

(ON SCHOOL LETTER HEAD WHERE APPOINTED AS EXTERNAL EXAMINER)**ATTENDANCE CERTIFICATE**

I certify that Mrs./Mr./Ms. _____ working in _____ (name of school) as PGT in the subject _____ has conducted the practical examination/project assessment in the capacity of External Examiner as under:

Name of subject	
No. of students	
No. of batches in which examination conducted	
No. of days in which examination conducted	
Dates on which examination conducted	

Mrs./Mr./Ms. _____ is being relieved in the forenoon/afternoon on dated _____.2020 after having completed the assignment.

I also certify that:

- Mrs./Mr./Ms _____ had handed over the Relieving Certificate No. _____ dated _____ issued to him/her, to the undersigned;
- The practical examination/project assessment in respect of all the students registered from my school in the subject _____ has been completed;

3. Correct Practical/Project Marks in respect of all the students have been uploaded on the website;
4. A sealed envelope containing One copy of the awardlist duly signed by him/her and the Internal Examiner has been received by me which is to be sent to the Regional Office, CBSE alongwith the answer books.

Signature with date _____

Name of Principal _____

School Stamp

FORM OF ACCEPTANCE OF PRACTICAL EXAMINER

**The Section Officer (Confidential)
Central Board of Secondary Education,
Regional Office, Rohit Nagar, Phase-II,
Ward No. 53, Bawadia kalan,
Bhopal 462039, M.P.**

Sir,

With reference to your letter No.
..... I hereby accept the appointment of
external examiner for Practical / Project Assessment at School No(s).....
Name of the School(s)_____ Subject(s) Code _____ for All
India Senior and Secondary School Examination-2020.

I certify that I have no relative intending to appear at the aforesaid Examination
(in case any relation is appearing particular may be mentioned in Colum no. (5). I also
certify that I have not written any help book or notes for the examination of the Board.
I undertake to do this work according to the instructions issued by the Board form time
to time.

1. Full Name (In Block Letter) : _____
2. Designation : _____
3. Complete school Address : _____
4. Complete Residential Address : _____
5. Name of the Examination : _____
(If any relative is appearing)
6. Bank Accounts No. : _____
7. Bank Branch Name : _____
8. IFSCCode : _____
9. MICRCode : _____

Yours faithfully,

Signature.....

Telephone No. of School with STD Code _____

Telephone No. of Residence with STD Code _____

Mobile No. _____

E-Mail ID _____

Forwarded by the Principal

Signature of the Principal with
Seal of the School

(ON SCHOOL LETTER HEAD)

RELIEVING CERTIFICATE
(PRACTICAL/PROJECT EXAMINER RELIEVING CERTIFICATE BY THE SCHOOL TO WHICH TEACHER BELONGS)

Mrs./Mr./Ms. _____ working in
_____ (name of school) as PGT in the
subject _____ is being relieved in the afternoon on
dated _____ .2020 with the directions to report to
_____ (name of school being
deputed as External Examiner) in the morning on dated _____ .2020
for conducting practical examination/project assessment in compliance to
CBSE letter No. _____ dated _____ .

Signature with date _____

Name of Principal _____

School Stamp

SUB: GUIDELINES FOR CONDUCTING PRACTICAL EXAMINATIONS/PROJECT/INTERNAL ASSESSMENT FOR CLASSES X & XII - REG.

As per provisions of Curriculum 2019-2020 and Examination Bye- Laws prescribed by the CBSE, the Practical Examinations/Project/Internal Assessment shall be conducted in 2019-2020. Guidelines for the same are as given:-

1. GENERAL

The Practical Examinations/Project shall be conducted strictly as per the guidelines dated 04/11/2019 and Examination Bye-laws of the Board. These guidelines have been issued to streamline the conduct of practical examination and uploading of marks. Accordingly, no deviation from the guidelines shall be allowed by the Board.

2. DATES FOR CONDUCT OF PRACTICAL EXAMINATION/PROJECT ASSESSMENT

The Practical Examinations/Project shall be conducted as per given schedule:-

TYPE OF SCHOOLS	SCHEDULE	
	FROM	TO
WINTER BOUND	15.12.2019	14.01.2020
SUMMER BOUND	01.01.2020	07.02.2020

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

3. DATES FOR UPLOADING MARKS

Marks can be uploaded through school login id where Practical examination/Project Assessment has been conducted from 01/01/2020 to 07/02/2020. The marks in respect of all Practical Examinations/Project shall be uploaded immediately after the conduct of practical examination. Extension in dates of uploading of marks shall not be entertained by the Board.

Marks of Internal Assessment shall also be uploaded through school login id from 01/01/2020 to 07/02/2020. Extension in dates of uploading of marks shall not be entertained by the Board.

4.	<p>ENSURING ATTENDANCE OF 100% STUDENTS ON THE DATE OF PRACTICAL EXAMINATION/PROJECT ASSESSMENT</p> <p>Practical Examinations/Project Assessments shall be conducted during the given period ensuring presence of 100% students.</p> <p>No request for conduct/re-conduct/appointment of External Examiner after the schedule is over will be entertained.</p>
5.	<p>ENSURING ERROR FREE UPLOADING OF MARKS</p> <p>While uploading the marks, Principal of the School will ensure that correct marks are being uploaded by the External Examiner and the Internal Examiner. No correction in the uploaded marks will be allowed. No correction of any kind made on the hard copy of the award list will be taken into consideration by the CBSE.</p> <p>Schools and Examiners shall, while awarding/uploading marks, also keep in mind maximum marks allotted for Practical/Project/Internal Assessment as per Circular and Corrigendum dated 08/11/2019 and 15/11/2019 respectively available on link http://cbse.nic.in/newsite/cir2019.html. Circular dated 08/11/2019 is having the information related to subjects in which External examiners will be appointed, Maximum Marks etc.</p>
6.	<p>PREPARATIONS FOR THE CONDUCT OF PRACTICAL EXAMINATION</p> <p>Conduct of Practical Examination/Project Assessment is the joint responsibility of External and Internal Examiners. Schools may get the batches of the candidates formed at an appropriate time. Each batch should consist of 20-25 candidates. Practical examination of atleast 2 batches be conducted each day. Also, get the laboratory ready for the conduct of practical.</p> <p>Read and understand instructions given in Senior School Curriculum 2019-20 hosted on http://cbseacademic.nic.in/curriculum.html for the conduct of practical examination.</p>
7.	<p>RELIEVING OF THE TEACHER TO ACT AS AN EXAMINER IN PRACTICAL/PROJECT</p> <p>Apart from conducting the Practical Examination/Project Assessments of the students of your school, you shall also ensure relieving of your 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/project assessment 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.</p>
CLASS-X	
8.	<p>REGULAR STUDENTS</p> <p>The Practical Examinations/Project/Internal Assessments shall be conducted by the schools themselves for regular students only as per the details given in the curriculum-2019-20 of the subject concerned.</p>
9.	No external examiner will be appointed by the Board.
10.	PRIVATE STUDENTS

	There will be no separate Practical Examinations/Project/Internal Assessments in respect of private candidates.
11.	<p>CARRYING OVER OF MARKS IN R/O PRIVATE STUDENTS</p> <p>The practical marks of private candidates (appearing in 2019-20) who had appeared as regular candidates in session 2018-19, whose marks are available in the result data of last year i.e. 2019 examination will be carried over for Board's Examination for session 2019-20.</p>
12.	<p>MARKS ON PRO-RATA BASIS IN R/O PRIVATE STUDENTS</p> <ol style="list-style-type: none"> 1. Practical marks of candidates who had appeared in 2019 will be taken from the record available with the Board. 2. For candidates prior to 2019 i.e. 2018 and before, practical marks will be given on pro-rata basis i.e. based on the marks secured in theory examination. 3. In respect of candidates who had Failed or were Absent in 2019, practical marks will be given on pro-rata basis. 4. In respect of candidates who had Passed in 2018 and will be appearing for an Additional subject having Internal Assessment component, marks will be given on pro-rata basis. <p>In respect of candidates who have failed in previous year and appearing in 2020, practical/project component has been introduced in 2020, marks will be given on prorata basis.</p>
CLASS-XII	
13.	<p>REGULAR STUDENTS</p> <p>For the regular students, sponsored through L.O.C of Class XII, based on the eligibility/bonafide status of the student(s), Practical Examinations/Project Assessments shall be conducted in the school. Information regarding appointment of the External examination is given in Circular and Corrigendum dated 08/11/2019 and 15/11/2019 respectively available on link http://cbse.nic.in/newsite/cir2019.html. Circular dated 08/11/2019 is having the information related to subjects in which External examiners will be appointed, Maximum Marks etc.</p>
14.	<p>PRIVATE STUDENTS</p> <ol style="list-style-type: none"> 1. Practical marks of candidates who had appeared in 2019 will be taken from the record available with the Board. 2. For candidates prior to 2019 i.e. 2018 and before, practical marks will be given on pro-rata basis i.e. based on the marks secured in theory examination. 3. In respect of candidates, who had Failed or were Absent in 2019, practical marks will be given on pro-rata basis. 4. In respect of candidates who had Passed in 2018 and will be appearing for an Additional subject having practical/project component, marks will be given on pro-rata basis <p>In respect of candidates who have failed in previous year and appearing in 2020, practical/project component has been introduced in 2020, marks will be given on prorata basis.</p>

	There will be no separate Practical Examinations/Project/Internal Assessments in respect of private candidates.
15.	<p>APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.</p> <p>The Board will appoint External Examiners for each school for conducting Practical Examinations and Project Assessments as per the modalities and subjects given in Circulars/Corrigendum dated 04/11/2019, 08/11/2019 and 15/11/2019.</p> <p>The school authorities are not authorised to make alternate arrangement for conduct of practical examination/project assessment at local level. In case of any emergency, another external examiner will be appointed by the Board.</p> <p>Any matter causing delay in conduct of practical examination/project assessment due to any reason shall be reported to Regional Office concerned immediately for further necessary directions from the Regional Officer.</p>
16.	<p>APPOINTMENT OF OBSERVERS BY THE BOARD.</p> <p>The Board may appoint Observer in the schools to oversee the conduct of Practical Examinations and Project Assessments and ensure fair conduct of examinations/assessment.</p>
17.	<p>ENSURING PRESENCE/AVAILABILITY OF EXTERNAL EXAMINERS</p> <p>The school shall ensure presence/availability of External Examiners on all days of conduct of Practical Examinations/Project Assessments strictly as per the provision of appointment of external examiner by the Board given in the circular regarding list of subjects having practical components etc. dated 08/11/2019 and corrigendum dated 15/11/2019.</p> <p>It may be noted that the practical examinations/project assessments shall be conducted by the Examiners appointed by the Board only. Under no circumstances, the request of the school for change of examiner appointed in their school shall be entertained.</p>
18.	<p>APPOINTMENT OF INTERNAL EXAMINER</p> <p>There will be an External Examiner as well as an Internal Examiner, as per past practice 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.</p>
19.	<p>INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER</p> <p>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 etc.</p> <p>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.</p>

20.	<p>CONDUCT OF EXAMINATION/ASSESSMENT IN SESSIONS</p> <p>To ensure fair and proper assessment, Practical Examinations/Project Assessment should invariably be conducted in two sessions in a day if the number of candidates is more than 20.</p> <p>In case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of each candidate.</p>
21.	<p>UPLOADING OF GROUP PHOTOGRAPH OF EACH BATCH</p> <p>Schools will upload the group photograph of each batch alongwith other information on the Boards website through login id of the school concerned.</p> <p>Group Photo should consist of all the candidates of that batch, External examiner, Internal examiner and Observer. All faces should be clearly visible in the photograph.</p> <p>The photograph shall be taken in the laboratory where practical examinations will be conducted and laboratory should be clearly seen in the photograph.</p> <p>The software will ensure that photographs uploaded are geotagged and time tagged;</p> <p>Some other information such as batch number, total batches, date and time etc will also be required to be uploaded on the link.</p>
22.	<p>OTHER MATERIAL</p> <p>Following material will also be provided by the concerned Regional Offices for conducting of practical examinations/project assessments for handing over to the concerned External examiner on his/her arrival:</p> <ul style="list-style-type: none"> • Manual Award List for use of any left out subject exam, if any. • Sample Envelope for sending Award List by External Examiners.
<p>It is emphasized that sanctity of the examination process may be maintained in true spirit by following guidelines and systematic procedures as prescribed and laid down from time to time. Being custodian of trust and confidence of students, parents and citizens of the nation, our efforts should solely be in accordance with the established norms and yardsticks.</p> <p>It shall be ascertained that no unethical practices, in conduct of Practical Examinations/Project/Internal Assessments, are being adopted or allowed to be adopted and resorted to in any manner by any person connected with these examinations/assessments.</p>	
<p>DR. SANYAM BHARDWAJ CONTROLLER OF EXAMINATIONS</p>	
<p>ENCLOSURES:</p>	
APPENDIX-I	Procedure for conducting practical examination/ project assessment.

APPENDIX-II	Detailed steps for uploading practical examination/ project assessments marks/Internal Assessment marks.
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APPENDIX-I

SYSTEM/PROCEDURE FOR CONDUCTING PRACTICAL EXAMINATION/PROJECT ASSESSMENT

(1)	The selection of Practical/Experiment from of 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 are out of bounds.
(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, follow strictly the marking scheme which is given in the List of Practicals/Experiments provided to the Examiners/Schools at the time of examination/assessment.
(6)	Every effort should be made to reach a consensus on the marks to be awarded to individual candidates. 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 alongwith 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 candidate 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)	<p>After uploading Practical/Project marks online, 02 Hard Copies of the Award List(s) be generated which shall have to be signed by both Examiners - Internal as well as External.</p> <p>One copy of the award list, duly 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 alongwith the sealed parcel of the answer books and second copy, duly sealed, will be sent to the concerned Regional Office by the External Examiner;</p>
(12)	The school shall also immediately send the Hard Copy of the Award-lists so received from External Examiners and the answer books to the concerned Regional Office alongwith the bills, if any. The Answer Books as received from External Examiner, be sent by Insured/Registered Parcel by the Principal of the school. In case of Local Schools, Answer Books can be got delivered personally in the Board's Office. Answer Books of the practical/project examination should be serially arranged before sending to the CBSE.
(13)	Award-lists be sent separately by Insured/Registered post in a double Sealed Cover and should not be mixed with the Answer Books.
(14)	Board will be sending Practical Answer books for all practical/project-based 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)	Candidates found guilty of communicating or attempting to communicate with Examiners with the objective of influencing them in any way whatsoever will be deemed to have used to attempt unfair means. Examiners are required to report at once this office about such cases along with complete facts/papers/witnesses.
(16)	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.

(17)	All instructions/provisions in regard with conduct of Practical Examination/Project assessment be followed/adhered strictly. Any deviation may lead to action as against defaulting Institution/Examiner as per applicable rules.
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APPENDIX-II

DETAILED STEPS FOR UPLOADING PRACTICAL EXAMINATION/PROJECT ASSESSMENTS MARKS	
(1)	Visit CBSE website http://cbse.nic.in and click on the school link
(2)	Use 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 notifications about subjects for which marks are yet to be uploaded.
(4)	To start the process, click on the "CREATE BATCH" link. Select the subject for which, Examiner have to upload marks, give required details of external and internal examiners and click on "Submit" button. A list containing 100 (or maximum) students registered for the selected subject will show up. Click on "CONFIRM THIS BATCH" button, Examiner may get a Batch Id. Make note of it.
(5)	Now go back to main menu and click on "UPLOAD MARKS" link. 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 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 0s with the marks), keeping in mind the valid range of the marks for the subject selected, and click on "PREVIEW". The Examiner may 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.
(6)	If all marks 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", may get a pop-up asking for confirmation. If you want to change the marks, click on CANCEL when asked for confirmation. If clicked on OK; 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 two print outs of the page, both Internal and External Examiners to sign at appropriate places.
(8)	ONE copy of the printout, DULY SEALED, to be handed over to Head of the school for sending to Regional Office along-with the practical answer books.
(9)	ONE copy of the printout duly sealed to be sent by External Examiner to the Regional Office concerned directly.

(10)	External Examiner DO NOT FORGET TO LOG OUT from the system after taking printout.
(11)	External Examiner must keep in mind the following points: Batch Creation, Marks Uploading, Generating Award list and Sealing of award list in the envelope should be done by the External examiner himself/herself ONLY. Marks of students, under any circumstances should not be disclosed to anyone. The process starting from Batch Creation to marks uploading and printing of award list should be completed within 90 minutes.
(12)	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.