



# 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/Coord/1/2024-25/e-163685

10/02/2025

### CIRCULAR

**Subject: Guidelines for conduct of Practical Examinations in respect of Private Students, 2024-25 – regarding.**

As per requirement and the provisions contained in the examination Bye-Laws, practical examinations are required to be conducted in respect of the following categories of **private students of Class-XII**:

- (1) Students of 2024 whose marks of practical subject(s) are not available due to Repeat in Practical(RP)/ Repeat in Theory & Practical Both (RB)/Absent.
- (2) Students of 2023 whose marks of practical subject(s) are not available due to Repeat in Practical(RP)/ Repeat in Theory & Practical Both (RB)/Absent.
- (3) Students of 2022 and before, who have applied in full subjects in Private Category in their respective practical subject(s).

No Project Assessment/Internal Assessment will be conducted in respect of the subjects not having practical component. The marks of Project Assessment/Internal Assessment will be computed pro-rata, on the basis of marks obtained in theory exam in the current examination i.e., 2025.

The following may be noted by all concerned for further necessary action:

**(A) DATES FOR CONDUCT OF PRACTICAL EXAMINATIONS**

The Practical Examinations shall be conducted from **15<sup>th</sup> February (Saturday) 2025 to 15<sup>th</sup> March (Saturday) 2025.**

**(B) VENUE OF PRACTICAL EXAMINATIONS**

The Practical Examinations shall be conducted in the examination centres fixed for theory examinations.

**(C) APPOINTMENT OF EXTERNAL EXAMINER BY THE BOARD**

The Regional Directors/Officers will appoint External Examiners for all students of Class-XII. The internal examiners shall be appointed by the centre superintendent from their own school teachers.

In case, teachers are not available in the examination centre school in any subject for appointment as internal examiners, teachers from nearby schools shall be appointed.

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



**(D) ANSWER BOOKS FOR PRACTICAL**

The Practical Answer Books supplied by the Regional Offices are to be used for the conduct of the Practical Examination. It is to be ensured that the Examiners complete all entries in Practical Answer Books carefully and correctly.

**(E) UPLOADING OF MARKS**

After the conduct of Practical Examinations, the centres will upload the marks in respect of private students whose practicals have been conducted at the centre. The award lists will also be uploaded on the day of Practical Examination itself, after signatures of internal and External Examinations in the similar manner as has been explained in clauses 10, 11, 12 and 13 of Appendix-II (Page-9-10) of SOPs and Guidelines for Conduct of Practical Examinations circulated vide Circular No. CBSE/Coord/Main Practical/2024-25 E-file163685 dated 02.12.2024 (Enclosed here also).

The list private students allotted at the centre will be visible in the centre/school log-in account. Centre schools can upload the marks from their log-in accounts.

**(F) ACTION BY STUDENTS/EXAMINEES**

The students/examinees shall contact their examination centres without fail with a copy of their Previous Result/Mark sheet and Admit Card of the current examination, i.e., 2025.

The students/examinees shall note the date and time of Practical Examination given by the Examination Centre and report for the Practical Examination at the Examination Centre on time.


**(G) ACTION BY EXAMINATION CENTRES**

- (i) The Centre Superintendent of the Examination Centre shall prepare a list of all students whose practical examinations are to be conducted, class wise and Subject wise.
- (ii) The Centre Superintendent of the Examination Centre shall contact the Regional Office well in advance for appointment of External Examiners where ever required.
- (iii) Under no circumstances the Centre Superintendent of the Examination Centre shall appoint External Examiners at their own.
- (iv) The date and time of the practical examinations shall be fixed keeping in mind the availability of external examiners, convenience of examinees and the datesheet.
- (v) The Students/Examinees shall be informed well in advance about the Dates and Time of conduct of Examinations.
- (vi) The Regional Officers shall be informed about the plan of conduct of Practical Examinations.

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**(H) ACTION BY REGIONAL OFFICES**

- (i) The Regional Offices shall prepare a list of all students whose Practical Examinations are to be conducted, centre wise and subject wise.
  - (ii) The Regional Office will also inform the students about their pending Practical Examinations.
  - (iii) The Regional Offices shall appoint External Examiners well in advance where ever required.
  - (iv) The Regional Offices shall ensure timely completion of the practical examinations, uploading of marks and receipt of Practical Answer Books in the Regional Office.
- (I) Regional offices will ensure that marks of all the students are uploaded on Board's portal by the last date.

  
10/12/25  
(Dr. Sanyam Bhardwaj)  
Controller of Examinations

**Copy to Web admin with the request to upload on CBSE website**