



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

Centralised Data Verification & Pre-Result Scrutiny Guidelines

It is hereby notified for the information of all affiliated study centres, regional coordination divisions, district academic monitoring cells, institutional administrators, examination superintendents, digital compliance officers, result processing teams, internal assessment committees, and all stakeholders operating under the Central Board of Open Schooling & Examination (CBOSE) that the Board has officially commenced the **Centralised Data Verification and Pre-Result Scrutiny Cycle for the Calendar Year 2024**. This Notification outlines the mandatory institutional responsibilities, workflow procedures, digital compliance norms, verification protocols, data reconciliation requirements, documentation standards, and administrative safeguards to be followed meticulously by all institutions ahead of the final result preparation for 2024.

The purpose of this Notification is to ensure that all data required for result processing—whether academic, administrative, demographic, or examination-related—is complete, accurate, consistent, authenticated, error-free, and fully aligned with the official student records maintained by the Board. As learner data forms the backbone of the entire evaluation, certification, and academic recognition process, the Board considers this verification cycle as one of the most important phases in the educational timeline. The mistakes and negligence observed in previous years—such as incorrect name spellings, mismatched photographs, missing signatures, conflicting subject entries, incomplete practical marks, incorrect date of birth entries, and discrepancies between offline and online records—have often delayed result declaration and created administrative complications. The Board therefore issues this Notification as a compulsory directive for the year 2024.

All affiliated institutions must begin the cycle by conducting a thorough review of **learner demographic data** available on the Institutional Dashboard. This includes name, father's name, mother's name, date of birth, category details, gender, subject combination, medium of examination, photograph, and signature. Any discrepancy, however minor, must be corrected immediately through the official correction module before the closing date. The Board strictly warns that no demographic corrections shall be permitted once the verification window closes, and institutions shall bear full responsibility for errors that appear in the final certificates.

Simultaneously, institutions must examine the **academic data**, which includes subject codes, assignment submission status, practical marks, internal assessment entries, and attendance records. Centres must ensure that subject codes match the subjects actually studied by learners. Any mismatch between registered subjects and evaluated subjects will cause automatic withholding of results by the Board. Institutions must therefore make certain that

every subject taught, every practical conducted, and every assessment completed is accurately reflected in the system.

One of the most crucial components of this verification cycle is the reconciliation of **Practical Examination Marks**. The Board's result system compares practical marks uploaded by institutions with the internal examiner's records, the external examiner's reports, the practical attendance sheet, and the practical file authentication. Any variation detected—such as inflated marks, mismatched entries, missing marks, unverified uploads, or discrepancies between marked sheets and portal entries—shall immediately place the learner's result in the "WITHHELD" category. Institutions must therefore ensure that practical marks uploaded are genuine, accurate, error-free, and fully supported by documentation.

The Board also requires institutions to verify the **Theory Examination Attendance Data** submitted by the centres. Attendance sheets must match the digital attendance entries submitted at the end of every examination. If any learner is marked present in the physical sheet but absent in the system, or vice-versa, the Board's automated verification mechanism will raise a discrepancy alert. Institutions must provide clarifications within the stipulated timeframe. Failure to respond may lead to the withholding of results for the entire batch.

Another essential component is the verification of **Assignment/TMA Records**. Institutions must ensure that all assignments submitted by learners have been corrected, authenticated, and properly uploaded. The Board prohibits acceptance of incomplete assignments, and any assignment marked without evaluation remarks shall be considered invalid. Institutions must verify that every TMA entry in the portal corresponds to a physically evaluated assignment stored in the institutional archives.

During this verification window, institutions must maintain constant communication with the Board's digital compliance wing. Any query issued by the Board must be addressed promptly, with supporting documents where required. Centres must never delay responses under the assumption that queries are routine; every query signifies a potential error that may delay the learner's result if unresolved.

The Board directs institutions to conduct an internal audit of all **examination-related documents**, including admit cards, seating plans, invigilator signature lists, answer book dispatch logs, and centre superintendent reports. Institutions must ensure that all answer scripts have been dispatched, received, scanned, and evaluated. Missing scripts, incomplete dispatch logs, or discrepancies between attendance and answer book submissions will immediately halt result processing.

Institutions must also verify the **CCTV archive**, ensuring that recordings for all examination days are intact, stored securely, and available for review. The Board may demand CCTV footage at any stage during pre-result scrutiny, especially for centres flagged for irregularities.

The **Institutional Data Verification Committee** must conduct a final in-house review of all entries before formally submitting the verified data to the Board. This committee must ensure that no student's record remains pending, incomplete, or uncorrected. Institutions are advised to communicate regularly with learners during this cycle, informing them of the status of their documents, pending corrections, or required submissions.

Incomplete entries, mismatched data, or institutions failing to respond to verification demands shall trigger automatic result blockage. The Board shall not entertain requests for emergency corrections or manual interventions after the closure of the verification cycle.

This Notification must be displayed prominently in all affiliated institutions and must be shared with all academic and administrative staff.

This Notification supersedes all previous data verification circulars issued by the Board.

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**