



केन्द्रीय माध्यमिक शिक्षा बोर्ड

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

CENTRAL BOARD OF SECONDARY EDUCATION

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



Coord/Winter Bound/Practical/2024-25

10/10/2024

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

Subject: Conduct of Practical Examination/Project Assessment/Internal Assessment for Classes X and XII, for Winter Bound Schools for session 2024-25 – Regarding

Madam/Sir,

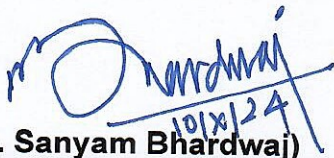
As per provisions of Examination Bye-Laws/Scheme of Studies of the Board, the Practical Examinations/Project/Internal Assessment for the session 2024-25 are scheduled from 1 January 2025 for all affiliated schools in India and abroad. However, the winter bound schools are expected to remain closed during January due to the winter season.

Accordingly, the Practical Examinations/Project/Internal Assessment for the session 2024-25 for classes X and XII for winter-bound schools will be conducted **from 5 November 2024 (Tuesday) to 5 December 2024 (Thursday)**. Please find attached the SOPs and Guidelines for conducting Practical Examinations/Project/Internal Assessments in winter-bound schools.

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

- (1) Prepare the final list of candidates and ensure that no student of the school whose name has not been submitted in the online LOC to the Board is allowed to appear for these practical examinations/projects/Internal Assessments.
- (2) Contact the Regional Office for the appointment of external examiners and observers.
- (3) Ensure timely completion of Practical Examination/Project work/ Internal Assessment and despatch Practical examination answer books to the regional offices.

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


10/10/24

(Dr. Sanyam Bhardwaj)
Controller of Examinations

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

Copy to: Web-admin with the request to upload on the CBSE website.



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

COMMON INSTRUCTIONS FOR CLASSES X AND XII

- 1. GENERAL**

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

The schools may check and acquaint themselves and the examiners with the maximum marks for each subject from the Curriculum Document.
- 2. DATES FOR CONDUCT FOR WINTER-BOUND SCHOOLS**

The Practical Examinations/Project/Internal Assessments for winter-bound schools shall be conducted from **5 November 2024 (Tuesday) to 5 December 2024 (Thursday)**
- 3. DATES FOR UPLOADING MARKS**

The marks in respect of all Practical Examinations/Projects/Internal Assessments shall be uploaded simultaneously from the date of the start of the practical examinations. The uploading of marks shall be completed by the last date of practical examinations. No extension of the dates shall be considered by the Board.
- 4. CONDUCT OF EXAMINATION/ASSESSMENT IN SESSIONS**

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

In the case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of candidates appearing.
- 5. ENSURING ERROR-FREE UPLOADING**

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

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

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

7.	<p>BOARD'S RIGHTS TO CANCEL THE PRACTICAL EXAMINATION</p> <p>Schools should adhere to the schedule and upload the marks correctly as no change in schedule and marks once uploaded will be allowed. In case, it is observed that directions of the Board have not been complied with by the schools, the Board reserves its right to cancel the Practical examination. It is mandatory to conduct the practical exam only by the Board's appointed examiners. Practical examinations will be cancelled, if practical is conducted by any other examiner not appointed by the Board.</p>
8.	<p>PAYMENTS</p> <p>Payments to all the functionaries deployed for duties will be made through the Integrated Payment System (IPS) only.</p> <p>The schools shall maintain all records like dates of conduct of examination/assessment, date-wise no. of students in each batch and group, names of external examiners and other staff deployed for duty, examiner no./teacher-id and bank account details of all examiners/staff etc.</p>
9.	<p>NON-DISCLOSURE OF MARKS</p> <p>The marks awarded to the students in the Practical Examinations/Project/Internal Assessment have the same sanctity as the marks scored in the Board's Annual Theory Examinations and therefore shall not be disclosed to the students or any person under any circumstances.</p>
<p>SPECIFIC INSTRUCTIONS FOR CLASS-X</p>	
10	<p>REGULAR STUDENTS OF WINTER-BOUND SCHOOLS</p> <p>Internal Assessments for regular students shall be conducted by the schools themselves as per the curriculum of the subject concerned.</p>
11.	<p>APPOINTMENT OF EXTERNAL EXAMINER</p> <p>No external examiner will be appointed by the Board for class X.</p>
12.	<p>ANSWER BOOK FOR PRACTICALS</p> <p>Practical answer books will not be supplied by the Board for class-X, the school shall make all arrangements themselves.</p> <p>After conducting of Internal Assessment, the answer books of the students are not required to be sent to the Regional Office.</p>
13.	<p>AWARD LISTS</p> <p>The marks shall be awarded by the examiners and uploaded on the link provided by the Board.</p> <p>There is no need to send the hard copy of the award lists of Class-X to the concerned Regional Office.</p>

SPECIFIC INSTRUCTIONS FOR CLASS-XII

14. **REGULAR STUDENTS OF WINTER-BOUND SCHOOLS**
For the regular students sponsored through LOC of Class XII, based on the eligibility/bonafide status of the student(s), Practical Examinations/Project/Internal Assessments shall be conducted in the school.
15. **APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.**
The Board will appoint External Examiners in each school to conduct Practical Examinations and Project Assessments.
The school authorities are not authorised to make alternate arrangements for the conduct of practical examination/project assessment at the local level. The practical examination can only be conducted by an examiner appointed by the Board.
All matters of any delay in the conduct of practical examination due to non-availability/refusal/non-reporting etc. shall be reported to the concerned Regional Office immediately for further necessary directions from the Regional Office for the appointment of a new examiner.
16. **APPOINTMENT OF OBSERVERS BY THE BOARD.**
The Board may appoint Observer(s) in the schools to oversee the conduct of Practical Examinations and Project Assessments and ensure fair conduct of examinations/assessments. The schools shall get in touch with the concerned Regional Office to obtain the list of Observer(s).
17. **ENSURING THE PRESENCE OF EXTERNAL EXAMINERS**
The school shall ensure the presence of External Examiners and Observers on all days of the conduct of Practical Examinations/Projects/Assessments strictly as per the appointment of an external examiner by the Board. On no day should the Practical/Project examination be conducted in the absence of an External Examiner appointed by the Board.
18. **APPOINTMENT OF INTERNAL EXAMINER**
There will be an External Examiner as well as an Internal Examiner, as per the policy for Practical Examinations/Project Assessments. The school shall appoint an Internal Examiner of adequate experience and expertise in all such subjects. An order shall be issued by the School Principal for the appointment of an Internal Examiner with complete details of the examiner and his duties and responsibilities.
19. **INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER**
The principal/Head of the School is required to get the laboratory ready for the Practical examinations. The External Examiners shall visit the laboratory of the school at least one day before the day of conduct of practical examination/assessment to ensure the availability of proper and adequate Apparatus/Equipment/Chemicals/other required material and all other arrangements etc.
In case of any shortcoming, the same should be brought to the personal notice of the Principal/Head of the School who shall be responsible for making arrangements and making up for the shortcomings reported.

20.	<p>BATCH AND GROUP SIZE</p> <p>The school will be able to create batches of 30 students each in every subject. Accordingly, the schools shall conduct the practical/project assessment of 30 students of one batch together for better management of practical/project assessment and uploading of marks.</p>
21.	<p>Batches shall only be created after receipt of the details of external examiners from CBSE <u>that too after confirming from the external examiner and observer (if appointed by the Board) about his availability</u> for conduct of practical/project assessment on a particular date.</p>
22.	<p>The details of external examiners will be locked in the system and examination/assessment will be required to be conducted by these examiners only.</p>
23.	<p>The schools may consider splitting the group/batch of students into sub groups of 15 students each. The first sub-group of 15 students may attend the lab work while the other is doing pen & paperwork and vice-versa but the practical/project assessment of the complete batch/group of 30 students shall be completed together on the same day and marks be also uploaded of the complete batch/group together.</p>
24.	<p>NAME, EXAMINER NUMBER AND PHOTO OF THE PRACTICAL EXAMINER</p> <p>The school shall use and upload the correct name of the examiners which shall be the same as is existing in the bank account of the examiner.</p> <p>Similarly, the school shall ensure that the unique teacher-id allotted in the OASIS is used as the examiner number. Photograph of the external examiner also need to be uploaded.</p> <p>The Regional Offices shall use the OASIS allotted teacher-id is used as the examiner number while allotting the duties. The examiner number shall be clearly mentioned in all the communication regarding practical examiner duties with the schools as well as the examiners.</p>
25.	<p>CONDUCT OF EXAMINATION/ASSESSMENT IN SESSIONS</p> <p>To ensure fair and proper assessment, Practical Examinations/Project Assessments should invariably be conducted in two or three sessions in a day if the number of students is more than 30. It may be noted that since the size of the batch/group is 30, therefore examination/assessment of each batch/group shall be conducted in one session together.</p> <p>In the case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of candidates appearing.</p>

26.	<p>UPLOADING OF PHOTOGRAPHS THROUGH APP-LINK</p> <p>The schools are required to upload the photographs of conduct of the examination/assessment.</p> <p>For this purpose, a link will be provided to the schools for uploading 01 group photograph of each batch during the practical examination. Group Photo should consist of all the candidates of that batch, the External examiner, the Internal examiner and the Observer. All faces should be clearly visible in the photograph.</p> <p>The photograph shall be taken in the laboratory where practical examinations will be conducted and the laboratory should be clearly seen in the photograph.</p> <p>The software will ensure that photographs uploaded are geotagged and time tagged; some other information such as batch number, total batches, date and time etc will also be required to be uploaded on the app/link.</p>
27.	<p>ATTENDANCE SHEETS</p> <p>Attendance Sheets of the students appearing in the practical examination must be carefully filled in the proforma which will be provided to each school by the concerned Regional Office.</p>
28.	<p>RESCHEDULING OF PRACTICAL OF ABSENT STUDENTS</p> <p>All students are required to appear in the Practical Examination/Project Assessment during the given schedule only. The Practical Examination/Project Assessment of a student who may be absent on the day of examination due to any reason can also be rescheduled during the notified dates only. No request for special permission beyond the schedule shall be entertained by the Board.</p> <p>In case the student is absent in the Practical Examination/Project/Internal Assessment etc. for the current session, the student is to be marked "Absent" in the online system. In cases, where a student is absent on the day of examination, due to any reason and his Practical Examination/Project Assessment is to be conducted on a different date, he shall be marked as "Re-scheduled" instead of "Absent". The school will be allowed to re-conduct the Practical Examination/Project Assessment in respect of students marked as "Re-scheduled" during the above schedule only.</p>
29.	<p>OTHER MATERIAL</p> <p>The format of the following material/documents will be provided in the link of the school log-in for download and for handing over to the concerned External examiner on his/her arrival:</p> <p>a) Manual Award List for use of any left-out subject exam. Sample Envelope for sending Award List by External Examiners.</p>
30.	<p>ANSWER BOOK FOR PRACTICAL</p> <p>It shall be ensured that the practical answer books supplied by the Regional Offices are used in Practical Examination only. It is to be ensured that the examiner completes all entries in practical answer books carefully and correctly.</p>

31.	<p>RELIEVING OF TEACHERS FOR DUTY</p> <p>Apart from conducting the Practical Examination/Project Assessments of the students, every school shall also ensure the relieving of their PGTs deputed by the Board for the conduct of Practical Examination/Project Assessments in other schools to ensure that the whole process of practical examination is completed within the stipulated time. Non-relieving of the teachers appointed as examiners will be viewed seriously and shall attract invocation of penalty provisions against the erring schools as per Affiliation and Examination Bye-Laws of the Board.</p>
32.	<p>VERIFICATION OF IDENTITY</p> <p>During the conduct of Practical Examination/Project Assessments, the Principal of the school will verify the identity of the External Examiner, the Observer and the students. External examiners, Observers and students need to carry their official identity cards during the conduct of Practical Examination/Project Assessments and produce them before the principal.</p>

ENCLOSURES:

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

APPENDIX-I

SCALE OF STAFF, RATES OF REMUNERATION FOR PRACTICAL EXAMINERS AND MISCELLANEOUS INSTRUCTIONS REGARDING SUBMISSION OF ONLINE BILLS		
The support staff as per details given below is permitted to be deployed/used for helping the Examiners in the conduct of Practical Examinations/Project Assessments: -		
SN	SUBJECTS/DUTY	PERMISSIBLE SUPPORT STAFF
(a)	Physics Chemistry Biology Geography Home Science	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(b)	Computer Subjects (Involving Computer Lab)	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(c)	Music and Dance	01 Instrument Player 01 Music/Dance Room Helper
(d)	Other Subjects	01 Assistant Superintendent 01 Laboratory Bearer
(e)	Sanitation/Cleaning	01 Sanitation/Cleaning Staff per day
RATES OF REMUNERATION FOR SUPPORT STAFF		
(f)	Assistant Superintendent	₹ 200/- per day
(g)	Laboratory Assistant	₹ 200/- per day
(h)	Laboratory Bearer	₹ 200/- per day
(i)	Instrument Player	₹ 200/- per day
(j)	Music/Dance Room Helper	₹ 200/- per day
(k)	Sanitation/Cleaning Staff	₹ 200/- per day
RATES OF REMUNERATION FOR EXTERNAL EXAMINERS		
(l)	Fine Arts	₹ 25/- per student (Subject to minimum payment of ₹ 500/- per examiner) ₹ 250/- towards Conveyance / Refreshment / other charges
(m)	All other subjects have Practical component or Project component	₹ 15/- per student (Subject to minimum payment of ₹ 300/- per examiner) ₹ 250/- towards Conveyance/ Refreshment/other charges
RATES OF CHARGES PAYABLE TO THE SCHOOLS/CENTRES		
(n)	Subjects having Practical Component	₹ 15/- per student
(o)	Subjects having Project Component	₹ 05/- per student
RATES OF REMUNERATION FOR OBSERVER		
(p)	Observer (If appointed by the Board)	Remuneration ₹ 500/- per day and Conveyance/Refreshment/ other charges ₹ 250/- per day
All payments pertaining to Practical Examinations will be made through Integrated Payment System (IPS) only.		
The schools may collect the Bank Account details of all the functionaries well in advance to ensure timely submission of details in IPS		

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

	<p>as External. NO CORRECTION IN THE MARKS WILL BE ACCPTED ON HARD COPY.</p> <p>One copy of the award list, duly sealed, shall be handed over by the External Examiner to the Principal/Head of the Institution whose student's practical examination/project assessment has been conducted by the External Examiner along with the answer books.</p>
(12)	<p>The school shall immediately send the answer books to the concerned Regional Office. The Answer Books as received from the External Examiner, be sent by Insured/Registered Parcel by the Principal of the school. In the case of Local Schools, Answer Books can be delivered personally to the Board's Office. Answer Books of the practical/project examination should be serially arranged before sending to the CBSE.</p>
(13)	<p>In case of any issue related to answer books the same may be informed immediately to the concerned Regional Office. In case of plain table papers/drawing sheets/Graph sheets, the same may be got arranged from the school if not available or sent by CBSE.</p>
(14)	<p>In case mistake is observed in carrying over the marks from Answer book to Award List or in case marks differ in words and figure on the Answer books or posted against wrong Roll No(s) in the Award List by the Examiners, the deduction on account of mistakes committed will be made from the Examiner concerned as per norms which may extend up-to full amount.</p>
(15)	<p>All instructions/provisions with regard to conduct of Practical Examination/Project assessment be adhered to strictly. Any deviation may lead to action as against defaulting Institution/Examiner as per applicable rules.</p>

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

1. Visit the CBSE website <https://cbse.gov.in> and click on the icon “Pariksha Sangam”
2. After entering the “Pariksha Sangam” portal, navigate to the link for uploading practical/project/internal assessment marks through the “School” link and then “Exam Activities”.
Now enter your school’s existing credentials as used for LOC/Registration to Log-in.
3. A main menu will open up showing details of your school along with different menu options **and steps** as shown below:

PRACTICAL/PROJECT/IA MARKS UPLOAD (CLASS 12)
CENTRAL BOARD OF SECONDARY EDUCATION

Home FUNCTIONARIES ACTIVITIES CHECK STATUS LOGOUT Welcome - ST COLUMBAS SCHOOL ASHOK PLACE

STEPS TO UPLOAD:

- ADD YOUR PRACTICAL EXAM FUNCTIONARIES USING OPTION 'FUNCTIONARIES' AND SELECT THEM. IF APPOINTED BY SCHOOL DURING MARKS UPLOAD PAYMENT WILL BE MADE TO THESE FUNCTIONARIES ONLY BY BOARD THROUGH IPS
- 1. CREATE THE BATCH USING THE OPTION 'CREATE BATCH'. CAREFULLY ENTER THE EXTERNAL/INTERNAL ID AND SCHOOL CODE WHILE CREATING BATCH. ENTER INTERNAL EXAMINERS UNION OAS'S TEACHER ID
- 2. GO TO OPTION 'UPLOAD MARKS' AND SELECT THE BATCH CREATED IN STEP 1. ENTER THE EXTERNAL/INTERNAL ID AND SCHOOL CODE SAME AS PROVIDED IN STEP 1. SELECT PRACTICAL EXAM FUNCTIONARY WORKED FOR CONDUCT OF SELECTED SUBJECT'S PRACTICAL EXAM. FOR EXTERNAL SUBJECT PLEASE ENTER OBSERVER NAME AND UNION OAS'S TEACHER ID. IF VISITED
- 3. SELECT OPTION 'PRINT AWARD LIST'. SELECT THE BATCH FOR WHICH MARKS HAS BEEN UPLOADED. ENTER EXTERNAL/INTERNAL ID AND SCHOOL CODE SAME AS OF STEP 1
- 4. SELECT OPTION 'UPLOAD AWARD LIST'. SELECT THE BATCH FOR WHICH AWARD LIST HAS BEEN PRINTED. ENTER EXTERNAL/INTERNAL ID AND SCHOOL CODE SAME AS OF STEP 1. UPLOAD SIGNED COPY OF DILLY SIGNED AND SEALED AWARD LIST
- 5. SELECT OPTION 'UPLOAD LAB IMAGES'. SELECT THE BATCH FOR WHICH LAB IMAGE TO BE UPLOADED. MAX 3 GEO TAGGED IMAGES CAN BE UPLOADED PER BATCH. TAKE IMAGE USING YOUR IPS ENABLED MOBILE IN ORDER TO TAKE GEO TAGGED IMAGE COVERING LAB, STUDENTS, OBSERVER, EXTERNAL AND INTERNAL.

NOTE: TO CHECK THE STATUS OF MARKS UPLOAD AND PENDING WORK CLICK 'CHECK STATUS' OPTION

MAKE SURE TO CLICK ON LOG OUT AFTER COMPLETING YOUR WORK, ELSE YOUR DATA WILL BE LOST!

4. First, create functionaries master by clicking on the option “FUNCTIONARIES”. You can add practical exam functionaries such as Asst.Suptd/Lab Asst/Lab Bearer etc.

PRACTICAL/PROJECT/IA MARKS UPLOAD (CLASS 12)
CENTRAL BOARD OF SECONDARY EDUCATION

Home FUNCTIONARIES ACTIVITIES CHECK STATUS LOGOUT Welcome - ST COLUMBAS SCHOOL ASHOK PLACE

Functionaries Master

Instructions

1. Fill in the details of the functionary, select correct type, and click on ADD button to save data
2. In order to modify details click on 'Update' link. Enter the changes and then click on 'Save' to save
3. You will not be able to modify functionaries data once type and name once duty is assigned and practical data uploaded

FUNCTIONARY TYPE	NAME	Account Number	IFSC Code	Action
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5. To start the process, click on the “CREATE BATCH” link. **Select whether it's an Internal or External Subject.** Select the subject from the dropdown for which batch is to be created.

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

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

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

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

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

6. After conducting of Practical/Project/Internal Assessment, click on “**UPLOAD MARKS**” menu option.

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

Select the appropriate batch; give in the external examiner details **EXACTLY** the same as given during Batch Creation.

If the observer is present for duty, the school shall also enter the name of the **OBSERVER** and OASIS allotted teacher-id of the observer, enter NA if no observer present. The school shall also enter the date of conduct of the practical/project assessment of the concerned batch. select practical functionaries and click on the “**SUBMIT**” button.

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

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

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

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

7. If all marks are found to be correct and both the Examiners are sure that no correction is required then click on "FINALIZE MARKS" else click on "MAKE CHANGES" to update/change marks.
Once you click on "FINALIZE MARKS", a pop-up will appear asking for confirmation. If you want to change the marks, click on CANCEL or click OK to confirm; all the entered marks will be submitted and CANNOT BE CHANGED later on.
8. After finalization, click on the "**PRINT AWARD LIST**" link.
A page will show up with all the Batch Id for which data is being finalized.
Select the appropriate batch; fill in the external examiner details, same as given during Batch Creation, and click on SUBMIT.
If all the details are correct, an award list of students in the selected batch will come up. Take a print-out of the page, for both Internal and External Examiners (if applicable) to sign at appropriate places.
9. Before sealing the award lists, the signed award lists are to be scanned and saved as a PDF file.
For scanning of the award lists a proper tabletop scanner shall be used and the use of mobile phones shall be avoided for scanning and preparing the PDF files.
The scanned award lists are to be uploaded using the option "**UPLOAD AWARD LIST**". Care shall be taken to properly upload the award list against the correct Batch-id.
10. The printout of the award-list, duly signed and sealed, is to be handed over to Head of the school for records.
11. **A copy of the printout of the award list is not required to be sent to the Regional Office by the external examiner or the school.**

12. **Uploading Laboratory Image: The school need to upload geo-tagged lab image covering students and external/internal examiner.**

PRACTICAL/PROJECT/IA MARKS UPLOAD (CLASS 12)
CENTRAL BOARD OF SECONDARY EDUCATION

Home FUNCTIONARIES ACTIVITIES CHECK STATUS LOGOUT Welcome: ST COLUMBAS SCHOOL, ASHOK PLACE

UPLOADING LABORATORY IMAGES

SELECT SUBJECT CODE: B9500304301-043

NOTE: SELECT THE BATCH ABOVE FOR WHICH LAB IMAGE TO BE UPLOADED. MAX 3 GEO TAGGED IMAGES CAN BE UPLOADED PER BATCH. TAKE IMAGE USING YOUR GPS ENABLED MOBILE IN ORDER TO TAKE GEO TAGGED IMAGE COVERING LAB STUDENTS, OBSERVER, EXTERNAL AND INTERNAL.

Subject: 043
Subject Name: CHEMISTRY

Laboratory Images

Lab Image 1 (Maximum size of image 2 MB and .jpg .png extension)
Choose File | No file chosen

Lab Image 2 (Maximum size of image 2 MB and .jpg .png extension)
Choose File | No file chosen

Lab Image 3 (Maximum size of image 2 MB and .jpg .png extension)
Choose File | No file chosen

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

PRACTICAL/PROJECT/IA MARKS UPLOAD (CLASS 12)
CENTRAL BOARD OF SECONDARY EDUCATION

Home ACTIVITIES CHECK STATUS LOGOUT

MARKS UPLOAD STATUS

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

NO BATCH CREATED FOR YOUR SCHOOL

AWARD LIST NOT UPLOADED FOR THESE BATCHES:

MARKS OF ALL STUDENTS NOT YET SUBMITTED FOR THESE SUBJECTS:

SUBNAME
301---ENGLISH CORE
028---POLITICAL SCIENCE
030---ECONOMICS
036---ACCOUNTANCY
083---COMPUTER SCIENCE (NEW)
048---PHYSICAL EDUCATION
043---CHEMISTRY
802---INFORMATION TECHNOLOGY
042---PHYSICS
037---PSYCHOLOGY
046---ENVS3 GRAPHICS
803---WEB APPLICATION
066---ENTREPRENEURSHIP
085---INFORMATICS PRAC (NEW)
027---HISTORY
044---BIOLOGY
064---BUSINESS STUDIES
041---MATHEMATICS

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

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

- Batch Creation,**
- Marks Uploading,**
- Generating Award list**
- Sealing of award list in the envelope**

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

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


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

1. The Practical Examination/Project/Internal Assessments FOR Class-X are to be conducted at the school level itself.
 2. After entering the “**Pariksha Sangam**” portal, navigate to the link for uploading practical/project/internal assessment marks through the “**School**” link and then “**Exam Activities**”.
- Now enter your school's existing credentials as used for LOC/Registration to log in.
3. The school will be able to Download an Excel file containing the list of all registered students.
 4. **The school will enter the data and marks awarded to each candidate without making any changes to the structure of the Excel sheet.**
 5. After making entries in the Excel sheet the school will check the entries made carefully and upload the Excel at the specified place on the web-portal
 6. If all marks are found to be correct then the school will click on “FINALIZE MARKS”. In case any mistake is noticed in the uploaded marks, the school will only be able to edit the data one by one only.

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

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

7



ONLINE UPLOADING OF INTERNAL ASSESSMENT/PRACTICAL DATA FOR CLASS X
CENTRAL BOARD OF SECONDARY EDUCATION

Home Logout Download File Upload File Review Data Finalise Data Final Report
Welcome

INTERNAL ASSESSMENT / PRACTICAL MARKS UPLOADING

READ FOLLOWING IMPORTANT INSTRUCTIONS BEFORE YOU START:

1. Click on the Download button above to download empty excel file. Excel file will have only those subjects wherever internal assessment/practical is applicable.
2. Downloaded file will have both internal assessment and practical marks subjects.
3. Enter the Internal Assessment marks against the subject of internal assessment and practical marks against the practical marks subject.
4. Valid marks for subjects having Internal Assessment is out of 20 and for subjects having practical is as per their practical marks component.
5. Enter Practical+Internal Assessment (summing both marks) marks for MUSIC and PAINTING subject(s).
6. Enter valid Marks or AB (for absent) in Yellow marked column in excel file against each subject.
7. Marks should not be entered in decimal, it must be in integer only.
8. Do not change the subject code or enter a new subject in the excel file.
9. Generate the CHECKLIST and check it thoroughly before FINALISATION.
10. In case of correction, you can use EDIT DATA option in REVIEW DATA above.
11. Do not edit any other information apart from Marks.

Checklist must be thoroughly checked before finalisation of data, as NO MODIFICATION IS POSSIBLE AFTER THAT.
In case of correction/modification, you can use REVIEW DATA option, however modification is not possible after FINALISATION of data.

Format of downloaded file must not be changed.

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

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

NOTE:

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