



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/WAC/SOP/2026

21.09.2026

NOTIFICATION

**User Manual for Students from West Asian Countries to Fill LOC For
Special Examinations 2026.**

This notification is in continuation of Circular CBSE/COORD/EXAMS/WAC/2026/16061 dated 15.09.2026 wherein it was informed that examinations that could not be held in the West Asian Countries will now be held. Students, both of Regular category and the Private category, will need to fill in the List of Candidates (LOC) to appear in one or more subjects of their choice.

This user manual provides step-by-step guidance for all such students to fill the LOC for the Special Examination as per circular dated 15/9/2026. Students are requested to keep the information of the Main Examinations handy to fill in the LOC.

The following important information will be displayed on the portal:

- **This facility is available ONLY for Regular and Private Category candidates of West Asian countries where the examination could not be conducted.**
- Candidates should keep their previous examination documents, such as the Admit Card and Marks Statement, ready before starting the registration process.
- The Application Number displayed after the successful submission should be noted and retained for future reference by each student.

Step 1 – Navigate to the Main Website

Visit the official CBSE website: www.cbse.nic.in

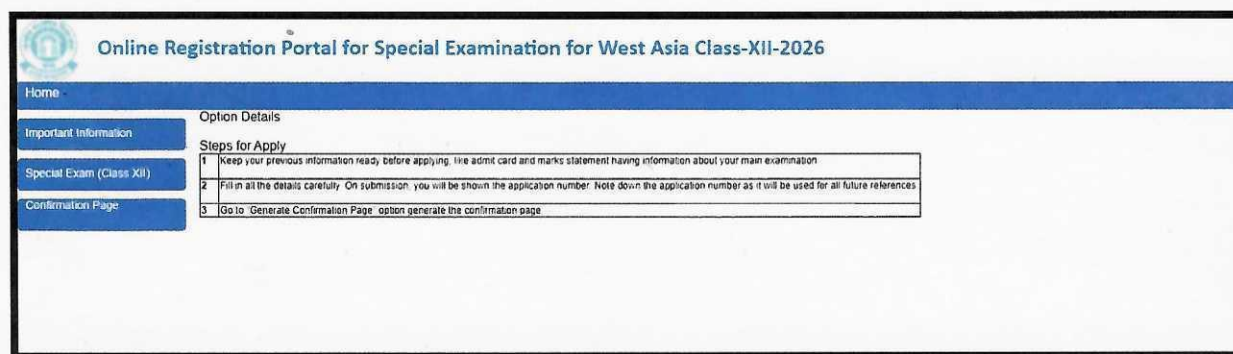
Step 2 – Access the Online Registration Link

Click on the link provided for **Online Registration for the Special Examination in the West Asian Countries – Class XII, 2026**.

Step 3 – Open the Online Registration Portal for Candidates for the Special Examination – Class XII, 2026.

The portal home/information screen is displayed below.

Figure 1: Online Registration Portal – Home/Information Screen



Online Registration Portal for Special Examination for West Asia Class-XII-2026

Home

Important Information

Special Exam (Class XII)

Confirmation Page

Option Details

Steps for Apply

1	Keep your previous information ready, before applying, like admit card and marks statement having information about your main examination
2	Fill in all the details carefully. On submission, you will be shown the application number. Note down the application number as it will be used for all future references
3	Go to 'Generate Confirmation Page' option generate the confirmation page

Candidates should access the registration portal and proceed with the registration as per the instructions provided in the subsequent steps.

Step 4 – Click on Special Exam

Click on the **“Special Exam”** tab to register for the upcoming Special Examination.

Step 5 – Enter Previous Examination Details

Enter the following information carefully:

Field	Information to be entered
Previous Roll Number	Enter the roll number of the Main examination.
Main Exam Centre No.	Enter the centre number as given on the

	Admit Card.
Mother Name	Enter the mother's name as given on the Admit Card.
Year of Main Examination	2026
Personal Email Address	Enter the personal email address required for OTP verification.
Security Code	Enter the security code shown on the screen.

Figure 2: Previous Examination Details Entry Screen

Online Registration Portal for Special Examination for West Asia Class-XII-2026

Home

Application for Special Examination for West Asia Class-XII-2026

Please enter information as given on your Admit Card - Please keep your last examination Admit Card ready)

Enter Previous Roll Number (Your full subject main exam roll number):

Enter Your School No. (As given on your admit card):

Special Exam ☒ SpecialExam

Enter Your Main Exam Center No. (As given on your admit card):

Mother Name (As given on your admit card):

Year of Main Examination (Your full subject main exam year):

Enter Your Personal Email Address (for OTP verification):

Not Cyber Cafe Email Address

Security Code: 3707S9

Action: After entering all required details and the security code, click the "Proceed" button.

Figure 3: Enter the OTP, received on Email

Application for Special Examination for West Asia Class-XII-2026

OTP sent to div***@gmail.com

Email OTP Verification

Enter OTP sent to your email

If OTP is not received in inbox, please check spam folder of your mail

Step 6 – Enter the OTP, which will be received on the email.

Step 7 – Subject list as check box will be visible to candidates.

Step 8-Candidates will need to tick the subject(s) in which they wish to appear in (One or more subjects allowed)

These will be the 40 subjects in which examinations could not be conducted by the Board

Step 9 – Complete the Application

Proceed with the application and enter the required information carefully. Review all entered information before final submission.

Figure 4: Application Form

Online Registration Portal for Special Examination for West Asia Class-XII-2026

Home

Application for Special Examination for West Asia Class-XII-2026

Application details submission

Class	12
Roll No.	14781517
Examinee Registration Year	2026
Application type	Improvement
Name of candidate	A
Surname	JAM
Father's Name	P

Select Subject(s)
(You may select one or more subjects. At least one is required.)

ENG. (ENGLISH) COURSE	☐
MATH. MATHEMATICS	☐
COM. COMPUTER SCIENCE	☐

Address (for communication only)

Candidate's Address:

Pin:

State:

District:

Contact Details

Mobile:

Email:

[Submit Application](#)

The Application Number displayed after successful submission should be noted and retained for future reference.

Figure 5: Submission Page of the LOC

Application for Special Examination for West Asia Class-XII-2026

Please note application number : DP60000004

[Go to Confirmation Page](#)

This may be needed future reference.

Step 10 – Confirmation Page

After successful submission of the application, click on Confirmation Page to view the submitted application.

Figure 6: Confirmation page of the submitted LOC.

Online Registration Portal for Special Examination for West Asia Class-XII-2026

Confirmation Page

Special Examination 2026

Regional Officer
Central Board of Secondary Education
S-12 Institutional Area
Extension Patparganj
New Delhi - 110092

Application Details

Name	Application No.	Application Category	Private Candidate
S. S. S. S. S.	00000000000000000000	Regular	24/09/2026

Subjects

Subject	Subject Code
MATHEMATICS	041
ENGLISH	001

Note

- 1) Merely submission of form and fee does not make the candidate eligible for appearing for the examination. His/her eligibility will depend upon the fulfillment of the eligibility conditions prescribed by the Board and their verification at Board's end.
- 2) Retain Confirmation Page for future reference.
- 3) Confirmation Page need not to be sent to CBSE.

Signature of Candidate

1. Students are requested to read and follow the step wise instructions while submitting their LOC.
2. It is once again reiterated that they may fill one or more subjects while filling the LOC.
3. These examinations are being conducted for Both Regular and Private Category candidates whose Main examinations could not be conducted in the West Asian countries.
4. The marks scored in the Special Examination will overwrite the marks awarded earlier.
5. Examination centres will remain the same as Main examinations.
6. **LOC will be open from 22.09.2026 to 26.09.2026.**

Students are once again requested to read, understand and follow the instructions for timely submission of the LOC.


(Dr. Sanyam Bhardwaj)
Controller of Examinations