD" button.

Step 5

Submission of Absentee Details

Tap on “Absentee Details Submission” button, it will show list of students with Roll No. Please select the Roll No. of absent students. When you click on ‘Save’ button, it will show preview and edit option, if required you can still make correction. Once you click on Final button, the absentee data will be saved, and it cannot be changed later.



NOTE:

- (a) ALL ABOVE STEPS ARE TO BE REPEATED ON VERIFICATION OF EACH LOT.
- (b) Please ensure that your phone is GPS enabled while clicking the photograph as it will also capture the location of the material stored.

CENTRAL BOARD OF SECONDARY EDUCATION

VARIOUS RATES PAYABLE FOR THE CONDUCT OF CLASS X & XII EXAMINATIONS

Activity/ Head	Remuneration	Conveyance /Other	Illustration/Details
CENTRE CHARGES (all rates in rupees)			
Centre Supdt. (Local)[13(a)]	350	250	Per day
Centre Supdt. (From outside) [13(b)]	350	250	Per day. In addition to this admissible TA/DA shall be payable for outstation duty.
Dy. Centre Supdt. [13(c)]	250	250	Per day
Assistant Supdt. (Invigilators) [13(d)]	200	150	Per day
Asstt. Supdt (Invigilator) CWSN Room [13(e)]	200	150	Per day
Asstt. Supdt (Invigilator) Frisking #	200	150	Per day
Clerk/Support Staff [13(f)]	200		Per day
Class IV staff [13(g)]	100		Per day
Observers [13(i)] Duty within municipal limits of employer school	500	500*	Per day
Observers [13(i)] Duty in Delhi	500	500*	Per day
Observers [13(i)] Duty outside the municipal limits of employer school	500	1000*	Per day
Payment to Scribe allowed with students of Person with Disabilities [13(j)]	150		Scribe will be paid Rs. 150/- per session of examination through examination centre and shall be included in the centre bill.
Infrastructure Usage Charges to Examination Centre including seating arrangement [13(k)]	--	10	Per student, for maximum number of students registered during the examinations on any day.
Stationery Charges to all Examination Centres [13(l)]	--	15	Per student, for maximum number of students registered during the examinations on any day.

Payment to examination centres towards Printing Centre Material [13(m)]	--	3	Per student allotted to the centre for whole examination towards printing Centre Material, Attendance Sheet etc.
Payment to Centre Superintendent for Collection of X/XII QP from custodian. [11(d)]	150	150	Remuneration and Conveyance per day.
Payment to Centre Superintendent for depositing inked A/Bs to ROs after examination in the same city.	150*	150*	Remuneration and Conveyance per day.
Payment to Centre Superintendent for depositing inked A/Bs to ROs after examination from other cities.	150*	@800*	Remuneration and Conveyance per day. Vehicle Hiring Charges are @Rs. 800/- every 50 KMs or part thereof
Expenditure on procurement of Plastic/ Courier bags.	--	50*	Per day
Postage	--	--	Actual, on production of Bills/Payment Vouchers.
Refreshment/lunch to the staff at centre and observer/Board representative [13(h)]	--	75	Per day per head

* Vide letter dated 23/05/2022

Section 7.3 (d)& Section 7.8 ibid

All the payments shall be made through Integrated Payment System (IPS).

The details of duty and the rates will be visible in the IPS log-in account of the centres and the calculations will be done by the system on the basis of applicable rates.

IMPORTANT TELEPHONE NUMBERS**FOR ANY QUERY OR HELP CONTACT FOLLOWING DURING OFFICE HOURS**

HEAD OFFICE CBSE Shiksha Kendra, 2, Community Centre, Preet Vihar, Delh-110092		
NAME	DESIGNATION	TELEPHONE NO.
Mrs. Nidhi Chhibber, IAS	Chairman	Tel: 011-22467263, 011-22023737 Fax: 011-22515826
Dr. Sanyam Bhardwaj	Controller of Examinations	Tel: 011-22515828 Fax: 011-22057089
Sh. Manish Agarwal	Joint Secretary (Coordination)	Tel: 011-22420400
FOR CONTACT DETAILS OF REGIONAL OFFICES Visit the link given below https://www.cbse.gov.in/cbsenew/contact-us.html		

**IMPORTANT RESPONSIBILITIES OF
ASSISTANT SUPERINTENDENTS IN THE EXAMINATION ROOM**
(A copy may be provided to one of the two Assistant Superintendents in the room)

1. Reach the designated room and check all the arrangements.
2. There should not be any mobile, communication device in the room. Assistant Superintendents are also not allowed to carry mobile on duty.
3. Take safe custody of the question paper packets and other material.
4. Assistant Superintendent should receive the sealed packet of question papers from the Centre Superintendent.
5. On reaching the allotted room/hall, Assistant Superintendent will ensure that:
 - i. No student in their room/hall is in possession of mobile phone & any other barred item
 - ii. No student is making any attempt to use any unfair means by using any mode
6. Following students may be kept under strict watch-
 - i. Student sitting and not writing the answers for unusually long period
 - ii. Students whispering
7. The Assistant Superintendent should match the photograph on attendance sheet from the student present.
8. The Assistant Superintendent should announce the following instructions at appropriate time:
 - i. Students may check once again that they are sitting on the seat allotted for them
 - ii. If any of the student is in possession of any barred item, the same may be handed over to the Assistant Superintendent
 - iii. Students are required to sign twice in the Attendance Sheet – first time while receiving the answer book and second time while handing over the answer book to the Assistant Superintendent.
9. Promptly supply the supplementary answer book, water etc. when asked for.
10. Students are required not to write Roll No. on the maps and graph papers.
11. On completion of the examination each day, you are requested to take only the answer books from the students.
12. Assistant Superintendent shall ensure that every answer book has been signed by them.
13. All exits of examination room/hall should be closed immediately before the examination is due to get over.
14. One of the Assistant Superintendents should always accompany a student wishing to make use of toilet while the examination is going on. Adhere to time schedule for each activity.
15. Follow instructions to distribute the answer books and question papers and collect the answer books.

16. Serialize the answer books and tally with the attendance sheet before handing over to the Centre Superintendent.
17. Successful conduct of the examination will depend on the activeness and alertness of the Assistant Superintendent. Hence, be ready and perform your best.

**SCHEDULE OF ACTIVITIES IN EXAMINATION ROOM TO BE SUPERVISED BY
ASSISTANT SUPERINTENDENT**

S.No	ACTIVITY	FROM	TO
i	Entry inside the Examination Centre by the students	09.00 AM	10.00 AM
ii	Start of entry by students in examination rooms	09.45 AM	10.00 AM
iii	Last Entry in the Examination Centre	10.00 AM	--
iv	Checking of Admit Cards by Assistant Superintendent	10.00 AM	10.15 AM
v	Announcement to ensure that: - <ul style="list-style-type: none"> • students are not having mobile phone in their possession • students have occupied correct seat only • they have written Roll Number as per instructions • they have written correct question paper set number • they are not in possession of any barred item • other important instructions. 	10.00 AM	10.15 AM
vi	Opening of packets of Question Paper in examination room	10.10 AM	--
vii	Distribution of the Question Papers to the students	10.15 AM	--
viii	Collection of Question Papers of absentee students in the examination room by the Assistant Superintendent	10.30 AM	--
ix	Exam Commences	10.30 AM	--
x	Return of unused Question Papers along with envelopes by the Assistant Superintendent to Centre Superintendent	10.30 AM	--
xi	Sealing of unused Question Papers packets received from examination rooms by the Centre Superintendent	10.45 AM	--
xii	Closing of examination rooms doors	10 MINUTES BEFORE THE EXAMINATION IS OVER	
xiii	Exam concludes	AS PER TIME ALLOTTED IN THE QUESTION PAPER(S) AND EXTRA TIME PERMITTED FOR CWSN	

DATE SHEET WITH SUBJECT INFORMATION

I. SECONDARY SCHOOL EXAMINATION – 2024



CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
SECONDARY SCHOOL EXAMINATION – 2024
DATE SHEET

DAY, DATE AND TIME	SUBJECT CODE	SUBJECT NAME
THURSDAY 15th FEBRUARY, 2024		
10:30 AM - 12:30 PM	049	PAINTING
10:30 AM - 01:30 PM	131	RAI
	132	GURUNG
	133	TAMANG
	134	SHERPA
FRIDAY 16th FEBRUARY, 2024		
10:30 AM - 12:30 PM	403	SECURITY
	404	AUTOMOTIVE
	405	INTRODUCTION TO FIN. MARKETS
	406	INTRODUCTION TO TOURISM
	407	BEAUTY & WELLNESS
	408	AGRICULTURE
	409	FOOD PRODUCTION
	410	FRONT OFFICE OPERATIONS
	411	BANKING & INSURANCE
	412	MARKETING & SALES
	414	APPAREL
	415	MULTI-MEDIA
	418	PHYSICAL ACTIVITY TRAINER
	419	DATA SCIENCE
420	ELECTRONICS & HARDWARE	
422	DESIGN THINKING & INNOVATION	
SATURDAY 17th FEBRUARY, 2024		
10:30 AM - 12:30 PM	034	HINDUSTANI MUSIC (VOCAL)
	035	HINDUSTANI MUSIC (MEL INS)
	036	HINDUSTANI MUSIC (PER INS)
10:30 AM - 01:30 PM	254	ELEMENTS OF BOOK KEEPING & ACCOUNTANCY
MONDAY 19th FEBRUARY, 2024		
10:30 AM - 01:30 PM	119	SANSKRIT (COMMUNICATIVE)
	122	SANSKRIT

CW


TUESDAY 20th FEBRUARY, 2024		
10:30 AM - 01:30 PM	003	URDU COURSE-A
	005	BENGALI
	006	TAMIL
	007	TELUGU
	009	MARATHI
	010	GUJARATI
	011	MANIPURI
	018	FRENCH
	303	URDU COURSE-B
WEDNESDAY 21st FEBRUARY, 2024		
10:30 AM - 01:30 PM	002	HINDI COURSE-A
	085	HINDI COURSE-B
FRIDAY 23rd FEBRUARY, 2024		
10:30 AM - 01:30 PM	017	TIBETAN
	076	NATIONAL CADET CORPS
	089	TELUGU - TELANGANA
	092	BODO
	093	TANGKHUL
	094	JAPANESE
	095	BHUTIA
	096	SPANISH
	097	KASHMIRI
	098	MIZO
	099	BAHASA MELAYU
SATURDAY 24th FEBRUARY, 2024		
10:30 AM - 01:30 PM	004	PUNJABI
	008	SINDHI
	012	MALAYALAM
	013	ODIA
	014	ASSAMESE
	015	KANNADA
	091	KOKBOROK
MONDAY 26th FEBRUARY, 2024		
10:30 AM - 01:30 PM	101	ENGLISH (COMMUNICATIVE)
	184	ENGLISH (LANGUAGE AND LITERATURE)
WEDNESDAY 28th FEBRUARY, 2024		
10:30 AM - 01:30 PM	154	ELEMENTS OF BUSINESS
10:30 AM - 12:30 PM	401	RETAIL
	413	HEALTH CARE

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SATURDAY 02nd MARCH, 2024		
10:30 AM - 01:30 PM	086	SCIENCE
MONDAY 04th MARCH, 2024		
10:30 AM - 01:30 PM	064	HOME SCIENCE
10:30 AM - 12:30 PM	416	MULTI SKILL FOUNDATION COURSE
TUESDAY 05th MARCH, 2024		
10:30 AM - 01:30 PM	016	ARABIC
	020	GERMAN
	021	RUSSIAN
	023	PERSIAN
	024	NEPALI
	025	LIMBOO
	026	LEPCHA
10:30 AM - 12:30 PM	031	CARNATIC MUSIC (VOCAL)
	032	CARNATIC MUSIC MEL. INS.
	033	CARNATIC MUSIC PER. INS.
10:30 AM - 01:30 PM	136	THAI
THURSDAY 07th MARCH, 2024		
10:30 AM - 01:30 PM	087	SOCIAL SCIENCE
MONDAY 11th MARCH, 2024		
10:30 AM - 01:30 PM	041	MATHEMATICS STANDARD
	241	MATHEMATICS BASIC
WEDNESDAY 13th MARCH, 2024		
10:30 AM - 12:30 PM	165	COMPUTER APPLICATIONS
	402	INFORMATION TECHNOLOGY
	417	ARTIFICIAL INTELLIGENCE

NOTE :- IMPORTANT INSTRUCTIONS WILL BE ISSUED SEPARATELY.

DELHI
DATE :- 11.12.2023


(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

II. SENIOR SCHOOL CERTIFICATE EXAMINATION – 2024




CENTRAL BOARD OF SECONDARY EDUCATION, DELHI SENIOR SCHOOL CERTIFICATE EXAMINATION – 2024 DATE SHEET

DAY, DATE AND TIME	SUBJECT CODE	SUBJECT NAME
THURSDAY 15th FEBRUARY, 2024		
10:30 AM - 01:30 PM	066	ENTREPRENEURSHIP
	191	KOKBOROK
	793	CAPITAL MARKET OPERATION
10:30 AM - 12:30 PM	845	PHYSICAL ACTIVITY TRAINER
FRIDAY 16th FEBRUARY, 2024		
10:30 AM - 01:30 PM	045	BIOTECHNOLOGY
	073	KNOWLEDGE TRADITION & PRACTICES OF INDIA
	820	ELECTRONICS TECHNOLOGY
	825	SHORTHAND (ENGLISH)
	826	SHORTHAND (HINDI)
	834	FOOD NUTRITION & DIETETICS
	836	LIBRARY & INFORMATION SCIENCE
10:30 AM - 12:30 PM	811	BANKING
10:30 AM - 12:30 PM	842	EARLY CHILDHOOD CARE & EDUCATION
SATURDAY 17th FEBRUARY, 2024		
10:30 AM - 01:30 PM	046	ENGINEERING GRAPHICS
10:30 AM - 12:30 PM	056	KATHAK - DANCE
	057	BHARATANATYAM - DANCE
	058	KUCHIPUDI - DANCE
	059	ODISSI - DANCE
	060	MANIPURI - DANCE
	061	KATHAKALI - DANCE
	10:30 AM - 01:30 PM	816
10:30 AM - 12:30 PM	844	DATA SCIENCE
MONDAY 19th FEBRUARY, 2024		
10:30 AM - 01:30 PM	002	HINDI ELECTIVE
	302	HINDI CORE
TUESDAY 20th FEBRUARY, 2024		
10:30 AM - 01:30 PM	809	FOOD PRODUCTION
	824	OFFICE PROCEDURES & PRACTICES
10:30 AM - 12:30 PM	830	DESIGN
10:30 AM - 01:30 PM	847	ELECTRONICS & HARDWARE

WEDNESDAY 21st FEBRUARY, 2024		
10:30 AM - 12:30 PM	035	HINDUSTANI MUSIC MEL INS
	036	HINDUSTANI MUSIC PER INS
10:30 AM - 01:30 PM	804	AUTOMOTIVE
	813	HEALTH CARE
	823	COST ACCOUNTING
THURSDAY 22nd FEBRUARY, 2024		
10:30 AM - 01:30 PM	001	ENGLISH ELECTIVE
	101	ENGLISH ELECTIVE CBSE (FUNCTIONAL ENGLISH)
	301	ENGLISH CORE
FRIDAY 23rd FEBRUARY, 2024		
10:30 AM - 01:30 PM	801	RETAIL
	803	WEB APPLICATION
10:30 AM - 12:30 PM	821	MULTI-MEDIA
SATURDAY 24th FEBRUARY, 2024		
10:30 AM - 01:30 PM	817	TYPOGRAPHY & COMPUTER APPLICATION
MONDAY 26th FEBRUARY, 2024		
10:30 AM - 01:30 PM	822	TAXATION
10:30 AM - 12:30 PM	843	ARTIFICIAL INTELLIGENCE
TUESDAY 27th FEBRUARY, 2024		
10:30 AM - 01:30 PM	043	CHEMISTRY
WEDNESDAY 28th FEBRUARY, 2024		
10:30 AM - 01:30 PM	805	FINANCIAL MARKET MANAGEMENT
	807	BEAUTY & WELNESS
	828	MEDICAL DIAGNOSTICS
THURSDAY 29th FEBRUARY, 2024		
10:30 AM - 01:30 PM	029	GEOGRAPHY
FRIDAY 01st MARCH, 2024		
10:30 AM - 12:30 PM	841	YOGA
MONDAY 04th MARCH, 2024		
10:30 AM - 01:30 PM	042	PHYSICS
TUESDAY 05th MARCH, 2024		
10:30 AM - 12:30 PM	034	HINDUSTANI MUSIC VOCAL

04

WEDNESDAY 06th MARCH, 2024		
10:30 AM - 12:30 PM	049	PAINTING
	050	GRAPHICS
	051	SCULPTURE
	052	APPLIED ART (COMMERCIAL ART)
THURSDAY 07th MARCH, 2024		
10:30 AM - 01:30 PM	074	LEGAL STUDIES
	829	TEXTILE DESIGN
SATURDAY 09th MARCH, 2024		
10:30 AM - 01:30 PM	041	MATHEMATICS
	241	APPLIED MATHEMATICS
MONDAY 11th MARCH, 2024		
10:30 AM - 01:30 PM	076	NATIONAL CADET CORPS (NCC)
TUESDAY 12th MARCH, 2024		
10:30 AM - 01:30 PM	048	PHYSICAL EDUCATION
WEDNESDAY 13th MARCH, 2024		
10:30 AM - 01:30 PM	 054	HOME SCIENCE
THURSDAY 14th MARCH, 2024		
10:30 AM - 01:30 PM	104	PUNJABI
	105	BENGALI
	106	TAMIL
	107	TELUGU
	108	SINDHI
	109	MARATHI
	110	GUJARATI
	111	MANIPURI
	112	MALAYALAM
	113	ODIA
	114	ASSAMESE
	115	KANNADA
	116	ARABIC
	117	TIBETAN
	118	FRENCH
	120	GERMAN
	123	PERSIAN
	124	NEPALI
125	LIMBOO	
126	LEPCHA	
189	TELUGU TELANGANA	
192	BODO	

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10:30 AM - 01:30 PM	193	TANGKHUL
	194	JAPANESE
	195	BHUTIA
	196	SPANISH
	197	KASHMIRI
	198	MIZO
FRIDAY 15th MARCH, 2024		
10:30 AM - 01:30 PM	037	PSYCHOLOGY
SATURDAY 16th MARCH, 2024		
10:30 AM - 01:30 PM	808	AGRICULTURE
	812	MARKETING
MONDAY 18th MARCH, 2024		
10:30 AM - 01:30 PM	030	ECONOMICS
TUESDAY 19th MARCH, 2024		
10:30 AM - 01:30 PM	044	BIOLOGY
WEDNESDAY 20th MARCH, 2024		
10:30 AM - 01:30 PM	806	TOURISM
	827	AIR-CONDITIONING & REFRIGERATION
	831	SALESMANSHIP
THURSDAY 21st MARCH, 2024		
10:30 AM - 01:30 PM	837	FASHION STUDIES
FRIDAY 22nd MARCH, 2024		
10:30 AM - 01:30 PM	028	POLITICAL SCIENCE
SATURDAY 23rd MARCH, 2024		
10:30 AM - 01:30 PM	055	ACCOUNTANCY
TUESDAY 26th MARCH, 2024		
10:30 AM - 01:30 PM	003	URDU ELECTIVE
	022	SANSKRIT ELECTIVE
10:30 AM - 12:30 PM	031	CARNATIC MUSIC VOCAL
	032	CARNATIC MUSIC MEL INS
	033	CARNATIC MUSIC PER INS MRIDANGAM
10:30 AM - 01:30 PM	303	URDU CORE
	810	FRONT OFFICE OPERATIONS
	814	INSURANCE
	818	GEOSPATIAL TECHNOLOGY
	819	ELECTRICAL TECHNOLOGY
	835	MASS MEDIA STUDIES

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WEDNESDAY 27th MARCH, 2024		
10:30 AM - 01:30 PM	054	BUSINESS STUDIES
	833	BUSINESS ADMINISTRATION
THURSDAY 28th MARCH, 2024		
10:30 AM - 01:30 PM	027	HISTORY
SATURDAY 30th MARCH, 2024		
10:30 AM - 01:30 PM	322	SANSKRIT CORE
MONDAY 01st APRIL, 2024		
10:30 AM - 01:30 PM	039	SOCIOLOGY
TUESDAY 02nd APRIL, 2024		
10:30 AM - 01:30 PM	065	INFORMATICS PRACTICES
	083	COMPUTER SCIENCE
	802	INFORMATION TECHNOLOGY

NOTE :- IMPORTANT INSTRUCTIONS WILL BE ISSUED SEPARATELY.

DELHI
DATE :- 11.12.2023




[DR. SANYAM BHARDWAJ]
CONTROLLER OF EXAMINATIONS



Central Board of Secondary Education

Shiksha Kendra 2, Community Centre, Preet Vihar, Delhi-110092