CBSE/COORD/CWSN-CAMC/2025   Date: 03.09.2025

The Principal/Heads of the Schools
Schools affiliated to CBSE
(Though CBSE website)

Subject: Online portal for availing exemptions/facilities by CWSN students in Board Examinations 2026 - reg.

Madam/Sir,

CWSN students appearing for Class X/XII examinations are extended several facilities by the CBSE as per its circular No.CBSE/COORD/112233/2019, dated 12, April 2019. The circular is available on the link:
https://www.cbse.gov.in/cbsenew/Examination_Circular/2019/5_CIRCULAR.pdf

If the CWSN students desire to avail any facilities/exemptions extended by CBSE during the examinations, the request for the same can be made by the concerned school through a designated CWSN web portal. This web portal is available along with the LOC as already mentioned in the LOC notification dated 27.08.2025. The circular is available on the link:
https://www.cbse.gov.in/cbsenew/documents/LOC_2526_27082025.pdf

A detailed SOP regarding the same is attached with this circular for ready reference of all schools for all such candidates; the schools should mark candidates as CWSN in the LOC and mention their disability.

The schools should log-in to **Pariksha Sangam portal** using their login ID and password where in the CWSN module, they will be shown the list of the candidates who have marked as CWSN in the individual LOC data and the facilities permissible to each category of students as per their disability. If the students wish to avail any of the facilities, the same is to be selected by the school so that details would be automatically made available in the admit card itself. The examination centers can accordingly make the necessary arrangement for all such candidates causing no inconvenience to any candidate with special needs.

It is therefore requested that if any CWSN students wish to avail the facilities extended, the school should fill the details and upload the requisite documents on the portal, which is made available parallel to the LOC portal as per schedule given below:-
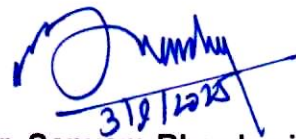
Activity	Date & Time
CWSN Web Portal	09th, SEPTEMBER 2025 (TUESDAY) TO 22nd, SEPTEMBER 2025 (MONDAY) TIME 11:59 PM.

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You are aware that CBSE will hold two examinations in Class X in 2026. Thus, following all such instructions issued by the CBSE and strictly adhering to the schedule for smooth conduct of examinations is a must.

No request of any sort will be catered to after the schedule mentioned and in offline mode. Hence, schools are directed to strictly adhere to the schedule given.

The SOP (Standard Operating Procedure) for making request is annexed with this circular for schools to read it carefully and follow the process. The schedule will not be extended and no candidate will be allowed to be added as CWSN once this schedule is over.

Hence, all schools should complete the process with due diligence within the stipulated schedule.

(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction and direct them to submit the CWSN students' data correctly and timely:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16.

2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.

3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.

4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, NewDelhi-110001.

5. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi 110066.

6. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar Odhisha-751005.

7. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054

8. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017

9. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101

10. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111.

11. The Director of Education, Govt. of A&N Islands, Port Blair -744101

12. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh.

13. The Director, Directorate of School Education, Government of Puducherry, A" Block, I Floor, Perunthalaivar Kamaraj Centenary Educational Complex, 100 ft Road, Anna Nagar, Puducherry - 605 005.

14. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh.

15. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066.

16. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010

17. The Deputy Secretary to Chairperson, for kind information of the Chairperson, CBSE.

18. All the Heads of Department of the Board.

19. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the principals of the affiliated schools of the Board in their respective regions.

20. Web Admin with the request to put this Circular on the CBSE Website.

21. Media & Public Relations, CBSE for appropriate disseminating and publicity.

CENTRAL BOARD OF SECONDARY EDUCATION

CWSN MANAGEMENT SYSTEM

USER MANUAL

OVERVIEW

The Central Board of Secondary Education (CBSE) being sensitive to the needs of disabled students is extending several exemptions/concessions to candidates with disabilities as defined in The Rights of Persons with Disabilities Act - 2016.

It has been observed that neither the schools nor the students are fully aware about these exemptions and are also not following correct way of seeking available exemptions during their course of studies and examinations.

It has therefore, been decided made the portal for CWSN Management System to update and compile all exemptions/concessions so that schools are aware about the same.

In addition to extra time, scribe or reader, computer or laptop (without internet) we had also allowed use of basic calculators for candidates registered under CWSN category.

WORKFLOW

CWSN Detail	Filled Information	CWSN Checklist	Finalize CWSN Detail	Finalize CWSN

Steps to operate CWSN MANAGEMENT Portal for updating the facilities offered to CWSN candidates :-

1. School have to login by using LOC User-Id and password, and then type the captcha given on the screen and submit.

LOGIN

CENTRAL BOARD OF SECONDARY EDUCATION
CWSN MANAGEMENT SYSTEM

Home

SCHOOL LOGIN

Affiliation No

Password

009DS2
Refresh

ENTER CAPTCHA

LOGIN

2. After Login into the CWSN management system, the school needs to choose the facilities available for different categories of CWSN candidates. On home page, firstly School has to click on **CWSN details tab**. After Choosing the **Class (X/XII)**, clicking any one option from **Pending / Updated / All.**

a. On selecting the option **All** and pressing **GET LIST** button, the screen will display the details of all the Candidates of School registered under CWSN category for Class(X/XII).

b. On selecting the option **Pending** and pressing **GET LIST** button, the screen will display the details of the Candidates of the School who are registered under CWSN categories for Class(X/XII) but the facilities offered has not been yet opted for. This is only one time option and no updation/correction is allowed further, so you have to select the option very carefully. Now click on the checkbox available against the facility for respective CWSN category of the student and also upload the supporting disability document (in pdf format and Max Size 2 MB). After this, click on the save button. The data / facility opted has been saved for the candidate. The same process is to be repeated for all the candidates registered under CWSN categories.

c. On selecting the option **Updated** and pressing **GET LIST** button, the screen will display the details of those Candidates of the School who are registered under CWSN categories for Class(X/XII) and for whom the facilities available have been chosen.

3. After step-2, School has to click on **CWSN Check List tab.** On Choosing the Class **(X/XII)** and pressing **GET LIST** button, the screen will display the details of the Candidates of the School who are registered under CWSN categories for Class(X/XII) and for whom the facilities offered have been selected.

4. After step-3, School has to click on **Finalize CWSN Details tab.** On clicking, the School needs to click on the **Undertaking**. After this, select the **Class (X/XII)** and press **FINALIZE** button. This will finalize the data.

5. After step-4, School has to click on **Finalized CWSN Data.** After clicking, the School needs to select the **Class (X/XII)** and press **GET LIST** button. This will display the details of the Candidates of the School who are registered under CWSN categories for Class(X/XII) and for whom the facilities offered have been selected and data have been finalized. It will display the finalized list and status of data in **Status/Remark** column. If the case is Approved / Rejected from Regional Officer, it will shows as Approved or Reject otherwise under process.

School needs to repeat the above steps till the process of selection of the facilities for all the registered CWSN candidates of the school have been completed.