

**Circular (Standards X & XII)**

Dear Parents/ Guardians and Students,

The students of Standards X and XII are at the threshold of appearing for the first Term examinations to be conducted by the CBSE. Let us ask God to bless our children in a special way as they are preparing themselves for the Board examinations. I request all parents to give special attention to your wards. I would like to apprise you of few important instructions.

**Instructions for the Students**

- Entry for students inside the examination centre (School) will close at **9.45 am**.
- Students should be in the winter school uniform and wear mask and carry only Blue/ Black ball point pen, Admit card & small Sanitizer bottle in a transparent pouch.
- No students will be allowed inside the campus **without proper uniform, Admit Card.**
- **All students should carry the Admit Card duly signed by the Principal, Parent and themselves on all exam days**
- There is be a **briefing session followed by frisking from 10:00 am to 10:30 am** before entering the **Examination room as per the seating arrangement.**
- **No Students will be allowed to enter the examination room after 10.45 am.**
- No candidates will be allowed to leave the examination centre before the examination is over.
- Distribution of Question paper by invigilators is at 11: 10 am.  
Reading time of question paper will be of 20 minutes (11:10 am to 11: 30 am) before the start of the examination for all categories of candidates. Candidates are not supposed to write anything on the OMR sheet during the reading time. This will be considered as unfair means. (UFM)
- **MOBILE & OTHER ELECTRONIC ITEMS ARE NOT ALLOWED INSIDE EXAMINATION CENTRE. ELECTRONIC WATCHES, SMART WATCHES AND NUMBER WATCHES ARE BARRED.** List of barred items is available on CBSE's website.
- You must get acquainted with the OMR and how to mark responses on the OMR sheet. I have enclosed overleaf how to attempt OMR and strictly follow the instructions given by your teachers in this regard.
- You should not indulge in any unfair practice. If found, you will be booked under unfair means (UFM) category and action will be taken as per the rules of the Board.

**Instructions for the Parents**

They should ensure that their ward is carrying the following while going to the examination centre.

- pocket hand sanitizer in a transparent bottle,
- transparent bottle with drinking water
- permissible stationary items only
- They should ensure that their ward has **covered their nose and mouth with a face mask.**
- They should guide their ward to **follow social distancing norms** strictly.
- They should instruct their ward **not to exchange or loan articles.**
- All students should come by their own conveyance. **NO TRANSPORTATION** will be provided during CBSE Term-1 exam days.
- They should instruct their ward to **follow all instructions** displayed in school and convey it to them. In case their ward is **not feeling well**, they should **consult the doctor** and act as per the advice given by him/her.
- They should instruct their ward to **throw used tissue/ disposable face masks** into closed bins immediately after use.
- They should guide their ward on as per SOPs issued by the Government of India to avoid spreading of COVID-19 and to protect themselves and others.

**Note:** Standards 10 and 12 will start **study holidays** for the preparation of term-1 examinations from **27<sup>th</sup> November, 2021.**

**May God bless us all and all our endeavors**

Regards & Prayers

Fr. Sangeeth Raj SJ  
Principal



# 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)



CBSE/CE/2021

Date : 17.11.2021

### IMPORTANT

To

Principal / Centre Superintendent  
Schools Affiliated to CBSE / Examination Centres  
(Through Regional Offices)

Subject : Important information for students and evaluators – regarding.

Dear Madam/Sir,

You are aware that Board's Term-I examination have started from 16.11.2021. In these examinations, responses will be given on OMR and the evaluation will also be done in the examination centre on the day of the examination is conducted.

CBSE has released a video on "demystifying OMR". The link of the video is <https://youtu.be/RTQJj4x-DxQ>. You may circulate this link to your teachers and students for getting updates about the evaluation and method of correct responses.

Further, following examples of marking responses in the OMR sheets are given:-

| Q.No | Response |   |   |   | * | # | What evaluator will consider     |
|------|----------|---|---|---|---|---|----------------------------------|
| 1    | ●        | ○ | ○ | ○ | a | ○ | Correct method                   |
| 2    | ●        | ○ | ○ | ○ | b | ○ | Answer will be considered as "b" |
| 3    | ●        | ○ | ○ | ○ | b | ● | Answer will not be evaluated     |
| 4    | ●        | ⊗ | ⊗ | ⊗ | c | ○ | Answer will be considered as "c" |
| 5    | ⊗        | ✓ | ⊗ | ⊗ | d | ○ | Answer will be considered as "d" |
| 6    | ⊙        | ✓ | ○ | ○ | a | ○ | Answer will be considered as "a" |
| 7    | ⊘        | ⊘ | ● | ⊘ | c | ○ | Answer will be considered as "c" |
| 8    | ○        | ⊘ | ○ | ○ | b | ○ | Answer will be considered as "b" |
| 9    | ⊗        | ✓ | ○ | ○ | b | ○ | Answer will be considered as "b" |
| 10   | ○        | ○ | ✓ | ⊘ | c | ○ | Answer will be considered as "c" |
| 11   | ○        | ○ | ○ | ■ | d | ○ | Answer will be considered as "d" |
| 12   | ●        | ⊗ | ○ | ○ | a | ○ | Answer will be considered as "a" |

Contd.....

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# केन्द्रीय माध्यमिक शिक्षा बोर्ड

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|    |                                  |                       |                                  |                                  |   |                                  |   |
|----|----------------------------------|-----------------------|----------------------------------|----------------------------------|---|----------------------------------|---|
| 13 | <input type="radio"/>            | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | c | <input type="radio"/>            | Answer will be considered as "c"  |
| 14 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | d | <input type="radio"/>            | Answer will be considered as "d"  |
| 15 | <input type="radio"/>            | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | c | <input type="radio"/>            | Answer will be considered as "c"  |
| 16 | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | b | <input type="radio"/>            | Answer will be considered as "b"  |
| 17 | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |   | <input type="radio"/>            | Such responses will fall under UFM. Hence, Assistant Supdt. must inform and check in the exam room. |
| 18 | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> |   | <input checked="" type="radio"/> | Question will be considered as not attempted  |

However, it may be noted for students that    responses is not the correct method for marking responses on OMR. Complete darkening of circle (  ) is the correct method.

It is further, informed that if students are instructed to attempt 45 questions out of 50 in some subjects and all 50 responses has been marked/responded by the candidate without darkening 5 questions in the circle given under the mark (#) which is meant for question not attempted, only first 45 questions will be evaluated. The last 5 questions will be considered as not attempted questions. In no manner best of 45 are not to be evaluated.

Above instructions may please be circulated to your students. During examination, these instructions may be informed to the students by the Assistant Superintendent in the room and displayed on Black Board too.

These instructions may also be given to the teachers involved in evaluation and coordination so that evaluation be done as per instructions issued.

Wishing you all the best,

Yours faithfully

(DR. SANYAM BHARDWAJ)  
CONTROLLER OF EXAMINATIONS

