



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

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



CBSE/CE/2021/

12/11/2021

### CIRCULAR

**Subject: Change of Examination Centre for Term-1 examinations for session 2021-22.**

This is in continuation of **Circular dated 08/11/2021** on the subject cited above.

The following is clarified in respect of the circular mentioned above:

#### **FOR THE STUDENTS**

1. For practical component of Term-I syllabus it is presumed that the students will appear from the city/centre opted by them for the theory examination.
2. In case practical examination/internal assessment etc. has been conducted in respect of these students, **they need not to appear** for such practical examination/internal assessment from the new/changed centre.
3. The students will inform the new/changed centre whether their practical examination/internal assessment has been conducted by their school or not for further action by the new/changed centre.
4. The students will abide by the directions and date sheet given by the new/changed centre for conduct of practical examinations etc.

#### **FOR THE SCHOOL**

5. The school will inform all students of their school and the new/changed centres about the status of the conduct of practical examination/internal assessment and upload of marks.
6. The school will inform the new/changed centre to send the marks obtained by the students in the practical examination/internal assessment etc.
7. The school will upload the marks received from the new/changed centre on the CBSE portal along with marks of other students with in time schedule.
8. It will be the responsibility of the school of the student to liaise with the student and the new/changed centre to ensure that the practical examination/internal assessment has been conducted and marks have been received and uploaded along with other students with in given time.

#### **FOR THE NEW/CHANGED CENTRE**

9. The new/changed centre will ensure about the status of the conduct/non conduct of the practical examination/internal assessment from the school of the student and then only proceed ahead with conduct of examination.

*Handwritten signature*



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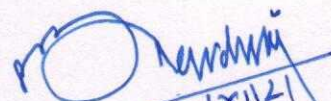


10. The new/changed centre will ensure that the practical examination/internal assessment have been conducted in time and the marks have been communicated to the school of the student well in time. Official channel of communication/email may only be used for communicating marks and sending award list. One copy original award list shall also be forwarded to the school. An attested copy of the award list sent to the school and another original ink signed copy shall be retained by the new/changed centre for records.
11. It will be the responsibility of the new/changed centre to liaise with the student and the school to ensure that the practical examination/internal assessment has been conducted and marks have been forwarded to the school well in time.

#### **FOR THE REGIONAL OFFICES**

12. The concerned Regional Office will communicate about change of Centres to all schools and new/changed centres.
13. The concerned Regional Office will ensure that the detailed database of all the cases of centre change cases is maintained in proper format.
14. The concerned Regional Office will ensure that practical examination/internal assessment etc. is only conducted once in respect of a candidate. A constant liaison shall be made with the school as well as the new/changed centre for ensuring this.
15. The concerned Regional Office will ensure that the practical examination/internal assessment have been conducted, marks have been received and uploaded by the schools within the given time schedule.

All may note for strict and timely compliance.



**(DR. SANYAM BHARDWAJ)**  
**CONTROLLER OF EXAMINATIONS**

#### **Copy to:**

1. **Director (IT)** for information and needful.
2. **Web admin** with the request to upload on the CBSE Website.