

# Central Board of Secondary Education

A Handbook of Frequently Asked Questions (FAQs)

in the context of

Secondary School Examination (Class X)

and

Senior School Certificate Examination (Class XII)



Central Board of Secondary Education

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## Foreword

With multiple revolution in science and technology, health and paramedical, agriculture, business and commerce, all occurring simultaneously across the globe, the developing countries are required keep pace with developments in various fields. Keeping this in view, India has placed a high priority in the area of human resource development for providing appropriate responses to various challenges. In this endeavour, the School Education has to play a vital role to place the developmental frame of the country on a sound pedestal.

The Central Board of Secondary Education (CBSE) has been endeavouring to ensure qualitative improvement in school education to meet the educational challenges through improvement in curriculum, study material, teaching learning strategies and methods of pupil evaluation. It is our endeavour to ensure that the schools affiliated with the Board maintain high standards in school education. As on 01.01.2019, there are 21347 CBSE affiliated schools throughout India and in several foreign countries.

We have been endeavouring that rules and regulations etc., about various programmes and activities of this Board remain transparent and easily accessible for the clientele (students, their parents and general public).

Many of the documents of CBSE have been placed on its website [www.cbse.nic.in](http://www.cbse.nic.in), the constitution of CBSE at its Headquarters at Delhi and the Regional Offices continue to provide requisite informational inputs to the queries of students and others.

As regards various queries about the examination system of CBSE, this Board has proposed a compendium of “Frequently Asked Questions” (FAQs) in the context of

- (i) Secondary School Certificate Examination, and
- (ii) Senior School Certificate Examination.

The idea behind preparation of the documents is that whosoever needs information about the Examination System of CBSE, it is readily available to him/her. They may not be required to cull out information from detailed Examination Bye-laws of CBSE and circulars etc.

I am sure that this Handbook will prove useful for the students, parents, educational planners and administrators, CBSE affiliated schools, constituents of the Board and general public. We will place this document on our website to facilitate its dissemination.

I appreciate the efforts made by Dr. Sanyam Bhardwaj, Controller of Examinations and Mrs. Kavita Vazirani, Deputy Secretary, CBSE in constitution of the Handbook. Comments and suggestions about this documents are welcome.

January 2019

Anita Karwal  
Chairperson, CBSE

## Preface

A human being is a positive asset and a precious national resource which needs to be cherished, nurtured and developed with tendemess and care, coupled with dynamism. Each individual's growth presents a different range of problems, requirements and challenges, the responses to which needs to be provided by catalytic action of Education which needs to be planned meticulously and executed with great ingenuity. As a result of planning and implementation of large scale school education programs by the Central Government and the State Governments, the country has witnessed exponential growth of students pursuing school education.

The educational programmes at all stages of school education culminate into assessment of students in various ways and certification. The educational programmes are required to ensure that a student undergoing and completing school education programmes becomes a good individual and a useful member of the society.

The National Policy on Education (NPE 1986/1992) has suggested certain imperatives in the evaluation process and examination reform.

Some of the imperatives suggested by NPE are as follows:

- Assessment of students as an integral part of teaching and learning should ensure that it proves to be a valid and reliable measure of student development and powerful instrument of improving teaching and learning.
- In functional terms, this would mean:

- i. elimination of excessive element of chance and subjectively
- ii. de-emphasis of memorization
- iii. effective use of evaluation process by teachers, students and parents.
- iv. improvement in the conduct of examinations
- v. use of Grades in place of marks

The Central Board of Secondary Education (CBSE) places “Quality Assurance in School Education” on the top of its Agenda right from affiliation of schools to the teaching-learning strategies and assessment and certification of students. The increasing growth of CBSE schools in various States of India and in several foreign countries is a testimony to this observation. The products of the CBSE affiliated schools are appreciated in the national and international arena, particularly in the field of higher education. It is all due to untiring dedication of staff and faculty in the schools and in the constituents of CBSE.

The CBSE conducts the two following external examinations:

- I. Secondary School Examination
- II. Senior School Certificate Examination

The CBSE has made an elaborate framework for planning, conducting, monitoring and certification in respect of the external school education examinations being conducted by it annually. It has well documented Examination Bye-laws incorporating detailed information about admission to schools, admission to examinations, requirements for registration of candidates (both regular and private), examination fees, facilities for differently abled students, fixation of examination centres, scheme of examinations

and certification, improvement of performance, paper setting, marking scheme, award of marks/grades, certificates, merit scholarship for single girl child and equivalence of examinations etc. The Examination Bye-laws of CBSE have been placed on its website [www.cbse.nic.in](http://www.cbse.nic.in) for easy access.

The students, parents and general public make queries quite often about the examination system of CBSE. It may sometimes be difficult for them to cull out required information from the documents of the Board placed on its website. The constituents of CBSE and its affiliated schools have been responding to the queries of the students, parents etc., about the examination system. It has been felt for quite sometime that it would be in the fitness of things if a compendium of “Frequently Asked Questions” about the examination system of CBSE is prepared and disseminated widely through the print and the non-print modes. In order to respond to the felt need, the department of evaluation of the CBSE has developed a document on the Frequently Asked Questions about its examinations. We are pleased to put the document in the hand of our valued clientele and others.

We invite comments and suggestions on the context and usefulness of this Handbook.

Dr. Sanyam Bhardwaj  
Controller of Examinations  
Central Board of Secondary Education

January 2019

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## Section – I

### Central Board of Secondary Education (CBSE): Brief Introduction

Q.1 What is CBSE?

Ans. The Central Board of Secondary Education (CBSE) is an Autonomous Body set up by the Government of India, Ministry of Human Resource Development (MHRD), (previously Ministry of Education), in the year 1929. The CBSE is a national level Board of school education having authority to affiliate schools for school education, conducting the Secondary School Examination and the Senior School Certificate Examination, and award of certificates. The certificates awarded by CBSE are recognized for higher studies as well as for employment.

Q.2 Upto which level of school education the CBSE has authority to affiliate schools?

Ans. The CBSE has authority to affiliate schools for the entire school education stage right from Primary to the Senior Secondary stage.

Q. 3 What is the special area where schools can be affiliated by CBSE?

Ans. The CBSE has authority to affiliate schools at the pan-India level as well as the schools located in foreign countries. The position of schools affiliated by CBSE as on 31.12.2018 is as follows:

CBSE affiliated schools in India - 21038

CBSE affiliated schools in Foreign countries - 225

## Section – 2

### Admission in CBSE affiliated Schools

Q.1 What are the General Conditions for admission of students to a CBSE affiliated school?

Ans. A student seeking admission to any class in a 'School' will be eligible for admission to that Class only if he :

- (i) has been studying in a School recognised by or affiliated to CBSE or any other recognised Board of Secondary Education in India;
- (ii) has passed qualifying or equivalent qualifying examination making him eligible for admission to that Class;
- (iii) satisfies the requirements of age limits (minimum and maximum) as determined by the **State/U.T. Government** and applicable to the place where the School is located;
- (iv) produces:
  - a) the School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended
  - b) document(s) in support of his having passed the qualifying or equivalent qualifying examination

Q. 2 What are the specific Requirements for admission of students to a CBSE affiliated school?

Ans.

- i) **Admissions upto Class VIII** (i.e. Class VIII and below) is regulated by the rules, regulations, orders of the State/U.T. Governments applicable to the place where the School is located.

- ii) **Admission to Class IX** in a school is open only to such a student who has passed class VIII examination from an Institution affiliated to CBSE or to any recognized Board or is recognized by the Education Department of the Government of the State/U. T. in which such an institution is located
- iii) **Admission to class X** in a school is open only to such a student who:
  - a) has completed a regular course of study for Class IX from an institution affiliated to CBSE;
  - b) has completed a regular course of study for Class IX and has obtained minimum qualifying marks i.e. 33% from an Institution affiliated to any recognized Board recognized by the Education Department of the Government of the State/U. T. in which such an institution is located
  - c) CBSE shall have the powers to allow change of school for better academic performance, medical reasons etc. to avoid undue hardship to the candidate(s). In case of all such admissions the schools would obtain post facto approval of the Board within one month of admission of the student.
- iv) **Admission to Class XI** in a school is open to such a student who has:
  - (a) obtained minimum 33% marks at the Secondary School (Class X) examination conducted by CBSE
  - (b) has passed an equivalent examination conducted by any other recognized Board of Secondary Education/Indian University and recognized by CBSE as equivalent to its secondary school examination.
- v) **Admission to Class XII** in a school is open only to such a student who:
  - a) has completed a regular course of study for Class XI and has passed class XI examination from an institution affiliated to CBSE;
  - b) has completed a regular course of study for class XI and has passed class XI examination from an institution recognized by/affiliated to any recognized Board in India can be admitted to a school affiliated to this Board only on the transfer

of the parent(s) or shifting of their families from one place to another, after procuring from the student the marksheet and the Transfer Certificate duly countersigned by the Educational Authorities of the Board concerned.

- c) Chairman, CBSE shall have the powers to allow change of school for better academic performance, medical reasons etc. to avoid undue hardship to the candidate(s). In case of all such admissions the schools would obtain post facto approval of the Board within one month of admission of the student.

Q. 3 What are the specific Requirements for admission of students to a CBSE affiliated school who have qualified the earlier class from a school affiliated to Board/University outside India?

Ans: Students passing qualifying examination from an examining body outside India will be required to obtain eligibility certificate. For obtaining eligibility certificate from the Board, the Principal of the School to which admission is being sought will submit to the Board full details of the case and relevant documents with his/her own remarks/recommendations. The eligibility certificate will be issued by the Board only after the Board is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of CBSE. Such students should also satisfy the condition of completing regular course of study for class IX and XI case of admission to Class X and Class XII respectively.

### Section - 3

#### Admission to Examinations of CBSE

Q. 1 What are the academic qualifications for appearing for the Senior School Certificate(Class XII) examination?

Ans. A candidate for Senior School Certificate Examination should have:

- i) passed Class X from CBSE or an equivalent examination conducted by any recognised Board/ university or an institution recognized by/affiliated to any recognized Board in India at least two years earlier than the year in which he/she would take Senior School Certificate (Class XII) Examination:
- ii) passed Class XI examination from an institution affiliated to CBSE or an institution recognized by/affiliated to any recognized Board in India at least one year earlier than the year in which he would take Senior School Certificate Examination of the Board.

Q.2 What are the academic qualifications for appearing for the Secondary School Examination?

Ans. A candidate for Secondary School Examination should have :

- a) passed the Middle School examination (Class VIII) of a Board or of an affiliated/recognized school at least two years earlier than the year in which he would take Secondary (Class X) examination conducted by CBSE:
- b) passed Class IX examination from a school recognized by/affiliated to any other recognized Board in India at least one year earlier than the year in which she/he would take the Secondary(Class X) examination conducted by CBSE.

Q. 3 What is meant by the term “Regular Candidate” in the context of Admission to Examinations of CBSE?

Ans. A “Regular Candidate” means a student enrolled in a school, who has pursued a regular course of study in a school and seeks admission to the Senior School Certificate/Secondary School Examination of CBSE.

Q. 4 Who is eligible to appear for the Class XII/X examinations?

Ans. The Secondary School Examination and Senior School Certificate Examination is open to regular candidates who submit his/her duly completed application for admission for the concerning examination in the manner as prescribed by CBSE, along with the prescribed fee, forwarded to the CBSE by the Head of the Institution/School with required information and documents duly certified by such head.

Q.5 What is meant by the term ‘a regular course of study’ in the context of the Senior School Certificate Examination and the Secondary School Examination?

Ans. The term "a regular course of study" means at least 75% of attendance in the Classes held; counted from the day of commencing teaching of Classes XII/X as the case may be, upto the 1st of the month preceding the month in which the examination of the Board commences. Candidates taking up subject(s) involving practicals are required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject(s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements.

Q.6 What is meant by the term 'a regular course of study' for students participating in sports in the context of the Senior School Certificate Examination and the Secondary School Examination?

Ans. The term "a regular course of study" means at least 60% of attendance in respect of students participating in Sports at National level organized by recognized Federations/CBSE/SGFI, the Classes held counted from the day of commencing teaching Classes XII/X, as the case may be, upto the 1st of the month preceding the month in which the examination of the Board commences. Candidates taking up a subject(s) involving practicals shall be required to have put in at least 60% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject(s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements.

Q.7 What is meant by the term 'a regular course of study' in respect of Fail candidates in the context of the Senior School Certificate Examination and the Secondary School Examination?

Ans. A candidate who had failed in the same examination in the preceding year and rejoins Classes XII/X is required to put in 75% of attendance calculated on the possible attendance from the 1st of the month following the publication of the results of that examination by the School/Board upto the 1st of the month preceding the month in which the examination of CBSE commences.

Q.8 What is meant by the term 'a regular course of study' for students participating in sports in the context of the Senior School Certificate Examination and the Secondary School Examination and had failed in the preceding year?

Ans. A candidate participating in Sports at National level organized by recognized Federations/CBSE/SGFI who had failed in the same examination in the preceding year and rejoins Classes XII/X will be required to put in 60% of attendance in calculated on the possible attendance from the 1st of the month following the publication of the results of that examination by the School/ Board upto the 1st of the month preceding the month in which the examination of CBSE commences.

Q.9 How will the attendance of students coming from other institutions be calculated?

Ans. In the case of migration from other institutions, attendance at the institution/school recognised by the Education Department of the State/Union Territory from which the candidate migrates will be taken into account in calculating the required percentage of attendance.

Q. 10 What are the requirements of attendance in the subjects of Internal Assessment in the context of the Senior School Certificate Examination and the Secondary School Examination?

Ans. In the internal assessment, a student from a school affiliated to the Board will be eligible to take the Senior School Certificate Examination or the Secondary School Examination conducted by CBSE only when he/she has completed 75% of attendance counted from the opening of class XII/X upto the first of the month preceding the month in which the examination commences.

Q. 11 What are the requirements of attendance in the subjects of Internal Assessment for students participating In sports in the context of the Senior School Certificate Examination and the Secondary School Examination?

Ans. In respect of students participating in Sports at National level organized by recognized Federations/CBSE/SGFI a student from a school affiliated to the Board will be eligible to take the Senior School Certificate Examination or the



Secondary School Examination conducted by CBSE only when he/she has completed 60% of attendance counted from the opening of class XII upto the first of the month preceding the month in which the examination commences in internal assessment.

Q. 12 Does CBSE grant exemptions from study of subjects under WE/ Art Education/ Health and Physical Education to a candidate on medical grounds for appearing at the Senior School Certificate Examinations and Secondary School Examination?

Ans. Exemption from study of subjects under W.E/Art Education/Health and Physical Education may be granted to a candidate on medical grounds appearing for the Senior School Certificate Examination or Secondary School Examination conducted by the CBSE provided the application is supported by a certificate given by a registered medical officer of the rank not below that of Assistant Surgeon and forwarded by the Head of the School with his/her recommendations.

Q. 13 Are there provisions for condonation of shortage of attendance?

Ans. Yes. Chairman of CBSE has the powers to condone shortage of attendances.

Q. 14 What is the process for condonation of shortage of attendance?

Ans. The process for condonation of shortage of attendance is as follows:

- i) Head of the Institution shall report all cases whose attendance falls below the prescribed percentage of attendance i.e. 75%/60%, as the case may be, to the Regional Officer concerned either with the recommendation or with valid reasons for not recommending the condonation of attendance. The Head of the school in his letter requesting for condonation of shortage in attendance, has to give:

- (a) maximum possible attendance by a student counted from the day of commencing teaching of Classes XII/X(beginning of the session) upto the 1st of the month preceding the month in which the examination of the Board commences,
- (b) attendance by the candidate in question during the aforesaid period; and
- (c) percentage of attendance of the candidate during the aforesaid period.

Q. 15 What are the valid reasons for recommending the cases of candidates with attendance less than the prescribed percentage?

Ans. Following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed percentage:

- (a) prolonged illness;
- (b) loss of father/mother or some other such incident leading to his absence from the school and meriting special consideration;
- (c) any other reason of similar serious nature.
- (d) Authorised participation in sponsored tournaments and sports meets of not less than inter-school level and at NCC/NSS camps including, the days of journeys for such participation shall be counted as full attendance; and
- (e) Authorised participation in Sports at National level organized by recognized Federations/CBSE/SGFI.

Q.16 Does the Principal of the affiliated school have power to detain eligible candidates from appearing at CBSE's examination?

Ans. No. In no case the Heads of affiliated schools can detain eligible candidates from appearing at the examination except in the case of shortage of attendance of the student

Q.17 Is there provision of reappearing in the Senior School Certificate Examination of CBSE with Skill subjects for a candidate who has already passed the examination?

Ans. Yes. The Senior School Certificate Examination is open to such regular candidates who have passed equivalent Examination from CBSE and will reappear with the skill subjects.

Q.18 Are there provisions for candidates to appear in CBSE Examinations as Private Candidate?

Ans. Yes. A "Private Candidate" means a person who is not a Regular Candidate but under the provisions of CBSE Examination Bye-laws is allowed to undertake and/ or appear in the CBSE's Secondary/ Senior School Certificate Examination.

Q.19 Who are the persons eligible to appear as "Private Candidate" at the All India Senior School Certificate (Class XII) Examination?

Ans. Following categories of candidates are eligible to appear as "Private Candidates" at the All India Senior School Certificate (Class XII) Examination:

- i) Candidate whose result has been declared as FAIL at the All India Senior School Certificate Examination (Class XII).
- ii) Teacher serving in educational institution affiliated to the Board and has qualified Class X or an equivalent examination from any recognized Board atleast two years earlier than the year in which will appear for Class XII examination
- iii) Candidate who had completed regular course of studies and had been allotted Roll No. for appearing at AISSCE examination but could not

appear for the Class XII examination due to medical reasons except shortage of attendance

- iv) Only such Candidate who has passed the examination of the CBSE in previous year can apply in succeeding year for improving his/her performance in one or more subjects in which he/she had appeared in the previous year
- v) Candidate who has passed CBSE's examination can apply for an Additional subject within 06 years of passing the examination. However, candidate cannot apply for a subject involving practical work.

Q.20 Who are the persons eligible to appear as "Private Candidates" at the Delhi Senior School Certificate (Class XII) Examination?

Ans. Following categories of candidates are eligible to appear as "Private Candidates" at the Delhi Senior School Certificate (Class XII) Examination:

- i) Candidate who has been declared as FAIL at the Delhi Senior School Certificate Examination(Class XII)
- ii) Teacher serving in educational institution affiliated to the Board and has qualified Class X or an equivalent examination from any recognized Board atleast 02 years' earlier than the year in which will be appearing for the examination.
- iii) Regular candidate who had completed regular course of studies and had been allotted Roll No. for appearing for the Class XII examination but could not appear at the Annual Examination due to medical reasons except shortage of attendance
- iv) Women candidate who is a bonafide resident of the National Capital Territory of Delhi and has qualified Class X or an equivalent examination from any recognized Board atleast 02 years' earlier than the year in which will be appearing for the examination and satisfy the following additional conditions:-

- (a) that she has privately pursued the prescribed course of study under proper guidance; **and**
- (b) that she is unable to join a Senior Secondary School affiliated to the Board or there are such other reasons compelling her to appear at the examination as a private candidate
- v) Physically Handicapped student who has qualified Class X or an equivalent examination from any recognized Board atleast 02 years' earlier than the year in which will be appearing for the examination on producing reasonable evidence of having difficulty to attend normal institutions in the subjects not involving practical training/examination. Medical certificate in this regard be sent to the concerned Regional Office.
- vi) Only such Candidate who has passed the examination of the CBSE in previous year can apply in succeeding year for improving his/her performance in one or more subjects in which he/she had appeared in the previous year
- vii) Candidate who has passed CBSE's examination can apply for an Additional subject within 06 years of passing the examination. However, candidate cannot apply for a subject involving practical work.

Q.21 Who are the persons eligible to appear as "Private Candidates" at the All India Secondary School (Class X) Examination?

Ans. Following categories of candidates are eligible to appear as "Private Candidates" at the All India Secondary School (Class X) Examination:

- i) Full subject (5/6 SUBJECTS) Candidate who has been declared as FAIL at the All India Secondary Examination
- ii) Teacher serving in educational institution affiliated to CBSE
- iii) Candidate who had completed regular course of studies and had been allotted Roll No. for appearing at the examination but could not appear for

the Class X examination due to medical reasons except shortage of attendance

- iv) Only such Candidate who has passed the examination of the CBSE in previous year can apply in succeeding year for improving his/her performance in one or more subjects in which he/she had appeared in the previous year
- v) Candidate who has passed CBSE's examination can apply for an Additional subject within 06 years of passing the examination. However, candidate cannot apply for a subject involving practical work.

Q.22 Who are the persons eligible to appear as "Private Candidates" at the Delhi Secondary School (Class X) Examination?

Ans. Following categories of candidates are eligible to appear as "Private Candidates" at the Delhi Secondary School (Class X) Examination:

- i) FULL SUBJECT (5/6 SUBJECTS) Candidate who has been declared as FAIL at the Delhi Secondary Examination (Class X)
- ii) Teacher serving in educational institution affiliated to CBSE
- iii) Candidate who had completed regular course of studies and had been allotted Roll No. for appearing at the examination but could not appear for the Class X examination due to medical reasons except shortage of attendance
- iv) Women candidate who is a bonafide resident of the National Capital Territory of Delhi and has attained the age for appearing in Class X.
  - (a) if would have appeared through a school as a regular candidate; OR
  - (b) one year after passing Class IX and two years after passing Class VIII as a regular candidate AND

(c) satisfy the following additional conditions:-

(A) that she has privately pursued the prescribed course of study under proper guidance; and

(B) that she is unable to join a Secondary School affiliated to the Board or there are such other reasons compelling her to appear at the examination as a private candidate.

Note: Women candidate applying under this category cannot take subjects involving practical component. However they may opt for Home Science with practical.

- v) Physically Handicapped student on producing reasonable evidence of having difficulty to attend normal institutions in the subjects not involving practical training/examination. Medical certificate in this regard be sent to the concerned Regional Office
- vi) Only such Candidate who has passed the examination of the CBSE in previous year can apply in succeeding year for improving his/her performance in one or more subjects in which he/she had appeared in the previous year
- vii) Candidate who has passed CBSE's examination can apply for an Additional subject within 06 years of passing the examination. However, candidate cannot apply for a subject involving practical work.

Q.23 When can the Private candidate appear for the Senior School Certificate Examination and Secondary School Examination?

Ans. A Private candidate is eligible to reappear only at the subsequent examination held in March next year in all the subjects in which he/she had appeared.

Q. 24 What will be the syllabus in which Private candidate will have to appear?

Ans. A private candidate will have to appear in the syllabus and text books as prescribed for the examination of the year in which he will reappear.

Q.25 Can a candidate appear for Improvement of Performance and Additional subject together?

Ans. A candidate cannot appear for Improvement of Performance and Additional subject together.

Q.26 What is the procedure for submission of Application as Private Candidate for the Senior School Certificate Examination and Secondary School Examination?

Ans. A private candidate must submit an application together with the prescribed fee to the CBSE in the format as decided by CBSE from time to time.

Q.27 Which categories of students are granted exemption from Examination in the Third language?

Ans. Following categories of students are granted exemption from studying third language (upto Class VIII):

(a) foreign nationals studying in schools affiliated to the Board;

(b) wards of Indian nationals admitted to class IX after a minimum of two years of stay abroad;

(c) students admitted to class IX from school affiliated to State Boards, where only two language formula is in vogue;

(d) Candidates with disabilities as defined in the Rights of Persons with Benchmark Disabilities, 2018.

Q.28 What are the exemptions to candidates with disabilities?

Ans. Persons with Benchmark Disabilities are extended Exemptions/concessions as listed in Circulars dated 26.9.2018 and 29.11.2018



Q.29 What are the cases in which a scribe may be allowed to candidates with disabilities?

Ans. Scribe is allowed in the following cases:

- (a) To a candidate with disabilities defined in the THE RIGHT OF PERSONS WITH DISABILITIES, 2016;
- (b) on sudden illness rendering the candidate unable to write as certified by a Medical Officer of the rank not lower than Assistant Surgeon;
- (c) in the case of an accident rendering the candidate unable to write the examination as certified by a Medical Officer of the rank not lower than Assistant Surgeon.

Q.30 What are the criteria for appointment of scribe and qualifications of a scribe?

Ans. Criteria for appointment of scribe and qualifications of a scribe are as listed in Circulars dated 26.9.2018 and 29.11.2018

Q.31 What are the provisions for change of subject?

Ans. Provisions for change of subject are as under:

- (i) Change of subject(s) in class XI may be allowed by the Head of the School but not later than 31st of October of that academic session.
- (ii) No candidate shall be permitted to change his subject of study after passing class IX or XI as the case may be.
- (iii) The candidate shall not offer a subject in class X and XII which he has not studied and passed in class IX and XI respectively.
- (iv) Notwithstanding anything contained in (ii) and (iii) above the Chairman CBSE shall have the powers to allow a change in subject(s) in class X/XII, as the case may be, to avoid undue hardship to the candidate provided such a request for change is made before 15<sup>th</sup> July.

Q.32 What are the requirements for submission of migration certificate by Private/Teacher candidates for Senior School Certificate Examination?

Ans. The candidates who have passed the Secondary or equivalent examination from other recognized Boards/Universities will be required to submit to the concerned Regional Office of CBSE Migration Certificate from the concerned Board/University. However, in case a Migration Certificate is not received fifteen days before commencement of the examination, the candidature of the candidate shall be cancelled and admit card for appearance at the examination shall not be issued by the CBSE.

#### Section-4

#### Submission of application form and payment of fees for Admission to the Senior School Certificate Examination and Secondary School Examination of CBSE.

Q.1 What is mode of submission of applications for admission to the Secondary School and Senior School Certificate examinations by a Regular student?

Ans. A Regular student's application form for the examinations to be conducted by the Board, in the form of List of Candidates, is sent by the Head of the school to which he/she belongs, complete in all respects and with required certificates and fees.

Q. 2 What is the mode of payment of fees?

Ans. Regular students have to deposit the prescribed fee in their respective school. The school remits the fee collectively to the CBSE in the mode decided from time to time.

Q.3 Does CBSE have provision of holding over examination fee?

Ans. Yes. CBSE has provision of holding over examination fee.

Q. 4 What is the provision for holding over fees paid by a candidate?

Ans.

- i) A candidate who was prevented from taking the examination on account of his illness shall produce within 15 days of commencement of the examination a medical certificate showing that his absence from the examination was due to his illness
- ii) In case a candidate could not appear for the examination on account of any cause, other than medical, a satisfactory documentary evidence proving that

his absence was due to circumstances beyond his control giving full particulars of the same to the satisfaction of the Chairman, CBSE be produced within 15 days of commencement of the examination.

Q.5 Under which conditions a Private candidate shall not be eligible for holding over or refund of examination fee?

Ans. A candidate who fails to pass the examination or is unable to present himself at the whole or part of the examination shall not be entitled to holding over or refund of fee.

Q. 6 For how many years/examinations can the fees be held over?

Ans. Fees can be held over for next examination. Fees once held over for the next examination can be continued to be held over under similar circumstances for the year following the next, but in no case for more than two consecutive years.

Q. 7 Can the held over fees be refunded?

Ans. Fees once held over will in no case be refunded.

Q.8 Does CBSE has provision for refund of examination fee?

Ans. Yes. CBSE has provision for refund of examination fee.

Q. 9 Who are eligible for refund of examination fee?

Ans.

- i) Candidate who is declared as Ineligible to appear at the examination by the CBSE; or
- ii) whose admission is disallowed on account of shortage of the required percentage of attendance; or
- iii) a candidate who dies before the commencement of the examination.

Q. 10 What is the time period during which request for refund of examination fee should be sent to CBSE?

Ans. Request for refund of examination fee has to be received in the CBSE's Regional Office concerned within 03 months of the date of commencement of the examination.

Q. 11 Who are not eligible for refund of examination fee?

Ans. A candidate, whose form of application for Admission has been rejected on account of the candidate producing a false certificate or making a false statement in the application will not be eligible for refund of examination fee.

Q. 12 What is the quantum of refund of fee?

Ans. The fee of may be refunded by the CBSE in full

Q. 13 To whom will the fee be refunded?

Ans To the parent or guardian of the candidate through the Head of the concerned school.

Q. 14 Is any amount of examination fee deducted while refunding?

Yes An amount of Rs.10/- or as decided from time to time is deducted as incidental charges in each case while refunding the examination fee.

Q.15 What is mode of submission of applications for admission to the Secondary School and Senior School Certificate examinations by a Private candidate?

Ans. A Private candidate submits the application form alongwith prescribed fee and certificates in the manner as decided by CBSE from time to time.

Q.16 Does CBSE have provision of holding over examination fee of a private candidate?

Ans. Yes. CBSE has provision of holding over examination fee.

Q. 17 What is the provision for holding over fees paid by a Private candidate?

Ans.

- i) A candidate who was prevented from taking the examination on account of his illness shall produce within 15 days of commencement of the examination a medical certificate showing that his absence from the examination was due to his illness
- ii) In case a candidate could not appear for the examination on account of any cause, other than medical, a satisfactory documentary evidence proving that his absence was due to circumstances beyond his control giving full particulars of the same to the satisfaction of the Chairman, CBSE be produced within 15 days of commencement of the examination.

Q.18 Under which conditions a Private candidate shall not be eligible for holding over or refund of examination fee?

Ans. A candidate who fails to pass the examination or is unable to present himself at the whole or part of the examination shall not be entitled to holding over or refund of fee.

Q. 19 For how many years/examinations can the fees be held over in respect of a Private candidate?

Ans. Fees can be held over for next examination. Fees once held over for the next examination can be continued to be held over under similar circumstances for the year following the next, but in no case for more than two consecutive years.

Q. 20 Can the held over fees be refunded?

Ans. Fees once held over will in no case be refunded.

Q.21 Does CBSE has provision for refund of examination fee?

Ans. Yes. CBSE has provision for refund of examination fee.

Q. 22 Who are eligible for refund of examination fee?

Ans.

- i) Candidate who is declared as Ineligible to appear at the examination by the CBSE;
- ii) a candidate who dies before the commencement of the examination.

Q. 23 What is the time period during which request for refund of examination fee should be sent to CBSE by a Private candidate?

Ans. Request for refund of examination fee has to be received in the CBSE's Regional Office concerned within 03 months of the date of commencement of the examination.

Q. 24 Who are not eligible for refund of examination fee?

Ans. A candidate, whose form of application for Admission has been rejected on account of the candidate producing a false certificate or making a false statement in the application will not be eligible for refund of examination fee.

Q. 25 What is the quantum of refund of fee?

Ans. The fee of may be refunded by the CBSE in full

Q. 26 To whom will the fee be refunded?

Ans To the parent or guardian of the candidate as filled in the application form.

Q. 27 Is any amount of examination fee deducted while refunding?

Ans. Yes. An amount of Rs.10/- or as decided from time to time is deducted as incidental charges in each case while refunding the examination fee.

## Section - 5

### Fixation of Examination Centres for CBSE Examinations and affiliated matters

Q.1 What are the obligations of CBSE affiliated schools to facilitate its examinations?

Ans. The examinations of the CBSE are held only at the Centres approved by the CBSE and all the examination papers are administered simultaneously at all centres as per Indian Standard Time (I.S.T.).

Q.2 What are the general conditions for fixation of Examination Centres for Boards Examinations of CBSE.

Ans.

- (i) Examination centres are fixed in any school after considering the availability of appropriate facilities like sufficient number of rooms with ventilation, fan, light and furniture.
- (ii) An examination centre is created subject to availability of bank/treasury facilities for the safe custody of question papers etc. as per requirement of the Board.
- (iii) A bank branch located on the premises of a school that is fixed as an examination centre is not selected to be the Custodian Bank for that centre.

Q.3 What are the terms and conditions for fixation of examination centres in the cities having only one CBSE affiliated school?

Ans.



- (i) Subject to the fulfilment of required conditions, the affiliated school itself may be the examination centre, provided:
  - (a) it presents at least 30 candidates for Class X, if it is affiliated upto the Secondary stage;
  - (b) it presents at least 50 candidates for classes X and XII taken together, if it is affiliated upto + 2 Stage; and
  - (c) the school should complete two years of its affiliation to the CBSE
- (ii) In respect of such schools, the Centre Superintendent and Supervisory Staff is appointed from among those who are not employees of the School or the Trust running it. The Centre Superintendent, as far as possible, is not from the same city.
- (iii) Private Schools will be Self - Centres, only if it is not possible to have KVs, JNVs, Government, Army or PSU schools.

Q.4 What are the terms and conditions for fixation of examination centres in the cities having multiple CBSE affiliated schools?

Ans.

- i) As far as practicable, no school is allowed to have the candidates appearing for an examination of the CBSE at their own school as an examination centre.
- ii) Independent Schools are fixed as Self - Centres, only if it is not possible to allot the candidates in other CBSE affiliated schools in the same city.
- iii) In case of two or more schools presenting candidates for an examination in a city, the students are rotated among different centres, avoiding mutual interchange of students between schools as far as possible.

- iv) Schools are fixed as examination centres in rotation after reviews and assessments, as far as possible.

Q.5 What are the terms and conditions for fixation of Examination Centres in respect of CBSE affiliated school in Foreign Countries?

Ans.

- i) In respect of schools in Foreign Countries, as far as possible, the norms applicable to examination centres in India, are applicable. However, the Chairman CBSE is empowered to create an examination centre in a foreign country keeping in view the number of students, geographical conditions etc.
- ii) In respect of private/patrachar candidates appearing from foreign countries, the examination centres are fixed in Embassies/Chancelleries if no school exists in that country/city provided the candidate furnishes willingness of the Embassy/Chancellery to conduct the examination as per CBSE norms.

Q.6 What are the norms for fixation of Examination Centres at Delhi/ New Delhi?

Ans.

- i) Normally, an examination centre falls within 10 kms. from the location of the school.
- ii) The examination centres are fixed only in such schools which have boundary walls where public trespassing is not possible and have enough furniture.
- iii) The examination centres are fixed in schools which have 'pucca' buildings and the school is not run in tents/sheds etc.
- iv) Schools are fixed as examination centres in rotation after reviews and assessment, as far as possible

Q.7 What are the terms and conditions for Change of examination centres for appearing in the Senior School Certificate Examination or Secondary School Examination?

Ans.

- i) No candidate is allowed to appear from an examination centre to which he/she has not been allotted.
- ii) Change of an examination centre is allowed from one city to another if the student has joined a school in another city, provided that an application is made in writing and is duly forwarded by the Head of the Institution to which a candidate has been admitted.
- iii) The change of an examination centre from one city to another city is allowed to the candidate only in case of transfer/migration of his/her parents. No change of centre is allowed within one month of the commencement of examinations.
- iv) A candidate who has appeared at an examination centre not allotted to him/her without prior approval of the CBSE, shall forfeit his/her eligibility for examination and the Board has the right to declare him/her as 'Not Eligible' for the concerned examination.
- v) A candidate appearing for the first chance Compartmental/Improvement of Performance Examination for the Senior/Secondary examination conducted by the CBSE has to appear from a Centre in the same Region from where he/she had appeared at the main examination. However, in case of transfer of the parent from one place to another, change of centre is allowed subject to fulfilment of the following conditions:

- (a) the parent produces a valid documentary evidence of his/her transfer from one place to another;
- (b) request for change of Examination centre is received one week before the date of commencement of the examination of the year;  
and
- (c) change of Examination centre is considered only subject to availability of question papers at the requested place of centre.

## Section - 6

### Use of Unfair Means by candidates in Examinations; their Nature and Punishment

Q.1 What is meant by use of Unfair Means (UFM) by candidates in the context of examinations conducted by CBSE?

Ans. The term Unfair Means (UFM) stands for Unfair practices adopted by the candidates in the context of examinations conducted by CBSE.

Q.2 What types of Unfair Means practices are generally used by candidates?

Ans. The types of Unfair Means practices that are generally used by candidates in the context of CBSE Examinations are as below:

- (a) Having in possession any item or article which has been prohibited in examination centre or may be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;
- (b) Paying/Placing someone else to write examination (impersonation) on candidate's behalf or preparing material for copying;
- (c) Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS;
- (d) Assisting other candidate to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so;
- (e) Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;
- (f) Tearing of any page of the answer book or supplementary answer book etc.;
- (g) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;
- (h) Communicating with another candidate or the Assistant Superintendent directly or indirectly.
- (i) Taking away the answer book out of the examination hall/room/centre;
- (j) Smuggling out Question Paper or its part or smuggling out answer books/ supplementary answer sheet or part thereof;
- (k) Threatening any of the officials connected with the conduct of the examinations or threatening any of the candidates;
- (l) Using or attempting to use any other undesirable method or means in connection with the examination;
- (m) Forceful entry/exit in/from Examination Centre/Hall;
- (n) Use or attempted use of any electronic device after entering the examination centre;

- (o) Uploading/sharing any examination related material, correct or wrong, on social media.
- (p) Affixing/uploading of fabricated photograph on the admit card;
- (q) Erasing or obliterating any information printed on the ANSWER BOOK(S);
- (r) Providing wrong information on the answer sheet;
- (s) Having in possession Question papers of previous years;
- (t) If a candidate approaches any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorised privilege(s) in these Examinations.
- (u) taking legal course or any other means to influence CBSE for gaining advantage in their favour, by providing false information

Q.3 What are generally the punishments awarded to the candidates found guilty of using Unfair Means in the context of Examinations conducted by CBSE?

Ans. The punishments related to the use of Unfair Means are as follows:

- (a) may be disqualified by the Board from the examination in that year (i.e. his/her examination for that year may be cancelled;
- (b) may further be debarred from appearing at any examination of the Board for a period which may extend up to five years; and
- (c) in serious cases, may permanently be debarred from taking any examination of the Board.

Note: The details about use of Unfair Means in the context of CBSE's Examinations are maintained in the Examinations Bye-laws of CBSE. These are available on CBSE's website [www.cbse.nic.in](http://www.cbse.nic.in) .

## Section - 7

### Scheme of Examination of CBSE

Q.1 Which external Examinations are conducted by CBSE?

Ans. CBSE conducts external Examinations at the end of Class X and Class XII.

Q.2 What are the general conditions for the Class X/XII external Examinations?

Ans.

- i) Class X/Class XII examinations are based on the syllabi as prescribed by the CBSE for Class X/XII respectively from time to time.
- ii) Number of papers, duration of examination and marks for each subject/paper are as specified in the curriculum for the year.
- iii) The Examination is conducted in theory as well as in practical, depending upon the nature of the subject(s) and the marks/grades allotted are as prescribed in the curriculum.
- iv) Marks/grades are awarded for individual subjects and the aggregate marks are not given.

Q.3 How CBSE awards Marks/ Grades in the Secondary/Senior School Certificate Examination?

Ans.

- i) Assessment of theory/practical papers in external subjects are in numerical scores. In addition to numerical scores, the Board indicates grades in the marksheet issued to the candidates in case of subjects of external examinations. In case of internal assessment subjects, only grades are shown.

- ii) Letter grades on a nine-point scale are used for subjects of external examinations.
- iii) The grades are derived from scores in case of subjects of external examination. In case of subjects of internal assessment, they are awarded by the schools.
- iv) The qualifying marks in each subject of external examination is 33%.
- v) In a subject involving practical work at the Senior School Certificate Examination, a candidate has to obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.

Q. 4 What criteria CBSE uses in award of Grades in external examination at the end of Class X/XII?

Ans. For awarding the grades the Board puts all the passed students in a rank order and awards grades as follows:

A-1 Top 1/8th of the passed candidates

A-2 Next 1/8th of the passed candidates

B-1 Next 1/8th of the passed candidates

B-2 Next 1/8th of the passed candidates

C-1 Next 1/8th of the passed candidates

C-2 Next 1/8th of the passed candidates

D-1 Next 1/8th of the passed candidates

D-2 Next 1/8th of the passed candidates

E Failed candidates



Q. 5 What is the method of awarding Merit Certificate by CBSE?

Ans. Merit Certificates are awarded in each subject to the top 0.1% of candidates passing that subject, provided that they have passed the examination as per the pass criteria of the CBSE.

Q. 6 What is the criteria for awarding Merit Certificates?

Ans. The number of merit certificates in a subject are determined by rounding off the number of candidates passing the subject to the nearest multiple of thousand. If the number of candidates passing a subject is less than 500, no merit certificate is issued. In the matter of a tie, if one student gets a merit certificate, all candidates getting that score get the merit certificate.

Q. 7 What are the subjects in which CBSE conducts external examination for the Secondary and Senior School Certificate Examinations?

Ans. CBSE conducts examination in all subjects listed in the syllabi except General Studies, Work Experience, Health and Physical Education, which are assessed internally by the concerned Schools.

Q. 8 How do a candidate knows about the maximum marks and time allowed for a particular subject?

Ans. In all subjects examined by the CBSE, a student is given question paper carrying maximum marks and time allowed as indicated in the curriculum. However, in subjects requiring practical examination, there will be a theory paper and a practical examination as required in the syllabi and courses.

Q.9 How is the record maintained for subjects of internal assessment?

Ans. In Work Experience, General Studies and Health and Physical Education, the schools maintain cumulative records of students periodical achievements and

progress during the year. These records are subject to the scrutiny of the CBSE as and when deemed fit.

Q.10 Is there any provision in the Scheme of Examinations of CBSE for granting exemption in Work Experience and Health and Physical Education?

Ans. A candidate from a recognized school, who has some physical deformity or is otherwise unable to take part in Work Experience and Health and Physical Education, is granted exemption on the recommendations of the Head of the Institution, supported by medical certificate from a Medical Officer of the rank not below an Assistant Surgeon.

Q.11 What is the Pass Criteria for the Senior School Certificate Examination?

Ans.

- i) A candidate is eligible to get the Pass Certificate of the CBSE , if he/she gets a grade higher than E in all subjects of internal assessment unless he/she is exempted. Failing this, result of the external examination will be withheld but not for a period of more than one year.
- ii) In order to be declared as having passed the examination, a candidate has to obtain a grade higher than E (i.e. atleast 33% marks) in all the five subjects of external examination in the main or at the compartmental examinations. The pass marks in each subject of external examination is 33%. In case of a subject involving practical work, a candidate has to obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.
- iii) No overall division/distinction/aggregate shall be awarded.

- iv) In case of additional subject following criteria shall be adopted:
- a) A language offered as an additional subject replaces a language in the event of a candidate failing in the same provided after replacement the candidate has English/Hindi as one of the languages.
  - b) An elective subject offered as an additional subject replaces one of the elective subjects offered by the candidate. It may also replace a language provided after replacement the candidate has English/Hindi as one of the languages.
  - c) Additional language offered at elective level replaces an elective subject provided after replacement, the number of languages offered does not exceed two.
- v) Candidates exempted from one or more subjects of internal examination shall be eligible for appearing in external examination and result shall be declared subject to fulfilment of other conditions laid down in the Pass Criteria.
- vi) In order to be declared as having passed the Class XI Examination a candidate shall obtain 33% marks in all the subjects. The pass marks in each subject of examination shall be 33%. In case of subject involving practical work a candidate must obtain 33% marks in theory and 33% in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.

Q.12 What is the eligibility condition for being placed in Compartment category in Senior School Certificate Examination?

Ans.

- i) A candidate failing in one of the five subjects of external examination in Class XII is placed in Compartment in that subject provided he/she qualifies in all the subjects of internal assessment.
- ii) A candidate failing in one of the five subjects of external examination in Class XI shall be placed in Compartment in that subject provided he/she qualifies in all the subjects of internal assessment.

Q.13 What is the Pass Criteria in the Secondary School Examination for 2019 Batch onwards?

Ans. In order to be declared as having passed the examination, a candidate has to obtain a grade higher than E (i.e. at least 33% marks) in at least five subjects of external examination in the main or at the compartmental examinations.

Q.14 What are the Eligibility conditions for being placed in Compartment category in the Secondary School Certificate Examination?

Ans. For candidate offering 5 subjects and failing in two of the five subjects of external examination are placed in Compartment category in those subjects provided he/she qualifies in all the subjects of internal assessment.

Q.15 How many times students of class X/XII can appear in Compartment Examination for Secondary/Senior School Certificate Examination.

Ans. (i) A candidate placed in compartment may reappear at the compartmental examination to be held in July/August same year and may avail himself/herself for the second chance in March/April next year and may further avail himself/herself for the third chance at the compartmental examinations to be held in July/August of that year.

(ii) A candidate who does not appear or fails at one or all the chances of compartment shall be treated to have failed in the examination and shall be required to reappear in all the subjects at the subsequent annual examination of the Board as per syllabi and courses laid down for the examination concerned in order to pass the examination.

(iii) Syllabi and Courses for the Compartmental candidates in March Examination shall be the same as applicable to the regular candidates of full subjects appearing in the March examination.

(iv) For subjects involving Internal Assessment, in case the candidate has passed in Internal Assessment, he/she shall appear only in theory part and previous Internal Assessment marks will be carried forward.

Q. 16 Can a candidate placed in Compartment take admission in Class XI ?

Ans. The candidate who is placed in Compartment in the Secondary School Examination (Class-X) shall be admitted provisionally to class XI till he passes the first chance Compartmental Examination to be held in July/August of that year. His/her admission shall be cancelled if he/she fails to pass at the first chance Compartmental Examination

Q.17 For how many attempts Practical examination Marks in respect of Fail candidates for Senior School Certificate Examination can be carried over?

Ans. A candidate who has failed at the Senior School Certificate Examination in the first attempt is required to re-appear in all the subjects at the subsequent annual examination of the Board. He/she shall appear only in theory part and his/her previous practical marks will be carried forward and accounted for if he/she has passed in practical. In case a candidate has failed in practical he/she shall have to appear in theory and practical both. If he/she fails to pass the examination in the subsequent year at the third chance in July, after the first attempt, he/she shall have to reappear in all the subjects including practical.

Q.17 What are the terms and conditions for Improvement of Performance?

Ans.

- i) A candidate who has passed an examination of the CBSE can reappear for improvement of performance in one or more subjects in the succeeding year only; however, a candidate who has passed an examination of the Board under Vocational Scheme may reappear for improvement of performance in the main examination in the succeeding year or the following year provided they have not pursued higher studies in the meantime. He/she will appear as private candidates. Those reappearing for the whole examination may, however, appear as regular candidates also if admitted by the school as regular students. The candidate(s) appearing for improvement of performance can appear in the subject(s) in which they have appeared for the Examination.
- ii) For subjects involving practical work, in case the candidate has passed in practical at the main examination, he/she shall be allowed to appear in the theory part only and marks in practical obtained at the main examination shall be carried forward and accounted for. In case a candidate has failed in practical he/she shall have to appear in theory and practical both irrespective of the fact that he/she has already cleared the theory examination.

Q.18 Does the CBSE issue modified Pass Certificate indicating Improvement of Performance marks?

Ans. No, The Candidates who appear for Improvement of Performance are issued only the Statement of Marks reflecting the marks of the Improvement Examination.

## Section – 8

### Certificates issued by CBSE

Q.1 What types of Certificates are awarded by CBSE for the Examination conducted by it?

Ans. A candidate who has appeared in an examination of the CBSE is issued Marks statement. A candidate who has appeared at the examination of the CBSE and has passed the examination is issued a pass certificate for the examination.

Q.2 What is the provision for issuing Provisional Certificate by CBSE?

Ans. Only private candidate is issued a Provisional Certificate by the CBSE before the pass certificate is issued.

Q.3 What are the provisions for issuing Date of Birth Certificate to students by CBSE?

Ans. The Date of Birth of the candidate as admitted in the records of the CBSE is indicated in the Marksheet/Certificate issued to the candidate at Secondary School level only.

Q.4 What are the provisions for issuing Migration Certificate to students by CBSE?

Ans. A candidate who has appeared in an examination conducted by the CBSE and has passed the Secondary School Examination/Senior School Certificate Examination conducted as per the Scheme of Studies may obtain a Migration Certificate on payment of the prescribed fee. A candidate placed in Compartment/Improvement of Performance category may also obtain Migration Certificate.

Q.5 What are the provision for issuing Duplicate/ Triplicate Certificate-to students by CBSE?

Ans. A Candidate may obtain Duplicate/ Triplicate Certificate on submission of the following in the event of loss/theft/mutilation of the original certificate:-

- a) Submission of an application in the prescribed Form
- b) Payment of prescribed fee
- c) Publication of the notification of the loss/theft/mutilation in some leading newspaper of national level in Hindi or in English and submission of full page of said press clipping in original.

Request of the candidate for issuance of Duplicate/Triplicate documents shall not be acceded to in the event of verification of the documents with CBSE's records found manipulated/forged/tampered with.

Q.6 What are the provisions of CBSE for mentioning Parents/ Guardians name?

Ans. A candidate has the option either to mention the mother's name or the father's name or both into the records of the CBSE (Certificate, Marks Statement etc.). A candidate (who is an orphan) has the option to mention guardian's name in the records of the CBSE (Certificate, Marks Statement etc.). In no case the name of guardian will be mentioned if the names of either or both of the parents are known.

Q.7 What is the process for changes in name of the candidate?

Ans. Applications regarding changes in name or surname of candidates will be considered provided the changes have been admitted by the Court of law and notified in the Government Gazette before the publication of the result of the candidate. In cases of change in documents after the court orders caption will be mentioned on the document "CHANGE ALLOWED IN NAME/FATHER'S NAME/MOTHER NAME/ GUARDIAN'S NAME FROM\_TO\_ON (DATED) AS PER COURT ORDER No. \_\_\_\_\_ DATED \_\_\_\_\_

Q. 8 What is the process for correction in name after 2015?

Ans. Correction in name to the extent of correction in spelling errors, factual typographical errors in the Candidate's name/ Surname, Father's name / Mother's name or Guardian's name to make it consistent with what is given in the school record or list of candidate (LOC) submitted by the school is made.

Application for correction in name of Candidate/Father's/Mother's/ Guardian's name is considered only within **Five years of the date of declaration of result** provided the application of the candidate is forwarded by the Head of Institution with the following attested documents:-

- a. True Copy of Admission form(s) filled in by the parents at the time of admission duly attested by the Head of the concerned institution.
- b. True Copy of the School Leaving Certificates of the previous school submitted by the parents of the candidate at the time of admission duly attested by the Head of the concerned institution.
- c. True Copy of the portion of the page of admission and withdrawal register of the school where the entry has been made in respect of the candidate, duly attested by the Head of the concerned institution.
- d. The Board may effect necessary corrections after verification of the original records of the school and on payment of the prescribed fee

This rule will be applicable to all cases after Class X/XII 2015 examination onwards.



Q.8 What is the process of change in the Date of Birth?

Ans. No change in the date of birth once recorded in the Board's record is made.

Q. What is the process of correction in the Date of Birth after 2015?

Ans. **A. Correction as per the school records:**

- i. Corrections to correct typographical and other errors to make the certificate consistent with the school records can be made provided that corrections in the school records should not have been made after the submission of application form for admission to Examination to the Board.
- ii. Such correction in Date of Birth of a candidate in case of genuine clerical errors will be made under where it is established to the satisfaction of the CBSE that wrong entry was made erroneously in the list of candidates/application form of the candidate for the examination.
- iii. Request for correction in Date of Birth shall be forwarded by the Head of the School alongwith attested Photostat copies of :
  - a) application for admission of the candidate to the School;
  - b) Portion of the page of admission and withdrawal register where entry in date of birth has been made along with attested copy of the Certificate issued by the Municipal Authority, if available, as proof of Date of Birth submitted at the time of seeking admission; and
  - c) the School Leaving Certificate of the previous school submitted at the time of admission.
- iv. The application for correction in date of birth duly forwarded by the Head of school along with documents mentioned above shall be entertained by the Board only within **Five Years of the date of declaration of result**. No correction whatsoever shall be made on application submitted after the said period of Five Years.
- v. ***This rule will be applicable to all cases after Class X 2015 examination onwards.***

**B. Correction as per Courts Orders.**

Applications regarding correction in date of birth of candidates **will be** considered provided the correction has been admitted by the Court of law. **In cases of correction in date of birth in documents after the court orders caption will be mentioned on the document "CORRECTION ALLOWED IN DATE OF BIRTH FROM \_\_\_\_\_ TO \_\_\_\_\_ ON (DATED) \_\_\_\_\_ AS PER COURT ORDER NO. \_\_\_\_\_ DATED \_\_\_\_\_."**

Section – 9

Merit Scholarship awarded by CBSE for Single Girl Child

Please refer to the Board's website for details on the Merit Scholarship awarded by

CBSE for Single Girl Child

## Section – 10

### Equivalence of Certificates of the Boards of school Education

Q.1 What about equivalence of examinations by various Boards of school education in India?

Ans. The various Boards have given equivalences to each others' examinations and consequently the transfer from one Board to another is possible on a point to point equivalence basis. However, each Board/University is at liberty to put eligibility conditions for the next stage e.g. Class XI or the 1st year of college or a professional course. In other words equivalence is only equating two examinations and Eligibility may have additional conditions prescribed by the Board/University.

Q.2 What about recognition/ equivalence of Foreign Qualifications by CBSE?

Ans. As regards the foreign qualifications, the CBSE accepts the recognition/equivalence determined by Association of Indian Universities, AIU House, 16, Comrade Indrajeet Gupta Marg, New Delhi, AIU have recognized for purpose of admission to higher studies in India the qualifications of about 85 countries all of which are listed country wise in the AIU publication 'Equivalence of Foreign Degrees'. Once the terminal exams stand recognized, the lower qualifications are automatically acceptable after verification of the original authenticated certificates/documents.

## Section – 11

### Verification of Marks/Grades, Providing copy of Evaluated Answer Books and Re-evaluation

Q.1 What is the process of applying for verification of Marks/Grades in a particular subject?

Ans.

- (i) A candidate who has appeared at an examination conducted by CBSE may apply to the CBSE, in manner as prescribed by the Board, for verification of marks in any particular subject. The verification will be restricted to checking whether all the answer's have been evaluated: there has been no mistake in totaling of marks for each question in that subject; the marks have been transferred correctly on the title page of the answer book and to the award list; whether the supplementary answer book(s) mentioned by the candidate and attached with the answer book are intact. A candidate may also apply for obtaining copy of the evaluated answer book(s) in the manner as prescribed by the CBSE from time to time.
- (ii) All such applications must be accompanied by payment of fee as prescribed by the CSBE from time to time.

Q.4 What is the process of obtaining Revised Statement of Marks, if as a result of verification of Marks/Grades, there are Changed/ Modified?

Ans. The communication regarding the revision of the marks if any, is sent to the candidate within a reasonable period of time.

The Board revises the marks statement in respect of such candidates after the previous one is returned by the candidate to the Board.

## Section - 12

### Exemptions/concessions to Persons with Benchmark Disabilities for Class X and

#### XII Examinations conducted by CBSE

CBSE is extending several exemptions/concessions to candidates with disabilities as defined in The Rights of Persons with Disabilities Act- 2016 and Guidelines for conducting written examination for Persons with Benchmark Disabilities 2018 issued by Ministry of Social Justice and Empowerment as per Office Memorandum dated 29<sup>th</sup> August, 2018.

Q.1 Who are the Issuing Authorities of Medical Certificate to Disabled candidates in the context of Classes X and XII of CBSE?

Ans. The medical certificate issued by the following agencies/organizations will be considered for granting concessions to Disabled candidates:

- i) Disability Certificate(s) issued by Government hospitals controlled by either the Central or State Governments from the Chief Medical officer/Civil Surgeon/ Medical Superintendent.
- ii) Disability Certificate(s) issued by Recognized institutes of national level viz National Association for the Blind, Spastic Society of India etc; and
- iii) Disability Certificate(s) issued by Non-governmental Organizations/practitioners registered with Rehabilitation Council of India/Central Government/State Government of the Respective State.
- iv) The disability certificate issued by the competent authority at any place shall be accepted.

- v) The proforma of the certificate regarding physical limitation for an examinee to write may be seen on CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) .

Q.2 What are the provision regarding Facility of Scribe and Compensatory Time to candidates with Disabilities?

Ans. i) Candidates with disabilities as defined in The Rights of Persons With Disabilities Act 2016 are permitted to use a Scribe **or** allowed Compensatory time as given below **or** both:

For paper of 3 hours duration      60 minutes

For paper of 2<sup>1/2</sup> hours duration      50 minutes

For paper of 2 hours duration      40 minutes

For paper of 1<sup>1/2</sup> hours duration      30 minutes

ii) For Categories of disabilities for which scribe/reader/writer/adult prompter is permissible please refer to the CBSE's website.

Q.3 What are the provisions related to Appointment of Scribe for candidates with Disabilities?

Ans. i) The candidate shall have the discretion of opting for his own scribe/reader or request the examination centre for the same.

ii) In case Scribe/ Reader is provided by Examination Centre, the qualification of Scribe should not be more than the minimum Qualification criteria of the examination.

i) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking

- examination. The Person with Benchmark Disabilities opting for own Scribe/Reader should submit the detail of the own scribe/Reader
- ii) Candidate shall also have the option of meeting the scribe two days before the examination.
  - iii) Candidate will be allowed to change of the Scribe/Reader in case of emergency. The candidate shall also be allowed to take more than one scribe/reader for writing different papers specially for languages. However, there can be only one scribe per subject.
  - iv) Centre Superintendent of the examination centre concerned shall forward to the concerned Regional Officer of the Board, a report giving full particulars of the candidate and of the scribe.
  - v) Suitable room shall be arranged for the candidate for whom a scribe is allowed and a separate Assistant Superintendent shall be appointed by the Centre Superintendent to supervise his/her examination.
  - vi) Services of Scribe shall be provided free of cost.
  - vii) The Scribe shall be paid remuneration by the Centre Superintendent as per norms of CBSE.

Q.4 What are the other General Instructions/ Facilities that are required to be kept in view in the context of Persons with Disabilities?

- Ans. i) To facilitate easy access, a few selected schools are made examination centers for special students.
- ii) Teachers from schools for visually impaired are appointed as Assistant Superintendent(s) (Invigilators) at the special examination centers for visually

handicapped. However, precaution is taken to appoint different subject teachers on different days.

iii) Answer books of disabled candidates are sent separately by the Centre Superintendents

iv) A separate column is provided on the title page of the answer book for indicating the category of disability.

v) Use of calculator is not permitted in any of the examinations conducted by the Board

vi) Portable video magnifier is also allowed or Visually Impaired candidate.

vii) For categories of disabilities for which Computer is permissible please refer to the CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) .

viii) Computer will be allowed as per the actual need and skills of the students with disabilities duly supported by certificate issued by registered medical practitioners / qualified psychological consultants recommending use of Computer facility for writing the examination citing the ground on which recommendation for use of computer has been made. Such permission shall be subject to the followings:-

- a) Use of computer shall be limited to only for typing answers, for viewing the questions in the enlarged font size, for listening the question items. Concerned candidate shall bring his/ her own computer or laptop duly formatted and the Centre Superintendent shall allow such candidate after an inspection by the Computer teacher and the same teacher may do the monitoring of the use of the computer. Centre Superintendent may compensate for the loss of time if any and record the same.



- b) The computer / laptop brought by the candidate will not have any internet connection so as to maintain the sanctity of the examination.
  - c) The candidate shall use the computer / laptop for the purpose for which permission has been taken.
  - d) Such requests along with specific recommendation by the competent medical authority / qualified psychological consultants, shall be sent to the concerned CBSE Regional Office.
  - e) Responsibility for use of computer shall lie on the candidate and Board shall not be liable for any consequences arising out of any mis-happening on account of use of computer.
- ix) Provision of Reader to read the question paper in case student with disability does not want scribe facility, will be allowed but the **Role of Such Person will be Limited to Reading of Question Paper**. Request for such permission will be made by the candidate through principal with specific recommendation by the registered medical practitioners / authorized psychologist. Such cases will be referred to the CBSE RO by the school principal and permission will be accorded on case to case basis based on merit. **Such candidates will not be allowed to use scribe facility.**
- x) For Categories of disabilities for which relaxation in attendance is permissible please refer to the **Annexure – III**. Relaxation in attendance upto 50% may be considered for candidates with disability who are unable to attend the school for prescribed days. Such recommendation with attendance details must come from the Principal of the school of the candidate alongwith supporting certificate from the registered medical practitioners / authorized psychologist.

Q.5 Are the students with Disabilities required to pay Registration and Examination Fee?

Ans. Registration and Examination fee (IX,X,XI,XII) will not be charged from visually impaired candidates.

Q.6 Are the Candidates with Disabilities exempted from Third Languages for Class X examinations?

Ans. Yes. Candidates with disabilities as defined in The Rights of Persons with Disabilities Act 2018 will be exempted from third language.

Q.7 What flexibilities are admissible to candidates with Disabilities in choosing subjects for Class X examination?

Ans. (a) Candidates with disabilities as defined in The Rights of Persons with Disabilities Act 2018 have the option of studying one compulsory language as against two. This language should be in consonance with the overall spirit of the Three Language Formula prescribed by the Board. Besides one language any four from amongst the following groups can be offered:

**Group 1**

*Mathematics, Science, Social Science, another language, Music, Painting, Home Science, Elements of Business, Elements of Book Keeping and Accountancy, Computer Applications*

## **Group 2**

*Skill Subjects for Regular Candidates Only (except Automobile Technology):*

Retail, Information Technology, Security, Introduction to Financial Markets, Introduction to Tourism, Beauty & Wellness, Agriculture, Food Production, Front Office Operations, Banking & Insurance, Marketing & Sales, Health Care Services, Apparel, Media, Multi Skill Foundation Course

**Note:** Information Technology from Group 2 cannot be offered if subject – “Computer Applications” from Group 1 is opted.

**(b)** Bonafide residents of Delhi appearing as Private candidate as per provisions of Examination Byelaws cannot take subjects having Practical Component at Secondary level. However, candidates with disabilities as defined in the Examination Bye-laws have the option of taking up Music, Painting, Home Science as the subjects of study.

**(c)** Physio-therapeutic exercises are considered as equivalent to Health and Physical Education course of the Board.

Q.8 What are the provisions for providing Alternate Questions/ Separate Questions to candidates with Disabilities in the context of Class X examination?

Ans. i) Alternative type questions are provided in lieu of questions having visual inputs for disabled candidates in the subjects of English Communicative and Social Science.

ii) Separate question papers with enlarged font size are provided in the subjects of Mathematics and Science.

**Note:** For Categories of disabilities for which alternate question paper/enlarged font size question paper is permissible please refer to the CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) .

Q.9 What flexibilities are available to candidates with Disabilities in choosing subjects for Class XII examinations?

Ans. Bonafide residents of Delhi appearing as Private candidate as per provisions of Examination Byelaws cannot take subjects having Practical Component. However, candidates with disabilities as defined in the Examination Bye-laws have the option of taking. Music, Painting, Home Science as the subjects of study.

Q.10 What are the provisions for providing separate Question Paper and Questions in lieu of practical component to candidates with Disabilities in the context of Class XII examination?

Ans. (a) Disabled candidates are given separate question papers containing Multiple choice questions based on Practical component in lieu of practical's in the subjects of Physics, Chemistry and Biology

(b) Question papers administered in the subjects of Physics, Chemistry, Mathematics and Biology are without any visual input

(c) Alternative type questions are provided in lieu of questions having visual inputs in the subjects of History, Geography and Economics

Note: For Categories of disabilities for which separate question paper is permissible please refer to the CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) .

Q.11 What is the 'Advisory' to students with Disabilities desirous of availing exemptions/ concessions?

Ans. Students studying in schools affiliated to the Board and desirous of availing the exemptions/concessions should approach the concerned Regional Office of CBSE through the Head of their Institution preferably while in Class IX and/or XI. The request should be supported by relevant medical certificate and recommendation from the Head of the School/Institution. Only those students would be considered for grant of exemption/concession in whose respect relevant category has been entered during registration in Class IX and/or XI.

Q.12 What is the 'Advisory' to CBSE affiliated schools in the context of Inclusive Education of Children with Disabilities (IECD)?

Ans.

- a. Ensure that no child with special needs is denied admission in Mainstream Education
- b. Monitor enrolment of disabled children in schools
- c. Schools to provide support through assistive devices and the availability of trained teachers
- d. Modify the existing physical infrastructure and teaching methodologies to meet the needs of all children including Children with Special Needs
- e. Ensure that the school premises are made disabled friendly by 2020 and all educational institutions including hostels, libraries, laboratories and buildings have barrier free access for the disabled
- f. Ensure availability of Study material for the disabled and Talking Text Books, Reading Machines and computers with speech software

- g. Ensure adequate number of sign language interpreters, transcription services and a loop induction system for the students with Speech Language disability
- h. Revisit classroom organization required for the education of Children With Special Needs
- i. Ensure regular in-service training of teachers in inclusive education at the elementary and secondary level.

Q.13 From where the students can get address of the Regional Offices of CBSE?

Ans. CBSE has 10 Regional Offices which deal with matters of different states. Contact number, jurisdiction and address of Regional Offices is available on the website of CBSE i.e. [www.cbse.nic.in](http://www.cbse.nic.in). CBSE has also a Helpline 1800-11-8002 which is functional on all working days from 9 AM – 5.30 PM.

Q.14 What are important points that need to be kept in view by Parents and Schools in the context of seeking exemption/concessions to candidates with Disabilities?

Ans. STEP I: Parents should go through the consolidated instructions issued by CBSE in the context of Exemptions/Concessions extended to Person with Benchmark Disabilities on its website

STEP II: Parents get the child examined by the Competent Medical Authority and obtain requisite Medical Certificate of Disability.

STEP III: For availing any exemption, parents will have to make a request to school along with copy of certificate of disability. The draft application may be downloaded from CBSE's website

[www.cbse.nic.in](http://www.cbse.nic.in). School will acknowledge the request made by the candidate

STEP IV: School will forward the request to concerned Regional Office of the CBSE within 7 days of its receipt along with specific recommendation. In case of rejection by the school, the same should also be sent to Board along with reasons of such rejection.

STEP V: The Regional Office of CBSE examine the request in accordance with the rules of the Board. In case of rejection, reasons for the same will be intimated.

STEP VI: The last date for seeking applicable exemptions will be same as that of last date for submission of list of candidates.

Q.15 What are the Timelines for Activities in the context of extending exemptions and concessions to the Persons With Disabilities (PWD Candidate)?

Ans. CBSE is extending several exemptions and concessions to the candidates with benchmark disability. To streamline the process extending exemptions/concessions, following schedule has been fixed:

S.No.	ACTIVITY	LAST DATE
1	<ul style="list-style-type: none"><li>Schools will inform to the PWD candidates about exemptions/concessions extended by CBSE during annual examinations.</li><li>Schools will make a list of PWD students after submitting LOC</li></ul>	Last date of submission of List of candidates without late fee

2	<ul style="list-style-type: none"> <li>Students/ Parents will make the request to their School for seeking exemptions/concessions during annual examinations alongwith required Certificates/Documents.</li> </ul>	15 days from the date of activity of S.No. 1.
3	<ul style="list-style-type: none"> <li>Schools will compile all such requests in tabular form with required Certificates/Documents.</li> <li>Only one request will be sent by each school to the Regional Office for necessary approvals.</li> </ul>	07 days from the date of activity of S.No. 2.
4	<ul style="list-style-type: none"> <li>Regional Office will also communicate deficiency, if any, to the schools</li> </ul>	10 days from the date of activity of S.No. 3.
5	<ul style="list-style-type: none"> <li>Schools will communicate fulfilment of deficiency to Regional Office</li> </ul>	10 days from the date of activity of S.No. 4.
6	<ul style="list-style-type: none"> <li>Regional Office will communicate approval to the schools</li> </ul>	10 days from the date of activity of S.No. 5.
7	<ul style="list-style-type: none"> <li>Schools will communicate approval of CBSE to the students</li> </ul>	05 days from the date of activity of S.No. 6.



While requesting to the Regional Office for exemptions/ concessions, schools will also inform the following:-

1. In case of class-XII, has candidate availed the facilities in class-X?
2. In case of class-X, has candidate availed the facilities in class-IX?

Above said exercise will help the PWD candidates in getting their approvals on time and also help the CBSE in taking care of these students while allotting Roll Numbers for Board's Examinations.

### Section – 13

Q. What are the Rates of Fee for Duplicate Documents charged by CBSE?

Ans. **Rates of Fee for Duplicate Documents charged by CBSE**

		Amount of Fee (₹)
1.	Duplicate/Triplicate copy of Class XII Marksheet or Certificate, Class X Marksheet/Certificate/ Gradesheet cum Certificate of Performance	
(a)	Upto 5 years from year of passing	250/-
(b)	More than 5 and upto 10 years from year of passing	500/-
(c)	More than 10 years and upto 20 years of passing	1000/-
(d)	More than 20 years from year of passing	2000/-
2.	Migration certificate or its duplicate copy	250/-
3.	Date of Birth certificate	250/-
4.	Provisional Certificate	200/-
5.	Urgent/Tatkal fee for duplicate document in addition to fee mentioned above	500/-
6.	Correction in certificate/Marksheet (date of birth, name)etc.	1000/-
7.	Verification of Statement of Marks/Certificate of Class X or XII or both for a particular candidate (except the cases received from Government Department), per document fee.	500/-

## Section – 14

### Matters for which Requests are to be sent to the Regional Offices of CBSE

Q.1 What are the matters for which requests are required to be sent to the Regional Offices of CBSE?

Ans. The Students and the CBSE affiliated Schools generally consult the CBSE Headquarters and its Regional Offices. The matters for which request are to be sent to the concerned Regional offices of CBSE are as follows:

### **MATTERS FOR WHICH REQUESTS ARE TO BE SENT TO THE REGIONAL OFFICES OF CBSE**

1	Matter related to Examinations
2	Matter related to Academic Qualifications for undertaking Examinations
3	Matter related to Condonation of Shortage of Attendances in Examination
4	Matter related to Exemption from Examination in the Third Language
5	Matter related to Exemption/Concession by PWD Students
6	Matter related to use of Amanuensis and Appointment of Amanuensis
7	Matter related to Change in Subject(s)
8	Matter related to Payment of Fees
9	Matter related to Holding over of Fees
10	Matter related to Refund of Fee
11	Matter related to fixation of Examination Centres

12	Matter related to Change of Examination Centre
13	Matter related to Unfair Means Cases
14	Matter related to Scheme of Examinations and Pass Criteria
15	Direct Admission in Class X & XII
16	Evaluation related matters
17	Request for issue of Duplicate Certificate Results (Requests may be sent to R.O's as per details given in annexure-II)
18	Correction/Change in Candidate's Name, Father's Name, Mother's Name, Date of Birth
19	Verification of marks/ photocopy of Answer Book/ Revaluation
20	Verification of Old Results (Requests may be sent to R.O's as per details given in annexure-II)

Regional Offices plays vital role in supporting schools and students to resolve their issues as per Examination Bye-Laws of the CBSE. As per policy and procedure mentioned in Examination Bye-Laws, all the requests received from stakeholders are processed by the Regional Office. These requests are either decided by the concerned Regional Officer or the Chairperson/Controller of Examinations at the Head Quarter, Delhi as per delegation of powers.

- i. All Head of the schools should send their correspondence to the Regional Office concerned only.

- ii. Parents/Students be made aware by the schools that if they wish to make any request, the same should be made to the school only.
- iii. Head of the school will make the recommendations as per Examination Bye Laws and send the request to the concerned Regional Office.

It is, advised to make the requests through proper channel for prompt and timely action at the end of the CBSE.