



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

( शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन )

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)



No. CBSE/Coord/Pract-2024-25/ E-File 163685 /

02 .12. 2024

### CIRCULAR

**Subject: Preparation for Practical Examinations / Internal Assessment / Project for Class X / XII for the session 2024-25.**

The Annual Practical Examinations / Internal Assessments / Project Assessments for session 2024-25 are scheduled to start w.e.f. 1<sup>st</sup> January, 2025.(Wednesday)

All the stake holders are requested to take the following necessary actions to ensure timely completion of Practical Examination/Internal Assessments/Project Assessments.

#### ACTION BY SCHOOLS:

1. The schools will ensure that the syllabus for Practical Examinations is completed well in time.
2. The schools will ensure that necessary arrangements like preparation and stocking of laboratories and identification of Internal Examiners have been done well in time.
3. The schools will ensure that all the students and parents have been informed about the date-sheet of Practical Examinations for needful action at their end.
4. The list of candidates (LOC) who will be appearing for the practical examinations from the schools is to be checked from online system and it is to be ensured that the correct subjects and category of students (i.e. regular/compartments/improvement) is reflected in the online system.
5. It may be ensured that sufficient number of practical answer books have been received in the schools before the date of actual conduct of practical examinations.
6. The marks in the practical examinations must be awarded only from the correct maximum marks in the practical component of the subject as mentioned in the circular CBSE/Coord/Marks distribution/163685/2024 dated 23.10.2024.
7. In case any shortcoming is observed in respect of any of the above points the concerned Regional Office may be contacted.
8. Practical Examinations for Class XII will be conducted only by the external examiners appointed by the Board.
9. Schools may fix the date of conduct of practical examination looking into various engagements of their students.



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"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

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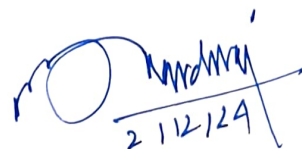
10. In case of the students participating in National/International /Sports date of the practical be fixed in such a manner that their practical could be conducted along with other students.
11. The School Principal will ensure that correct marks are uploaded on the link as marks once uploaded will be treated as final and no change will be made in the marks. The Board has also amended the Practical answer book where in both the internal examiner and the external examiner will submit an undertaking for awarding and uploading correct marks.

#### **ACTION BY STUDENTS :**

12. The students/parents should be aware of the syllabus and the subjects in which practical examinations are to be conducted.
13. The students should appear in the practical examinations as per schedule as no second chance to appear in the practical exams will be provided by the Board.
14. In case of any problem or query in respect of any of the above points, the concerned student shall contact their school.

#### **ACTIONS BY REGIONAL OFFICES**

15. The Regional Offices should ensure that the guidelines for conduct of Practical Examinations are shared with the schools as soon as released by CBSE.
16. The Regional Offices should ensure that the Practical Examinations are completed by all the schools within the notified schedule and marks are also uploaded.
17. The Regional Offices should ensure that external examiners are appointed in all the schools before commencement of Practical Examinations in class and subjects wherever applicable.
18. The Regional Offices shall ensure that Practical Answer Books are delivered to the school before commencement of Practical Examinations.



**(Dr. Sanyam Bhardwaj)**  
**Controller of Examinations**

**Copy to web admin with the request of uploading on Board's website.**