



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)



CBSE/Coord/PRACT/2021

24/02/2022

To
Head of the Schools
Affiliated with CBSE
(Through CBSE website)

**SUB: GUIDELINES FOR CONDUCTING PRACTICAL EXAMINATIONS/PROJECT
/INTERNAL ASSESSMENT FOR CLASSES X & XII, 2022 - REG.**

Madam/Sir,

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

1. GENERAL

The Practical Examinations/Project/Internal Assessment shall be conducted strictly in accordance with the guidelines given on the weblink https://cbseacademic.nic.in/web_material/CurriculumMain22/termwise/Internal Assessment Practicals Projects.pdf.

The bifurcation of Term-I and Term-II shall be kept in mind while making preparations and planning for practicals.

Schools, for detailed instructions, may also refer to Section-XVIII of framework and significant guidelines available on weblink:

<https://www.cbse.gov.in/cbsenew/documents/letter%20for%20schools%20framework-merged.pdf>

2. DATES FOR CONDUCT

The Practical Examinations/Project/Internal Assessments shall be conducted from **02/03/2022 (Wednesday)**. **Last date would be 10 days before the date of last examination of respective classes.** No extension of the dates shall be considered by the Board.

3. DATES FOR UPLOADING MARKS

The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded simultaneously from **02/03/2022**. The uploading of marks shall be completed by last date of respective class. No extension of the dates shall be considered by the Board.

4. ENSURING ERROR FREE UPLOADING

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



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

5. COVID PROTOCOLS

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

To avoid crowding and social distancing, the schools may consider splitting the group/batch of students in sub groups of 10 students each. First group of 10 students may attend the lab work while the other is doing pen & paper work and vice-versa.

CLASS-X

6. REGULAR STUDENTS

The Practical Examinations/Project/Internal Assessments shall be conducted by the schools themselves for regular students only as per the curriculum of the subject concerned.

7. APPOINTMENT OF EXTERNAL EXAMINER

No external examiner will be appointed by the Board for class-X.

8. PRIVATE STUDENTS

There will be no separate Practical Examinations/Project/Internal Assessments in respect of private candidates. The marks prescribed for Practical Examinations/ Project/ Internal Assessments shall be computed on pro-rata basis based on the marks obtained in theory examination conducted by the Board if not carried forward as per rules of the Board. No action is desired from the schools in this regard.

CLASS-XII

9. REGULAR STUDENTS

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

10. PRIVATE STUDENTS

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

(a) CARRYING OVER OF MARKS IN R/o PRIVATE STUDENTS

The practical marks of private candidates (appearing in 2021-22) who had appeared as regular candidates in session 2020-21, whose marks are available in the result data of last year will be carried over for Board's Examination for session 2021-22. These candidates will not be required to appear in the practical examinations. Only in case of candidates who have

failed last year (2020-2021) in **practicals** will be required to appear in the practical examination in 2021-22.

(b) MARKS ON PRO-RATA BASIS IN R/O PRIVATE STUDENTS

In respect of candidates prior to session 2020-21, i.e. 2019-20 and before, marks prescribed for Practical Examinations/Project/Internal Assessments shall be computed on pro-rata basis, based on the marks obtained in theory examination.

11. APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.

The Board will appoint External Examiners in each school for conducting Practical Examinations and Project Assessments as per the modalities and subjects given in **Annexure-IV**.

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

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

12. 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/assessment. The schools shall get in touch with concerned Regional Office for obtaining the list of Observer(s).

13. ENSURING PRESENCE/AVAILABILITY OF EXTERNAL EXAMINERS

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

14. APPOINTMENT OF INTERNAL EXAMINER

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

15. INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER

Principal/Head of the School is required to get laboratory ready for the Practical examinations. The External Examiners shall visit the laboratory of the school at least one day prior to the day of conduct of examination/assessment to ensure 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 such reported.

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

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

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

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

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

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

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

The software will ensure that photographs uploaded are geotagged and time tagged;

some other information such as batch number, total batches, date and time etc will also be required to be uploaded on the app/link.

18. **ATTENDANCE SHEETS**

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

19. **OTHER MATERIAL**

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

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

20. **NEW ANSWER BOOK FOR PRACTICAL**

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

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

that the whole process of practical examination is completed within the stipulated time. Non relieving of the teachers appointed as examiners will be viewed seriously and shall attract invocation of penalty provisions against the erring schools as per Affiliation and Examination Bye-Laws.

It is retreated that schools should adhere to the schedule and upload the marks correctly as no change in schedule and marks once uploaded will be changed. Also, in any case, practical should be conducted by the external examiner appointed by CBSE. In case, it is observed that directions of the Board have not been complied with by the schools, Board reserve its rights to cancel the Practical examination.

Schools may ensure genuineness of all circulars by checking on www.cbse.gov.in/cbsenew/examination_Circular.html

Yours faithfully,



(DR. SANYAM BHARDWAJ)

CONTROLLER OF EXAMINATIONS

ENCLOSURES:

- APPENDIX-I** Scale of staff, rates of remuneration in respect of practical examinations.
- APPENDIX-II** Procedure for conducting practical examination/ project assessment.
- APPENDIX-III** Detailed steps for uploading practical examination/ project assessments marks.
- APPENDIX-IV** Subject wise list of distribution of marks and external examiner status.

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