CBSE/Coor0ORDR(PUBD)/1/2022/Practical/e-71926   27.12.2022

CIRCULAR

Conduct of Practical Examination/Project Assessment/Internal Assessment for Classes X and XII, for session 2022-23.

As per provisions of Examination Bye-Laws/Scheme of Studies of the Board, the Practical Examinations/Project/Internal Assessment for the session 2022-23 will be conducted as per the following schedule:

Date of Start of Practical Examinations/Project/Internal Assessment	02/01/2023
Last Date for Completion of Practical Exams/Project/Internal Assessment	14/02/2023
Date of Start of Uploading of Marks/Internal Grades	02/01/2023
Last Date for Uploading of Marks/Internal Grades	14/02/2023

All the schools are therefore requested to initiate the following actions to ensure timely completion of practical examinations/project/internal assessments of all the students:

(1)   Prepare a plan based on the number of students registered in the school in concerned subjects and inform all the students timely, so that all students can appear in the Practical Examinations/Project/Internal Assessments.

(2)   Inform all the students that they need to appear in the Practical Examination/Project Assessment during the schedule as given above only. The Practical Examination/Project Assessment of a student who may be absent on the day of examination due to any reason, shall also be re-scheduled within decided dates. No request for special permission beyond the schedule shall be entertained by the Board.

(3)   In case a student is absent in the Practical Examination/Project/Internal Assessment etc. for session 2022-23, 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 at 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.

(4)   Contact the Regional Office for appointment of External Examiner(s) and Observer.
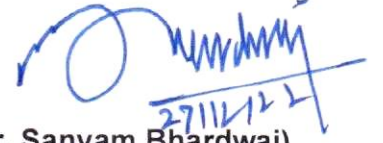
"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in

(5) Ensure timely completion of Examinations, uploading of marks on the same day and despatch of answer books to the regional offices.

(Dr. Sanyam Bhardwaj)
Controller of Examinations

Enclosure:
SOPs and Guidelines for the conduct of Practical Examinations/Project/Internal Assessment.

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

CBSE/Coor0ORDR(PUBD)/1/2022/Practical/e-71926   27.12.2022

CIRCULAR

As per provisions of Examination Bye-Laws/Scheme of Studies of the Board, the Practical Examinations/Project/Internal Assessment are conducted every year by the Board.

To bring in uniformity of instructions and ease of doing business the **"Guidelines and Standard Operating Procedures for conduct of Practical Examinations/Project/Internal Assessment"** have been prepared by the Board.

Accordingly, the Guidelines and SOPs for Practical Examinations/Project/Internal Assessment are **annexed herewith** for information and necessary action by all concerned.

(Dr. Sanyam Bhardwaj)
Controller of Examinations

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

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The Practical Examinations/Project/Internal Assessment are conducted by all the schools as per provisions given in the Scheme of Studies/Examination Bye- Laws prescribed by CBSE.

Correct and timely assessment of Practical, Project and Internal Assessment component in classes-X and XII is of paramount importance for declaration of result. It has been observed that some schools are committing serious mistakes and requesting the Board to change the result after its declaration. Schools are being, therefore, directed to follow the instructions as given hereunder as no request will be accepted by the CBSE to change the uploaded marks in any manner.

The CBSE has prescribed subject wise curriculum and most of the subjects contain 2 or 3 assessment components – Theory and Practical/Project/Internal Assessment. The curriculum also contains breakup of the maximum marks for theory question paper and Practical/Project/Internal Assessment.

1.	**GENERAL**
	The Practical Examinations/Project/Internal Assessment shall be conducted strictly in accordance with the guidelines/details of Practical and Practical Syllabus of the concerned academic session given on the website of Academic Branch, CBSE, i.e., https://cbseacademic.nic.in
	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**
	The normal dates for conduct of Practical Examinations/Project/Internal Assessments shall be as follows.

Winter Bound Schools	15th November to 14th December
Regular Session Schools	1st January to 14th February

	If required, any change in the period during which the Practical Examinations/Project/Internal Assessments shall be conducted during a particular session, will be communicated by the Board
	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, starting from the dates of conduct of exams/assessments.
	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 as per guidelines issued by the CBSE.
5.	**REGULAR STUDENTS**
	Practical Examinations/Project/Internal Assessments shall be conducted for the regular students sponsored through L.O.C of Classes X and XII, based on the eligibility/bonafide status of the student(s).
	The schools shall immediately contact the regional office in case the names of any of the students are missing from the list of students in any of the subjects.
6.	**PRIVATE STUDENTS**
	The Marks of Practical Examinations/Project/Internal Assessments marks in respect of private students shall be awarded as per the policy of the Board in accordance with the Examination Bye-laws. In case the Practical Examinations/Project/Internal Assessments is to be conducted again that will also be done as per the policy of the Board in accordance with the Examination Bye-laws.
7.	**COVID PROTOCOLS AND OTHER COMMUNICABLE DISEASES**
	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 and other communicable diseases 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 15 students each. First sub group of 15 students may attend the lab work while the other is doing pen & paper work and vice-versa.
8.	**UNFAIR MEANS**
	Students found guilty of communicating or attempting to communicate with Examiners with the objective of influencing them in any way whatsoever or using any other undesirable means for taking undue advantage during exams/assessments will be deemed to have used/attempted unfair means. Examiners are required to report at once about such cases along with complete facts/papers/witnesses to the concerned Regional Office.
9.	**BOARD'S RIGHTS TO CANCEL THE PRACTICAL EXAMINATION**
	In case, it is observed that directions of the Board have not been complied with by the schools, the Board reserve its right to cancel the Practical examination.
10.	**WINTER BOUND SCHOOLS**
	The winter bound schools shall also conduct the Practical Examinations/Project/ Internal Assessment in accordance with these guidelines.

11.	**PAYMENTS**
	Payments to all the functionaries deployed for duties is proposed to be made through the **Integrated Payment System (IPS)** only unless otherwise instructed.
	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.
12.	**NON-DISCLOSURE OF MARKS**
	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.

CLASS-X: SPECIFIC INSTRUCTIONS

13.	**APPOINTMENT OF EXTERNAL EXAMINER**
	No external examiner will be appointed by the Board for class-X.
14.	**ANSWER BOOK FOR PRACTICALS**
	Practical answer books will not be supplied by the Board for class-X, the school shall make all arrangements themselves.
	After conduct of Practical/Project/Internal Assessment the answer books of the students are not required to be sent to the Regional Office.

CLASS-XII: SPECIFIC INSTRUCTIONS

15.	**APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.**
	The Board will appoint External Examiners in each school for conducting Practical Examinations and Project Assessments in the specified subjects.
	The school authorities are not authorised to make alternate arrangement of external examiner for conduct of practical examination/project assessment at local level. Practical examination can only be conducted by an external 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.
16.	**APPOINTMENT OF OBSERVERS BY THE BOARD.**
	The Board may appoint Observers 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 Observers.
17.	**ENSURING PRESENCE/AVAILABLITY 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.

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 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.
19.	**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.
20.	**BATCH AND GROUP SIZE**
	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 each batch together for better management of practical/project assessment and uploading of marks. **Batches shall only be created after receipt of the details of external examiners from CBSE that too after confirming from the external examiner and observer (if appointed by the Board) about his availability for conduct of practical/project assessment. The details of external examiners will be locked in the system and examination/assessment will be required to be conducted by these examiners only.** The schools may consider splitting the group/batch of students in sub groups of 15 students each. First sub group of 15 students may attend the lab work while the other is doing pen & paper work 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.
21.	**NAME AND EXAMINER NUMBER OF THE PRACTICAL EXAMINERS**
	The school shall use and upload the correct name of the examiners which shall be same as is existing in the bank account of the examiner. **Similarly, the school shall ensure that the unique teacher-id allotted in the OASIS is used as examiner number.** The Regional Offices shall use the OASIS allotted teacher-id is used as examiner number while allotting the duties. The examiner number shall be clearly mentioned in all the communications regarding practical examiner duties with the schools as well as the examiners.

22.	**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 students is more than 30. It may be noted that since the size of batch/group is 30, therefore examination/assessment of each batch/group shall be conducted in one session together. In case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of each student.
23.	**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 students of that batch/group, 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.
24.	**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.
25.	**RESCHEDULING OF PRACTICAL OF ABSENT STUDENTS** 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, shall also be re-scheduled during the notified dates only. No request for special permission beyond the schedule shall be entertained by the Board. 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 at 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.

26.	**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.
27.	**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.
28.	**RELIEVING OF TEACHERS FOR DUTY**
	Apart from conducting the Practical Examination/Project Assessments of the students, every school shall also ensure relieving of their 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.

ENCLOSURES:

APPENDIX-I	Scale of staff and rates of remuneration
APPENDIX-II	Procedure for conducting Practical Examination/Project Assessment for Class-XII.
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 Practical Examination/ Project/Internal Assessments marks for Class-X.

	SCALE OF STAFF, RATES OF REMUNERATION FOR PRACTICAL EXAMINATIONS (CLASS-XII)	

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

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	Rs. 200/- per day
(g)	Laboratory Assistant	Rs. 200/- per day
(h)	Laboratory Bearer	Rs. 200/- per day
(i)	Instrument Player	Rs. 200/- per day
(j)	Music/Dance Room Helper	Rs. 200/- per day
(k)	Sanitation/Cleaning Staff	Rs. 200/- per day
RATES OF REMUNERATION FOR EXTERNAL EXAMINERS		
(l)	Fine Arts	Rs. 25/- per student (Subject to minimum payment of Rs. 500/- per examiner) Rs. 250/- towards Conveyance/ Refreshment/other charges
(m)	All other subjects having Practical component or Project component	Rs. 15/- per student (Subject to minimum payment of Rs. 300/- per examiner) Rs. 250/- towards Conveyance/ Refreshment/other charges
RATES OF CHARGES PAYABLE TO THE SCHOOLS/CENTRES		
(n)	Subjects having Practical Component	Rs. 15/- per student
(o)	Subjects having Project Component	Rs. 05/- per student
RATES OF REMUNERATION FOR OBSERVER		
(p)	Observer (If appointed by the Board)	Remuneration Rs. 500/- per day and Conveyance/Refreshment/other Rs. 250/- per day

	SYSTEM/PROCEDURE FOR CONDUCTING PRACTICAL EXAMINATION/PROJECT ASSESSMENT CLASS-XII
1.	The selection of Practical/Experiment from the list of Practical/Experiments supplied by the Board should be done through consensus of both the Examiners, External and Internal.
2.	Questions for the viva-voce should be asked by both the Examiners and should relate either to the Project that the student has prepared or the Practical Examination in hand.
3.	Questions of more general nature should be avoided.
4.	Investigatory Projects, especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks while project of a routine or stereotyped nature should only receive mediocre marks.
5.	In the assessment and award of marks, the marking scheme which is given in the List of Practicals/Experiments provided to the Examiners/Schools at the time of examination shall be strictly followed.
6.	Every effort should be made to reach a consensus on the marks to be awarded to individual students. If difference of one or two marks still persists even after discussion, the average marks should be awarded. There should be no deviation from this rule.
7.	Marks awarded for laboratory records, Viva, Project and Practical must be separately shown on the Answer book along with the total marks, so that no complication arises later on.
8.	No fractional marks should be uploaded in the Award List, if there is a fraction in the total of the marks assigned it should be increased to the next whole Number. For example, if a 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, same must be included in the Examiner's report and it should be sent to the Asstt. 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 practical examination is conducted by External Examiner following the due procedure/ steps.

11.	After uploading Practical/Project marks online, **Only One Hard Copy of the Award List(s) be printed** which shall have to be signed by both Examiners - Internal as well as External.
	The print-out of the award list, duly signed and 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.
	The school shall give receiving of the Hard Copy of the Award-List(s) to the External Examiner(s).
	The school shall keep the duly sealed copy(ies) of award-list(s) in a secured locker in the strong room in the school. These <u>**award lists are not required to be sent to the Regional Offices**</u>**. The award lists shall be kept in safe custody for one year after declaration of result.**
12.	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 table top scanner shall be used and the use of mobile phone shall be avoided for scanning and preparing the PDF files.
	These scanned award lists are to be uploaded by the school.
	Care shall be taken to properly upload the award list against the correct Batch-id.
	The copy of the printout of award list is not required to be sent to the Regional Office by external examiner or the school.
13.	Answer Books of the practical/project examination, as received from External Examiner, should be serially arranged before sending to CBSE. After this the Answer Books shall be sent by Insured/Registered Parcel by the Principal of the School to the concerned Regional Office.
	In case of Local Schools, Answer Books can be got delivered personally in the Board's Office.
14.	Board will be sending Practical Answer books in all practical subjects. However, in case there is any shortage of the Answer books, the same may be informed immediately with requirement to the concerned Regional Office. In case of plain table papers/drawing sheets/Graph sheets, the same may be got arranged from the school if not available or sent by CBSE.
15.	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.
16.	All instructions/provisions in regard with conduct of Practical Examination/Project assessment be followed/adhered strictly. Any deviation may lead to action against defaulting Institution/Examiner as per applicable rules.

	DETAILED STEPS **BATCH CREATION AND UPLOADING OF MARKS** **PRACTICAL EXAMINATION/PROJECT ASSESSMENTS** **CLASS-XII**
1.	Visit CBSE website **https://cbse.gov.in** and click on the icon "**Pariksha Sangam"**
2.	After entering "**Pariksha Sangam"** portal, navigate to link for uploading practical/project/internal assessment marks through **"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 as shown below:
4.	To start the process, click on the "**CREATE BATCH**" link. Select the subject from dropdown for which batch is to be created. Enter 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 "CONFIRM THIS BATCH" button, A Batch Id will be displayed, please make note of it.

	Entering the name of internal examiner is compulsory in all subjects. The name of 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.
5.	After conduct of Practical/Project/Internal Assessment, click on "**UPLOAD MARKS**" menu option.
	The Batch Id created in previous step will be shown in the drop-down menu.
	Select the appropriate batch; give in the external examiner details EXACTLY same as given during Batch Creation and click on "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 dropdown, and click on "PREVIEW".
	If the observer is present for duty, the school shall also enter the name of **OBSERVER** and OASIS allotted teacher-id of the observer. The school shall also enter the date of conduct of practical/project assessment of the concerned batch.
	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 <mark style="background-color: red">red background colour</mark>, students marked Absent will be shown in <mark style="background-color: yellow">yellow colour</mark>.

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

Home   ACTIVITIES ▾   CHECK STATUS   LOGOUT

MARKS UPLOADING

SELECT BATCH ID :   --SELECT BATCH-- ∨
ENTER EXTERNAL EXAMINER'S NUMBER: [   ]   ENTER EXTERNAL EXAMINER'S SCHOOL CODE: [   ]
DATE OF EXAMINATION (DD/MM/YYYY): [   ]   OBSERVER NAME: [   ]   OBSERVER OASIS TEACHER ID: [   ]

SUBMIT

6.	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.
7.	After finalization, click on "**PRINT AWARD LIST**" link.
	A page will show up with all the Batch Id for which data is being finalized.
	Select the appropriate batch; fill in the external examiner details, same as given during Batch Creation, and click on SUBMIT.
	If all the details are correct, award list of students in the selected batch will come up. Take a print-out of the page, both Internal and External Examiners (if applicable) to sign at appropriate places.
8.	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 table top scanner shall be used and the use of mobile phone shall be avoided for scanning and preparing the PDF files.
	The scanned award lists are to be uploaded using option "**UPLOAD AWARD LIST**".
	Care shall be taken to properly upload the award list against the correct Batch-id.
9.	The printout of award-list, duly signed and sealed, to be handed over to Head of the school for records.
10.	**The copy of the printout of award list is not required to be sent to the Regional Office by external examiner or the school.**
11.	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:
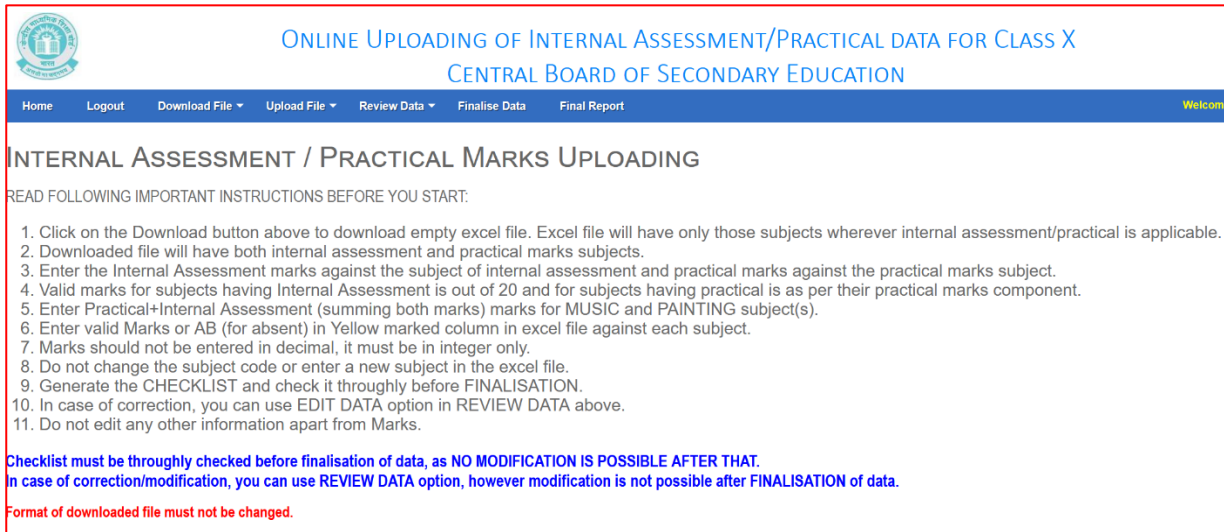
MARKS OF ALL STUDENTS NOT YET SUBMITTED FOR THESE SUBJECTS:

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

12.	External Examiner SHOULD NOT FORGET TO LOG OUT from the system after taking printout.
13.	External Examiner must keep in mind the following points: **(a) Batch Creation,** **(b) Marks Uploading,** **(c) Generating Award list** **(d) 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 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 school level itself.
2.	After entering "**Pariksha Sangam"** portal, navigate to link for uploading practical/project/internal assessment marks through **"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 against each candidate without making any changes in 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 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	
7.	After finalization, the school will be able to print the award list.

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

HQRS/Coor0ORDR(PUBD)/1/2022/e-71926   09.12.2022

CIRCULAR

The Practical Examinations and the Board's Annual Theory Examinations are scheduled to start w.e.f. 01/01/2023 and 15/02/2023 respectively for both classes X and XII.

It has been observed that schools are committing mistakes while uploading the marks in respect of practical/project/internal assessments. To aid and assist the schools in smooth conduct of practical /project/internal assessment and conduct of theory examinations, a list of subjects for classes X and XII containing the following details is attached with this circular for information :

SN	Details
1	Class
2	Subject code
3	Subject Name
4	Maximum Marks Theory Examination
5	Maximum Marks Practical Examination
6	Maximum Marks Project Assessment
7	Maximum Marks Internal Assessment
8	Whether External Examiner will be appointed for practical/project assessment
9	Whether Practical Answer-book will be provided by the Board
10	Type of Answer Books that will be used in Theory Examinations

All may note for information and action to avoid any problems to the students at later stages.

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

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

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"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in

Class-X

SN	SUB CODE	SUBJECT NAME	MAXIMUM MARKS				Whether External Practical Examiner will be appointed	Whether Practical A/Bs will be supplied	TYPE of A/B for Theory
			Theory	Practical	Project	IA			
1.	002	HINDI COURSE - A	080	-	-	020	NO	NO	32 PAGES
2.	003	URDU COURSE - A	080	-	-	020	NO	NO	32 PAGES
3.	004	PUNJABI	080	-	-	020	NO	NO	32 PAGES
4.	005	BENGALI	080	-	-	020	NO	NO	32 PAGES
5.	006	TAMIL	080	-	-	020	NO	NO	32 PAGES
6.	007	TELUGU	080	-	-	020	NO	NO	32 PAGES
7.	008	SINDHI	080	-	-	020	NO	NO	32 PAGES
8.	009	MARATHI	080	-	-	020	NO	NO	32 PAGES
9.	010	GUJARATI	080	-	-	020	NO	NO	32 PAGES
10.	011	MANIPURI	080	-	-	020	NO	NO	32 PAGES
11.	012	MALAYALAM	080	-	-	020	NO	NO	32 PAGES
12.	013	ODIA	080	-	-	020	NO	NO	32 PAGES
13.	014	ASSAMESE	080	-	-	020	NO	NO	32 PAGES
14.	015	KANNADA	080	-	-	020	NO	NO	32 PAGES
15.	016	ARABIC	080	-	-	020	NO	NO	32 PAGES
16.	017	TIBETAN	080	-	-	020	NO	NO	32 PAGES
17.	018	FRENCH	080	-	-	020	NO	NO	32 PAGES
18.	020	GERMAN	080	-	-	020	NO	NO	32 PAGES
19.	021	RUSSIAN	080	-	-	020	NO	NO	32 PAGES
20.	023	PERSIAN	080	-	-	020	NO	NO	32 PAGES
21.	024	NEPALI	080	-	-	020	NO	NO	32 PAGES
22.	025	LIMBOO	080	-	-	020	NO	NO	32 PAGES
23.	026	LEPCHA	080	-	-	020	NO	NO	32 PAGES
24.	031	CAR. MUSIC (VOCAL)	030	050	-	020	NO	NO	20 PAGES
25.	032	CAR. MUSIC MEL. INS.	030	050	-	020	NO	NO	20 PAGES
26.	033	CAR. MUSIC PER. INS.	030	050	-	020	NO	NO	20 PAGES
27.	034	HIND. MUSIC (VOCAL)	030	050	-	020	NO	NO	20 PAGES

Class-X

SN	SUB CODE	SUBJECT NAME	MAXIMUM MARKS				Whether External Practical Examiner will be appointed	Whether Practical A/Bs will be supplied	TYPE of A/B for Theory
			Theory	Practical	Project	IA			
28.	035	HIND. MUSIC MEL. INS.	030	050	-	020	NO	NO	20 PAGES
29.	036	HIND. MUSIC PER. INS.	030	050	-	020	NO	NO	20 PAGES
30.	041	MATHEMATICS STANDARD	080	-	-	020	NO	NO	48-GRAPH
31.	049	PAINTING	030	050	-	020	NO	NO	20 PAGES
32.	064	HOME SCIENCE	070	030	-	-	NO	NO	32 PAGES
33.	076	NATIONAL CADET CORPS (NCC)	070	-	-	030	NO	NO	32 PAGES
34.	085	HINDI COURSE - B	080	-	-	020	NO	NO	32 PAGES
35.	086	SCIENCE	080	-	-	020	NO	NO	32 PAGES
36.	087	SOCIAL SCIENCE	080	-	-	020	NO	NO	32 PAGES
37.	089	TELUGU-TELANGANA	080	-	-	020	NO	NO	32 PAGES
38.	092	BODO	080	-	-	020	NO	NO	32 PAGES
39.	093	TANGKHUL	080	-	-	020	NO	NO	32 PAGES
40.	094	JAPANESE	080	-	-	020	NO	NO	32 PAGES
41.	095	BHUTIA	080	-	-	020	NO	NO	32 PAGES
42.	096	SPANISH	080	-	-	020	NO	NO	32 PAGES
43.	097	KASHMIRI	080	-	-	020	NO	NO	32 PAGES
44.	098	MIZO	080	-	-	020	NO	NO	32 PAGES
45.	099	BAHASA MELAYU	080	-	-	020	NO	NO	32 PAGES
46.	122	SANSKRIT	080	-	-	020	NO	NO	32 PAGES
47.	131	RAI	080	-	-	020	NO	NO	32 PAGES
48.	132	GURUNG	080	-	-	020	NO	NO	32 PAGES
49.	133	TAMANG	080	-	-	020	NO	NO	32 PAGES
50.	134	SHERPA	080	-	-	020	NO	NO	32 PAGES
51.	136	THAI	080	-	-	020	NO	NO	32 PAGES
52.	154	ELEM. OF BUSINESS	070	-	030	-	NO	NO	32 PAGES
53.	165	COMPUTER APPLICATIONS	050	050	-	-	NO	NO	20 PAGES
54.	184	ENGLISH LANGUAGE & LITERATURE	080	-	-	020	NO	NO	32 PAGES

Class-X

SN	SUB CODE	SUBJECT NAME	MAXIMUM MARKS				Whether External Practical Examiner will be appointed	Whether Practical A/Bs will be supplied	TYPE of A/B for Theory
			Theory	Practical	Project	IA			
55.	241	MATHEMATICS BASIC	080	-	-	020	NO	NO	48-GRAPH
56.	254	ELEMENTS OF BOOK KEEPING & ACCOUNTANCY	070	-	030	-	NO	NO	32 PAGES
57.	303	URDU COURSE-B	080	-	-	020	NO	NO	32 PAGES
58.	401	RETAIL	050	050	-	-	NO	NO	20 PAGES
59.	402	IT	050	050	-	-	NO	NO	20 PAGES
60.	403	SECURITY	050	050	-	-	NO	NO	20 PAGES
61.	404	AUTOMOTIVE	050	050	-	-	NO	NO	20 PAGES
62.	405	INTRODUCTION TO FINANCIAL MARKETS	050	050	-	-	NO	NO	20 PAGES
63.	406	INTRODUCTION TO TOURISM	050	050	-	-	NO	NO	20 PAGES
64.	407	BEAUTY & WELLNESS	050	050	-	-	NO	NO	20 PAGES
65.	408	AGRICULTURE	050	050	-	-	NO	NO	20 PAGES
66.	409	FOOD PRODUCTION	050	050	-	-	NO	NO	20 PAGES
67.	410	FRONT OFFICE OPERATIONS	050	050	-	-	NO	NO	20 PAGES
68.	411	BANKING & INSURANCE	050	050	-	-	NO	NO	20 PAGES
69.	412	MARKETING & SALES	050	050	-	-	NO	NO	20 PAGES
70.	413	HEALTH CARE	050	050	-	-	NO	NO	20 PAGES
71.	414	APPAREL	050	050	-	-	NO	NO	20 PAGES
72.	415	MULTIMEDIA	050	050	-	-	NO	NO	20 PAGES
73.	416	MULTI SKILL FOUNDATION COURSE	050	050	-	-	NO	NO	20 PAGES
74.	417	ARTIFICIAL INTELLIGENCE	050	050	-	-	NO	NO	20 PAGES
75.	418	PHYSICAL ACTIVITY TRAINER	050	050			NO	NO	20 PAGES
76.	419	DATA SCIENCE	050	050	-	-	NO	NO	20 PAGES

Class-XII

SN	SUB CODE	SUBJECT NAME	MAXIMUM MARKS				Whether External Practical Examiner will be appointed	Whether Practical A/Bs will be supplied	TYPE of A/B for Theory
			Theory	Practical	Project	IA			
1.	001	ENGLISH ELECTIVE	080	-	-	020	NO	NO	32 PAGES
2.	002	HINDI ELECTIVE	080	-	-	020	NO	NO	32 PAGES
3.	003	URDU ELECTIVE	080	-	-	020	NO	NO	32 PAGES
4.	022	SANSKRIT ELECTIVE	080	-	-	020	NO	NO	32 PAGES
5.	027	HISTORY	080	-	020	-	YES	NO	32 PAGES
6.	028	POLITICAL SCIENCE	080	-	020	-	YES	NO	32 PAGES
7.	029	GEOGRAPHY	070	030	-	-	YES	YES	32 PAGES
8.	030	ECONOMICS	080	-	020	-	YES	NO	32 PAGES
9.	031	CAR. MUSIC VOCAL	030	050	-	020	YES	YES	20 PAGES
10.	032	CAR. MUSIC MEL INS	030	050	-	020	YES	YES	20 PAGES
11.	033	CAR. MUSIC PER INS MRIDANGAM	030	050	-	020	YES	YES	20 PAGES
12.	034	HIND MUSIC.VOCAL	030	070	-	-	YES	YES	20 PAGES
13.	035	HIND. MUSIC MEL INS.	030	070	-	-	YES	YES	20 PAGES
14.	036	HIND.PER INS.	030	070	-	-	YES	YES	20 PAGES
15.	037	PSYCHOLOGY	070	030	-	-	YES	YES	32 PAGES
16.	039	SOCIOLOGY	080	-	020	-	YES	NO	32 PAGES
17.	041	MATHEMATICS	080	-	-	020	NO	NO	48-GRAPH
18.	042	PHYSICS	070	030	-	-	YES	YES	32 PAGES
19.	043	CHEMISTRY	070	030	-	-	YES	YES	32 PAGES
20.	044	BIOLOGY	070	030	-	-	YES	YES	32 PAGES
21.	045	BIOTECHNOLOGY	070	030	-	-	YES	YES	32 PAGES
22.	046	ENGG. GRAPHICS	070	030	-	-	YES	YES	32 PAGES
23.	048	PHYSICAL EDUCATION	070	030	-	-	YES	YES	32 PAGES
24.	049	PAINTING	030	070	-	-	YES	YES	20 PAGES
25.	050	GRAPHICS	030	070	-	-	YES	YES	20 PAGES
26.	051	SCULPTURE	030	070	-	-	YES	YES	20 PAGES
27.	052	APP/COMMERCIAL ART	030	070	-	-	YES	YES	20 PAGES

Class-XII

SN	SUB CODE	SUBJECT NAME	MAXIMUM MARKS				Whether External Practical Examiner will be appointed	Whether Practical A/Bs will be supplied	TYPE of A/B for Theory
			Theory	Practical	Project	IA			
28.	054	BUSINESS STUDIES	080	-	020	-	YES	NO	32 PAGES
29.	055	ACCOUNTANCY	080	-	020	-	YES	YES	32-ACCTT
30.	056	KATHAK - DANCE	030	070	-	-	YES	YES	20 PAGES
31.	057	BHARATNATYAM - DANCE	030	070	-	-	YES	YES	20 PAGES
32.	058	KUCHIPUDI - DANCE	030	070	-	-	YES	YES	20 PAGES
33.	059	ODISSI - DANCE	030	070	-	-	YES	YES	20 PAGES
34.	060	MANIPURI - DANCE	030	070	-	-	YES	YES	20 PAGES
35.	061	KATHAKALI - DANCE	030	070	-	-	YES	YES	20 PAGES
36.	064	HOME SCIENCE	070	030	-	-	YES	YES	32 PAGES
37.	065	INFORMATICS PRACTICE	070	030	-	-	YES	YES	32 PAGES
38.	066	ENTREPRENEURSHIP	070	-	030	-	YES	NO	32 PAGES
39.	073	KNOWLEDGE TRAD & PRACT OF INDIA	070	-	030	-	YES	NO	32 PAGES
40.	074	LEGAL STUDIES	080	-	020	-	NO	NO	32 PAGES
41.	076	NATIONAL CADET CORPS (NCC)	070	030	-	-	YES	YES	32 PAGES
42.	083	COMPUTER SCIENCE	070	030	-	-	YES	YES	32 PAGES
43.	104	PUNJABI	080	-	-	020	NO	NO	32 PAGES
44.	105	BENGALI	080	-	-	020	NO	NO	32 PAGES
45.	106	TAMIL	080	-	-	020	NO	NO	32 PAGES
46.	107	TELUGU	080	-	-	020	NO	NO	32 PAGES
47.	108	SINDHI	080	-	-	020	NO	NO	32 PAGES
48.	109	MARATHI	080	-	-	020	NO	NO	32 PAGES
49.	110	GUJARATI	080	-	-	020	NO	NO	32 PAGES
50.	111	MANIPURI	080	-	-	020	NO	NO	32 PAGES
51.	112	MALAYALAM	080	-	-	020	NO	NO	32 PAGES
52.	113	ODIA	080	-	-	020	NO	NO	32 PAGES
53.	114	ASSAMESE	080	-	-	020	NO	NO	32 PAGES
54.	115	KANNADA	080	-	-	020	NO	NO	32 PAGES

Class-XII

SN	SUB CODE	SUBJECT NAME	MAXIMUM MARKS				Whether External Practical Examiner will be appointed	Whether Practical A/Bs will be supplied	TYPE of A/B for Theory
			Theory	Practical	Project	IA			
55.	116	ARABIC	080	-	-	020	NO	NO	32 PAGES
56.	117	TIBETAN	080	-	-	020	NO	NO	32 PAGES
57.	118	FRENCH	080	-	-	020	NO	NO	32 PAGES
58.	120	GERMAN	080	-	-	020	NO	NO	32 PAGES
59.	121	RUSSIAN	080	-	-	020	NO	NO	32 PAGES
60.	123	PERSIAN	080	-	-	020	NO	NO	32 PAGES
61.	124	NEPALI	080	-	-	020	NO	NO	32 PAGES
62.	125	LIMBOO	080	-	-	020	NO	NO	32 PAGES
63.	126	LEPCHA	080	-	-	020	NO	NO	32 PAGES
64.	189	TELUGU TELANGANA	080	-	-	020	NO	NO	32 PAGES
65.	192	BODO	080	-	-	020	NO	NO	32 PAGES
66.	193	TANGKHUL	080	-	-	020	NO	NO	32 PAGES
67.	194	JAPANESE	080	-	-	020	NO	NO	32 PAGES
68.	195	BHUTIA	080	-	-	020	NO	NO	32 PAGES
69.	196	SPANISH	080	-	-	020	NO	NO	32 PAGES
70.	197	KASHMIRI	080	-	-	020	NO	NO	32 PAGES
71.	198	MIZO	080	-	-	020	NO	NO	32 PAGES
72.	241	APPLIED MATHEMATICS	080			020	NO	NO	48-GRAPH
73.	301	ENGLISH CORE	080	-	-	020	NO	NO	32 PAGES
74.	302	HINDI CORE	080	-	-	020	NO	NO	32 PAGES
75.	303	URDU CORE	080	-	-	020	NO	NO	32 PAGES
76.	322	SANSKRIT CORE	080	-	-	020	NO	NO	32 PAGES
77.	801	RETAIL	060	040	-	-	YES	YES	32 PAGES
78.	802	INFORMATION TECHNOLOGY	060	040	-	-	YES	YES	32 PAGES
79.	803	WEB APPLICATION	060	040	-	-	YES	YES	32 PAGES
80.	804	AUTOMOTIVE	060	040	-	-	YES	YES	32 PAGES
81.	805	FINANCIAL MARKETS MANAGEMENT	060	040	-	-	YES	YES	32 PAGES

Class-XII

SN	SUB CODE	SUBJECT NAME	MAXIMUM MARKS				Whether External Practical Examiner will be appointed	Whether Practical A/Bs will be supplied	TYPE of A/B for Theory
			Theory	Practical	Project	IA			
82.	806	TOURISM	060	040	-	-	YES	YES	32 PAGES
83.	807	BEAUTY & WELLNESS	060	040	-	-	YES	YES	32 PAGES
84.	808	AGRICULTURE	060	040	-	-	YES	YES	32 PAGES
85.	809	FOOD PRODUCTION	060	040	-	-	YES	YES	32 PAGES
86.	810	FRONT OFFICE OPERATIONS	060	040	-	-	YES	YES	32 PAGES
87.	811	BANKING	060	040	-	-	YES	YES	32 PAGES
88.	812	MARKETING	060	040	-	-	YES	YES	32 PAGES
89.	813	HEALTH CARE	060	040	-	-	YES	YES	32 PAGES
90.	814	INSURANCE	060	040	-	-	YES	YES	32 PAGES
91.	816	HORTICULTURE	060	040	-	-	YES	YES	32 PAGES
92.	817	TYPOGRAPHY & COMP APPLICATION	060	040	-	-	YES	YES	32 PAGES
93.	818	GEOSPATIAL TECHNOLOGY	060	040	-	-	YES	YES	32 PAGES
94.	819	ELECTRICAL TECHNOLOGY	060	040	-	-	YES	YES	32 PAGES
95.	820	ELECTRONIC TECHNOLOGY	060	040	-	-	YES	YES	32 PAGES
96.	821	MULTIMEDIA	050	050	-	-	YES	YES	20 PAGES
97.	822	TAXATION	060	040	-	-	YES	YES	32 PAGES
98.	823	COST ACCOUNTING	060	040	-	-	YES	YES	32 PAGES
99.	824	OFFICE PROCEDURES & PRACTICES	060	040	-	-	YES	YES	32 PAGES
100.	825	SHORTHAND (ENGLISH)	060	040	-	-	YES	YES	32 PAGES
101.	826	SHORTHAND (HINDI)	060	040	-	-	YES	YES	32 PAGES
102.	827	AIR-CONDITIONING & REFRIGERATION	060	040	-	-	YES	YES	32 PAGES
103.	828	MEDICAL DIAGNOSTICS	060	040	-	-	YES	YES	32 PAGES
104.	829	TEXTILE DESIGN	060	040	-	-	YES	YES	32 PAGES
105.	830	DESIGN	050	050	-	-	YES	YES	20 PAGES
106.	831	SALESMANSHIP	060	040	-	-	YES	YES	32 PAGES
107.	833	BUSINESS ADMINISTRATION	060	040	-	-	YES	YES	32 PAGES
108.	834	FOOD NUTRITION & DIETETICS	060	040	-	-	YES	YES	32 PAGES

Class-XII

SN	SUB CODE	SUBJECT NAME	MAXIMUM MARKS				Whether External Practical Examiner will be appointed	Whether Practical A/Bs will be supplied	TYPE of A/B for Theory
			Theory	Practical	Project	IA			
109.	835	MASS MEDIA STUDIES	060	040	-	-	YES	YES	32 PAGES
110.	836	LIBRARY & INFORMATION SCIENCE	060	040	-	-	YES	YES	32 PAGES
111.	837	FASHION STUDIES	060	040	-	-	YES	YES	32 PAGES
112.	841	YOGA	050	050	-	-	YES	YES	20 PAGES
113.	842	EARLY CHILDHOOD CARE & EDUCATION	050	050	-	-	YES	YES	20 PAGES
114.	843	ARTIFICIAL INTELLIGENCE	050	050			YES	YES	20 PAGES
115.	844	DATA SCIENCE	050	050	-	-	YES	YES	20 PAGES