Website: www.cbose.com

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."

C-77 Cluster Place, Peeragarhi- New Delhi 110001

Ph: 9557361231, 9557351231

Ref No: CBOSE/EAM/2024/210 **Date: - 25 September 2024**

Press Release

National Compliance Protocol & Theory Examination Conduct Guidelines

It is hereby notified for the information of all affiliated study centres, regional coordination units, district examination monitoring cells, centre superintendents, invigilating staff, observers, digital compliance officers, security supervisors, and all stakeholders functioning under the Central Board of Open Schooling & Examination (CBOSE), that the Board has formally issued the **National Compliance Protocol & Theory Examination Conduct Guidelines** applicable to all learners appearing under **Stream 2 for the Examination Cycle 2024**. The Theory Examinations are scheduled to be conducted between **15 October 2024 and 18 November 2024**, or as prescribed through supplementary circulars. This Notification serves as the authoritative document governing all aspects of the theory examination cycle, including pre-examination preparation, centre readiness, candidate authentication, examination hall conduct, secure handling of question papers, answer script management, reporting protocols, digital attendance, post-examination processing, and national-level compliance requirements.

The Theory Examination represents the most critical academic component for Stream 2 learners, who come from diverse backgrounds including working professionals, school dropouts, skill-development candidates, and individuals returning to education after extended gaps. This diversity requires examination processes that are not only flexible but also strict, structured, transparent, and nationally uniform. The Board therefore emphasises that every affiliated centre must adhere strictly to these guidelines without deviation.

Institutions must commence preparation by developing a **Centre Examination Readiness Plan**, ensuring adequate seating capacity, clean and ventilated examination halls, proper lighting, functional clocks, power backup arrangements, and availability of drinking water. Seating must be arranged sufficiently apart to prevent unfair practices and must follow the exact roll number sequence prescribed by the Board. The seating plan must be displayed outside every room before the commencement of examinations.

The confidentiality and security of question papers is paramount. All sealed packets must be stored in a secure strong room under continuous CCTV surveillance. Access to the strong room must be logged, and only the Centre Superintendent, accompanied by authorised staff, may handle the packets. Any sign of tampering, moisture damage, improper sealing, or suspicious marks must be immediately reported. Question paper packets must not be opened before the prescribed time under any circumstance.

On each examination day, the Centre Superintendent must ensure that invigilators, security personnel, and administrative staff report at least ninety minutes before the scheduled time. A short briefing must be conducted to remind them of their duties, including vigilance,

discipline, proper communication etiquette, and strict adherence to the Board's norms. The invigilator must verify that each candidate has a valid **Admit Card** and one authentic government-issued photo identification document before entry into the examination hall.

Candidates must report one hour before the scheduled examination time. Late entry must be restricted as per the defined time window and permitted only under exceptional circumstances approved by the Centre Superintendent with proper documentation. Candidates must undergo identity verification at the entry gate and again inside the examination hall at their allotted seats. Impersonation of candidates will result in immediate expulsion and penal action.

Inside the examination hall, silence must be maintained at all times. Candidates must place their belongings outside or in designated storage spaces; only transparent stationery pouches may be carried inside. Mobile phones, calculators (unless explicitly permitted), smartwatches, digital devices, Bluetooth equipment, written notes, and printed materials are strictly prohibited. Invigilators must conduct periodic room patrols to ensure discipline and prevent any exchange of materials between candidates.

Filling the answer booklet correctly is a crucial responsibility. Invigilators must verify that candidates have written their roll numbers, subject codes, examination centre codes, and signatures accurately. Supplementary sheets must be issued only after verifying the completeness of the main booklet. All answer scripts must be barcoded where applicable, and invigilators must ensure that no barcode is damaged or removed.

During the examination, any candidate attempting to indulge in unfair means must be isolated immediately, and the incident must be documented in detail in the **Unfair Means Report** to be submitted to the Board the same day. The Board shall take strict disciplinary action in such cases including result cancellation, debarment from future examinations, or other penal measures.

At the conclusion of each examination, the invigilators must collect answer scripts in a systematic manner. Scripts must be counted twice and arranged in serial order based on roll numbers. Under no circumstances shall answer scripts be left unattended. The Centre Superintendent must examine the collected scripts before sealing them in tamper-proof envelopes. Each packet must contain the correct labels, signatures, and packing slips. The Superintendent must dispatch the packets as per the Board's logistics instructions without delay.

CCTV surveillance must remain active throughout the examination. All footage must be preserved for a minimum of six months. Any interruption in recording must be reported immediately. Centres that experience recurring CCTV issues may not be permitted to host examinations in future cycles.

Digital attendance submission is a mandatory requirement. Invigilators must ensure that candidate attendance is marked accurately both manually and digitally. Discrepancies between the two records may lead to withholding of results. Institutions must verify attendance data before submission at the end of each examination day.

Centres must maintain adequate staff throughout the examination cycle. Temporary staff shortages, festival leaves, or local holidays shall not be accepted as grounds for procedural lapses. The Centre Superintendent must ensure availability of reserve invigilators, security personnel, and technical staff to handle emergencies.

The Board requires all centres to maintain a **Daily Examination Report** submitted through the Institutional Dashboard. This includes attendance analysis, incidents if any, packet

dispatch confirmation, CCTV status, and observer remarks. Delayed or incomplete submission of this report will be treated as procedural non-compliance.

Institutions must ensure that candidates with disabilities receive approved accommodations such as scribes, additional time, separate seating, or assistive technology. Such accommodations must be documented and reported through the appropriate channels.

The Board reiterates that examination discipline is a reflection of institutional credibility. Centres found violating examination norms, neglecting responsibilities, or engaging in practices that compromise integrity may face penalties including temporary suspension of affiliation, withdrawal of examination centre status, or administrative action against responsible individuals.

Institutions must display this Notification on notice boards, faculty rooms, classrooms, and student information areas. It must also be circulated through official communication channels including emails, WhatsApp groups, and institutional websites so that all stakeholders remain fully informed.

This Notification supersedes all previous instructions issued regarding theory examinations for Stream 2 in earlier 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