



Instructions for Candidates

CBSE TERM II EXAMINATION (2021-22)

PERMITTED ITEMS, BARRED ITEMS AND DRESS CODE

Candidates will be subjected to extensive and compulsory physical checking before entering the examination centre.

PERMITTED ITEMS

- (a) Admit Card & School Identity Card / Govt Photo Identity Proof (For Pvt Candidates)
- (b) Stationery item i.e., Transparent Pouch, Geometry/Pencil Box, Blue/Royal Blue Ink/Ball Point/Gel Pen, Scale, Writing Pad, Eraser, Analogue Watch, Trans-parent Water Bottles and Hand Sanitizer 50 ml.
- (c) Metro Card, Bus Pass.

BARRED ITEMS

- (a) Any stationery item – such as textual material (printed or written), bits of papers, Calculator (Candidates with Learning Disability i.e., Dyscalculia are permitted to use Calculator as per Circular No. CBSE/COORD/2020 dated 20.1.2020), Pen Drives, Calculator, Log Table (shall be provided by the centres), Electronic Pen/ Scanner, etc.
- (b) Any communication device – such as Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, Camera, etc.
- (c) Other items like Wallet, Goggles, Handbags, pouches, etc.
- (d) Any eatable item opened or packed, except for diabetic candidates
- (e) Any other item which could be used for unfair means.
- (f) Use of above or similar items will be treated under UFM category and will attract punishment as per rules.

DRESS CODE

For Regular Candidates - School Uniform

For Private Candidates - Light Clothes

11. Instructions for the Candidates

- 11.1 Candidates are permitted to carry following items: -
 - 11.1.1 Hand sanitizer (50ml.) in transparent bottle.
 - 11.1.2 Mask to cover the face
 - 11.1.3 Hand gloves only on hands
 - 11.1.4 Transparent water bottle for their personal use
 - 11.1.5 Admit Card, School Identity Card
- 11.2 Candidates will cover their nose and mouth with mask.
- 11.3 Candidates will follow social distancing norms strictly.
- 11.4 Candidates will carry their own drinking water.
- 11.5 Candidates will not exchange or lend articles.
- 11.6 Candidates will use safe mode of transportation for coming to the examination centre and returning back home.
- 11.7 Candidates will follow all instructions displayed in school and communicated to them.
- 11.8 Candidates should try to avoid contact with unknown persons.
- 11.9 Candidates will throw used tissue/ face mask into closed bins immediately after use.
- 11.10 Candidates will maintain good hygiene in toilets during and after use.
- 11.11 Candidates should not touch eyes, nose or mouth with unwashed hands.
- 11.12 Candidates will not shake hands or hug at any cost while greeting.
- 11.13 Candidates will refrain themselves from spitting in public places.
- 11.14 Candidates will seek advice on COVID from their parents while coming to appear for the examination.

12. Instructions for Parents

- 12.1 They should ensure that their ward is carrying pocket hand sanitizer in transparent bottle, hand gloves, transparent drinking water bottle and only other permissible stationary items only while going to the examination centre.
- 12.2 They should ensure that their ward has covered nose and mouth with face mask.
- 12.3 They should guide their ward to follow social distancing norms strictly.
- 12.4 They should instruct their ward not to exchange or loan articles.
- 12.5 They should ensure that their ward uses safe mode of transportation for going to the examination centre and returning back home.
- 12.6 They should instruct their ward to follow all instructions displayed in school and communicated to them.
- 12.7 In case their ward is not feeling well, they should consult the doctor and act as per the advice given by him.
- 12.8 They should instruct their ward to avoid contact with unknown persons.
- 12.9 They should instruct their ward to throw used tissue/ face mask into closed bins immediately after use.
- 12.10 They should guide their ward on the other important guidelines issued by Government of India to avoid spreading of COVID-19 and to protect themselves.
- 12.11 All stakeholders will follow other guidelines issued by Government of India from time to time

The following schedule to be followed:

S. No.	ACTIVITY	FROM	TO
i.	Entry inside the Examination Centre by the candidates	09:00 AM	10:00 AM
ii.	Start of entry by candidates in examination rooms	09:45 AM	10:00 AM
iii.	Opening of sealed Question Papers Parcels in Control Room	10:00 AM	--
iv.	Last Entry in the Examination Centre	10:00 AM	--
v.	Checking of Admit Cards by the Assistant superintendents.	10:00 AM	10:15 AM
vi.	Announcement to ensure that <ul style="list-style-type: none"> • candidates have occupied correct seat only • they have written Roll Number and set no. as per instructions • candidates are not in possession of any barred item • other important instructions. 	10:00 AM	10:15 AM
vii.	Opening of packets of Question Paper in examination room	10:10 AM	--
viii.	Distribution of the Question Papers to the candidates	10:15 AM	--
ix.	Collection of Question Papers of absentee candidates in the examination room by the Assistant Superintendent	10:30 AM	--
x.	Exam Commences	10:30 AM	--
xi.	Return of unused Question Papers alongwith envelopes by the Assistant Superintendent to Centre Superintendent	10:30 AM	--
xii.	Sealing of unused Question Papers packets received from examination rooms by the Centre Superintendent	10.45 AM	--
xiii.	Closing of examination rooms doors	10 MINUTES BEFORE THE EXAMINATION IS OVER	
xiv.	Exam concludes	AS PER TIME ALLOTTED IN THE QUESTION PAPER(S) AND AS PER EXTRA TIME PERMITTED FOR DISABLED CANDIDATES	

DIRECTIONS FOR CANDIDATES

1. Entry in the examination centre will be from 9.00 a.m. to 10.00 a.m.
2. **No candidate will be allowed to enter in the examination centre after 10.00 a.m. whatsoever may be the reason. This should be strictly complied with.**
3. The doors of the examination hall/room will open 45 minutes before the time specified for the commencement of Examination i.e., at 09.45 A.M. Candidates are advised to be in their seats 30 minutes before the scheduled commencement of the examination. After 10.00 A.M. no candidate will be allowed to enter the examination centre. Admission of any candidate to the examination hall in contravention of these instructions shall be considered invalid for that particular paper.
4. Candidates are required to bring their own pen, pencil and ink. Only blue black or royal blue ink/ball point pen is to be used.
5. A seat marked with his/her Roll number will be allotted to each candidate. Candidates will be required to find out and occupy their allotted seats.
6. No candidate, without permission of the Assistant Superintendent, shall leave his/her seat or the Examination Hall until the end of the examination. No candidate shall speak without permission. If it is necessary for the candidate to communicate, he/she shall stand up in his/her place and one of the Assistant Superintendents will see to his/her requirements.
7. Before beginning his/her paper, he/she shall write on the title sheet of his/her answer book the subject and question paper code number. He/she shall write his/her Roll No. in the space provided on title sheet and nowhere else in the answer book. He/she shall also write Roll No. on his/her question paper as soon as it is received by him/her. Roll No. shall also be written on the slip in the supplementary answer-book.
8. Answers shall be written on both sides of the answer book supplied to the candidate and on both sides of the answer book. No candidate shall tear out any leaf from the answer book.

9. If a candidate writes his/her Roll No. or puts any special mark in any part of the answer book or drawing sheet, map etc. other than the space provided for the purpose, he will render himself liable to have his paper cancelled.
10. On the expiry of time the answer book must be handed over to the Assistant Superintendent irrespective whether the candidate has answered the paper in full or in part or not at all.
11. Smoking & using of intoxicants is strictly prohibited in the Examination centre. Candidate found doing so during the course of the examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent.
12. Candidates can be physically searched by the Centre Superintendent/Assistant Superintendent/Inspectors deputed by the Board before or during the examination at any time.
13. In case any page(s) of the answer book or Supplementary Answer book is/are found missing/ torn at the Examination Centre or is/are reported so by the candidate the same may be recorded on the answer book by the Assistant Superintendent and a written report be given to this effect with details to the Centre Supdts. for onward transmission to the concerned Regional Office.
14. The candidate shall not ask for supplementary answer sheet till the main answer book/the earlier supplementary answer book is filled.
15. The Candidate can visit the examination Centre prior to the date of examination.
16. Apart from what is stated to be unfair means in the rules, regulations and Bye-Laws of the Board, if a candidate during the course of examination, is found indulging in any of the following, he/she shall specifically be deemed to have used unfair means at the examinations and as such his/her result shall not be declared but shall be marked as UNFAIRMEANS (U.F.M.):
 - (a) *Having in possession any item or article which has been prohibited in examination centre or may be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;*

- (b) Paying/Placing someone else to write examination (impersonation) on candidate's behalf or preparing material for copying;*
- (c) Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS;*
- (d) Assisting other candidate to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so;*
- (e) Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;*
- (f) Tearing of any page of the answer book or supplementary answer book etc.;*
- (g) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;*
- (h) Communicating with another candidate or the Assistant Superintendent directly or indirectly.*
- (i) Taking away the answer book out of the examination hall/room/centre;*
- (j) Smuggling out Question Paper or its part or smuggling out answer books/ supplementary answer sheet or part thereof;*
- (k) Threatening any of the officials connected with the conduct of the examinations or threatening any of the candidates;*
- (l) Using or attempting to use any other undesirable method or means in connection with the examination;*
- (m) Forceful entry/exit in/from Examination Centre/Hall;*
- (n) Use or attempted use of any electronic device after entering the examination centre;*
- (o) Uploading/sharing any examination related material, correct or wrong, on social media.*

- (p) *Affixing/uploading of fabricated photograph on the admit card;*
- (q) *Erasing or obliterating any information printed on the ANSWER BOOK(S);*
- (r) *Providing wrong information on the answer sheet;*
- (s) *Having in possession Question papers of previous years;*
- (t) *If a candidate approaches any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorised privilege(s) in these Examinations.*
- (u) taking legal course or any other means to influence CBSE for gaining advantage in their favour, by providing false information

17. A candidate found guilty of any of the unfair means mentioned at above-

- (a) may be disqualified by the Board from the examination in that year (i.e., his/her examination for that year may be cancelled);
- (b) may further be debarred by the Board from appearing at any examination of the Board for a period which may extend upto five years; and
- (c) in serious cases, may permanently be debarred by the Board from taking any examination of the Board.