# 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

### Result Processing Guidelines for Stream 1 (Block 1), 2023

It is hereby notified for the information of all affiliated study centres, regional offices, academic coordinators, examination superintendents, data management units, evaluation supervisors, and all other stakeholders functioning under the **Central Board of Open Schooling & Examination (CBOSE),** that the Board has formally initiated the process of compilation, verification, evaluation, and final reconciliation of the records associated with the Theory and Practical Examinations conducted under **Class X and Class XII for Stream 1 (Block 1), 2023.** This Notification serves as an extensive guideline document to ensure uniformity, accuracy, compliance, and procedural discipline throughout the multi-stage result processing workflow.

The Result Processing phase is one of the most sensitive and academically consequential phases in the annual cycle of the Board. The integrity of this process impacts the academic future of thousands of learners enrolled across the country. The Board therefore emphasises that centres must extend their full cooperation and must follow every instruction with absolute precision. Any lapse, neglect, or deviation from prescribed norms has the potential to delay the result declaration and may adversely affect a large number of candidates, for which the concerned centre shall bear responsibility.

The first stage of Result Processing involves the verification of **Theory Examination Attendance Records** submitted by each examination centre. Centres must ensure that all attendance sheets are accurate, complete in all respects, and duly signed by invigilators and the Centre Superintendent. The Board has observed in previous cycles that certain centres either submit incomplete records or fail to reconcile discrepancies between the number of learners appearing for the paper and the number of answer scripts dispatched. Such practices compromise the authenticity of data and therefore shall not be tolerated. Centres are instructed to recheck all attendance sheets before responding to any query raised by the Board.

Simultaneously, the Board's Data Verification Unit shall compare the attendance sheets with the scanned entries submitted on the daily examination portal. Any mismatch shall immediately trigger a data correction alert, for which the centre shall be required to submit a written explanation along with authenticated documentation. Centres must remain vigilant and responsive during this period and must ensure that all queries from the Board are replied to within the timeframe specified in the communication.

The second stage involves the scrutiny of answer scripts received from examination centres. All answer scripts are sorted as per subject codes, batchwise barcode verification, and sealed packet authentication. Centres are reminded that any improper sealing, damage to

packets, missing barcodes, or loose answer scripts are treated as procedural violations. The Board's Evaluation Wing has been instructed to maintain detailed logs of such non-compliant submissions. Centres with repeated procedural lapses may be subjected to administrative review, temporary suspension from examination duties, or withdrawal of centre recognition.

The third stage involves the **Scanning and Digital Archiving** of answer scripts wherever applicable. The Board follows a hybrid evaluation system in which digital copies of answer sheets are archived for cross-verification, rechecking, audit sampling, and security backup. Centres must ensure that all scripts were dispatched on the due date to avoid delays in the scanning timeline. Centres that have failed to dispatch scripts on time shall be required to provide written justification.

The fourth stage consists of actual evaluation. Qualified evaluators, examiners, and subject experts appointed by the Board shall undertake the assessment based strictly on standardised marking schemes and evaluation rubrics. These rubrics are designed to ensure uniformity across evaluators and to avoid variability that may arise due to subjective judgement. The Board reiterates that no examiner is permitted to deviate from the marking scheme, alter weightage distribution, or award marks arbitrarily. Evaluation Supervisors shall continuously monitor adherence to the rubric and submit daily compliance reports to the Board.

The fifth stage involves the reconciliation of **Practical Marks** uploaded by the study centres. Centres must note that Practical Marks constitute a critical component of the final result and must therefore be uploaded accurately. Marks must match with the records maintained in the Practical Files, Attendance Sheets, and Examiner Logs. Any variation, overwriting, mismatch in codes, or unexplained alteration in marks shall immediately trigger an audit enquiry. Centres must ensure that their Practical Marks Upload Reports are complete, final, and error-free. No request for modification shall be entertained once the verification window closes.

The sixth stage of result processing includes the generating of **Combined Subject-wise Master Sheets**. These sheets are prepared after merging data from theory evaluation, practical evaluation, attendance verification, and portal entries. Any missing data, incomplete entry, blank field, or conflict between internal and external records shall halt the processing of the learner's result. Centres must be prepared to respond promptly if any clarification is requested during this stage.

The seventh stage involves **Statistical Moderation and Error Correction**, which is undertaken centrally. The Board ensures the fairness of results through internal moderation algorithms designed to maintain academic balance across subjects, examiners, and difficulty levels. Centres are not permitted to request or influence moderation in any form. The process is purely internal and strictly confidential.

The eighth stage is the preparation of **Pre-Result Verification Reports**, which highlight discrepancies requiring immediate correction. Study centres may receive queries through their official portal requiring them to submit supporting documents, attendance records, or mark verification statements. Centres must respond without delay, as any failure to respond may cause postponement of individual or batch results.

The ninth stage involves the locking of final result data, after which no further changes shall be made. Once the data is locked, the preparation of digital mark sheets, certificates, and migration documents begins. Centres must ensure that all records submitted by them are accurate, because any error at this stage may force the Board to hold the issuance of certificates for the affected learners.

The Board also emphasises that throughout this period centres must maintain absolute confidentiality. No learner, staff member, or external agency shall be permitted to access evaluation records, internal notes, or any result-related information. Any breach of confidentiality may lead to severe administrative consequences.

This Notification must be treated as mandatory and binding. All institutions are instructed to display it prominently on institutional notice boards and to circulate it among academic and administrative staff.

**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**