

Govt. of NCT of Delhi: Directorate of Education

Examination Cell, Room No.222-A

Old Secretariat, Delhi-110054

No.DE.5/31/t.VI/Exam /2016/575-579

Date: 03-06-2020

//CIRCULAR//

**Sub:- Guidelines/Instructions for Change of Centre for forthcoming Board Examination of classes X & XII commencing w.e.f. 1<sup>st</sup> July, 2020 to 15<sup>th</sup> July, 2020**

Please find enclosed herewith CBSE Notification No. COORD/PRINTING/2020 dated 02/06/2020 regarding the Subject cited above.

As per aforesaid Notification CBSE has taken the following two decisions in respect of the forthcoming exams which will start from 1<sup>st</sup> July 2020 for classes X & XII.

1. Examination would now be conducted in the respective schools of the candidates instead of the examination centre already allotted.
2. CBSE will allow change of Examination Centre in respect of candidates who have shifted from the district of their school and are residing in some other district in the country than the place of their school.

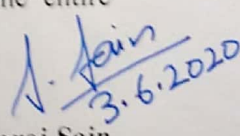
Further, it is informed that CBSE has provided detailed Instruction/Information regarding scheme for conduct of Examination, Nodal Examination centers, Eligibility for making request for change of examination centre, important conditions, procedure of making the request, candidate shifted from India to other countries, Exam centre Location, Help Line Number and Schedule of activities etc.

Apart from the above, all the Heads of above mentioned Schools must note that:

1. CBSE will accept request of candidates for change of Examination Centre only through their school.
2. It will be the responsibility of the School to contact their students to know whether they have shifted to some other district and would like to avail the facility of changing the Examination Centre to their present district of stay in India, and thereafter, to provide the information to CBSE.
3. NCT of Delhi will be considered as one district for this purpose hence change of examination centre from one district of Delhi to another district of Delhi will not be permitted.
4. The Heads of Schools must comply with all the directions of CBSE and follow the date wise schedule of activities given at point 9 (page-5) of the notification.

In this regard, all the Heads of Govt., Govt. Aided and Un-Aided Recognized Schools are directed to go through the said Notification and shall ensure that this information be timely conveyed through telephone/bulk sms or through other available means to all the students of classes X/XII appearing in the said Examination so that the opportunity for change of Centre, wherever required, be provided to eligible students.

Furthermore, DDEs District/Zone are requested to have closely monitor the entire process in their respective Districts.

  
Dr. Saroj Sain  
Addl. DE (Exam)

Encls: As stated above.

All the Heads of Govt., Govt.Aided & Un-Aided Recognized Schools through DEL E.

Copy to:

1. PA to Director (Education)
2. Spl.DE (ASB), DDE (PSB)
3. All RDEs/DDEs (District & Zonal) through DEL E.
4. ADE (IT) to get it placed on website of Dte. of Education.
5. Guard file.

Mukta Soni  
03/06/2020  
(Mukta Soni)  
DDE (Exam)



# 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)

No.COORD/PRINTING/2020

02.06.2020

### NOTIFICATION

As per decision of the Board dated 01.4.2020, all stakeholders were informed that examinations in the major subjects which were postponed w.e.f. 19.3.2020 would be held subsequently and atleast 10 days' time would be given prior to commencement of the examinations. The datesheet for the Classes X (only for N-E district of Delhi) & XII (All India) has been declared on 18.05.2020 according to which examinations will be held from 01.7.2020 to 15.7.2020.

Because of the prevailing condition of spread of COVID-19 pandemic in the country, special efforts are required for conducting examinations in a safe manner. As a number of students have shifted from the district of their school to some other district in the country, CBSE has decided to address this problem being faced by the candidates by taking the following two decisions in respect of the forthcoming examinations:

1. Examinations would now be conducted in the respective schools of the candidates instead of the examination centre already allotted.
2. CBSE will allow change of examination centre in respect of candidates who have shifted and are residing in some other district in the country than the place of their school.

Accordingly, following is being notified herewith:

1. **SCHEME FOR CONDUCT OF EXAMINATIONS** - Examinations w.e.f. 1.7.2020 to 15.7.2020 will be conducted in the respective school of the candidates.
2. **NODAL EXAMINATION CENTRE-** In each district, where CBSE is having affiliated schools, one school will be fixed as a nodal examination centre for the candidates who have shifted from their earlier district of examination centre to another district in India.
3. **ELIGIBILITY FOR MAKING REQUEST FOR CHANGE OF EXAMINATION CENTRE**

a) **Regular candidates:** Following category of regular candidates who have shifted from their district of school to some other district in India will be eligible to make request for change of examination centre:

- i) Students who were residing in hostels,
- ii) Students sponsored by State Governments,
- iii) Students who have shifted from the district of their school to some other district within India

b) **Private candidates** – Private candidates who have shifted from their district of examination centre to some other district in India can also make a request to change their examination centre.



#### 4. IMPORTANT CONDITIONS

- i) Change of centre in the same district will not be allowed.
- ii) NCT of Delhi will be considered as one district for this purpose hence change of examination centre from one district of Delhi to another district of Delhi will not be permitted.
- iii) Change of examination centre will be allowed only in the district in which the applicant has shifted to, and in which CBSE is having affiliated schools. Provided, in case, a student is presently staying in a district in which there is no CBSE affiliated school, an examination centre in neighbouring district will be allotted.
- iv) In the containment zone, no examination centre will be permitted. In case of schools falling in containment zones as on date, examination centre of the students of these schools will be allotted outside the containment zone.
- v) Private candidates (2<sup>nd</sup> chance Compartment, Failures of previous year, Improvement of Performance, Additional subject, Female candidates of NCT of Delhi, Visually Impaired candidates) and Patrachar Vidyalaya candidates who have not shifted from their district of examination centre to any other district in India will be required to appear for the examination from the allotted examination centre from where they have appeared earlier upto 18.3.2020.
- vi) No examination will be conducted for the students studying in CBSE affiliated schools situated outside India (abroad) because of restrictions imposed by their Governments. Their result will be declared as per the assessment scheme to be decided by the Board.
- vii) Result in respect of the subjects whose examinations will not be conducted by the Board will also be declared as per assessment scheme to be decided by the Board.
- viii) In case children with special needs availing the facility of scribe do not wish to appear in the forthcoming examination because of noncompliance of social distancing norms, their result will be declared as per the assessment scheme to be decided by the Board.
- ix) Last date of any activity will not be changed under any circumstances.
- x) Once option is exercised by candidate/school for change of examination centre, no change will be allowed thereafter.
- xi) No request for reconduct of examination will be entertained.

#### 5. HOW TO MAKE THE REQUEST

##### (a) Regular candidates:

- i. **CBSE will accept requests of candidates for change of examination centre only through their school.**
- ii. It will be the responsibility of the School to contact their students to know whether they have shifted to some other district and would like to avail the facility of changing the examination centre to their present district of stay in India, and thereafter, to provide the information to CBSE.
- iii. Schools will use e-परीक्षा portal on CBSE website for providing desired information.

- iv. Request in any other mode will not be entertained by the Board.
- v. School will process the genuine requests made by their students and will recommend to the CBSE for change of district for appearing in the examinations as per rule.
- vi. School will ensure that all requests received from their students regarding change in district for appearing in the examinations are uploaded on e-परीक्षा portal correctly.
- vii. All requests will have to be uploaded on e-परीक्षा portal only in one lot by the school.
- viii. Link will be closed after submission and it will not be opened again.
- ix. It will also be the responsibility of the students to inform their own school about the fact that they have shifted from the district of their school to some other district in India and intend to appear in the examination from their present district of stay.
- x. There are no CBSE affiliated schools in the following districts, hence no examination centre will be fixed in these districts:

S. No.	STATE / UT	DISTRICT
1	ASSAM	SOUTH SALMARA
2	GUJARAT	CHOTA UDAIPUR GIR SOMNATH
3	JAMMU & KASHMIR	BANDIPORA RAMBAN SHOPIAN
4	MANIPUR	KAMJONG NONEY PHERZAWL THENGNOUPAL
5	MEGHALAYA	NORTH GARO HILLS SOUTH WEST KHASI HILLS WEST JAINTIA HILLS
6	MIZORAM	HNAHTHIAL SAITUAL
7	NAGALAND	NOKLAK
8	TAMIL NADU	TIRUPPATTUR

- xi. Students who have shifted to districts in which there is no CBSE affiliated school and intend to change the examination centre, will have to identify neighbouring district suitable to them and inform the same to their own school.



- xii. No request for change of examination centre should be sent to CBSE directly by the candidates. Such requests will not be entertained.
- xiii. Students who may have requested CBSE to change their examination centre will have to make a request to their own school.
- xiv. CBSE will communicate to the schools about its decision regarding change of district in the form of Permission Letter, for onward communication to the candidate concerned. Students can also check the location of the examination centre using a Mobile app.
- xv. Candidates shall have to carry a print out of Permission Letter while going to appear for the examination alongwith their old Admit Card and School identity card.

**(b) Private candidates:**

Candidates appearing for 2<sup>nd</sup> chance Compartment, Failures of previous year, Improvement of Performance, Additional subject, Female candidates of NCT of Delhi, Visually Impaired candidates appearing as private candidates and Patrachar Vidyalaya candidates who have shifted from their district of examination centre to any other district in India can also apply to CBSE on the link व्यक्तिगत परीक्षार्थी on the board's website or using Mobile App- परीक्षा सुविधा for change of district of the examination centre.

**6. CANDIDATES SHIFTED FROM INDIA TO OTHER COUNTRIES**

- i. Candidates who were studying in India and have shifted to other countries, if they so desire, can appear from any district of India.
- ii. These candidates will also make a request to their own school.
- iii. No examination in other countries will be conducted by CBSE for such candidates.

**7. EXAM CENTRE LOCATION**

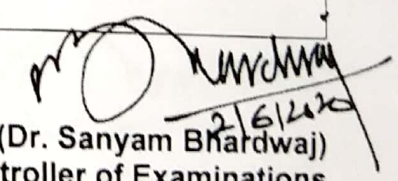
Candidates can check the location of their examination centre with the help of Mobile App-'Examination centre locator of CBSE" from 20.06.2020. App is available in Play Store. This App will work only on Android Mobile.

**8. HELP LINE NUMBER**

For any queries, call CBSE Help Line Number 1800-11-8002 between 9.30 am to 5.00 pm on all working days.

## 9. SCHEDULE OF ACTIVITIES

S.No.	Activity	Date from	Date to
1.	School to contact their students and confirm for change of examination centre	03.6.2020 (Wednesday)	09.6.2020 (Tuesday)
2.	Requests to be made by candidates to their school	03.6.2020 (Wednesday)	09.6.2020 (Tuesday)
3.	Schools to upload details of the candidates requesting for change of examination centre	03.6.2020 (Wednesday)	11.6.2020 (Thursday) Upto 5.00 PM
4.	Private candidates to apply for change of examination centre	03.6.2020 (Wednesday)	11.6.2020 (Thursday) Upto 5.00 PM
5.	Uploading of information regarding change of examination centre by CBSE	16.6.2020 (Tuesday)	--
6.	Schools to communicate to the respective candidate about changed examination centre	16.6.2020 (Tuesday)	18.6.2020(Thursday)
7.	Downloading of Permission Letter by the Private candidates	16.6.2020 (Tuesday)	20.6.2020 (Saturday) Upto 5.00 PM
8.	Schools to download list of the candidates and centre material in respect of the candidates appearing from their school using school log in id on e-परीक्षा portal	W.e.f. 16.6.2020 (Tuesday)	
9.	Candidates can check the location of their examination centre with the help of Mobile App.	W.e.f. 20.06.2020 (Saturday)	

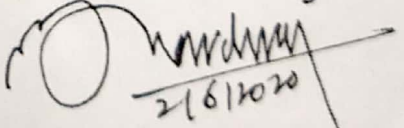
  
 (Dr. Sanyam Bhardwaj)  
 Controller of Examinations

### Copy to:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida 201309
3. The Chief Secretary, Government of Andaman & Nicobar Islands



4. The Chief Secretary, Government of Arunachal Pradesh
5. The Chief Secretary, Government of Delhi
6. The Chief Secretary, Government of Sikkim
7. The Principal Secretary, Government of NCT of Delhi
8. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
9. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
10. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
11. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar - 791111
12. The Director of Education, Govt. of A&N Islands, Port Blair - 744101
13. The Director of School and Mass Education, Government of Odisha, Bhubaneswar
14. The Director, Directorate of Secondary Education, Bikaner-334001, Rajasthan
15. The Collector, Department of School Education, Raipur-492001, Chattisgarh
16. The Director of Education, Government of Punjab, Mohali
17. The Director of Education, Government of Maharashtra, Pune
18. The Director of Education, Government of Madhya Pradesh, Bhopal
19. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi
20. Assistant Chief Air Staff (Education), Air Headquarters, R K Puram, New Delhi
21. ADGMT(AE), Room No. 702, 'A' Wing, IHQ of Ministry of Defence, Sena Bhawan, New Delhi-110001
22. The Principal Director, Naval Education, 2<sup>nd</sup> floor, Wing 2, West Block V, R K Puram, New Delhi - 110 066
23. The Director, DAV Managing Committee, Chitra Gupta Road, New Delhi - 110055
24. The Secretary, Delhi Public School Society, F Block, East of Kailash, New Delhi-110065
25. Director (IT), HQs
26. SPS to Secretary/Director(Academic)/Director(Skill Education & Training) / Director(PE), CBSE
27. Head (Media and Public Relations), CBSE
28. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
29. All Joint Secretary(ies)/Deputy Secretary(ies) of CBSE
30. EO to Chairman, CBSE

  
 21/6/2020  
**Controller of Examinations**