



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)



No. CBSE/Coord/PRAC-REMINDER/2024/

Dated: 31.12.2024

Reminder-1

To

The Principals/Heads of the Schools,
All Schools Affiliated to CBSE
(Through CBSE website)

Subject: Conduct of Practical Examinations/Project/Internal Assessment Classes X & XII-2024-25

Madam/Sir,

This is in continuation of Circular No. CBSE/COORD/Main Practical/2024-25E-File 163685 dated 02.12.2024, whereby it was informed that the Annual Practical Examinations / Internal Assessment / Project for Class X / XII for the session 2024-25 are scheduled to start w.e.f 1st January 2025. The following necessary actions are required to be taken up by all schools for timely conduct of Practical Examinations/Project/Internal Assessment.

1. Please ensure that sufficient number of practical answer books have been received in the school before the scheduled date for conduct of practical examinations. In case of any issue, please get in touch with the concerned Regional Office.
2. Schools should inform parents and students regarding the schedule of Practical/Project /Internal Assessment to make them aware of, for the strict compliance of instructions issued by the CBSE.
3. Ensure that necessary arrangements like infrastructure, equipment, and materials are available in the laboratories for conducting practical exams. Check that the laboratories or facilities are adequately set up for students to perform their experiments.
4. Contact the external examiners appointed by CBSE for the conduct of Practical/Internal Assessment well in time for its smooth conduct.
5. Make the required arrangements for Children with special needs (CWSN) to conduct Practical Examinations/Project/Internal Assessment so that they can participate in the practical exams comfortably.
6. The students will appear in the practical examinations as per the schedule fixed by the school.

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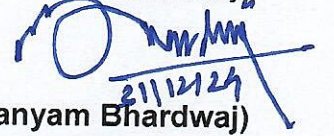
7. The marks in respect of all Practical Examinations/Project/Internal Assessment shall be uploaded everyday i.e. on the day of conduct of assessment.
8. While uploading the marks, the school, the Internal Examiner and the External Examiner shall ensure that correct marks are uploaded as no correction in the marks will be allowed once marks are uploaded.
9. Schools should check maximum marks assigned to Practical/Project/Internal Assessment before awarding & uploading the marks. Principals are requested to ensure that correct marks are uploaded as requests for correction of marks post result will not be entertained.
10. It will also be ensured by the Principal/Internal Examiner/External Examiner that marks awarded to every student are solely based on their performance.
11. Answer books provided for practical examination, 2025 include an undertaking for examiners wherein it has been mentioned that maximum marks assigned to practical in the subject have been checked and marks have been assigned after reading all instructions.
12. No student participating in sports at National/International level will be given exemption from appearing in Practicals/Project/Internal Assessment and no separate practicals will be conducted/arranged for them.
13. For Class XII, the schools are not authorized 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.
14. If it is found that school has conducted practical by using some other external examiner not appointed by the CBSE, this assessment will be treated as null & void.
15. In case, it is observed that directions of the Board have not been complied with by the schools, the Board reserves its right to cancel the Practical examination.
16. Schools should ensure that the Practical/Project/Internal assessment are conducted within the stipulated time frame between 1 January 2025 to 14 February 2025 only. From 1st February 2025 onwards, Principals should follow up with their Vice Principal/Coordinators/ Concerned teachers regarding the status of conduct of practical examinations and uploading of marks.

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17. If any clarification is required, schools may contact the concerned Regional Office well in time.

With Best Wishes for successful conduct of Practical Examinations/Project/Internal Assessment for class X & XII, 2024-25.

Yours faithfully,



(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to web admin with the request to upload on CBSE website.