



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

Theory Examination Schedule – Stream 1 (Block 1), 2023

It is hereby notified for the information of all learners enrolled under Class X and Class XII of Stream 1 (Block 1) for the Examination Session 2022–23, and for all affiliated study centres, regional coordination units, district-level academic monitoring cells, examination superintendents, and all relevant functionaries operating under the Central Board of Open Schooling & Examination (CBOSE), that the Board has finalised the schedule and operational guidelines for the conduct of **Theory Examinations**, which shall be held from **10 March 2023 to 05 April 2023** across all approved examination centres throughout the country.

The Theory Examination constitutes the major assessment component for the learners enrolled under the CBOSE framework and is designed to evaluate their academic preparedness, conceptual understanding, analytical skills, and the ability to apply knowledge across diverse subject domains. Considering the national spread of the Board's learner base and the geographical diversity of affiliated centres, this Notification aims to provide clear instructions, timelines, procedural guidelines, and compliance expectations to ensure uniformity, transparency, and efficiency in the conduct of the Theory Examinations.

All affiliated institutions must note that the date sheet for the Theory Examinations shall be uploaded on the official website and shall also be visible on the respective Student Dashboards. It is the responsibility of the study centres to ensure that every learner receives the correct information regarding the subjects, dates, and timing of the examination. Under no circumstances shall the institutions rely on unofficial communication channels or distribute unverified timetables.

The Board further notifies that the Admit Cards for all eligible learners shall be made available for download prior to the commencement of the examination. Learners must ensure that all personal details printed on the Admit Card are correct. Any discrepancy in the spelling of the name, subject codes, date of birth, photograph, or other essential details must be reported immediately to the institution. Centres shall initiate corrective action strictly as per the guidelines issued by the Board.

The Examination Centres allotted to learners shall be communicated through the Student Dashboard. Centres must verify that learners appear only at the centre assigned by the Board. No change in the centre shall be permitted except in rare circumstances, and only upon the formal approval of the Board.

The Theory Examinations shall commence each day at the time indicated on the official date sheet. Learners must report to the examination centre at least one hour prior to the scheduled commencement of the paper. Late entry shall not be permitted after the completion

of the grace period allowed under Board regulations. Centres must ensure orderly entry of students, proper verification of Admit Cards, and adherence to seating plans.

The Board emphasises the need for strict adherence to the guidelines on **fair and disciplined conduct** of examinations. All centres must ensure that:

- No learner is allowed to enter the examination hall without a valid Admit Card.
- No electronic devices, mobile phones, digital watches, calculators (unless permitted), or written notes are allowed.
- Seating arrangements are prepared in advance and displayed prominently.
- Question papers remain sealed until the commencement of the examination and are opened in the presence of invigilators.
- CCTV surveillance remains operational throughout the duration of the examination.

Examination Superintendents are instructed to conduct a thorough briefing of invigilators prior to the commencement of the examination each day. Invigilators must ensure constant vigilance, avoid any form of communication with learners during the examination, and maintain a disturbance-free environment within the hall.

The Board insists that the confidentiality and security of question papers must be safeguarded at all times. Centres must make arrangements for secure storage, preferably under lock-and-key and with restricted access. Any breach of protocol, negligence, or unauthorised access shall be treated as a violation of examination norms and may result in serious administrative action.

In order to maintain uniformity in the evaluation process, learners must write their answers strictly within the time allotted. They must follow all instructions printed on the question papers and answer booklets. Centres must ensure that supplementary answer sheets are issued only upon request and only after verifying that the learner has filled all mandatory details correctly on the main answer booklet.

The Board also places emphasis on ensuring facilities for learners with disabilities. Appropriate accommodations—such as scribes, additional writing time, wheelchair-accessible seating, or separate rooms—must be provided based on the guidelines issued by the Board. The same must be documented in the daily examination report submitted by the institution.

At the conclusion of each examination, answer scripts must be collected, counted, documented, packed, sealed, and dispatched in accordance with the Board's instructions. Any discrepancy in the number of scripts, any missing pages, or any irregularity must be reported immediately to the designated regional office. Under no circumstances shall answer scripts be handled by unauthorised individuals or left unattended.

Institutions must also ensure submission of the following documents daily:

- Centre Attendance Sheet
- Seating Plan
- Invigilator's Report
- Incident Report (if any)
- Summary of answer scripts collected and dispatched

These documents must be countersigned by the Centre Superintendent and preserved as part of the institution's examination record.

The Board reminds all centres that hosting an examination centre is a matter of responsibility and trust. Any violation of norms—such as impersonation, unfair means,

assistance provided by centre staff, manipulation of attendance, or breach of confidentiality—shall be dealt with strictly. Penalties may include cancellation of the examination centre, withholding of learner results, financial penalties, or blacklisting of the institution.

The Board understands that the Theory Examination is a crucial milestone for learners and therefore urges all affiliated centres to maintain a calm, encouraging, and supportive environment. Centres must ensure availability of adequate lighting, ventilation, clean drinking water, first-aid arrangements, toilets, and necessary safety equipment. Emergency protocols must be in place and invigilators must be familiar with evacuation routes.

Learners are advised to maintain discipline, read instructions carefully, and avoid any form of misconduct. Parents and guardians must ensure that learners reach the examination centre on time, carry their Admit Cards, and adhere to all rules.

This Notification supersedes all earlier circulars issued regarding the Theory Examination 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