



CBSE/RO/BBSR/PA/CIR./2023

Date: 09.02.2023

BBSR-03/2023

To,
The Principal of Schools sponsoring Students for Board Examinations -2023,
Under the jurisdiction of Regional Office, Bhubaneswar.

Sub- Instructions to candidates who are appearing for Board Examinations -2023

Madam/Sir,

Greetings to you

As you are aware, the festival of examinations is going to commence from 15 Feb, 2023. I take this opportunity to convey my best wishes to each and every student of your school who are going to appear in this year's Board Examinations.

In the past, it has been observed that due to lack of awareness about dos and don'ts in the examination, the students face certain difficulties. As a school preparing the students academically to appear in Board Examinations it is important to guide them about the administrative aspects also, so that they are aware of the instructions of the Board.

In this connection, you are advised to conduct a meeting of students who are appearing in Class X /XII Board Examinations and their parents. Advise the students to remain calm and happy and approach the examinations without fear and nervousness. Appraise them about the instructions of the Board and dos and don'ts during the examinations.

Some of the important instructions are reiterated below:-

- The candidates shall reach the examination centre well in advance before the time for last entry.
- Entry is not permitted after 10:00 AM. No candidate shall be allowed thereafter.
- No candidate shall be allowed to leave the examination centre before the conclusion of examination. Forceful entry/exit will be treated as unfair means.
- They will make a visit to the allotted examination centre at least a day before the start of examinations for knowing the way, traffic status, means of transportation available so that they can plan their journey on the days of examination accordingly.
- They shall start from home sufficiently in advance to reach the centre in time on examination day.
- They shall carry their Admit Card, read the instructions given in the Admit Card and follow the instructions during the examinations.
- They should not carry any communication device including mobile phone in the Examination Hall having any communication device in their possession shall be treated as unfair means.
- They shall not carry any bits of paper/textual material etc in the Examination Hall.
- They shall maintain strict discipline in the Examination Centre.
- They shall occupy their seat in the Examination Hall against the space allotted for their Roll Number.






केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

क्षेत्रीय कार्यालय, भुवनेश्वर
REGIONAL OFFICE, BHUBANESWAR

- They shall check the Roll Number written on the desk and ensure that they are sitting at the right place.
- As soon as they receive the Answer Book, they shall read the 'instructions to candidate' printed on the Answer Books and fill up all the particulars correctly on the title page of the Answer Book.
- They shall shade the correct bubbles under each column on the OMR sheet containing details of candidates like Candidate Name, Roll Number, Subject Code, Centre Number etc.
- Before start writing, they shall check and ensure that all the pages in the Answer Book are serially numbered and no page is missing or torn. In case of any discrepancy it shall be brought to the notice of Invigilator immediately.
- They shall write their Answers on both sides in the Answer Book.
- They shall mention correct question number as given in the question paper for their answers.
- They shall not tear away any pages of the answer book. Tearing of pages from the answer book will be considered as unfair means.
- They shall not write any formula, equation, hints on the admit card/writing pad/on hands/ on the desk etc. which will be considered as unfair means.
- Whenever they are using supplementary answer books, on conclusion of examination, the total number of supplementary answer books used should be written on the title page in the box given for this purpose. If they use only the main answer book then zero should be written in the said box.
- After conclusion of examination they should handover the Answer Book to Invigilator without fail.
- They should not spread any wrong information through social media. They shall not believe in rumour circulated through social media, instead they should concentrate in their preparation for the examination.
- They should not write their Name, Roll Number on the supplementary answer book/graph/maps etc.
- They should not write their Name/Roll Number inside the answer book other than on the title page.
- They should not write any derogatory remarks/ appeal/request to examiners, in the Answer Book.
- Whenever supplementary answer books are used, it should be tied with main answer book firmly using the tag provided by the Invigilator.
- Students should not do any marking/write anything on the page in the answer sheet which is given for posting of marks by the examiner.
- Specimen copy of title page and instructions to candidate available in the answer book are attached herewith for ready reference and convey the same to candidates. You can multiply required copies and conduct practice for the students for filling the details correctly on the title page.

Best Wishes.

Encl: As stated above.


(K. Srinivasan)
Regional Officer



भारत 2023

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परीक्षार्थियों के लिए निर्देश

- उत्तर पुस्तिका प्राप्त करने पर -
 - यह सुनिश्चित करें कि उत्तर पुस्तिका में 32 पृष्ठ हैं।
 - जाँच करें कि सभी पृष्ठ क्रमवद्ध क्रमबद्ध हैं (मुख्य पृष्ठ सहित)।
 - सभी आवश्यक विवरण/फॉन्ट को सही ढंग से भरें।
 - केवल नीली-काली या नीली स्थायी/जैल/बॉलपॉइंट पेन का उपयोग करें।
- उत्तर पुस्तिका के दोनों ओर प्रत्येक रीखाई पर लिखें।
- उत्तरों को प्रश्न पत्र में उनकी संख्या के अनुसार क्रमबद्ध करें।
- जब कोई प्रश्न (या उत्तरका एक भाग) समाप्त हो जाए तो एक रेखा खींचें।
- कच्चे कार्य के लिए पृष्ठ के बाईं ओर उचित हाशिया खींच लें जिसे बाद में काट दें।
- पूरक उत्तर पुस्तिका, ग्राफ, नक्शे आदि के साथ अपनी उत्तर पुस्तिका को सुरक्षित रूप से नक्की करें; निम्नलिखित न करें -
 - वितृप्त मार्गिन छोड़ कर पृष्ठों को बर्बाद न करें।
 - उत्तर पुस्तिका, पूरक उत्तर पुस्तिका, ग्राफ मानचित्र आदि में या उसके बाहर कोई विशेष चिह्न या निशान न बनाएँ।
 - किसी भी उत्तर में अपना अनुक्रमिक, अपने स्कूल का नाम या परीक्षा का स्थान न लिखें।
 - उत्तर पुस्तिका के पृष्ठों को न मोड़ें।
 - पूरक उत्तर पुस्तिका तब तक ना लें जब तक यह उत्तर पुस्तिका/पिछली पूरक उत्तर पुस्तिका समाप्त न हो जाए।
 - उत्तर पुस्तिका को सहायक अधीक्षक को दिने बिना परीक्षा हॉल न छोड़ें।
- निम्नलिखित में से किसी भी गतिविधि में लिप्त होना अनुचित साधन के उपयोग के रूप में समझा जाएगा, परिणाम घोषित नहीं किया जाएगा, लेकिन अनुचित साधन (यु.ए.एम.) के रूप में अंकित किया जाएगा:
 - किसी भी वस्तु या लेख का कच्चे में होना जो परीक्षा केंद्र में निषिद्ध है या किसी भी टेबलरी आईटम, संचार उपकरण, सहायक साधन, खाने का सामान, कपड़ा या किसी अन्य सामग्री या जानकारी जो संबंधित पेपर की परीक्षा के लिए प्रासंगिक अथवा अप्रासंगिक रूप से इस्तेमाल की जा सकती है, उम्मीदवार की ओर से परीक्षा लिखने (impersonation) या नकल करने के लिए सामग्री तैयार करने के लिए किसी और को रखना/मुआलाज करना;
 - सीबीएसई द्वारा समय-समय पर जारी किए गए परीक्षा संबंधी नियमों या दिशानिर्देशों का पालन ना करना,
 - अन्य उम्मीदवारों को कदाचार में संलग्न होने में सहायता करना, प्रत्यक्ष या अप्रत्यक्ष रूप से किसी भी प्रकार की सहायता देना या प्राप्त करना या ऐसा करने का प्रयास करना;
 - उत्तर लिखने के लिए केंद्र अधीक्षक द्वारा दी गई उत्तर पुस्तिका के अलावा किसी भी सामग्री पर प्रश्न या उत्तर लिखना;
 - उत्तर पुस्तिका या पूरक उत्तर पुस्तिका आदि के किसी भी पृष्ठ को फाड़ना;
 - परीक्षा केंद्र में परीक्षा के समय के दौरान किसी अन्य व्यक्ति के साथ संपर्क करने या संवाद करने या ऐसा करने की कोशिश करना;
 - प्रत्यक्ष या अप्रत्यक्ष रूप से किसी अन्य उम्मीदवार या सहायक अधीक्षक के साथ संवाद करना;
 - उत्तर पुस्तिका को परीक्षा हॉल/कमरे/केंद्र से बाहर ले जाना;
 - प्रश्न पत्र या उसके भाग अथवा उत्तर पुस्तिकाओं/पूरक उत्तर पुस्तिका(ओं) या उसके भाग की तस्वीर;
 - परीक्षा के संचालन से जुड़े किसी भी अधिकारी या किसी भी उम्मीदवार को धमकाना;
 - परीक्षा के संबंध में किसी अन्य अवांछनीय विधि या साधनों का उपयोग करना या प्रयास करना;
 - परीक्षा केंद्र/हॉल में/से जबरदस्ती प्रवेश/निकास
 - परीक्षा केंद्र में प्रवेश करने के बाद किसी अन्य इलेक्ट्रॉनिक उपकरण का उपयोग या प्रयास करना;
 - परीक्षा से संबंधित सामग्री सही या गलत को सोशल मीडिया पर अपलोड/साझा करना;
 - एडमिट कार्ड पर मंगलदंत तस्वीर को लगाना/अपलोड करना;
 - उत्तर पुस्तिकाओं पर छपी किसी भी सूचना को मिटाना;
 - उत्तर पुस्तिका(ओं) पर गलत जानकारी प्रदान करना;
 - पिछले वर्षों के प्रश्न पत्र कच्चे में होना;
 - परीक्षाओं में अनधिकृत विशेषाधिकारों को प्राप्त करने के लिए परीक्षा के संचालन से संबंधित किसी भी प्राधिकारी (प्राधिकारियों)/व्यक्ति(व्यक्तियों) से संपर्क करना;
 - सीबीएसई को प्रभावित करके अपने पक्ष में लाभ प्राप्त करने के लिए गलत जानकारी प्रदान करना अथवा झूठाना का सहारा लेना।

Specimen copy

Instructions to Candidates

- On receiving the answerbook
 - ensure that all pages are serially numbered (including title page).
 - check that all pages are serially numbered (including title page).
 - fill in and blacken all the required details/fields correctly.
 - use only blue-black or royal blue ink/gel/ballpoint pen.
- Write on each ruled line on both sides of the answer book.
- Number your answers according to their numbers in the question paper.
- Draw a line when a question (or a part thereof) is finished.
- Draw appropriate margin on the right side of the page for rough work which should be crossed out afterwards.
- Securely tag your answer book with supplementary answer book(s), graphs, maps etc.
- DO NOT
 - waste pages by leaving wide margin.
 - make any special sign or mark in or outside the answer book, supplementary answer book, graph, map etc.
 - write your roll number, name of your school or place of examination in any of your answers.
 - fold the pages of the answer book.
 - ask for supplementary answer book unless this answer book/previous supplementary answer book is finished.
 - leave the examination hall without handing over the answer book to the Assistant Superintendent.
- Indulging in any of the following activities shall be deemed as use of unfair means practice, result shall not be declared but marked as UNFAIR MEANS (UFM):
 - Having in possession any item or article which has been prohibited in examination centre or may be used for unfair practices including any stationary examination device, accessories, eatable items, ornaments or any other item, communication relevant or not relevant to the examination in the paper concerned;
 - Paying/Placing someone else to write examination (impersonation) on candidate's behalf or preparing material for copying;
 - Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS;
 - Assisting other candidate to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so;
 - Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;
 - Tearing of any page of the answer book or supplementary answer book etc.;
 - Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination Centre;
 - Communicating with another candidate or the Assistant Superintendent directly or indirectly;
 - Taking away the answer book out of the examination hall/room/centre;
 - Smuggling out Question Paper or its part or smuggling out answer books/supplementary answer sheet or part thereof;
 - Threatening any of the officials connected with the conduct of the examinations or threatening any of the candidates;
 - Using or attempting to use any other undesirable method or means in connection with the examination;
 - Forceful entry/exit in room/Examination Centre/Hall;
 - Use or attempted use of any electronic device after entering the examination centre;
 - Uploading/sharing any examination related material, correct or wrong, on social media;
 - Affixing/uploading of fabricated photograph on the admit card;
 - Erasing or obliterating any information printed on the ANSWER BOOK(S).
 - Providing wrong information on the answer sheets;
 - Having in possession question papers of previous years;
 - If a candidate approaches any Authority (ies)/person(s) related to the conduct of exams soliciting unauthorized privilege(s) in these examinations;
 - Taking legal course or any other to influence CBSE for gaining advantage in their favour, by providing false information.