



# 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)



No. CBSE//Coord/PRAC-REMINDER/2023

Dated: 22.12.2023

### Reminder-1

To

All the Principals  
Schools Affiliated to CBSE

Subject: **Conduct of Practical Examinations/Project /Internal Assessment Classes X & XII-2023-24.**

Madam/Sir,

This is in continuation to Circular No. CBSE/ CBSE/COORD/PRACTICAL-SOPS/2023 08.12 .2023, the Annual Practical Examinations / Internal Assessment / Project for Class X / XII for the session 2023-24 are scheduled to start w.e.f 1<sup>st</sup> week of January 2024. Therefore, to ensure its timely completion, all the stakeholders are requested to adhere to the following:

1. Ensure timely that the sufficient number of practical answer books have been received in the school before the scheduled date for conduct of practical examination.
2. Schools should inform parent and students regarding the schedule, format, and any specific requirements for the practical examinations.
3. Ensure that the necessary arrangements like infrastructure, equipment, and materials are available in the laboratories for conducting practical exams. Reaffirm that the laboratories or facilities are adequately set up for students to perform their experiments.
4. Contact the examiners well in time for smooth and timely conduct of examination process on the scheduled date and time.
5. Identify students with special needs or disabilities and make arrangements of necessary accommodations to ensure they can participate in the practical exams comfortably.
6. The students should appear in the practical examinations as per the schedule only.
7. The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded everyday i.e. on the day of conduct of assessment.
8. While uploading the marks, the 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. Check maximum marks assigned to practical/Project/Internal Assessment and then award & upload the marks.

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9. For Class XII, the schools are not authorized 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.
10. No change in marks is allowed after finalization and completion of process, so proper attention of both the examiners is required to ensure correctness of uploaded marks.
11. 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.
12. No extension of the dates shall be considered by the Board.
13. If any clarification is required, may be contacted well in time with the concerned Regional office.

Please be attentive and avoid future problems.

Yours faithfully,

(Dr. Sanyam Bhardwaj)  
Controller of Examinations

Copy to web admin with the request to upload on CBSE website.

