



CENTRAL BOARD OF OPEN SCHOOLING AND EXAMINATION

“Serving under the national framework for open schooling and vocational education, in alignment with the guiding principles of the National Education Policy (NEP) – Government of India.”

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Press Release

Practical Examination Window – Stream 1 (Block 1), 2023

It is hereby notified for the information of all affiliated study centres, regional coordination units, academic supervisors, examination in-charges, and all other stakeholders associated with the conduct of examinations under the Central Board of Open Schooling & Examination (CBOSE), that the Board has formally approved the schedule and operational framework for the **Practical Examinations of Class X and Class XII for Stream 1 (Block 1), 2023**. The Practical Examination Window shall remain open **from 01 February 2023 to 25 February 2023**, and all study centres shall complete their practical assessments strictly within this prescribed duration.

The Practical Examination is an integral component of the evaluation framework adopted by the Board, as it constitutes a direct assessment of the learner's applied knowledge, skills, and competencies in various academic and vocational subjects. Practical examinations not only assess academic preparedness but also reflect the extent of hands-on proficiency required for vocational and skill-based learning streams offered under the CBOSE framework. Considering the significance of this component, the Board emphasises the necessity of conducting the practicals in a fair, transparent, and standardised manner, in line with the guidelines issued by the Board from time to time.

All institutions are instructed that the laboratories, workshops, training centres, skill-labs, vocational classrooms, and allied facilities must be fully prepared prior to the commencement of the practical examination period. Laboratory infrastructure must be functional, clean, well-equipped, and properly arranged for smooth conduct of assessments. Instruments, apparatus, chemical supplies (where applicable), ICT tools, computers, project equipment, and any other materials required must be made available in adequate quantity. Under no circumstances shall institutions conduct practical examinations using incomplete or dysfunctional laboratory setups.

Internal Examiners shall be appointed by each study centre from among the qualified faculty members who have taught the respective subject. External Examiners, where applicable, shall be appointed by the Board and communicated through the official Examination Dashboard. No institution shall make any independent appointment of an external examiner without the explicit written approval of the Board. Centres must ensure that the Internal and External Examiners are available on the scheduled dates and that no postponement, rescheduling, or re-allocation occurs without administrative approval.

The Board has observed in previous cycles that certain institutions conduct practical examinations in undue haste or without following proper procedural steps. Such practices

undermine the integrity of assessment and may lead to disciplinary action. In view of this, the Board directs that each practical examination shall be conducted for the full duration prescribed in the syllabus. Every learner shall be provided sufficient opportunity to demonstrate his or her practical knowledge, perform the assigned tasks, showcase project submissions, and respond to viva-voce questions.

Documentation plays a crucial role in the authenticity of practical examinations. It is mandatory for all learners to submit properly maintained **Practical Files, Project Work, Lab Journals, and Internal Assessments** where required. These documents must bear the signatures of the learner, internal examiner, and the head of the institution. The External Examiner must also authenticate the work submitted by the learners during the examination.

Study centres are required to maintain detailed records for audit and verification. These include the **Practical Attendance Register, Examiner's Report, Mark Sheets, CCTV Recording, and Daily Examination Logbook**. CCTV recording of the entire practical examination is compulsory for all institutions. Recordings must be preserved for a minimum of 06 months from the date of examination or until further instructions from the Board.

Learners shall report to the centre at least **30 minutes before** the commencement of the practical examination. They must carry their **Admit Card, Identity Document, and Practical File/Project File**. No learner shall be permitted to enter the laboratory without proper identification. Centres must ensure that the examination environment is free from disturbances, that students are seated in an orderly manner, and that safety guidelines are strictly followed.

The Board reiterates that the Practical Marks must be uploaded **within 48 hours** of the completion of each subject's practical examination. Uploading shall be done exclusively through the authorised digital platform provided by the Board. No offline submission, email forwarding, or manual entry shall be accepted or recognised. Institutions failing to upload marks within the stipulated timeframe may face consequences including temporary suspension of examination facilities, withholding of results, or administrative penalties.

It is emphasised that examiners must award marks objectively, fairly, and strictly in accordance with the evaluation criteria prescribed in the official curriculum documents. Any attempt to manipulate marks, inflate scores without justification, or indulge in unfair practices shall be treated as a violation of examination norms and may result in immediate disciplinary action against the institution and concerned individuals.

In order to ensure uniformity, the Board shall conduct surprise inspections and digital monitoring during the practical examination period. Regional Inspection Teams may visit institutions without prior notice to verify compliance with the procedural norms. Institutions are expected to provide full cooperation, make all records available, and ensure transparency at all times.

Wherever vocational subjects are involved, centres must coordinate with industry trainers, skill partners, or domain experts approved by the Board. Practical demonstrations, workplace assessments, or field-based evaluations, where part of the syllabus, must be carried out in accordance with the prescribed guidelines and documented accordingly.

Special attention must be given to learners with disabilities. Centres shall ensure that required accommodations, such as scribes, assistive devices, extended time, or separate seating arrangements, are provided as per the guidelines of the Board, in line with the Rights of Persons with Disabilities Act, 2016.

In the event that any centre anticipates difficulty in conducting the practical examinations due to infrastructural constraints or unavoidable circumstances, the Board must be informed immediately through the official communication channel. No request for extension of dates shall be entertained unless genuine and supported by strong justification.

All institutions must display this Notification on their **Notice Board**, institutional website, and digital communication groups used for contacting learners. The content of this Notification shall be considered mandatory for implementation by all affiliated centres.

This Notification supersedes all previous instructions related to the practical examination schedule for **Stream 1 (Block 1), 2023**.

This issues with the approval of the Competent Authority.

Copy with a request to respective Heads of Directorates as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. All Regional Directors/Regional Officers of CBOSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
2. All Joint Directors/Deputy Directors/Assistant Directors, CBOSE
3. In charge IT Unit with the request to put this circular on the CBOSE websites
4. The Assistant Librarian, CBOSE
5. The Public Relations Officer, CBOSE
6. PS to Chairperson, CBOSE
7. SPS to Secretary, CBOSE
8. Guard File



Organization Secretary
Central Board of Open Schooling and
Examination, New Delhi