



CENTRAL BOARD OF SECONDARY EDUCATION
Committed to Equity and Excellence in Education



CENTRAL BOARD OF SECONDARY EDUCATION

CWSN MANAGEMENT SYSTEM

USER MANUAL



OVERVIEW

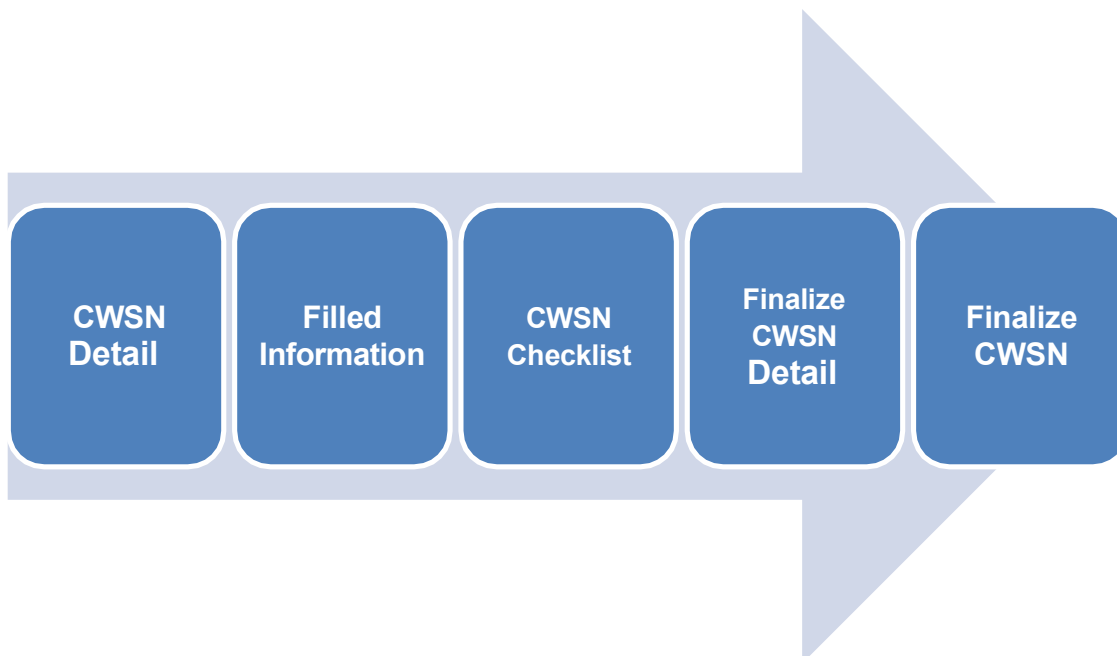
The Central Board of Secondary Education (CBSE) being sensitive to the needs of disabled students is extending several exemptions/concessions to candidates with disabilities as defined in The Rights of Persons with Disabilities Act - 2016.

It has been observed that neither the schools nor the students are fully aware about these exemptions and are also not following correct way of seeking available exemptions during their course of studies and examinations.

It has therefore, been decided made the portal for CWSN Management System to update and compile all exemptions/concessions so that schools are aware about the same.

In addition to extra time, scribe or reader, computer or laptop (without internet) we had also allowed use of basic calculators for candidates registered under CWSN category.

WORKFLOW






Steps to operate CWSN MANAGEMENT Portal for updating the facilities offered to CWSN candidates :-

1. School have to login by using LOC User-Id and password, and then type the captcha given on the screen and submit.

LOGIN




CENTRAL BOARD OF SECONDARY EDUCATION
CWSN MANAGEMENT SYSTEM

SCHOOL LOGIN

Affiliation No. *

Password *


[Refresh](#)

ENTER CAPTCHA *

[LOGIN](#)



2. After Login into the CWSN management system, the school needs to choose the facilities available for different categories of CWSN candidates. On home page, firstly School has to click on **CWSN details tab**. After Choosing the **Class (X/XII)**, clicking any one option from **Pending / Updated / All**.

The screenshot shows the 'CWSN MANAGEMENT SYSTEM' interface. At the top, there is a header with the board's logo and name. Below the header, a navigation bar contains 'WELCOME', 'CWSN Details', 'CWSN Check List', and 'Finalize'. The main content area is titled 'DETAILS OF CWSN CANDIDATES'. It features a 'Select Class' dropdown menu currently set to 'Class X'. To the right of the dropdown are three radio buttons: 'Pending' (which is selected), 'Updated', and 'All'. The rest of the page content is currently blank.

- a. On selecting the option **All** and pressing **GET LIST** button, the screen will display the details of all the Candidates of School registered under CWSN category for Class(X/XII).

This screenshot is similar to the previous one, showing the 'CWSN MANAGEMENT SYSTEM' interface. The 'Select Class' dropdown is still set to 'Class X'. However, the 'All' radio button is now selected, while 'Pending' and 'Updated' are unselected. The rest of the page content remains blank.



- b. On selecting the option **Pending** and pressing **GET LIST** button, the screen will display the details of the Candidates of the School who are registered under CWSN categories for Class(X/XII) but the facilities offered has not been yet opted for. This is only one time option and no updation/correction is allowed further, so you have to select the option very carefully. Now click on the checkbox available against the facility for respective CWSN category of the student and also upload the supporting disability document (in pdf format and Max Size 2 MB). After this, click on the save button. The data / facility opted has been saved for the candidate. The same process is to be repeated for all the candidates registered under CWSN categories.

The screenshot shows the 'DETAILS OF CWSN CANDIDATES' page in the CWSN Management System. It includes a 'Select Class' dropdown menu set to 'Class X', radio buttons for 'Pending', 'Updated', and 'All', and a table with columns for candidate details and various facility checkboxes.

SCL_LNO Serial	CNAME MNAME FNAME	DISABILITY CODE DESCRIPTION OF DISABILITY	Examination through computers	Compensatory time	If Scribe is Selected, he will act as Reader also		A&R Prompter	Examination room on ground floor	Assistive devices during exam (with doctor's advice)	Calculator
					Scribe	Reader				
85003 00245	JONATHAN LALREMUATA DAMODARAN ROSEY SAULO NITIN DAMODARAN	CS Specific Learning Disabilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
85003 00246	ARON MANGMINI AL HACKIP LAMHICHUNG HACKIP M SHIBHOI HACKIP	CS Specific Learning Disabilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
85003 00247	RONAK PARIDWAL KACHAWAYA MAMTA DEVANAND	CS Specific Learning Disabilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



- c. On selecting the option **Updated** and pressing **GET LIST** button, the screen will display the details of those Candidates of the School who are registered under CWSN categories for Class(X/XII) and for whom the facilities available have been chosen.

The screenshot displays the 'CENTRAL BOARD OF SECONDARY EDUCATION CWSN MANAGEMENT SYSTEM' interface. At the top, there is a navigation bar with 'WELCOME' and 'CWSN Details CWSN Check List'. Below this, a section titled 'DETAILS OF CWSN CANDIDATES' features a 'Select Class' dropdown menu set to 'Class X' and radio buttons for 'Pending', 'Updated' (selected), and 'All'. The main content is a table with the following columns: CNAME, MNAME, FNAME, DISABILITY CODE, DESCRIPTION OF DISABILITY, Examination through computers, Compensatory time, If Scribe is Selected, he will act as Reader also (with sub-columns for Scribe and Reader), Adult Prompter, Examination room on ground floor, Assistive devices during exam (with doctor's advice), Calculator, and Disab (File M). The table lists two groups of candidates with 'Specific Learning Disabilities' under 'CS'. The first group includes ALISTAIR AUGUSTINE, CYNDRELLA, and AJAY KUMAR AUGUSTINE. The second group includes JONATHAN LALREMRUATA, DAMODARAN, ROSEY SAILD, and NITIN DAMODARAN. A '1' is shown in a small box below the table.

CNAME MNAME FNAME	DISABILITY CODE DESCRIPTION OF DISABILITY	Examination through computers	Compensatory time	If Scribe is Selected, he will act as Reader also		Adult Prompter	Examination room on ground floor	Assistive devices during exam (with doctor's advice)	Calculator	Disab (File M)
				Scribe	Reader					
ALISTAIR AUGUSTINE CYNDRELLA AJAY KUMAR AUGUSTINE	CS Specific Learning Disabilities		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	View
JONATHAN LALREMRUATA DAMODARAN ROSEY SAILD NITIN DAMODARAN	CS Specific Learning Disabilities		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Cho View



3. After step-2, School has to click on **CWSN Check List tab**. On Choosing the **Class (X/XII)** and pressing **GET LIST** button, the screen will display the details of the Candidates of the School who are registered under CWSN categories for Class(X/XII) and for whom the facilities offered have been selected.

WELCOME : [User Name] CWSN Details CWSN Check List

CWSN CHECK LIST

Select Class
Class X

SCHLNO Serial	CNAME MNAME FNAME	DISABILITY CODE DESCRIPTION OF DISABILITY	Examination through computers	Compensatory time	If Scribe is Selected, he will act as Reader also Scribe Reader	Adult Prompter	Examination room on ground floor	Assistive devices during exam (with doctor's advice)
85003 00245	JONATHAN LALREMRUATA DAMODARAN ROSEY SAILD NITIN PALMUNABAN	CS Specific Learning Disabilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



4. After step-3, School has to click on **Finalize CWSN Details tab**. On clicking, the School needs to click on the **Undertaking**. After this, select the **Class (X/XII)** and press **FINALIZE** button. This will finalize the data.



The screenshot shows the 'CWSN MANAGEMENT SYSTEM' interface. At the top, there is a navigation bar with 'WELCOME :', 'CWSN Details', 'CWSN Check List', and 'Finalize'. The 'Finalize' tab is highlighted with a red box. Below the navigation bar, there is a 'Back' link and a 'FINALIZE CWSN DETAILS' link. The main content area contains an 'UNDERTAKING : -' section with a checked checkbox and the text: 'This is to certify that I have checked all the documents submitted by the candidate according to the guidelines issued by the CBSE vide circular dated 01.09.2020. I am proposing that these candidates may please provide each as per request made by them. In case, CBSE found any discrepancies the facilities provided to them could be withdrawn.' Below this, there is a 'Select Class' dropdown menu with 'Class X' selected and a 'FINALIZE' button.



5. After step-4, School has to click on **Finalized CWSN Data**. After clicking, the School needs to select the **Class (X/XII)** and press **GET LIST** button. This will display the details of the Candidates of the School who are registered under CWSN categories for Class(X/XII) and for whom the facilities offered have been selected and data have been finalized. It will display the finalized list and status of data in **Status/Remark** column. If the case is Approved / Rejected from Regional Officer, it will shows as Approved or Reject otherwise under process.

The screenshot shows the 'FINALIZED CWSN DATA' interface. At the top, there is a 'WELCOME' message and navigation links for 'CWSN Details', 'CWSN Check List', and 'Finalize'. Below this, a 'Select Class' dropdown menu is set to 'Class X', with a 'GET LIST' button next to it. The main area contains a table with the following columns: SCH_NO (Serial), CNAME (MNAME, FNAME), DISABILITY CODE (DESCRIPTION OF DISABILITY), Examination through computers, Compensatory time, if Scribe is selected, he will act as Reader also (Scribe, Reader), Adult Prompter, Examination room on ground floor, Assistive devices during exam (with doctor's advice), and Calculator. The table lists three candidates: 85003 (ALISTAIR AUGUSTINE), 00244 (CYNDRELLA), and AJAY KUMAR AUGUSTINE, all with a disability code of 'CS' (Specific Learning Disabilities). Each row has checkboxes for 'Examination through computers', 'Compensatory time', 'Scribe', 'Reader', 'Adult Prompter', 'Examination room on ground floor', and 'Calculator'.

SCH_NO Serial	CNAME MNAME FNAME	DISABILITY CODE DESCRIPTION OF DISABILITY	Examination through computers	Compensatory time	if Scribe is selected, he will act as Reader also		Adult Prompter	Examination room on ground floor	Assistive devices during exam (with doctor's advice)	Calculator
85003	ALISTAIR AUGUSTINE	CS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
00244	CYNDRELLA	Specific Learning Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	AJAY KUMAR AUGUSTINE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

School needs to repeat the above steps till the process of selection of the facilities for all the registered CWSN candidates of the school have been completed.