



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human
Resource Development Govt. of India)

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,

PREET VIHAR, DELHI – 110 301

No.Coord./AS(C)/2011

13.05.2011

To,

Heads of all the Institutions
affiliated to the Board

Sir/Madam,

The Examination Committee at its meeting held on 26.4.2011 has taken the following decisions:

- I. The process of verification of marks for 2011 Examination will be as under :
 - (a) The form for verification of marks will be available on the Board's website address : www.cbse.nic.in. The forms will also be available from the respective Regional Offices. In the case of Regional Office, Delhi, these forms will also be available from a few schools notified by Regional Office, Delhi.
 - (b) The amount of fee will be as under :
 - for urgent verification Rs.300/- per subject for the applications made online within 5 days from the date of declaration of result.
 - Rs.200/- per subject for the applications received either online or offline within 21 days from the date of declaration of result.
 - (c) Modes of receipt of applications and fee will be as under :
 - (i) Applications online with payment through Demand Draft
 - (ii) Applications offline as per past practice
 - (d) All applications received on-line or off-line will be dealt on first come first disposal basis.

The Process of verification as stipulated in Rule 61 of the Examination Bye Laws is as under :

(i)(a) A candidate who has appeared at an examination conducted by the Board may apply to the Regional Officer of the Board, **in the manner as prescribed by the Board**, for verification of marks/Grades 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 the totalling 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. No re-evaluation of the answer book or supplementary answer book(s) shall be done.

However, students appearing for School conducted Summative Assessment II at the Main examination or the 1st chance Improvement of Performance may apply for verification of grades in their respective school(s).

(b) In case of Secondary school students appearing for subsequent attempts of Improvement of Performance, such candidates shall apply to the Board for verification of grades.

(ii)(a) **For the Senior School Certificate and Secondary School Examinations conducted by the Board** such an application must be made by the candidate within 21 days from the date of the declaration of result for Main Examination **held in March/April** and 15 days for Compartment/**Improvement of Performance Examination held in July, in the manner as prescribed by the Board from time to time.**

(b) For Summative Assessment II at the Secondary level conducted by the Senior Secondary Schools affiliated to the Board such an application may be made by the candidate within 21 days from the date of the declaration of result for Main Examination held in March and 15 days for First chance Improvement of Performance Examination to be held by July. The school(s) shall intimate change in marks, if any, to the Board thereafter.

(c) At the Secondary level for subsequent Improvement of Performance attempts, such an application must be made by the candidate to the Board within 21 days from the date of the declaration of result for examination held in March and 15 days for examination held in July, in the manner as prescribed by the Board from time to time.

(iii) All such applications must be accompanied by payment of fee as prescribed by the Board from time to time.

(iv) No candidate shall claim, or be entitled to, re-evaluation of his/her answers or disclosure or inspection of the answer book(s) or other documents.

- (v) A candidate shall not be entitled to refund of fee unless as a result of the verification his/her marks are changed.
- (vi) In no case the verification of marks shall be done in the presence of the candidate or anyone else on his/her behalf, nor will the answer books be shown to him/her or his/her representative
- (vii) Verification of marks obtained by a candidate will be done by the officials appointed by or with the approval of the Chairman.
- (viii) The marks, on verification will be revised upward or downward, as per the actual marks obtained by the candidate in his/her answer book.
- (ix) The communication regarding the revision of the marks/**change in grade(s)** if any, shall be sent to the candidate within a reasonable period of time.
- (x) The Board will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent on the revisions of marks or delay in communications for reasons beyond control.
- (xi) The Board shall revise the marks statement in respect of Senior School Certificate Examination **and** Statement of Subject wise Performance/**Certificate of Continuous and Comprehensive Evaluation** in respect of Secondary School Examination in respect of such candidates after the previous one is returned by the candidate **to the Board**.
- (xii) The decision of the Chairman on the result of the verification of marks shall be final.

II. At the end of Class X the candidates will be issued Certificate of Continuous and Comprehensive Evaluation as the Board will be declaring the results of all the candidates appearing for Class X Examination –whether Board based or school based Summative Assessment II to be in consonance with the spirit of CCE and will be issued w.e.f. 2011 Examinations.

III. As per the Secondary School Curriculum the subjects of Typewriting and Music also contain practical components of 60 and 40 marks respectively in addition to the theory component. Following decisions have been taken

- Fresh candidates of Delhi(Female) will have to appear for the practical Examination to be conducted by the Board.

- Previous practical marks obtained by the following category of candidates will be taken into account. In case the previous practical marks are not available the marks obtained in theory will be converted on pro rata basis to be out of 100.

1. Female candidates in Delhi(failures of 2009 or before/Eligible for Improvement of Performance in 2010)
2. Patrachar Vidyalaya candidates(fresh or Eligible for Improvement of Performance in 2010)
3. Failures of 2009 or before/ELIGIBLE FOR Improvement Of Performance in 2010

4. Compartmental candidates of 2009 or before/Candidates appeared for Improvement of Performance in 2010
5. Candidates appeared for Additional subject
6. Candidates appeared for Upgradation of Performance

- For regular candidates the marks obtained in Formative and Summative Assessments will be converted on pro-rata basis to be out of 100.

IV. Marks obtained in the subjects of Painting and Home-Science in Summative Assessment II i.e. out of 60 and 80 respectively will be proportionately converted on pro-rata basis to be out of 100 in respect of the following category of candidates :

1. Female candidates in Delhi(failures of 2009 or before/ELIGIBLE FOR IMPROVEMENT OF PERFORMANCE in 2010)
2. Patrachar Vidyalaya candidates(fresh or ELIGIBLE FOR IMPROVEMENT OF PERFORMANCE of 2010)
3. Failures of 2009 or before/ELIGIBLE FOR IMPROVEMENT OF PERFORMANCE in 2010
4. Compartmental candidates of 2009 or before/Candidates appeared for Improvement of Performance in 2010
5. Candidates appeared for Additional subject
6. Candidates appeared for Upgradation of Performance

Yours faithfully,

(M.C. SHARMA)
CONTROLLER OF EXAMINATIONS

Encl : As above.

Copy to:

1. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi – 110054
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016.
3. The Secretary, Central Tibetan School Administration, EFF, ESS Plaza, Sector 3, Rohini, Delhi-85
4. The Additional Director General, Director General of Army Education, A-Wing, Sena Bhawan, DHQ-PO, New Delhi
5. The Deputy Director of Education, Border Security Force, Block – 10, CGO Complex, Lodhi Road, New Delhi-110003.
6. The Secretary, AWES, Army Headquarters, Adjutant General Branch CW-4, Army Welfare Education Society, West Block No.3, R.K. Puram, New Delhi-110022
7. The Secretary & Director Education, Govt. of Sikkim, Gangtok (Sikkim) – 737101

8. The Director of Education, Andaman and Nicobar Island, Port Blair-744101
9. The Director of School Education, Govt. of Arunachal Pradesh, Civil Sectt. Ita Nagar-791111, Arunachal Pradesh
10. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi-110048.
11. The Director of Public Instruction, Chandigarh Administration, Sector-9, Chandigarh-160017
12. All the HODs and other Officers of CBSE
13. E.O. to Chairman, CBSE
14. All the Regional Officers of the CBSE.
15. All the Education Officers of the CBSE
16. Head(I & R), CBSE with a request to get the circular printed in the forthcoming issue of the CENBOSEC
17. Joint Secretary(IT), CBSE with a request to host the circular on the Website.
18. PRO, CBSE, Delhi

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