



केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/Coord/Main Practical/2025-26E-File 163685

01.12.2025

To,

The Principals/Heads of Schools,
Affiliated to CBSE,
(Through CBSE Website)

Subject: Guidelines and SOPs for Practical Examination-2025, reg.

Madam/Sir,

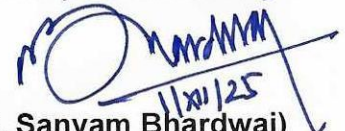
As per provisions of Examination Bye-Laws/Scheme of Studies of the Board, the Practical Examination/Project/Internal Assessment of both classes X and Class XII are conducted every year.

To bring in uniformity of instructions and to ensure the correctness of procedures "Guidelines and Standard Operating Procedures (SOPs) for the conduct of Practical Examinations/Project/Internal Assessment" of both the classes have been amended by the Board based on the requirements.

Accordingly, amended Guidelines and SOPs for Practical Examinations/Project/Internal Assessment are annexed herewith for information and necessary action by all concerned for the conduct of Practical Examinations/Project/Internal Assessment of Class X and Class XII.

The following is desired from the schools:-

1. Strictly comply with the directions given in Standard Operating Procedures (SOPs)
2. Complete the assessment as per and within schedule as this year, CBSE will hold 04 examinations time will be very short.
3. Ensure that correct marks are uploaded on the web-portal. Correct uploading of marks can only be done by checking the maximum marks assigned to Practical Examinations/Project/Internal Assessment of the subject as given in Circular No. No. CBSE/Coord/ Marks distribution/163685/2025 dated 17/11/2025.
4. Marks uploaded will not be changed later on.
5. If there is any student participating in National/International Sport event and Practical are clashing with the event, practical will be rescheduled by the school with the scheduled. No additional time will be given beyond schedule.


11/12/25

(Dr. Sanyam Bhardwaj)
Controller of Examinations



Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
(commissioner-kvs@gov.in)
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
(nvsshww@gmail.com, commissioner.nvs@gov.in)
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
(nests-tribal@tribal.gov.in, commissioner.nests@tribal.gov.in)
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001.
(pvpsainikschool@gmail.com)
5. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi 110066. (nesnavy@gmail.com)
6. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha-751005.
(oavsbbsr.od@gov.in)
7. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054. (diredu@nic.in)
8. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017. (dpi-chd@nic.in)
9. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101.
(directorhehrdd@gmail.com)
10. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791111.
(dirdchedn@sify.com)
11. The Director of Education, Govt. of A&N Islands, Port Blair -744101.
(dirdchedn@sify.com)
12. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh. (pr.secy@ladakh.gov.in)
13. The Director, Directorate of School Education, Government of Puducherry, A" Block, I Floor, Perunthalaivar Kamaraj Centenary Educational Complex, 100 ft Road, Anna Nagar, Puducherry - 605 005. (dse-edn@py.gov.in)
14. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh.
(dhe-sml-hp@gov.in)
15. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066. (dopsmpr@iaf.nic.in)
16. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010.
(coordsection.aweshq@awesindia.edu.in)
17. The Deputy Secretary to Chairperson, for kind information of the Chairperson, CBSE.
18. All the Heads of Department of the Board.
19. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the principals of the affiliated schools of the Board in their respective regions.
20. Web Admin with the request to put this Circular on the CBSE Website.
21. Media & Public Relations, CBSE for appropriate disseminating and publicity (cbsemediapr@cbseshiksha.in)
22. CBSE Call Centers (callcentre@cbseshiksha.in)

**GUIDELINES AND STANDARD OPERATING PROCEDURES
FOR CONDUCT OF
PRACTICAL EXAMINATIONS/PROJECT /INTERNAL ASSESSMENT
CLASSES X & XII-2025-26**

The Practical Examinations/Project/Internal Assessment are conducted by all the schools as per provisions given in the Scheme of Studies/Examination Bye- Laws prescribed by CBSE.

Correct and timely assessment of Practical, Project and Internal Assessment component in classes-X and XII is of paramount importance for declaration of result. It has been observed that some schools are committing serious mistakes and requesting the Board to change the result after its declaration. **Schools are being, therefore, directed to follow the instructions as given as no request will be accepted by the CBSE to change the uploaded marks in any manner.**

The CBSE has a prescribed subject wise curriculum and most of the subjects contain Theory and Practical/Project/Internal Assessment. The curriculum also contains breakup of the maximum marks for theory question paper and Practical/Project/Internal Assessment.

1. GENERAL

The Practical Examinations/Project/Internal Assessment shall be conducted strictly in accordance with the guidelines/details of Practical and Practical Syllabus of the concerned academic session given on the website of Academic Branch, CBSE, i.e., <https://cbseacademic.nic.in>

The schools may check and acquaint themselves and the examiners with the maximum marks for each subject from the Curriculum Document as also the circular No. CBSE/Coord/ Marks distribution/163685/2025 dated 17/11/2025.

2. DATE FOR CONDUCT

The date for conduct of Practical Examinations/Project/Internal Assessments shall be as follows.

Regular Session Schools	1st January, 2026 to 14th February, 2026.
Winter Bound Schools	06 th November, 2025 (Thursday) to 06 th December, (Saturday) 2025 (Already communicated vide circular No. Coord/Winter Bound/Practical/2025-26/ dated 16/10/2025.

No extension of the dates shall be considered by the Board.

3.	DATES FOR UPLOADING OF MARKS The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded simultaneously, starting from the dates of conduct of exams/assessments (01/01/2026 TO 14/02/2026). Marks are uploaded on the same day the assessment has been conducted. The uploading of marks shall be completed by last date of respective class.
4.	ENSURING ERROR FREE UPLOADING While uploading the marks, School, the Internal Examiner and the External Examiner (as the case may be) shall ensure that correct marks are uploaded as no correction in the marks will be allowed once marks are uploaded. Schools and Examiners shall, while awarding/uploading marks, also keep in mind maximum marks allotted for Practical/Project/Internal Assessment as per guidelines issued by the CBSE. The Practical Answer book has an additional feature where both the Internal and external examiner need to provide an undertaking that correct data has been uploaded on the portal by them.
5.	REGULAR STUDENTS (a). Practical Examinations/Project/Internal Assessments shall be conducted for the regular students sponsored through L.O.C of Classes X and XII, based on the eligibility/bonafide status of the student(s). (b). The schools shall immediately contact the regional office in case the names of any of the students are missing from the list of students in any of the subjects. (c). School will ensure that actual student is appearing in the Practical Examinations/Project/Internal Assessments.
6.	PRIVATE STUDENTS The Marks of Practical Examinations/Project/Internal Assessments marks in respect of private students shall be awarded as per the policy of the Board in accordance with the Examination Bye-laws. In case the Practical Examinations/Project/Internal Assessments is to be conducted again that will also be done as per the policy of the Board in accordance with the Examination Bye-laws. All Private candidates be informed about the Board's policy in this regard.
7.	UNFAIR MEANS Students found guilty of communicating or attempting to communicate with Examiners with the objective of influencing them in any way whatsoever or using any other undesirable means for taking undue advantage during exams/assessments will be deemed to have used/attempted unfair means. Examiners are required to report at once about such cases along with complete facts/papers/witnesses to the concerned Regional Office. Activity by any stakeholder if affecting the sanctity of the assessment will be considered an UFM activity and action will be taken by the Board.
8.	BOARD'S RIGHTS TO CANCEL THE PRACTICAL EXAMINATION In case, it is observed that directions of the Board have not been complied with by the schools, the Board reserve its right to cancel the Practical examination. Board can re-conduct Practical examination under its own supervision.

9.	WINTER BOUND SCHOOLS The winter bound schools shall also conduct the Practical Examinations/Project/Internal Assessment in accordance with these guidelines.
10.	PAYMENTS Payments to all the functionaries deployed for duties is proposed to be made through the Integrated Payment System (IPS) only unless otherwise instructed. The schools shall maintain all records like dates of conduct of examination/assessment, date wise no. of students in each batch and group, names of external examiners and other staff deployed for duty, examiner no./teacher-id and bank account details of all examiners/staff etc.
11.	NON-DISCLOSURE OF MARKS The marks awarded to the students in the Practical Examinations/Project/Internal Assessment have the same sanctity as the marks scored in the Board's Annual Theory Examinations and therefore shall not be disclosed to the students or any person under any circumstances.
12.	In case old answer books are used for Practical Examinations/Project/Internal Assessments as per the directions of the Board, a facsimile of the Principal and the stamp of the date is to be affixed on the answer books.
CLASS-X: SPECIFIC INSTRUCTIONS	
12.	APPOINTMENT OF EXTERNAL EXAMINER No external examiner will be appointed by the Board for class-X.
13.	ANSWER BOOK FOR PRACTICALS Practical answer books will not be supplied by the Board for class-X, the school shall make all arrangements themselves. After conduct of Practical/Project/Internal Assessment the answer books of the students are not required to be sent to the Regional Office.
CLASS-XII: SPECIFIC INSTRUCTIONS	
14.	APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD. The Board will appoint External Examiners in each school for conducting Practical Examinations and Project Assessments in the specified subjects. The school authorities are not authorised to make alternate arrangement of external examiner for conduct of practical examination/project assessment at local level. Practical examination can only be conducted by an external examiner appointed by the Board. All matters of any delay in conduct of practical examination due to non-availability/refusal/non-reporting etc. shall be reported to Regional Office concerned immediately for further necessary directions from the Regional Office for appointment of new examiner. Please be aware that CBSE has established new Regional Offices and in case of any requirement, schools need to contact only their Regional Office. (Please see Annexure V)

15.	APPOINTMENT OF OBSERVERS BY THE BOARD. The Board may appoint Observers in the schools to oversee the conduct of Practical Examinations and Project Assessments and ensure fair conduct of examinations/assessment. The schools shall get in touch with concerned Regional Office for obtaining the list of Observers.
16.	ENSURING PRESENCE/AVAILABILITY OF EXTERNAL EXAMINERS The school shall ensure presence/availability of External Examiners and Observers on all days of conduct of Practical Examinations/Project Assessments strictly as per the provision of appointment of external examiner by the Board.
17.	APPOINTMENT OF INTERNAL EXAMINER There will be an External Examiner as well as an Internal Examiner, as per the policy for Practical Examinations/Project Assessment. The school shall appoint an Internal Examiner of adequate experience and expertise in all such subjects. An order shall be issued by the School Principal for appointment of Internal Examiner with complete details of examiner and his duties and responsibilities.
18.	INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER Principal/Head of the School is required to get laboratory ready for the Practical examinations. The External Examiners shall visit the laboratory of the school at least one day prior to the day of conduct of examination/assessment to ensure availability of proper and adequate Apparatus/Equipment/Chemicals/other required material and all other arrangements etc. In case of any shortcoming, the same should be brought to the personal notice of the Principal/Head of the School who shall be responsible for making arrangements and making up for the shortcomings such reported.
19.	BATCH AND GROUP SIZE The school will be able to create batches of 30 students each in every subject. Accordingly, the schools shall conduct the practical/project assessment of 30 students of each batch together for better management of practical/project assessment and uploading of marks. <u>Batches shall only be created after receipt of the details of external examiners from CBSE that too after confirming from the external examiner and observer (if appointed by the Board) about his availability for conduct of practical/project assessment. The details of external examiners will be locked in the system and examination/assessment will be required to be conducted by these examiners only.</u> The schools may consider splitting the group/batch of students in sub groups of 15 students each. First sub group of 15 students may attend the lab work while the other is doing pen & paper work and vice-versa but the practical/project assessment of the complete batch/group of 30 students shall be completed together on the same day and marks be also uploaded of the complete batch/group together.

20.	NAME AND EXAMINER NUMBER OF THE PRACTICAL EXAMINERS The school shall use and upload the correct name of the examiners which shall be same as is existing in the bank account of the examiner. Similarly, the school shall ensure that the unique teacher-id allotted in the OASIS is used as examiner number. The Regional Offices shall use the OASIS allotted teacher-id is used as examiner number while allotting the duties. The examiner number shall be clearly mentioned in all the communications regarding practical examiner duties with the schools as well as the examiners.
21.	CONDUCT OF EXAMINATION/ASSESSMENT IN SESSIONS To ensure fair and proper assessment, Practical Examinations/Project Assessment should invariably be conducted in two or three sessions in a day if the number of students is more than 30. It may be noted that since the size of batch/group is 30, therefore examination/assessment of each batch/group shall be conducted in one session together. In case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of each student.
22.	UPLOADING OF PHOTOGRAPHS THROUGH APP-LINK The schools are required to upload the clear photographs of conduct of examination/assessment. For this purpose, an App-link will be provided to the schools for uploading 01 group photograph of each batch during the practical examination. Group Photo should consist of all the students of that batch/group, External examiner, Internal examiner and Observer. All faces should be clearly visible in the photograph. The photograph shall be taken in the laboratory where practical examinations will be conducted and laboratory should be clearly seen in the photograph. The software will ensure that photographs uploaded are geotagged and time tagged; some other information such as batch number, total batches, date and time etc will also be required to be uploaded on the app/link.
23.	ATTENDANCE SHEETS Attendance Sheets of the students appearing in practical examination must be carefully filled in the proforma which will be provided to each school by the concerned Regional Office.

24.	RESCHEDULING OF PRACTICAL OF ABSENT STUDENTS
	All students are required to appear in the Practical Examination/Project Assessment during the given schedule only. The Practical Examination/Project Assessment of a student who may be absent on the day of examination due to any reason, shall also be re-scheduled during the notified dates only. No request for special permission beyond the schedule shall be entertained by the Board. In case any student is absent in the Practical Examination/Project/Internal Assessment etc. for the current session, the student is to be marked “Absent” in the online system. In cases, where a student is absent on the day of examination, due to any reason and his Practical Examination/Project Assessment is to be conducted at a different date, he shall be marked as “Re-scheduled” instead of “Absent”. The school will be allowed to re-conduct the Practical Examination/Project Assessment in respect of students marked as “Re-scheduled” during the above schedule only.
25.	OTHER MATERIAL
	The format of the following material/documents will be provided in the link of school log-in for download and for handing over to the concerned External examiner on his/her arrival: a) Manual Award List for use of any left out subject exam. b) Sample Envelope for sending Award List by External Examiners.
26.	ANSWER BOOK FOR PRACTICAL
	It shall be ensured that the practical answer book supplied by the Regional Offices is used in practical examination. It is to be ensured that examiner completes all entries in practical answer books carefully and correctly. The Practical Answer book has an additional feature where both the Internal and external examiner need to provide an undertaking that correct data has been uploaded on the portal by them.
27.	RELIEVING OF TEACHERS FOR DUTY
	Apart from conducting the Practical Examination/Project Assessments of the students, every school shall also ensure relieving of their PGT's deputed by the Board for conduct of Practical Examination/Project Assessment in other schools to ensure that the whole process of practical examination is completed within the stipulated time. Non relieving of the teachers appointed as examiners will be viewed seriously and shall attract invocation of penalty provisions against the erring schools as per Affiliation and Examination Bye-Laws.
ENCLOSURES:	
APPENDIX-I	Scale of staff
APPENDIX-II	Procedure for conducting Practical Examination/Project Assessment for Class-XII.

APPENDIX-III	Detailed steps for creating batch and uploading Practical Examination/Project/Internal Assessments marks for Class-XII.
APPENDIX-IV	Detailed steps for uploading marks of Practical Examination/Project/Internal Assessments marks for Class-X.
APPENDIX V	List of subjects and marks allotted to each subject for Calss X
APPENDIX VI	List of subjects and marks allotted to each subject for Class XII.

APPENDIX-I

SCALE OF STAFF, RATES OF REMUNERATION FOR PRACTICAL EXAMINATIONS (CLASS-XII)		
The support staff as per details given below is permitted to be deployed/used for helping the Examiners in conduct of Practical Examinations/Project Assessments: -		
SN	SUBJECTS/DUTY	PERMISSIBLE SUPPORT STAFF
(a)	Physics Chemistry Biology Geography Home Science	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(b)	Computer Subjects (Involving Computer Lab)	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(c)	Music and Dance	01 Instrument Player 01 Music/Dance Room Helper
(d)	Other Subjects	01 Assistant Superintendent 01 Laboratory Bearer
(e)	Sanitation/Cleaning	01 Sanitation/Cleaning Staff per day
All payments pertaining to Practical Examinations will be made through Integrated Payment System (IPS) only. The schools may collect the Bank Account details of all the functionaries well in advance to ensure timely submission of details in IPS.		

APPENDIX-II

SYSTEM/PROCEDURE FOR CONDUCTING PRACTICAL EXAMINATION/PROJECT ASSESSMENT CLASS-XII

1.	The selection of Practical/Experiment from the list of Practical/Experiments supplied by the Board should be done through consensus of both the Examiners, External and Internal.
2.	Questions for the viva-voce should be asked by both the Examiners and should relate either to the Project that the student has prepared or the Practical Examination in hand.
3.	Questions of more general nature should be avoided.
4.	Investigatory Projects, especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks while project of a routine or stereotyped nature should only receive mediocre marks.
5.	In the assessment and award of marks, the marking scheme which is given in the List of Practicals/Experiments provided to the Examiners/Schools at the time of examination shall be strictly followed.
6.	Every effort should be made to reach a consensus on the marks to be awarded to individual students. If difference of one or two marks still persists even after discussion, the average marks should be awarded. There should be no deviation from this rule.
7.	Marks awarded for laboratory records, Viva, Project and Practical must be separately shown on the Answer book along with the total marks, so that no complication arises later on.
8.	No fractional marks should be uploaded in the Award List, if there is a fraction in the total of the marks assigned it should be increased to the next whole Number. For example, if a student gets 25.5 Marks, it should be entered as 26 in the Award List.
9.	If irregularities are observed by either of the Examiners in the conduct of the Practical Examination/Project assessment, same must be included in the Examiner's report and it should be sent to the Asstt. Secretary (Confidential) of the concerned Regional Office within three days of the conduct of the Practical examination/Project assessment through E-mail or Fax & Speed Post.
10.	Marks of the Practical Examination/Project Assessments shall be uploaded by the Internal & External Examiners together on the link provided, immediately after the assessment is over. The marks should be uploaded on the date of examination and from the school where practical examination is conducted by External Examiner following the due procedure/ steps.

11.	After uploading Practical/Project marks online, Only One Hard Copy of the Award List(s) be printed which shall have to be signed by both Examiners - Internal as well as External. The print-out of the award list, duly signed and sealed, shall be handed over by the External Examiner to the Principal/Head of the Institution whose student's practical examination/project assessment has been conducted by the External Examiner along-with the answer books. The school shall give receiving of the Hard Copy of the Award-List(s) to the External Examiner(s). The school shall keep the duly sealed copy(ies) of award-list(s) in a secured locker in the strong room in the school. <u>These award lists are not required to be sent to the Regional Offices.</u> The award lists shall be kept in safe custody for one year after declaration of result.
12.	Before sealing the award lists, the signed award lists are to be scanned and saved as a PDF file. For scanning of the award lists a proper table top scanner shall be used and the use of mobile phone shall be avoided for scanning and preparing the PDF files. These scanned award lists are to be uploaded by the school. Care shall be taken to properly upload the award list against the correct Batch-id. The copy of the printout of award list is not required to be sent to the Regional Office by external examiner or the school.
13.	Answer Books of the practical/project examination, as received from External Examiner, should be serially arranged before sending to CBSE. After this the Answer Books shall be sent by Insured/Registered Parcel by the Principal of the School to the concerned Regional Office. In case of Local Schools, Answer Books can be got delivered personally in the Board's Office.
14.	Board will be sending Practical Answer books in all practical subjects. However, in case there is any shortage of the Answer books, the same may be informed immediately with requirement to the concerned Regional Office. In case of plain table papers/drawing sheets/Graph sheets, the same may be got arranged from the school if not available or sent by CBSE.
15.	In case mistake is observed in carrying over the marks from Answer book to Award List or in case marks differ in words and figure on the Answer books or posted against wrong Roll No(s) in the Award List by the Examiners, the deduction on account of mistakes committed will be made from the Examiner concerned as per norms which may extend up-to full amount.
16.	All instructions/provisions in regard with conduct of Practical Examination/Project assessment be followed/adhered strictly. Any deviation may lead to action against defaulting Institution/Examiner as per applicable rules.

DETAILED STEPS BATCH CREATION AND UPLOADING OF MARKS PRACTICAL EXAMINATION/PROJECT ASSESSMENTS CLASS-XII

1. Visit CBSE website <https://cbse.gov.in> and click on the icon “Pariksha Sangam”
2. After entering “Pariksha Sangam” portal, navigate to link for uploading practical/project/internal assessment marks through “School” link and then “Exam Activities”.
Now enter your school’s existing credentials as used for LOC/Registration to Log-in.
3. A main menu will open up showing details of your school along with different menu options as shown below:

PRACTICAL/PROJECT/IA MARKS UPLOAD (CLASS 12)
CENTRAL BOARD OF SECONDARY EDUCATION

Home ACTIVITIES CHECK STATUS LOGOUT

Welcome: ST/COLUMBAS SCHOOL ASHOK PLACE

Steps for upload:

- 1) CREATE THE BATCH USING THE OPTION 'CREATE BATCH', CAREFULLY ENTER THE EXTERNAL/INTERNAL ID AND SCHOOL CODE WHILE CREATING BATCH.
- 2) IN CASE OF INTERNAL ENTER 99999 IN SCHOOL CODE WHILE CREATING BATCH.
- 3) GO TO OPTION 'UPLOAD MARKS' AND SELECT THE BATCH CREATED IN STEP 2. ENTER THE EXTERNAL/INTERNAL ID AND SCHOOL CODE SAME AS PROVIDED IN STEP 1.
- 4) SELECT OPTION 'PRINT AWARD LIST', SELECT THE BATCH FOR WHICH MARKS HAS BEEN UPLOADED. ENTER EXTERNAL/INTERNAL ID AND SCHOOL CODE SAME AS OF STEP 1.
- 5) SELECT OPTION 'UPLOAD AWARD LIST', SELECT THE BATCH FOR WHICH AWARD LIST HAS BEEN PRINTED, ENTER EXTERNAL/INTERNAL ID AND SCHOOL CODE SAME AS OF STEP 1. UPLOAD SCANNED COPY OF DULY SIGNED AND SEALED AWARD LIST.
- 6) SELECT OPTION 'UPLOAD LAB IMAGES', SELECT THE BATCH FOR WHICH LAB IMAGE TO BE UPLOADED, MAX 3 GEO TAGGED IMAGES CAN BE UPLOADED PER BATCH. TAKE IMAGE USING YOUR GPS ENABLED MOBILE IN ORDER TO TAKE GEO TAGGED IMAGE COVERING LAB, STUDENTS, OBSERVER, EXTERNAL AND INTERNAL.

NOTE: TO CHECK THE STATUS OF MARKS UPLOAD AND PENDING WORK CLICK 'CHECK STATUS' OPTION

MAKE SURE TO CLICK ON LOGOUT AFTER COMPLETING YOUR WORK, ELSE YOUR DATA WILL BE LOST!!

4. To start the process, click on the “CREATE BATCH” link.
Select the subject from dropdown for which batch is to be created.
Enter required details of external and internal examiners and click on "Submit" button.
A list containing **(maximum) 30 students** registered for the selected subject will show up.
Click on “CONFIRM THIS BATCH” button, A Batch Id will be displayed, please make note of it.

PRACTICAL/PROJECT/IA MARKS UPLOAD (CLASS 12)
CENTRAL BOARD OF SECONDARY EDUCATION

Home ACTIVITIES CHECK STATUS LOGOUT

BATCH CREATION

SELECT SUBJECT --SELECT SUBJECT--

EXTERNAL EXAMINER'S NAME

EXTERNAL EXAMINER SCHOOL CODE (5-digit)

EXTERNAL EXAMINER NUMBER

INTERNAL EXAMINER'S NAME

INTERNAL EXAMINER'S OASIS TEACHER ID

SUBMIT

Entering the name of internal examiner is compulsory in all subjects. The name of external examiner shall be compulsorily entered in subjects in which external examiner has been ordained to be appointed by the Board.

It may be noted that Batches shall only be created after receipt of the details of

external examiners from CBSE that too after confirming from the external examiner about his availability for conduct of practical/project assessment.

5. After conduct of Practical/Project/Internal Assessment, click on “**UPLOAD MARKS**” menu option.

The Batch Id created in previous step will be shown in the drop-down menu.

Select the appropriate batch; give in the external examiner details EXACTLY same as given during Batch Creation and click on “SUBMIT” button.

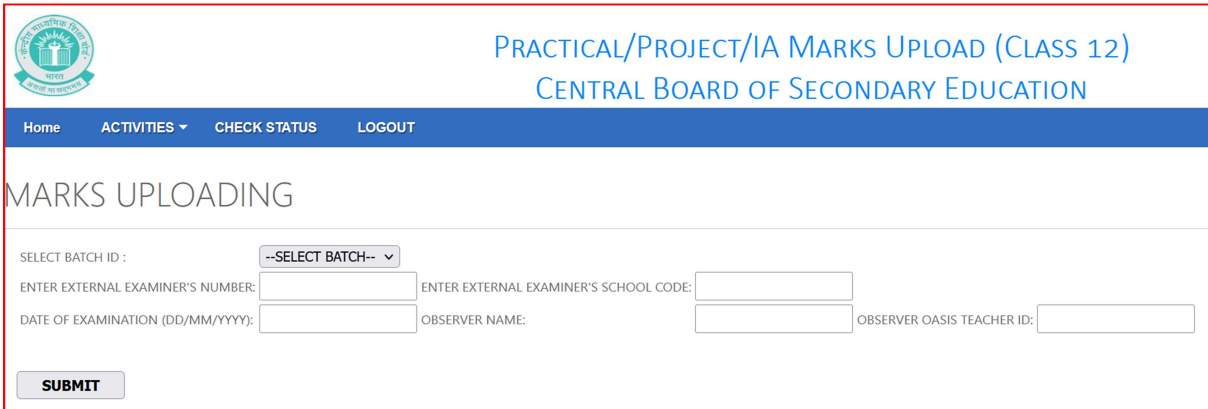
A list of all the students in the selected batch will come up along with a column to enter marks.

Fill in the correct marks [do not prefix 0 (zero) with the marks], keeping in mind the valid range of the marks for the subject selected OR select “Absent” from dropdown, and click on “PREVIEW”.

If the observer is present for duty, the school shall also enter the name of **OBSERVER** and OASIS allotted teacher-id of the observer. The school shall also enter the date of conduct of practical/project assessment of the concerned batch.

The Examiner will get preview of the entered marks just for confirmation of the marks entered.

Students scoring less than minimum marks will be shown against **red background colour**, students marked Absent will be shown in **yellow colour**.

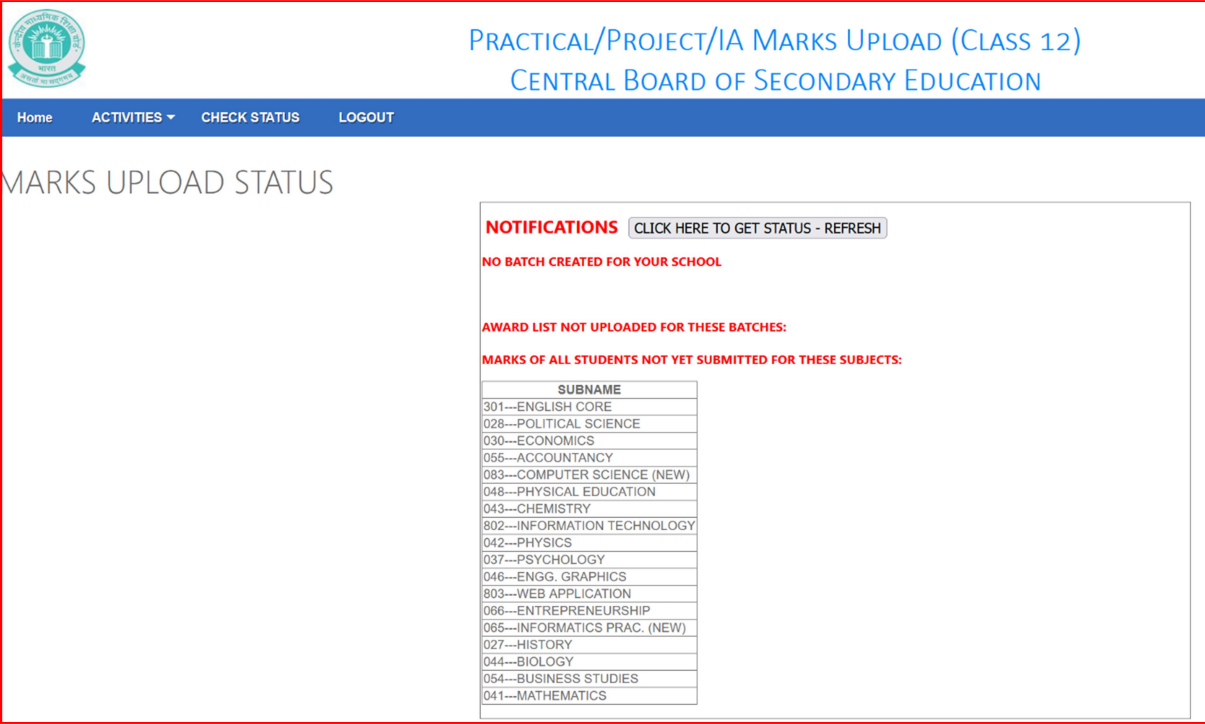


6. If all marks are found to be correct and both the Examiners are sure that no correction is required then click on “FINALIZE MARKS” else click on “MAKE CHANGES” to update/change marks.

Once you click on “FINALIZE MARKS”, a pop-up will appear asking for confirmation.

If you want to change the marks, click on CANCEL or click OK to confirm; all the entered marks will be submitted and CANNOT BE CHANGED later on.

7. After finalization, click on **"PRINT AWARD LIST"** link.
A page will show up with all the Batch Id for which data is being finalized.
Select the appropriate batch; fill in the external examiner details, same as given during Batch Creation, and click on SUBMIT.
If all the details are correct, award list of students in the selected batch will come up. Take a print-out of the page, both Internal and External Examiners (if applicable) to sign at appropriate places.
8. Before sealing the award lists, the signed award lists are to be scanned and saved as a PDF file.
For scanning of the award lists a proper table top scanner shall be used and the use of mobile phone shall be avoided for scanning and preparing the PDF files.
The scanned award lists are to be uploaded using option **"UPLOAD AWARD LIST"**.
Care shall be taken to properly upload the award list against the correct Batch-id.
9. The printout of award-list, duly signed and sealed, to be handed over to Head of the school for records.
10. **The copy of the printout of award list is not required to be sent to the Regional Office by external examiner or the school.**
11. Click on **"CHECK STATUS"** option to generate batches uploaded and pending for upload.



PRACTICAL/PROJECT/IA MARKS UPLOAD (CLASS 12)
CENTRAL BOARD OF SECONDARY EDUCATION

Home ACTIVITIES CHECK STATUS LOGOUT

MARKS UPLOAD STATUS

NOTIFICATIONS [CLICK HERE TO GET STATUS - REFRESH](#)

NO BATCH CREATED FOR YOUR SCHOOL

AWARD LIST NOT UPLOADED FOR THESE BATCHES:

MARKS OF ALL STUDENTS NOT YET SUBMITTED FOR THESE SUBJECTS:

SUBNAME
301---ENGLISH CORE
028---POLITICAL SCIENCE
030---ECONOMICS
055---ACCOUNTANCY
083---COMPUTER SCIENCE (NEW)
048---PHYSICAL EDUCATION
043---CHEMISTRY
802---INFORMATION TECHNOLOGY
042---PHYSICS
037---PSYCHOLOGY
046---ENGG. GRAPHICS
803---WEB APPLICATION
066---ENTREPRENEURSHIP
065---INFORMATICS PRAC. (NEW)
027---HISTORY
044---BIOLOGY
054---BUSINESS STUDIES
041---MATHEMATICS

12. External Examiner **SHOULD NOT FORGET TO LOG OUT** from the system after taking printout.

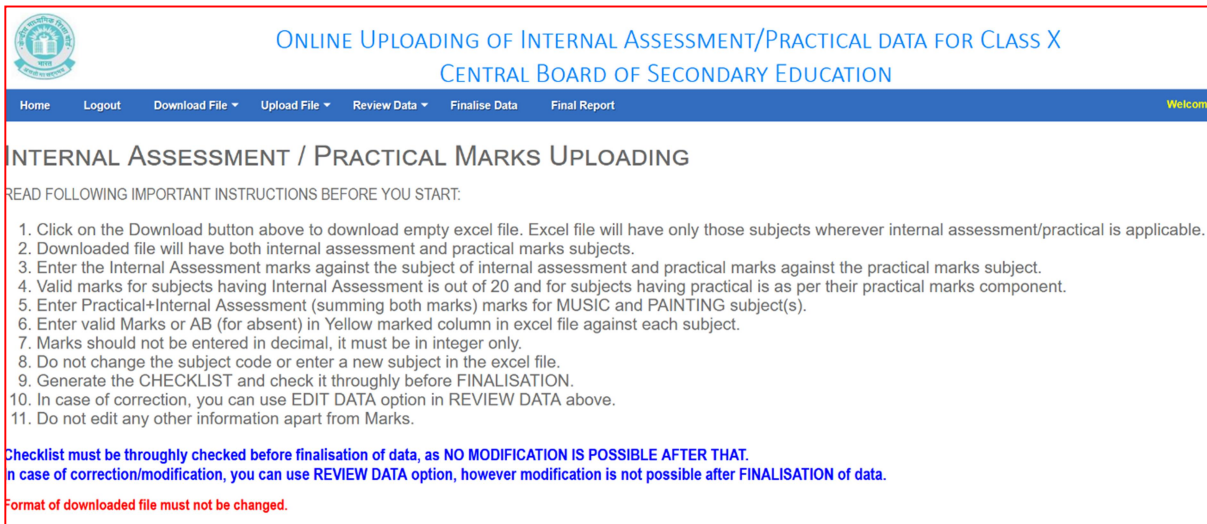
13.	External Examiner must keep in mind the following points: (a) Batch Creation, (b) Marks Uploading, (c) Generating Award list (d) Sealing of award list in the envelope Concerned/Above activities should be done by the External examiner himself/herself ONLY.
NOTE: NO CHANGE IN MARKS IS ALLOWED AFTER FINALISATION AND COMPLETION OF PROCESS, SO PROPER ATTENTION OF BOTH THE EXAMINERS IS REQUIRED TO ENSURE CORRECTNESS OF SUBJECT PRACTICAL MARKS UPLOADED.	

**DETAILED STEPS
UPLOADING OF MARKS
PRACTICAL EXAMINATION/PROJECT/INTERNAL ASSESSMENTS
CLASS-X**

1. The Practical Examination/Project/Internal Assessments FOR Class-X are to be conducted at school level itself.
2. After entering “**Pariksha Sangam**” portal, navigate to link for uploading practical/project/internal assessment marks through “**School**” link and then “**Exam Activities**”.

Now enter your school’s existing credentials as used for LOC/Registration to Log-in.
3. The school will be able to Download an excel file containing the list of all registered students.
4. **The school will enter the data and marks awarded against each candidate without making any changes in the structure of the excel sheet.**
5. After making entries in the excel sheet the school will check the entries made carefully and upload the excel at the specified place on the web-portal
6. If all marks are found to be correct then school will click on “FINALIZE MARKS”. In case any mistake is noticed in the uploaded marks, the school will only be able to edit the data one by one only.

Once the school has clicked on “FINALIZE MARKS”, a pop-up will appear asking for confirmation.

If the school wants to make any changes, click on CANCEL otherwise click OK to confirm; all the entered marks will be submitted and CANNOT BE CHANGED later on.
7. 
7. After finalization, the school will be able to print the award list.

8. The school shall keep the duly sealed copy(ies) of award-list(s) in a secured locker in the strong room in the school. These award lists are not required to be sent to the Regional Offices. The award lists shall be kept in safe custody for one year after declaration of result.

NOTE:

NO CHANGE IN MARKS IS ALLOWED AFTER FINALISATION AND COMPLETION OF PROCESS, SO PROPER ATTENTION IS REQUIRED TO ENSURE CORRECTNESS OF MARKS UPLOADED.

APPENDIX-V**LIST OF SUBJECTS AND MARKS ALLOTTED TO EACH SUBJECT FOR CLASS X**

Class X

S.No.	Subject Code	Subject Name	Maximum Marks	Maximum Marks			I.A
				Theory	Practical	Project	
1	002	HINDI COURSE-A	100	80	-	-	20
2	003	URDU COURSE-A	100	80	-	-	20
3	004	PUNJABI	100	80	-	-	20
4	005	BENGALI	100	80	-	-	20
5	006	TAMIL	100	80	-	-	20
6	007	TELUGU	100	80	-	-	20
7	008	SINDHI	100	80	-	-	20
8	009	MARATHI	100	80	-	-	20
9	010	GUJARATI	100	80	-	-	20
10	011	MANIPURI	100	80	-	-	20
11	012	MALAYALAM	100	80	-	-	20
12	013	ODIA	100	80	-	-	20
13	014	ASSAMESE	100	80	-	-	20
14	015	KANNADA	100	80	-	-	20
15	016	ARABIC	100	80	-	-	20
16	017	TIBETAN	100	80	-	-	20
17	018	FRENCH	100	80	-	-	20
18	020	GERMAN	100	80	-	-	20
19	021	RUSSIAN	100	80	-	-	20
20	023	PERSIAN	100	80	-	-	20
21	024	NEPALI	100	80	-	-	20
22	025	LIMBOO	100	80	-	-	20
23	026	LEPCHA	100	80	-	-	20
24	031	CAR. MUSIC (VOCAL)	100	30	50	-	20
25	032	CAR. MUSIC MEL. INS.	100	30	50	-	20
26	033	CAR. MUSIC PER. INS.	100	30	50	-	20
27	034	HIND. MUSIC (VOCAL)	100	30	50	-	20

28	035	HIND. MISIC MEL. INS.	100	30	50	-	20
29	036	HIND. MUSIC PER. INS.	100	30	50	-	20
30	041	MATHEMATICS (STANDARD)	100	80	-	-	20
31	049	PAINTING	100	30	50	-	20
32	064	HOME SCIENCE	100	70	30	-	-
33	076	NATIONAL CADET CORPS (NCC)	100	70	-	-	30
34	085	HINDI COURSE-B	100	80	-	-	20
35	086	SCIENCE	100	80	-	-	20
36	087	SOCIAL SCIENCE	100	80	-	-	20
37	088	BHOTI	100	80	-	-	20
38	089	TELUGU-TELANGANA	100	80	-	-	20
39	091	KOKBOROK	100	80	-	-	20
40	092	BODO	100	80	-	-	20
41	093	TANGKHUL	100	80	-	-	20
42	094	JAPANESE	100	80	-	-	20
43	095	BHUTIA	100	80	-	-	20
44	096	SPANISH	100	80	-	-	20
45	097	KASHMIRI	100	80	-	-	20
46	098	MIZO	100	80	-	-	20
47	099	BAHASA MELAYU	100	80	-	-	20
48	101	ENGLISH (COMMUNICATIVE)	100	80	-	-	20
49	119	SANSKRIT (COMMUNICATIVE)	100	80	-	-	20
50	122	SANSKRIT	100	80	-	-	20
51	131	RAI	100	80	-	-	20
52	132	GURUNG	100	80	-	-	20
53	133	TAMANG	100	80	-	-	20
54	134	SHERPA	100	80	-	-	20
55	136	THAI	100	80	-	-	20
56	154	ELEM. OF BUSINESS	100	70	-	30	-

57	165	COMPUTER APPLICATIONS	100	50	50	-	-
58	184	ENGLISH LANGUAGE & LITERATURE	100	80	-	-	20
59	241	MATHEMATICS (BASIC)	100	80	-	-	20
60	254	ELEMENTS OF BOOK KEEPING & ACCOUNTANCY	100	70	-	30	-
61	303	URDU COURSE-B	100	80			20
62	401	RETAIL	100	50	50	-	-
63	402	INFORMATION TECHNOLOGY	100	50	50	-	-
64	403	SECURITY	100	50	50	-	-
65	404	AUTOMOTIVE	100	50	50	-	-
66	405	INTRODUCTION TO FINANCIAL MARKETS	100	50	50	-	-
67	406	INTRODUCTION TO TOURISM	100	50	50	-	-
68	407	BEAUTY & WELLNESS	100	50	50	-	-
69	408	AGRICULTURE	100	50	50	-	-
70	409	FOOD PRODUCTION	100	50	50	-	-
71	410	FRONT OFFICE OPERATIONS	100	50	50	-	-
72	411	BANKING & INSURANCE	100	50	50	-	-
73	412	MARKETING & SALES	100	50	50	-	-
74	413	HEALTH CARE	100	50	50	-	-
75	414	APPAREL	100	50	50	-	-
76	415	MULTIMEDIA	100	50	50	-	-
77	416	MULTI SKILL FOUNDATION COURSE	100	50	50	-	-
78	417	ARTIFICIAL INTELLIGENCE	100	50	50	-	-
79	418	PHYSICAL ACTIVITY TRAINER	100	50	50	-	-
80	419	DATA SCIENCE	100	50	50	-	-
81	420	ELECTRONICS & HARDWARE	100	50	50	-	-
82	421	FOUNDATION SKILLS FOR SCIENCES	100	50	50	-	-

83	422	DESIGN THINKING & INNOVATION	100	50	50	-	-
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APPENDIX-VI**LIST OF SUBJECTS AND MARKS ALLOTTED TO EACH SUBJECT FOR CLASS XII.**

Class XII

S.No.	Subject Code	Subject Name	Maximum Marks	Maximum Marks			I.A
				Theory	Practical	Project	
1	001	ENGLISH ELECTIVE	100	80	-	-	20
2	002	HINDI ELECTIVE	100	80	-	-	20
3	003	URDU ELECTIVE	100	80	-	-	20
4	022	SANSKRIT ELCTIVE	100	80	-	-	20
5	027	HISTORY	100	80	-	20	-
6	028	POLITICAL SCIENCE	100	80	-	20	-
7	029	GEOGRAPHY	100	70	30	-	-
8	030	ECONOMICS	100	80	-	20	-
9	031	CAR. MUSIC (VOCAL)	100	30	50	-	20
10	032	CAR. MUSIC (MEL. INS.)	100	30	50	-	20
11	033	CAR. MUSIC PER. INS. MRIDANGAM	100	30	50	-	20
12	034	HIND. MUSIC (VOCAL)	100	30	70	-	-
13	035	HIND. MUSIC (MEL. INS.)	100	30	70	-	-
14	036	HIND. PER. INS.	100	30	70	-	-
15	037	PSYCHOLOGY	100	70	30	-	-
16	039	SOCIOLOGY	100	80	-	20	-
17	041	MATHEMATICS	100	80	-	-	20
18	042	PHYSICS	100	70	30	-	-
19	043	CHEMISTRY	100	70	30	-	-
20	044	BIOLOGY	100	70	30	-	-
21	045	BIOTECHNOLOGY	100	70	30	-	-
22	046	ENGG. GRAPHICS	100	70	30	-	-
23	048	PHYSICAL EDUCATION	100	70	30	-	-

24	049	PAINTING	100	30	70	-	-
25	050	GRAPHICS	100	30	70	-	-
26	051	SCULPTURE	100	30	70	-	-
27	052	APP./COMMERCIAL ART	100	30	70	-	-
28	054	BUSINESS STUDIES	100	80	-	20	-
29	055	ACCOUNTANCY	100	80	-	20	-
30	056	KATHAK-DANCE	100	30	70	-	-
31	057	BHARATNATYAM-DANCE	100	30	70	-	-
32	058	KUCHIPUDI-DANCE	100	30	70	-	-
33	059	ODISSI-DANCE	100	30	70	-	-
34	060	MANIPURI-DANCE	100	30	70	-	-
35	061	KATHAKALI-DANCE	100	30	70	-	-
36	064	HOME SCIENCE	100	70	30	-	-
37	065	INFORMATICS PRACTICE	100	70	30	-	-
38	066	ENTERPRENEURSHIP	100	70	-	30	-
39	073	KNOWLEDGE TRADITION & PRACTICES OF INDIA	100	70	-	30	-
40	074	LEGAL STUDIES	100	80	-	20	-
41	076	NATIONAL CADET CORPS (NCC)	100	70	30	-	-
42	083	COMPUTER SCIENCE	100	70	30	-	-
43	104	PUNJABI	100	80	-	-	20
44	105	BENGALI	100	80	-	-	20
45	106	TAMIL	100	80	-	-	20
46	107	TELUGU	100	80	-	-	20
47	108	SINDHI	100	80	-	-	20
48	109	MARATHI	100	80	-	-	20
49	110	GUJARATI	100	80	-	-	20
50	111	MANIPURI	100	80	-	-	20
51	112	MALAYALAM	100	80	-	-	20
52	113	ODIA	100	80	-	-	20

53	114	ASSAMESE	100	80	-	-	20
54	115	KANNADA	100	80	-	-	20
55	116	ARABIC	100	80	-	-	20
56	117	TIBETAN	100	80	-	-	20
57	118	FRENCH	100	80	-	-	20
58	120	GERMAN	100	80	-	-	20
59	121	RUSSIAN	100	80	-	-	20
60	123	PERSIAN	100	80	-	-	20
61	124	NEPALI	100	80	-	-	20
62	125	LIMBOO	100	80	-	-	20
63	126	LEPCHA	100	80	-	-	20
64	188	BHOTI	100	80	-	-	20
65	189	TELUGU-TELANGANA	100	80	-	-	20
66	191	KOKBOROK	100	80	-	-	20
67	192	BODO	100	80	-	-	20
68	193	TANGKHUL	100	80	-	-	20
69	194	JAPANESE	100	80	-	-	20
70	195	BHUTIA	100	80	-	-	20
71	196	SPANISH	100	80	-	-	20
72	197	KASHMIRI	100	80	-	-	20
73	198	MIZO	100	80	-	-	20
74	241	APPLIED MATHEMATICS	100	80	-	-	20
75	301	ENGLISH CORE	100	80	-	-	20
76	302	HINDI CORE	100	80	-	-	20
77	303	URDU CORE	100	80	-	-	20
78	322	SANSKRIT CORE	100	80	-	-	20
79	801	RETAIL	100	60	40	-	-
80	802	INFORMATICS TECHNOLOGY	100	60	40	-	-
81	803	WEB APPLICATION	100	60	40	-	-
82	804	AUTOMOTIVE	100	60	40	-	-

83	805	FINANCIAL MARKETS MANAGEMENT	100	60	40	-	-
84	806	TOURISM	100	60	40	-	-
85	807	BEAUTY & WELLNESS	100	60	40	-	-
86	808	AGRICULTURE	100	60	40	-	-
87	809	FOOD PRODUCTION	100	60	40	-	-
88	810	FRONT OFFICE OPERATIONS	100	60	40	-	-
89	811	BANKING	100	60	40	-	-
90	812	MARKETING	100	60	40	-	-
91	813	HEALTH CARE	100	60	40	-	-
92	814	INSURANCE	100	60	40	-	-
93	816	HORTICULTURE	100	60	40	-	-
94	817	TYPOGRAPHY & COMPUTER APPLICATION	100	60	40	-	-
95	818	GEOSPATIAL TECHNOLOGY	100	60	40	-	-
96	819	ELECTRICAL TECHNOLOGY	100	60	40	-	-
97	820	ELECTRONIC TECHNOLOGY	100	60	40	-	-
98	821	MULTIMEDIA	100	50	50	-	-
99	822	TAXATION	100	60	40	-	-
100	823	COST ACCOUNTING	100	60	40	-	-
101	824	OFFICE PROCEDURES & PRACTICES	100	60	40	-	-
102	825	SHORTHAND (ENGLISH)	100	60	40	-	-
103	826	SHORTHAND (HINDI)	100	60	40	-	-
104	827	AIR-CONDITIONING & REFRIGERATION	100	60	40	-	-
105	828	MEDICAL DIANOSTICS	100	60	40	-	-
106	829	TEXTILE DESIGN	100	60	40	-	-
107	830	DESIGN	100	50	50	-	-
108	831	SALESMANSHIP	100	60	40	-	-

109	833	BUSINESS ADMINISTRATION	100	60	40	-	-
110	834	FOOD NUTRITION & DIETETICS	100	60	40	-	-
111	835	MASS MEDIA STUDIES	100	60	40	-	-
112	836	LIBRARY & INFORMATION SCIENCE	100	60	40	-	-
113	837	FASHION STUDIES	100	60	40	-	-
114	841	YOGA	100	50	50	-	-
115	842	EARLY CHILDHOOD CARE & EDUCATION	100	50	50	-	-
116	843	ARTIFICIAL INTELLIGENCE	100	50	50	-	-
117	844	DATA SCIENCE	100	50	50	-	-
118	845	PHYSICAL ACTIVITY TRAINER	100	50	50	-	-
119	846	LAND TRANSPORTATION ASSOCIATE	100	50	50	-	-
120	847	ELECTRONIC HARDWARE	100	60	40	-	-
121	848	DESIGN THINKING & INNOVATION	100	50	50	-	-