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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 Administration Manual & Procedural Guidelines

It is hereby notified for the information of all affiliated study centres, regional academic coordination units, district-level examination monitoring cells, centre superintendents, invigilators, evaluation officers, digital compliance personnel, security supervisors, logistics coordinators, and all other stakeholders associated with the administration of the Central Board of Open Schooling & Examination (CBOSE), that the Board has issued the **Revised Theory Examination Administration Manual for the Calendar Year 2024**, applicable specifically to **Stream 1 Theory Examinations** scheduled to be held between **10 March 2024 and 08 April 2024** or as notified by supplementary circulars. This Manual supersedes all earlier operational instructions issued in previous cycles and shall serve as the governing document for all theory examination activities.

The Theory Examination continues to serve as the principal academic assessment mechanism within the CBOSE evaluation structure. It is the medium through which the Board ensures academic rigor, conceptual clarity, analytical reasoning, competency development, and equitable learning outcomes across diverse categories of learners. Stream 1 comprises individuals who pursue direct academic progression through flexible schooling models and includes learners from varied socio-economic and geographic backgrounds. This diversity demands uniform, transparent, and disciplined administrative procedures that guarantee fairness without compromising academic integrity.

In view of evolving technological requirements, national examination reforms, and improved institutional capacity, the Board has introduced important revisions in the methodology, security protocols, data authentication systems, centre readiness requirements, candidate verification processes, examiner accountability, and post-examination handling of scripts. The Board expects every institution to study this Manual thoroughly and to implement all directions with absolute seriousness.

Examination Centres must begin by preparing an **Annual Examination Readiness Plan** detailing staff deployment, room allocation, furniture layout, CCTV coverage, emergency protocols, transport arrangements for confidential materials, and daily examination timelines. Centres shall appoint a **Centre Superintendent**, responsible for the overall functioning of the centre, and a **Chief Invigilator**, responsible for examination hall operations. All invigilators must be briefed thoroughly at least ten days prior to commencement.

The Board emphasises that candidate identity verification is one of the most critical components of the examination system. Learners must report one hour before the scheduled

examination time. Security personnel, under the direction of the Centre Superintendent, must ensure controlled entry, systematic queue management, frisking where applicable, and verification of **Admit Cards** and **Photo Identity Documents**. No candidate shall be admitted without proper authentication. Institutions must record such verification in the Attendance Sheet provided by the Board.

The confidentiality of question papers constitutes the backbone of a credible examination system. All question paper packets must remain sealed, intact, and stored under restricted access until the designated time of opening. The opening of packets must occur in the presence of two senior invigilators, the Centre Superintendent, and, where appointed, the Observing Officer. Any delay, tampering, or suspicious damage must be reported to the Regional Office immediately.

Inside the examination hall, candidates must be seated strictly according to the seating plan prepared beforehand. CCTV surveillance must operate continuously throughout the examination period. Centres must ensure that examination halls are well-lit, properly ventilated, free from disturbances, and equipped with functional clocks. Invigilators must monitor candidate behaviour attentively and must not remain seated or distracted. Movement must be minimal, silent, and strictly professional.

No electronic devices—mobile phones, smartwatches, calculators (except where permitted), digital diaries, earphones, Bluetooth devices, or programmable gadgets—shall be allowed inside the examination hall. The invigilators must ensure that candidates carry only their writing instruments in transparent pouches. Any deviation must be documented immediately in the Incident Report Register.

Candidates must write all details on the answer booklets clearly and correctly. Invigilators must verify that the information is complete, including roll number, subject code, and signature. Supplementary sheets must be issued only after verifying that the candidate has correctly filled the main booklet. Centres must maintain a control sheet for supplementary sheet issuance to prevent misuse.

During the examination, invigilators must maintain a constant patrol of the examination hall. No communication—verbal, gestural, or written—between candidates is permitted. The Board strictly prohibits possession or use of unauthorised materials inside the hall. If any candidate is found engaging in unfair means, invigilators must immediately confiscate the material, isolate the candidate, and document the incident as per prescribed procedures. The Centre Superintendent must forward the incident details to the Board for further action.

Upon completion of the examination, candidates must remain seated until invigilators collect all answer scripts. Scripts must be counted twice, arranged in serial order, packed securely, and labelled correctly with subject name, subject code, total number of scripts, and centre code. The Centre Superintendent must seal the packets in tamper-proof envelopes provided by the Board. Under no circumstances shall answer scripts be left unattended or carried by unauthorised individuals.

The **Daily Examination Report**, including attendance, absentees list, supplementary sheet count, incident details, and packet dispatch confirmation, must be uploaded by the Centre Superintendent on the Institutional Dashboard before the close of the working day. Institutions must ensure stable internet access to avoid delays.

After the completion of the examination cycle, centres must preserve the Attendance Sheets, Incident Reports, seating plans, invigilator duty lists, CCTV footage, and supporting

documents for a minimum of six months or as instructed. These records may be required for audits or verification during result processing.

The Board reiterates that examinations must be conducted in an environment of seriousness, fairness, and academic dignity. Centres must avoid overcrowding, noise disturbances, last-minute administrative confusion, or any action that may adversely affect candidates' performance. All staff must dress formally, maintain professional conduct, and display high levels of dedication.

Institutions must ensure strict implementation of this Manual to protect the credibility of the Board and the authenticity of learner outcomes.

This Notification supersedes all previous Theory Examination manuals issued for Stream 1.

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