



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.CE/COORD/SPS/2020

24.01.2020

To
The Principals
Schools affiliated to CBSE

Sub:- Briefing session to guide students appearing in Boards Examinations - Reg.

Dear Madam/Sir,

You are aware that Board's Examinations for Classes X & XII would commence from 15th February, 2020 and continue till 30th March, 2020.

Your school will be sponsoring students for Classes X & XII. You are also aware that holding examinations successfully is the responsibility of all the stakeholders to protect the future of the students and also to have faith of citizens in our system.

CBSE has taken many initiatives to ensure that students should not face any problem in appearing in the examinations. Also many steps have been taken to conduct the examinations successfully. Another step proposed in this direction is to hold a briefing session of the students appearing on the Board's Examinations when they are called to collect their admit card by their school.

You are, therefore, requested to hold a briefing session for both students and parents and following information may be communicated to them for strict compliance:-

1. That last entry in the examination centre is 10:00 AM. For Whatever reason, no candidate will be allowed after 10:00AM in the examination centre. No re-examination will be conducted for such students who have not reported on time.
2. Candidates will visit their examination centre prior to the examinations to confirm the location, distance, traffic condition etc. They should leave their home much in advance so that they reach examination centre as per schedule and on time.
3. No candidate will be allowed to leave the examination centre before the examination is over.
4. They will carry only Blue / Royal blue ball point/Gel /Fountain pen, pencil, eraser, sharpener, Geometry instruments, colors, brushes, Admit Card and School Identity Card as per requirement in a transparent pouch.
5. They will not carry mobile, other electronic items and the barred items (list is available on Board's website).
6. Students will go only in school uniform for appearing in the examination.
7. They will follow all the instructions given to them by the Assistant Superintendents (Invigilators).




"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



8. They will complete entries on answer book and on question paper correctly and neatly.
9. They will write their Roll Number correctly. For the same, a power point presentation is also being sent to you. Kindly understand this presentation and explain to the students.
10. They will not indulge in any unfair practices. If found, they will be booked under unfair means activities and action will be taken accordingly.
11. They should not believe in fake videos and messages uploaded on social media regarding leakage of question paper or forward them. They should not give ear to rumors and they should not spread rumors too. CBSE will make efforts to identify such videos and messages on social media platform, lodge an FIR against involved people and provide the information of such links on Board's website.
12. They may be requested by Assistant Superintendent(Invigilator) to witness opening of question paper and their signature on certificate printed on the envelope of question paper. While doing so, they will check that packet is properly sealed and intact.
13. In case, there is any ambiguity found in question paper, they will bring it to the notice of their school for informing the same to the CBSE to address the same as per Board's policy rather than going to social media.
14. They will maintain discipline in the examination centre, protect the furniture etc. and will not litter and ensure cleanliness.
15. Inform them to ensure that personal data given in Admit Card is correct and for the same both parent and candidates will sign undertaking given in Admit Card.
16. In addition to above, school may also give other important instructions.

I am sure that with your efforts, we will successfully conduct the examination.

With best wishes,


(Dr. Sanyam Bhardwaj)
24/11/2020
Controller of Examinations

Encl: As above

HOW TO WRITE ROLL NUMBER IN ANSWER BOOK

- ◆ Roll Number of both Classes-X and XII will either start from '1' or from '2'.
- ◆ Digit '1' or '2' represent a special information
- ◆ Answer Book is having the space for writing 7 digits
- ◆ However, in 2020, Roll Number is of 8 digits
- ◆ Then how to write the Roll Number in Answer Book
- ◆ Write 1 or 2 before the box
- ◆ Darken the place below 1 or 2 in 1st or 2nd line

CORRECT METHOD OF WRITING R.NO. WHEN ROLL NO. IS STARTING FROM 1








अनुक्रमांक Roll No .

1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9
0	0	0	0	0	0	0

1



Example-R.No.- 1133323

1	1	3	3	3	2	3
						
						
						

WRONG METHOD OF WRITING R.NO.

R.No.- 11133323

अनुक्रमांक Roll No .

1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0

1	1	1	3	3	3	2	
●	●	●					
						●	
			●	●	●		●

3

●

WRONG METHOD OF WRITING R.NO.

R.No.- 11133323

1	1	1	3	3	3	2
●	●	●				
						●
			●	●	●	

3

अनुक्रमांक Roll No .

1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9
0	0	0	0	0	0	0

WRONG METHOD OF WRITING R.NO.

R.No.- 11133323

1	1	1	3	3	3	2
●	●	●				
						●
			●	●	●	

अनुक्रमांक Roll No .

1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9
0	0	0	0	0	0	0

WRONG METHOD OF WRITING R.NO.

R.No.- 26645242

2

6

6

4

5

2

4

2

अनुक्रमांक Roll No .

1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0

2	6	6	4	5	2	4	2
●					●		●
			●			●	
				●			
	●	●					

WRONG METHOD OF WRITING R.NO.

R.No.- 26645242

2

6

6

4

5

2

4

2

अनुक्रमांक Roll No .

1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0

2	6	6	4	5	2	4
●					●	
			●			●
				●		
	●	●				

WRONG METHOD OF WRITING R.NO.

R.No.- 26645242

2	6	6	4	5	2	4
---	---	---	---	---	---	---

●					●	
			●			●
				●		
	●	●				

अनुक्रमांक Roll No .

1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9
0	0	0	0	0	0	0