



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

Term-End Tutor Marked Assignment (TMA) / Internal Assessment Submission Guidelines for Stream 2 (2023)

It is hereby notified for the information of all affiliated study centres, regional coordination units, district-level academic support cells, internal assessment committees, record verification units, and all stakeholders operating under the Central Board of Open Schooling & Examination (CBOSE), that the Board has commenced the formal cycle for the submission of **Tutor Marked Assignments (TMAs) / Internal Assessments** for learners enrolled under **Stream 2 for the Academic Year 2023**. The submission window shall remain open from **01 July 2023 to 31 July 2023**, and all centres must comply fully with the detailed instructions outlined in this Notification.

The Tutor Marked Assignment component constitutes a crucial part of the learner's academic profile within the flexible learning framework of CBOSE. TMAs ensure that students engage with academic content meaningfully, develop analytical and writing abilities, and internalize subject concepts beyond rote learning. Assignments also enable learners to demonstrate consistency in academic engagement throughout the year rather than relying solely on final examinations. The Board emphasises that TMAs are not a formality; rather, they form the bedrock of a holistic academic evaluation system that aligns with national educational reforms promoting competency-based assessment.

All study centres are hereby instructed that the preparation, distribution, submission, evaluation, authentication, and uploading of TMAs must strictly adhere to the procedures prescribed by the Board. No centre shall design its own assignment questions, modify the official assignment booklet, or circulate unofficial material. The official CBOSE Assignment Booklet for Stream 2 is the only authorised document for learner submissions. The booklet has been uploaded on the Student Dashboard, and learners may download it using their login credentials. Centres must guide learners in understanding the instructions but shall not provide solved answers or model responses.

Learners are required to complete their TMAs in their own handwriting unless a disability accommodation has been granted by the Board. The Board considers originality as a core principle of academic integrity. TMAs submitted with evidence of copying, reproduction from printed guides, duplication among learners, or identical content reproduced digitally shall be rejected. In such cases, the centre shall be required to obtain fresh assignments from the concerned learners. Centres must not entertain requests for accepting plagiarised work nor encourage shortcuts that compromise academic honesty.

The submission of TMAs by learners must take place strictly within the prescribed timeframe. Centres shall maintain an organised submission register in which the date, time, subject, and signature of the learner must be recorded. This register becomes an official institutional record and may be examined during academic audits or inspection visits conducted by the Board. Centres must ensure that no learner is denied the opportunity to submit assignments within the stipulated window, provided that the work submitted is original and complete.

Upon submission, TMAs must be evaluated by qualified faculty associated with the centre. Evaluators must examine the assignment carefully, provide constructive remarks where required, and award marks strictly in accordance with the marking guidelines issued by the Board. Evaluators must refrain from awarding random, inflated, or arbitrary marks. Evaluations must reflect genuine academic assessment, and remarks must be written legibly in the designated area of the assignment booklet. Centres must ensure that the assignment is corrected using a single pen colour in accordance with standard academic practices.

Once evaluation is complete, centres must digitally upload the marks through the official Institutional Dashboard. The Board reiterates that uploading must be done only through the authorised portal and only during the submission window. Under no circumstances shall centres submit marks manually, by email, or through any unofficial method. Uploading must be completed carefully, with each subject code and learner ID entered correctly. Even minor errors, such as transposed digits, incorrect subject mapping, or mismatched learner codes, can significantly delay the result processing cycle. Centres are advised to deploy senior academic and administrative staff to oversee the uploading process.

The Board shall conduct digital audits of uploaded marks. In cases where unusual uniformity, unexplained inflation, or statistical anomalies are detected, the Board reserves the right to seek the original evaluated TMAs for verification. Centres may be required to produce the evaluated documents within a period of 72 hours. Failure to do so may result in administrative scrutiny. The Board expects complete transparency and cooperation from centres during such verifications.

After uploading, centres must preserve all evaluated TMAs carefully for at least one academic year or until the Board issues further instructions. These assignments form part of the learner's academic record and may be used for audits, disputes, re-verification cases, or future reference. Assignments must be stored in an environment free from moisture, pests, or risk of damage. Institutions must store them securely and ensure that no pages are lost, removed, or tampered with.

Learners are encouraged to take this component seriously. TMAs serve as a valuable tool for self-evaluation and help learners build the analytical reasoning and structured writing skills required for higher education and employment. Learners must plan their work carefully and submit assignments well before the deadline to avoid last-minute errors. Parents and guardians may provide guidance but must not prepare assignments on behalf of learners. The Board values academic integrity and expects fair participation from all learners.

Special considerations are applicable for learners with disabilities. Centres must allow scribes, assistive devices, or alternative submission formats as approved by the Board. Centres must also maintain proper documentation for such cases and upload the necessary approvals through the institutional dashboard.

The Board discourages centres from conducting coaching sessions specifically for TMAs or charging any unauthorised fees in the name of assignment preparation or evaluation.

Any complaints received from learners regarding such practices shall be investigated. Centres found violating the guidelines may face administrative action.

During the TMA submission window, centres must ensure that adequate academic staff is available to guide learners, verify submissions, and complete evaluations. Centres must maintain transparency in communication, display the TMA schedule on notice boards, and use appropriate digital platforms to inform learners of key dates and instructions.

This Notification must be displayed prominently in all affiliated study centres and circulated among staff and learners. TMAs contribute significantly to the final result computation and must therefore be handled with the seriousness and professionalism expected of a national academic institution.

This Notification supersedes all earlier communications issued on the subject of TMA submission for Stream 2 (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