



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/EAM/2024/208

Date: - 20 June 2024

Press Release

Internal Assessment, Project Submission & Tutor-Marked Assignment (TMA) Compliance Framework

It is hereby notified for the information of all affiliated study centres, regional coordination offices, district-level academic monitoring units, subject coordinators, institutional heads, assignment evaluators, practical supervisors, and all stakeholders associated with the functioning of the Central Board of Open Schooling & Examination (CBOSE), that the Board has formally activated the **Internal Assessment & Project Submission Cycle** applicable to all learners registered under **Stream 2 for Class X and Class XII – Academic & Examination Year 2024**. This Notification provides the complete set of procedural guidelines, documentary requirements, authenticity protocols, evaluation frameworks, and institutional responsibilities related to TMAs, project work, activity logs, and subject-wise internal assessments.

The Board acknowledges that internal assessment constitutes a vital part of learner evaluation within flexible schooling frameworks. While theory examinations assess conceptual understanding and practical exams evaluate applied skills, internal assessments measure continuous engagement, consistency in study habits, analytical writing ability, project development skills, and the learner’s capacity to engage with the subject matter independently. Therefore, the Board emphasises that the submission of assignments must not be treated as a formality but as an integral academic requirement contributing to the final result.

The Internal Assessment Submission Window for 2024 shall remain open from **01 July 2024 to 31 July 2024**, and no institution shall accept assignments beyond this date unless permitted through a special order by the Board. Institutions must ensure that learners are informed about submission deadlines well in advance and that adequate academic support is provided throughout the preparation period.

Each learner must prepare assignments strictly according to the **official TMA/Project Booklet** issued by the Board. Institutions shall not modify assignment questions, issue alternative worksheets, or distribute unofficial answer guidelines. The Board strictly prohibits the circulation of pre-solved assignments, printed guides, mass-copied material, or coaching-centre-generated responses. Assignments must reflect the learner’s independent effort, original thought process, and understanding of the subject.

Assignments must be written in the learner’s own handwriting unless disability accommodations have been formally approved. Centres must maintain a Disability Accommodation Register for such learners and verify approvals before accepting typed or scribed submissions. Institutions must review every TMA for handwriting consistency,

originality, and completeness. Assignments written in multiple handwriting styles or bearing signs of duplication must be rejected and redirected to the learner for resubmission.

Upon submission, institutions must record each assignment in a **Submission Register** noting the date, learner ID, subject, and signature of the student. This register forms part of the official audit record and may be inspected by the Board anytime. No centre shall accept assignments without making proper entries in the register.

Evaluation must be conducted by qualified faculty members possessing the required subject expertise. Evaluators must read assignments carefully, write constructive feedback in the designated sections, and award marks strictly as per the marking guidelines. Evaluators are prohibited from awarding arbitrary marks, leaving assignments unchecked, or marking without remarks. The quality of evaluation is subject to Board audit, and evaluators found deviating from policy may be disqualified from future examination duties.

Once evaluation is completed, institutions must upload marks through the official **Institutional Dashboard**. Uploads must be accurate, subject-wise, learner-wise, and verified before submission. Errors in data entry—such as swapped marks, incorrect subject codes, or mismatched learner IDs—directly affect result processing and may lead to withheld results. Therefore, institutions must implement a dual-verification system under the supervision of the Assignment Coordinator.

All evaluated assignments must be preserved in institutional archives until at least six months after the result declaration. Assignments may be required by the Board for moderation, quality checks, dispute resolution, or audit purposes. Institutions must store assignments in organised, labelled bundles ensuring protection from moisture, damage, or loss. Centres failing to produce assignments upon Board demand shall be considered non-compliant.

Project Work and Activity Files required for vocational subjects must follow the same guidelines. Learners must prepare project files reflecting genuine effort, fieldwork notes (where applicable), illustrations, charts, or practical observations. Centres must validate the authenticity of project work. Projects sourced from internet templates, coaching guides, or repetition of identical content across multiple learners shall be declared invalid.

Internal assessment shall also include viva-voce evaluation wherever applicable. The viva must be conducted individually by authorised faculty. Institutions must verify learner identity before viva, document key observations, and maintain a **Viva-Voce Record Sheet** signed by both evaluator and student.

Institutions must ensure that no learner is denied an opportunity to submit assignments provided they meet eligibility requirements and submission deadlines. Centres must also refrain from charging any unauthorised fee for assignment submission, evaluation, or uploading. Any such activity shall be treated as exploitation and penalised accordingly.

Institutions are reminded that the Board's result system automatically cross-verifies assignment marks with other academic records. If an assignment entry is missing, inconsistent, inflated, or unsupported by physical evaluation records, the learner's result may be withheld. Institutions must respond promptly to any queries raised by the Board during the pre-result scrutiny period.

Learners facing technical issues, handwriting limitations, or academic difficulties must be provided counselling and academic assistance as required. However, assistance must be supportive and not extend to solving assignments on behalf of the learner. The Board

encourages institutions to conduct brief orientation sessions on assignment-writing techniques, time management, and research skills.

Special provisions apply to learners with medical emergencies, disabilities, or unavoidable circumstances. Institutions must document such cases thoroughly and seek written approval from the Board before permitting alternative assignment formats or extended deadlines.

After successful verification and uploading, institutions must inform learners to retain photocopies or digital photographs of their assignments for personal reference. These copies may assist learners in academic planning or in case of unforeseen disputes.

This Notification must be displayed prominently on all institutional notice boards, circulated through digital platforms, and communicated to teachers and students through formal meetings. Every affiliated centre must ensure full compliance with all instructions contained herein.

This Notification supersedes all earlier circulars issued regarding internal assessment submission for Stream 2 for previous years.

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