



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 Guidelines and Operational Framework – Stream 2, 2023

It is hereby notified for the information of all affiliated study centres, regional offices, district-level academic coordination cells, laboratory supervisors, examination superintendents, vocational instructors, digital monitoring units, and all other stakeholders associated with the functioning of the Central Board of Open Schooling & Examination (CBOSE), that the Board has formally approved the schedule and operational procedures for the **Practical Examinations for Class X and Class XII learners enrolled under Stream 2 for the Examination Cycle 2023**. The Practical Examination Window shall remain active from **20 August 2023 to 10 September 2023**, and all institutions shall adhere to this schedule without deviation.

The Practical Examination is an essential component of the CBOSE Evaluation System, reflecting the Board’s commitment to competency-based learning, hands-on skill development, and outcome-oriented assessment methods. Practical examinations are not merely supplementary assessments; they constitute a foundational element of vocational, science, technology, applied arts, computer studies, and other skill-based subjects. The Board recognises that Stream 2 comprises learners who often return to academics after a gap, pursue flexible learning due to employment obligations, personal responsibilities, or location constraints. For such learners, practical assessments ensure that their learning is not limited to theoretical understanding but extends to demonstrable competency in real-world contexts.

The Board emphasises that Practical Examinations for Stream 2 must be conducted with the highest levels of integrity, transparency, discipline, and fairness. Study centres must ensure that laboratory infrastructure, training facilities, computer labs, digital equipment, vocational tools, scientific apparatus, and all other necessary items are made fully functional before the commencement of the examination window. Centres shall not postpone preparation to the last week, nor shall they make temporary arrangements that compromise quality or safety. Laboratories must be thoroughly cleaned, checked, and arranged so that learners can perform their tasks without obstruction.

The Board places special focus on the **availability and readiness of examiners**. Each centre shall appoint internal examiners from among qualified faculty who have taught the subject concerned. External examiners, where prescribed, shall be appointed exclusively by the Board and communicated through the Institutional Dashboard. Centres shall not contact, select, or appoint any external examiner independently. All external examiners must be treated with due respect, provided access to all required facilities, and allowed to supervise practicals without interference. The Board may deploy surprise inspection teams during the examination window to ensure procedural compliance.

Learners must report to their study centre well before the commencement of the practical examination. They shall bring their **Admit Card, ID Card**, and duly completed **Practical Files, Project Work, Activity Records, Lab Journals**, or any other documentation required by the subject. Under no circumstances shall a learner be allowed to appear without proper identification. Centres must verify the identity of each learner meticulously and maintain accurate attendance records. Learners must be provided a calm, discipline-oriented environment and must not be rushed or restricted in a manner that prevents them from demonstrating their knowledge and skills.

The Board reiterates that the tasks assigned during practical examinations must strictly follow the official syllabus and instructions provided by the Board. Centres must not assign tasks that are excessively simplistic or overly complex compared to prescribed learning levels. Practical tasks must reflect curriculum standards and must assess skill, applied understanding, and procedural accuracy. Vocational practicals must be conducted in authentic work-like environments wherever applicable, such as in labs, workshops, training rooms, or partnered industry facilities.

The evaluation process of practical examinations requires utmost attention. Examiners must assess learners based on performance, record quality, presentation of work, accuracy of execution, and response in viva-voce. Marks must not be inflated without academic justification. Examiners must write evaluations clearly and must enter marks only after verifying the learner's identity and ensuring that the performance observed aligns with mark allocation. Any inconsistency, irregularity, or unjustified marking shall be treated as a breach of academic integrity.

After completion of each practical examination, centres must proceed to **upload marks digitally**. Uploading of marks must be completed within **48 hours**, and only through the authorised Institutional Portal. The Board shall not accept offline submissions, photocopies, email-based attachments, or handwritten mark lists submitted outside the system. The portal entries must exactly match the written marks awarded on the evaluation sheets. Centres must cross-verify each entry before submitting the final upload. Any error at this stage may result in a delay in result processing, and the responsibility shall rest solely on the institution.

The Board also requires centres to document the Practical Examination through continuous **CCTV recording**, ensuring that the entire duration of the examination is monitored for quality and transparency. These recordings must be preserved for at least six months. Any missing footage, obstruction in camera view, or tampering with recorded material shall be treated as a violation of examination procedures.

Safety protocols must be prioritised during the conduct of practical examinations. In science subjects, centres must ensure that chemical storage areas, gas connections, electrical equipment, and laboratory instruments are safe, clean, and functioning properly. First-aid kits must be available, and faculty must remain prepared for emergencies. In vocational practicals involving tools or machinery, necessary protective gear and safety instructions must be provided to learners. The Board shall not tolerate any negligence that compromises student safety.

Learners with special needs must be provided all approved accommodations. The centre must create an inclusive examination environment, offering scribes, assistive devices, additional time, or separate seating arrangements as per the guidelines. Centres must maintain proper records of such accommodations and submit them to the Board if requested.

Institutional heads must ensure that adequate staff is available for smooth execution of the practical examination schedule. Centres must avoid overcrowding laboratories by

scheduling smaller batches of learners. Examination timetables for practicals must be displayed prominently on notice boards and communicated to learners through digital platforms.

Once the practical examination concludes, no modification or alteration in marks shall be permitted. Centres must ensure that all original records, including attendance sheets, examiner reports, practical files, and CCTV recordings, are preserved securely. The Board may conduct audits at any time during or after the examination window.

This Notification must be displayed clearly on all study centre notice boards and must be communicated to learners, staff, and examiners without delay. All institutions must treat this Notification as binding and final.

This Notification supersedes all earlier communications issued regarding Stream 2 Practical Examinations for 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