



CBSE/CE/SPS/2018

25/09/2018

All the Heads of Institutions
Affiliated to CBSE

Subject: Activities to be performed by schools monthwise

Dear Madam/ Sir,

You are aware that many activities are involved in completing the process of conduct of examination. Each activity is interlinked and need to be performed one after another. Time available for completing these activities is also short. It has, therefore, been decided to communicate the schedule of various activities to all stakeholders especially the schools in advance so that they are well aware about the probable date of start of activity for making preparation accordingly in advance. This will certainly facilitate stakeholders in completing these activities timely and correctly.

Please find enclosed herewith a schedule of activities to be performed by the schools monthwise to make necessary arrangements and preparation. All concerned are requested to take note of the schedule and while completing activity, must ensure that data is 100% correct. Accurate data will help the Board and schools in reducing the cases of change of subjects just before and during conduct of examination and correction cases in the name of student, father, mother and date of birth etc. Submission of accurate data will also help in reducing the litigations in Hon'ble Courts and the problem faced by the students.

I am also sure that your personal involvement would help the CBSE in completing activity timely and also in uploading the correct data.

Yours faithfully,

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CONTROLLER OF EXAMINATIONS

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ACTIVITIES TO BE PERFORMED BY SCHOOLS MONTHWISE

Month	ACTIVITY TO BE PERFORMED	MODE OF ACTIVITY	REMARKS
October	i. Registration of students for class IX & X	i. Online	Only regular students to be registered Particulars of students to be strictly as per admission & withdrawal register Subjects to be in accordance with the scheme of studies Hard copies of online LOC should be dispatched strictly as per schedule of the Board. Data of Students viz. name of students, father, mother & Date of Birth should be 100% correct.
	ii. List of candidates for class X and XII	ii. Online	
	i. Proforma for centre fixation – to be submitted to concerned regional office online	i. Online	
	ii. Submission of data of teachers – to be submitted online	ii. Online	
November & December	Above activities continued		-
	i. Uploading of internal grades ii. Conduct of practical examinations iii. Uploading of practical marks iv. Corrections to be made in the list of candidates February Examination v. Downloading of admission cards for class X & XII vi. Downloading of centre material, attendance sheets etc. For class X & XII	i. Online	Class XII – all corrections except subject Class X – all corrections except subject & date of birth
ii. Not applicable		ii. Online	
iii. Online		iii. Online	
iv. Online		iv. Online	
v. Online		v. Online	
vi. Online		vi. Online	
February	March Examination		In respect of regular candidates In respect of all candidates allotted at the respective examination centre
	i. Downloading of centre material (LOC), attendance sheets etc. For class X & XII	i. Online	
	ii. Uploading of internal grades – cont. Conduct of practical examinations and uploading of marks – continued	ii. Online	
	iii. Conduct of February examination	iii. Online	
	iv. after 15.2.2019	iv. Online	

March	<ul style="list-style-type: none"> i. Conduct of March examinations of class X & XII- theory ii. Evaluation of answer books and uploading of marks 	<ul style="list-style-type: none"> i. As earlier ii. Online 	At evaluation centres and by identified functionaries
April	<ul style="list-style-type: none"> i. Conduct of examinations – cont. ii. Evaluation of answer books and uploading of marks 	<ul style="list-style-type: none"> i. As earlier ii. Online 	At evaluation centres and by identified functionaries
May	<ul style="list-style-type: none"> i. Evaluation of answer books and uploading of marks – continued ii. Issue of documents to regular candidates after declaration of result 	-	At evaluation centres and by identified functionaries
June	<ul style="list-style-type: none"> i. Issue of documents to regular candidates – continued ii. Updating of list of candidates for compartment examination for class X & XII 	<ul style="list-style-type: none"> i. Online 	In respect of regular candidates placed in compartment
July	<ul style="list-style-type: none"> i. Updating list of candidates for compartment examination for class X & XII – continued ii. Downloading of admit cards iii. Downloading of centre notification, attendance sheets etc. 	<ul style="list-style-type: none"> i. Online ii. Online iii. Online 	In respect of regular candidates In respect of all candidates allotted at the examination centre
August & September	Issue of documents to regular candidates after declaration of result		