



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

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Press Release

Revised Examination Centre Governance Manual

It is hereby notified for the information of all affiliated study centres, regional assessment coordination units, district examination monitoring authorities, centre superintendents, invigilators, observers, digital monitoring officers, safety personnel, and all academic and administrative stakeholders functioning under the Central Board of Open Schooling & Examination (CBOSE), that in conformity with the Ministry of Education, Government of India, and in accordance with the National Assessment Reforms–2025, the Board is implementing the **Revised Examination Centre Governance Manual** for the Academic Year 2025. This Manual supersedes all earlier instructions governing examination centres and shall remain the definitive regulatory document for the conduct of examinations across all centres affiliated with CBOSE.

The Ministry of Education has repeatedly emphasized that school examinations must reflect national transparency standards, structural uniformity, robust monitoring, safety compliance, and digital governance readiness. Accordingly, all CBOSE examination centres are hereby instructed to upgrade their administrative systems, surveillance infrastructure, documentation processes, invigilation protocols, candidate-handling mechanisms, and security procedures to meet the updated governance benchmarks set for 2025.

Before commencement of examinations, each centre must complete a mandatory **Centre Readiness Audit**, ensuring that examination halls, laboratories, corridors, staff rooms, storage rooms, digital entry points, CCTV-mounted areas, and strong rooms meet the standards prescribed by the Board. The audit shall verify availability of essential infrastructure including functional lighting, ventilation, uninterrupted electrical supply, operational CCTV cameras with 360° coverage, power-backup systems, fire safety equipment, adequate seating arrangements, proper cleanliness, and safe emergency exits. No centre shall be permitted to conduct examinations unless readiness certification is formally approved.

Institutions must ensure that the **Centre Superintendent** appointed for each examination centre is a senior faculty member with proven administrative capability, familiarity with MoE examination guidelines, and a track record of ethical professional conduct. The Superintendent shall be responsible for overall governance, including question paper security, management of invigilation staff, supervision of attendance verification, compliance with surveillance norms, communication with the Board, and documentation of daily activities. Any negligence in duty may result in administrative action including suspension from centre duties for future cycles.

Under the National Assessment Reforms 2025, examination integrity requires uninterrupted **Digital Surveillance**. Accordingly, all centres must ensure that CCTV

monitoring covers the strong room, corridors, entry gates, and every examination hall. Cameras must remain active throughout the examination period, including pre-distribution and post-collection phases. All footage must be archived securely for a minimum period as mandated by the Board. Centres unable to provide complete footage shall be subject to strict review and may lose examination centre eligibility.

Strong room preparation forms a critical element of this governance manual. The strong room must house sealed question paper packets, answer books, attendance sheets, supplementary materials, and other confidential exam-related items. The room must be secured with dual locks held separately by the Centre Superintendent and the Board-appointed Observer or designated authority. Daily access must be recorded in a logbook, specifying time, purpose, and signatures of authorized personnel. Any unauthorized access, suspicious activity, or deviation from protocol must be reported immediately.

On examination day, the Centre Superintendent must ensure that all invigilators report to the centre at least one hour before the scheduled commencement. A briefing must be conducted addressing responsibilities, expected behavioural ethics, vigilance instructions, and procedural requirements. Invigilators must ensure that candidates enter the hall only after identity verification using the Admit Card and an Aadhaar-linked identity document. Biometric or QR-based verification may be required based on national digital examination reforms introduced for 2025.

Inside the examination hall, absolute silence must be maintained. Seating arrangements must follow the Board-approved roll number matrix. Invigilators must ensure that no candidate carries unauthorized material including mobile phones, smart watches, calculators (unless allowed), Bluetooth devices, digital accessories, handwritten notes, or printed content. Bags must be kept outside or in designated areas. Any attempt to violate protocols must be documented immediately.

The question paper packet shall be opened strictly at the notified time, under CCTV view, and in the presence of at least two invigilators, the Superintendent, and where applicable, the Board Observer. The Superintendent must verify seal integrity before opening. Any tampering must be handled according to emergency protocols. Once distributed, no question paper may be removed from the hall before conclusion of the examination.

Candidates must fill the answer booklet carefully, ensuring accuracy of roll number, subject code, and signatures. Invigilators must check each entry. Supplementary sheets must be issued after verification and must be linked through barcodes as per digital examination mapping. Invigilators must patrol continuously and must not engage in unnecessary conversation, distraction, or negligence.

In cases of **unfair means**, the candidate shall be isolated immediately and an Unfair Means Report (UMR) must be completed with signatures of invigilators and the Superintendent. The candidate must not be allowed to disturb other examinees. The incident must be reported to the Board within the same day.

After conclusion of the examination, answer scripts must be collected in systematic order, verified twice, packed in tamper-proof packets, labelled with centre code, subject code, date, session, and signatures. Sealed packets must be dispatched as per Board instructions without delay.

Digital attendance, daily report submission, incident reporting, and CCTV verification must be completed before closure of the day's session. Negligence in uploading daily reports may result in penalty.

Centres must maintain adequate **safety arrangements**, including medical assistance, hydration facilities, clean restrooms, and accessible environments for differently-abled candidates. Wheelchair access, ramp facilities, assistive tools, reader/scribe services, and medical support must be readily available.

The Board prohibits any centre from allowing political, cultural, religious, or private events during examination period within the campus if such activities disturb academic sanctity. Examination premises must remain strictly controlled and non-disruptive throughout.

Institutions must cooperate during **Random Inspections** conducted by Board-appointed officials. Inspectors may examine CCTV footage, document registers, strong room logs, seating arrangements, and staff conduct. Failure to cooperate shall attract disciplinary action.

This Notification must be displayed prominently on institutional notice boards, administrative offices, and faculty rooms, and must be communicated through official digital channels.

This Notification supersedes all previous Examination Centre Governance Manuals.

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