



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

Skill-Based Practical Examination Standard Operating Instructions

It is hereby notified for the information of all affiliated study centres, regional coordination units, skill development partners, vocational training institutions, laboratory supervisors, centre superintendents, internal and external examiners, digital monitoring officers, and all stakeholders functioning under the Central Board of Open Schooling & Examination (CBOSE), that the Board is formally issuing the **Skill-Based Practical Examination Standard Operating Instructions** applicable to **Class X and Class XII learners enrolled under Stream 2 for the Examination Cycle 2024**. This Notification outlines the complete operational framework, administrative requirements, procedural workflow, equipment-readiness protocols, internal and external examiner guidelines, candidate evaluation mechanisms, recording and documentation standards, and post-examination responsibilities required for the transparent, uniform, and academically robust conduct of the skill-based practical examinations.

The skill-based practical component forms a major pillar of the CBOSE evaluation architecture. Stream 2 learners predominantly include candidates pursuing vocational education, technical subjects, professional modules, applied science subjects, healthcare skills, commerce-oriented practical subjects, IT-based modules, and field-based job-oriented programmes. For such subjects, theoretical knowledge alone is insufficient for meaningful assessment. The Board therefore mandates that skill-based practical examinations be conducted with absolute seriousness, procedural uniformity, adequate infrastructure, and appropriate technical supervision.

The Practical Examination Window for Stream 2 for 2024 shall remain operational from **20 August 2024 to 15 September 2024**, unless revised by a supplementary circular. Institutions must complete all laboratory and workshop readiness processes before this date and ensure that no pending arrangements remain at the time of commencement. The Board will not entertain requests for extension based on institutional unpreparedness, staff shortage, absence of internal examiners, or lack of facility readiness.

Institutions must begin the preparation cycle by ensuring that **all equipment, tools, machinery, laboratory instruments, IT systems, vocational kits, healthcare simulation tools, mechanical apparatus, measuring equipment, and training machinery** prescribed in the syllabus are functional, calibrated, accessible, and safe for student use. Items required for electronic, electrical, paramedical, IT, agriculture, beauty & wellness, hospitality, and other vocational practicals must be available in sufficient quantity. The Board prohibits the use of substitute materials or improvised apparatus that compromise the integrity of assessment.

Laboratory preparedness must include the verification of ventilation, lighting, electricity, water supply, safety devices, first-aid facilities, fire extinguishers, and emergency access paths. Institutions conducting practicals involving chemical exposure, electrical components, machinery operation, needle handling, or heat-generating equipment must ensure that safety protocols are displayed in visible locations. All staff must be orientated to emergency response procedures. Safety lapses shall attract strict action including possible withdrawal of practical examination privileges.

The Board mandates the appointment of **Internal and External Examiners** for skill-based subjects. Internal Examiners must be qualified faculty with a minimum level of expertise in the subject area, while External Examiners shall be appointed exclusively by the Board. Institutions are strictly warned not to influence, modify, substitute, or alter the list of External Examiners. External Examiners must be provided with complete cooperation, laboratory access, evaluation materials, and administrative support at all times. Any interference with their duties will constitute examination malpractice.

On the day of examination, candidates must report with their **Admit Card**, valid photo identification, and their **Practical Files, Project Work, Skill Books, Log Sheets, Field Notes, or Training Journals**, depending on the subject requirements. These documents must be checked for completeness, authenticity, and signatures of the faculty and Head of Institution. Files showing signs of duplication, mass-copying, templated responses, or identical content across many learners may be rejected by the examiner.

Institutions must maintain a **Skill-Based Practical Attendance Register**, recording each learner's attendance with signatures of the candidate, the internal examiner, and the external examiner. Identity verification must be done carefully to prevent impersonation. Institutions must arrange learners into manageable batch sizes so that each student receives adequate time to perform tasks, demonstrate abilities, and complete viva-voce assessments.

The practical tasks must conform strictly to the syllabus and must assess real skills, not artificial or simplified substitutes. Examiners must observe learners performing tasks with accuracy, safety, and subject-specific methodology. Learners must demonstrate an understanding of concepts, correct use of tools, accuracy in measurement, proficiency in operation, and ability to explain procedures verbally.

Practical examinations must be recorded through **continuous CCTV surveillance**. Cameras must capture the entire laboratory or workshop without blind spots. The footage must be stored securely for a minimum of six months or until notified otherwise. Any missing footage, power failures during critical periods, or intentional obstruction of CCTV coverage shall be treated as violation of examination norms.

Upon completion of each batch, Internal and External Examiners must jointly award marks in accordance with the Board's evaluation framework. Marks must reflect true performance. Inflated marks, blanket scoring patterns, or discretionary bias are prohibited. Examiners must document remarks wherever required and must sign the evaluation sheets. Institutions must ensure that no overwriting, correction fluid, or tampering is present on any evaluation document.

After evaluations are completed, the marks must be uploaded to the Institutional Dashboard within **48 hours**. Institutions must adhere strictly to the accuracy of data entry. Any mismatch between physical mark sheets and digital entries shall cause system alerts, resulting in automatic withholding of results for the affected learners. Institutions must double-check all entries before final submission.

Practical Files, Project Work, Log Books, Examiner Notes, Attendance Sheets, and Evaluation Registers must be preserved in institutional archives until at least one year after the result declaration. These documents may be required for moderation, dispute resolution, audits, verification, or regulatory review.

Institutions must conduct the entire practical examination in a calm, disciplined, and serious environment. No unrelated activities, celebrations, workshops, or administrative meetings may be conducted in the laboratory space during the practical window. Learners must be given adequate time to complete tasks without unnecessary pressure or disturbance.

The Board shall conduct random inspections, digital audits, and surveillance reviews during the practical window. Institutions must extend full cooperation to inspection teams and must provide access to laboratories, records, and CCTV footage upon request.

This Notification supersedes all earlier practical examination instructions 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