



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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Ref No: CBOSE/Exam/2024/202

Date: - 15 Jan 2024

Press Release

Practical Examination Framework & Laboratory Preparedness Protocol

It is hereby notified for the information of all affiliated study centres, regional academic coordination units, vocational training partners, district-level monitoring committees, laboratory supervisors, internal and external examiners, examination superintendents, institutional management authorities, and all stakeholders functioning under the Central Board of Open Schooling & Examination (CBOSE), that the Board has formally issued the enhanced and standardised **Practical Examination Framework & Laboratory Preparedness Protocol** applicable to **Class X and Class XII learners enrolled under Stream 1 for the Examination Cycle 2024**. This Notification shall remain applicable for the entire practical examination period commencing from **01 February 2024 to 28 February 2024** unless otherwise modified by the Board.

The Practical Examination continues to remain one of the fundamental pillars of the Board's evaluation system, particularly for science-based, technology-based, vocational, applied arts, and skill-oriented subject areas. The practical component assesses the learner's competence in real-world application of knowledge, hands-on proficiency, observational ability, experimental accuracy, project construction, portfolio presentation, and subject-specific skills that cannot be evaluated through theory alone. Accordingly, the Board emphasises that every affiliated centre must treat the conduct of practical examinations as an academically sensitive, procedurally delicate, and operationally non-negotiable responsibility.

All institutions must ensure that **laboratories, workshops, skill-training rooms, simulation environments, computer labs, and practical halls** are fully functional, safe, adequately equipped, and compliant with the procedural norms laid down by the Board. Institutions must not wait until the last week prior to the commencement of the practical examinations to begin laboratory preparation. Instead, comprehensive laboratory checks must be conducted immediately upon issuance of this Notification. Equipment must be tested, tools must be inspected, chemicals must be labelled properly, apparatus must be arranged safely, and computer systems must be updated and virus-free. If any shortcomings arise, the institution must initiate corrective measures without delay.

Laboratory Preparedness further requires institutions to ensure that electricity, water, ventilation, lighting, digital projectors, safety equipment, and fire extinguishers are fully operational. The Board reminds institutions that laboratory safety is not merely an academic protocol but a legal responsibility. The failure to maintain a safe laboratory can endanger students, examiners, and staff, and shall attract strict administrative consequences. Institutions

must verify that all emergency exits are accessible and that laboratory safety instructions are prominently displayed.

The Board directs that all study centres must update their **Laboratory Stock Registers** and prepare fresh entries for the year 2024. Every chemical, tool, apparatus, or consumable used during the practical examinations must be recorded systematically. This record-keeping is essential not only for audit purposes but also for transparency and accountability. Institutions must discourage unauthorised borrowing, sharing, or temporary substitutions of apparatus that dilute the authenticity of the examination process.

Before the commencement of examinations, institutions must prepare a **Batch-wise Practical Examination Plan** that ensures that learners appear in manageable groups, laboratories are not overcrowded, and examiners can devote adequate time to observe each candidate's performance. Each batch must be allotted sufficient time to perform experiments, respond to viva-voce questions, demonstrate project files, and provide explanations of their practical work. The Board does not permit hurried or rushed practical assessments that bypass essential evaluation steps.

The presence and availability of examiners constitute a central aspect of the Practical Examination Framework. Internal Examiners must be subject teachers possessing the required academic qualifications and mastery of laboratory procedures. External Examiners, wherever prescribed, must be appointed solely by the Board. Institutions are expressly prohibited from contacting or appointing external examiners independently. Any such attempt shall be treated as academic misconduct. External Examiners must be offered full cooperation, institutional access, and administrative support without interference.

Learners must appear with properly completed **Practical Files, Project Work, Lab Journals, Activity Notebooks, or Subject-specific Portfolios**. These records must bear the signatures of the student, Internal Examiner, and Head of Institution. They must reflect genuine academic effort and must not be mass-produced or photocopied. Institutions must verify the authenticity of all files before the examination begins. Learners appearing without required documentation may be permitted to take the practical examination only after the approval of the examiner, and subject to institutional verification.

Every learner's identity must be checked thoroughly before appearing for the examination. Students must carry their **Admit Card** and one valid photo identification document. Institutions must maintain a detailed **Practical Attendance Register** and ensure that signatures are recorded in real time. Identity verification must be conducted through an orderly, disciplined process that prevents impersonation or procedural irregularity.

The Board requires all institutions to maintain **CCTV recording** during the entire duration of practical examinations. Cameras must cover the laboratory space clearly. Institutions must preserve CCTV footage for a minimum duration of six months or until further instructions. If any footage is missing or found tampered with, institutions may face suspension from hosting future examinations.

Practical Evaluations must be conducted strictly according to the marking scheme prescribed by the Board. Examiners must evaluate learners fairly, objectively, and based on observed performance alone. No examiner shall inflate marks or assign scores without proper justification. The Board reserves the right to conduct random audits, external reviews, and qualitative checks on practical marks uploaded by institutions.

After each batch completes the practical examination, the marks must be uploaded to the official Institutional Dashboard within **48 hours**. No offline submission, handwritten list,

or unofficial communication shall be accepted. Institutions must verify that the marks entered in the portal correspond exactly with the marks recorded on the examiner's evaluation sheets. Any mismatch shall result in automatic system alerts and may result in delays in result processing.

Institutions are reminded that every component of the practical examination—including attendance sheets, marking sheets, project evaluations, viva-voce notes, laboratory checklists, and stock registers—forms part of the official academic record of the Board. These documents must be preserved safely in institutional archives.

The Board emphasises that practical examinations must always be conducted in a calm, disciplined, supportive, and academically appropriate environment. Institutions must avoid unnecessary disturbances, unrelated activities, crowding, or administrative lapses that affect the performance of learners.

This Notification supersedes all previous instructions issued for the Practical Examinations of Stream 1 for any earlier year.

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**