



THE CENTRAL SCHOOL, DUBAI

Frequently Asked Questions Based on Examinations and Continuous and Comprehensive Evaluation

(CCE) 2013-14

S. No.	Query	Reply
1	Has the Board fixed any age criteria to appear in class X examination?	No, the Board has not fixed any age criteria to appear in class X examination however, at <i>the time of admission the student should satisfy the requirements of age limits (minimum and maximum) as determined by the State/Union Territory Government, as applicable to the place where the School is located.</i>
2	What is the procedure for seeking admission in class X?	As per rule 7.3 of the Examination Byelaws of the Board, admission to class X in a school is open only to such a student who: (a) has completed a regular course of study for class IX from an institution affiliated to this Board; (b) has completed a regular course of study for class IX and has obtained minimum grade D in five subjects (excluding the 6 th additional subject) under Scholastic Area A, as well as grades in subjects under Scholastic Area B under the Continuous and Comprehensive Evaluation scheme in the class IX examination conducted by an institution affiliated to the Board and migrating from/within one city/state to another only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the performance profile and the school leaving certificate, duly countersigned by the Board, and (c) has completed a regular course of study for class IX and has passed class IX examination from an institution recognized by/affiliated to any recognized Board in India, can be admitted to a school affiliated to this Board only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student

		<p>the mark sheet and the school leaving certificate, duly countersigned by the Educational Authorities of the Board concerned.</p> <p>Notwithstanding anything contained in the rules above, the Chairman has the powers to allow change of school for better academic performance, medical reasons etc. or to avoid undue hardship to the candidate(s).</p>
3	How much attendance is required to appear in the Secondary / Senior Secondary examination?	<p>As per the Examination Bylaws of the Board, atleast 75% attendance in an academic session is required to be eligible to appear for the class X/XII examination. Candidates taking up a subject(s) involving practical examination are also required to have put in atleast 75% of the total attendance for practical work in the subject in the laboratory. In respect of students participating in sports at national level, organized by recognized federations/CBSE/School Games Federation of India (SGFI), the required percentage of attendance is 60%. Such candidates taking up any subject(s) involving practical examination are also required to have put in at least 60% of the total attendance for practical work in the subject in the laboratory.</p>
4	Can a student be detained from appearing in Board examination?	<p><i>As per Rule 15 of the Examination Byelaws of the Board</i>, in no case Heads of affiliated schools can detain eligible candidates from appearing at the examination, except in the case of shortage of attendance of the student.</p>
5	What is the eligibility criterion for a student to appear as a private candidate in the Board examination?	<p>The following category of candidates can appear as private candidate:</p> <ol style="list-style-type: none"> 1. Fail candidates 2. Teachers serving in educational institutions affiliated to the Board. 3. Regular candidates of the previous year who have completed regular course of studies and has been allotted Roll No. but could not appear due to medical reasons, except shortage of attendance as laid down in the Examination Byelaws. 4. Women candidates who are bonafide residents of the National Capital Territory of Delhi and have passed the Delhi Secondary

		<p>or an equivalent examination at least two years before appearing at the Senior School Certificate Examination subject to conditions mentioned in Examination Byelaws.</p> <p>5. Physically handicapped students (only from Delhi).</p>
6	Does CBSE have any exemption for the differently abled candidates?	<p><i>Circular no. 25 of 2012 dated 12.04.2012 on the subject Inclusive Practices in CBSE schools</i> available on CBSE website: www.cbse.nic.in/Circulars2012 may be referred to.</p>
7	Is it possible to change subjects in classes X and XII?	<p>As per rule 26 of the Examination Byelaws of the Board, the candidate cannot offer a subject in classes X and XII which he/she has not studied and passed in class IX and XI respectively.</p> <p>Notwithstanding anything contained in the rule to avoid undue hardship to the candidate change of subject in class X/XII is permitted. Request for change of subject has to be made before 31st August.</p>
8	Who is entitled to holding over or refund of fee?	<p>Fee is held over for the subsequent examination on the following ground that the candidate was prevented from taking the examination on account of his/her illness or other sufficient cause. This is subject to his/her producing evidence within 15 days of commencement of the examination. Fees once held over under this Examination Byelaws for the next examination may continue to be held over under similar circumstances for the year following the next, but in no case for more than two consecutive years. Fees once held over under the above Examination Byelaws shall in no case be refunded.</p> <p>The Board also refunds the examination fee of a candidate:</p> <ol style="list-style-type: none"> a) who has been declared ineligible to appear at the examination or whose admission is disallowed on account of shortage of the required percentage of attendances. b) who dies before the commencement of the examination, provided that the application for the same is made within three months after the date of commencement of the examination.

9	Has the syllabus for class IX (as per CCE), session/year-wise been uploaded?	Yes, the syllabus in each subject for classes IX and X has been distributed termwise which is available on the CBSE website www.cbseacademic.nic.in/PublicationsSecondarySchoolCurriculum .
10	Does Summative Assessment I include the syllabus for the whole year?	No, the syllabus for Summative Assessment I includes only those topics which are prescribed to be taught during the term I (April 2013-September 2013)).
11	Will Open Text based Assessment (OTBA) be applicable in all main subjects in class IX in SA II?	Yes, Open Text based Assessment (OTBA) for Class IX will be applicable to all the main subjects. It will be a part of Summative Assessment II to be held in March, 2014. It will have questions of higher order thinking skills and some of which may be subjective, creative and open ended.
12	What is the minimum qualifying Grade in a subject in classes IX and X (2013-2014)?	A candidate must obtain minimum Grade D in all five main subjects (<i>excluding the 6th additional subject</i>). The overall grade in each subject is determined on the basis of the student's performance in all the assessments (formative and summative), in an academic session as per the following weightage: Term I: FA1 (10%) + FA2 (10%) + SA1(30%) = 50% Term II: FA3 (10%) + FA4 (10%) + SA2(30%) = 50%
13	What is the Board's policy for upscaling upgrading in classes IX and X?	Under scholastic areas grades are upgraded to the next higher grade in one or two subjects as per the total grade points achieved under co-scholastic areas/activities as given below: <ul style="list-style-type: none"> • 53-65 grades in two subjects of scholastic areas. • 40-52 grades in one subject of scholastic area. • Upgradation is done from lower grade to higher grade. • No upscaling is done if the grade obtained in the subject is E2 or A1.

		<ul style="list-style-type: none"> • The upscaling of grade in Scholastic Areas is applicable in main subject only (i.e. excluding Additional 6th Subject). • No grade in the subjects of scholastic areas is upgraded twice. • The upgraded grade is shown with ‘**’.
14	What is the Scheme 1 and Scheme 2 to appear in SAII in class X?	<p>Students in class X are required to appear in SA-II as per the following scheme:</p> <p>Scheme-1: For those who do not wish to move out of the CBSE System after class X.</p> <p>Scheme -2: For those who wish to move out of the CBSE System after class X i.e. to join institutions/ schools/ junior colleges affiliated to Boards other than the CBSE.</p>
15	Is it mandatory for a student who has appeared in the Board examination to leave the school or CBSE Board?	<p>Admission may be sought in a CBSE school after appearing for the SA II conducted by the Board i.e. Scheme 2; however they are expected to make a conscious decision before giving their option. By having given the option that they are going to appear under Scheme 2, they may probably forego their priority for admission to class XI in the same school. However, such cases would be dealt with autonomously on merit by the school and the CBSE has never micro managed schools in such cases as per past practice.</p>
16	Are the grades of classes IX and X combined for CGPA?	<p>No, grades of classes IX and X are not combined for CGPA. CGPA grade is allotted in class X only, and reflected in ‘Grade Sheet cum Certificate of Performance’.</p>
17	How is CGPA calculated?	<p>The Cumulative Grade Point Average (CGPA) is the average of Grade Points obtained in all the subjects (excluding additional 6th subject) as per Scheme of Studies.</p> <p>An indicative equivalence of Grade Point and percentage of marks is computed as follows:</p> <p>Subject wise indicative percentage of marks =9.5x GP of the subject</p> <p>Overall indicative percentage of marks =9.5x CGPA</p>

18	Is the same certificate issued after SA-II in class X for Board and school based exams?	Yes, a uniform 'Grade Sheet cum Certificate of Performance' prepared, printed and signed by the Board is issued by the CBSE to all candidates at the end of class X.
19	Are the class IX marks added to class X marks?	No, the overall grade (calculated on the basis of all the assessments in an academic year) for classes IX and X is shown separately on the 'Grade Sheet cum Certificate of Performance'.
20	What will the results show when a candidate passes in the additional subject, but fails in one of the main subjects in class X?	With respect to a candidate offering an additional subject, the following norms are applied: (a) A language offered as an additional subject replaces a language in the event of a candidate failing in the same, provided after replacement, the candidate has English/Hindi as one of the languages; and (b) The replacement satisfies the conditions as laid down in the Scheme of Studies.
21	How can a candidate apply for verification of grades in class X?	Students who appeared for the School conducted Summative Assessment II (Scheme 1) at the Main examination or the Improvement of Performance examination may apply for verification of grades in their respective school(s) whereas those appearing in Scheme 2 may apply for verification of grades <i>to the respective</i> Regional Office of the Board. Student may apply within 21 days from the date of declaration of results for the Main exam held in March/ April and within 15 days for EIOP exam held in July.
22	How many times students of class X can appear in EIOP examination at secondary level?	A candidate who has appeared for the Secondary School Examination in 2013 and obtained Grades E1 or E2 in any or all the five main subjects (excluding the 6 th additional subject) under Scholastic Area A, as per the Scheme of Studies, is eligible for improving his/her performance in any or all five subjects and may reappear at the only chance of Improvement of Performance conducted by the Board in July/School by July, as per the option exercised for the Main examination held in March the same year.

		For candidates who have appeared in 2012 or earlier shall continue to avail five chances of EIOP.
23	Will the 'Grade Sheet cum Certificate of Performance' be same for Upgrading of Performance and main examination in class X?	No, candidate who appears for Upgrading of Performance is issued only Statement of Subject wise Performance reflecting the grades obtained in the said examination.
24	Is a candidate eligible to improve his / her performance?	Yes, a candidate who has passed class X examination of the Board may re-appear for Upgradation of Performance in one or more subjects in the main examination in the succeeding year only. The candidate may appear privately; those re-appearing for the entire examination can also appear as regular candidate if admitted by the school. The candidate(s) appearing for Upgradation of Performance can appear in the subject(s) in which they have appeared for the Examination.
25	Can a student from a school affiliated to any University/ Board outside India seek admission in the School affiliated to the CBSE?	Yes, as per Rule 6.2 of the Examination Byelaws of the Board, a student migrating from a School in a foreign country, other than the School affiliated to the Board, is eligible for admission after obtaining an eligibility certificate from this Board. For obtaining eligibility certificate from the Board, the Head of the School to which admission is being sought will submit to the Board full details of the case and relevant documents with his/her own remarks/ recommendations. The eligibility certificate will be issued by the Board only after the Board is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of this Board. With regards to foreign qualifications, the same are available on CBSE website www.cbse.nic.in .
26	Can a student who scores less than 60% in class X secure admission in class XI with PCM subjects?	As per the Board's rules, a candidate obtaining a minimum grade D in all the five main subjects (excluding the 6 th additional subject) is eligible for admission in class XI. However, the schools affiliated to the Board follow different practices suitable in their own context for admissions to class XI.

27	What is the procedure for seeking admission in class XII?	<p>As per rule 7.5 of the Examination Byelaws admission to class XII in a school is open only to such a student who:</p> <p>(a) has completed a regular course of study for class XI and has passed class XI examination from an institution affiliated to this Board;</p> <p>(b) has completed a regular course of study of class XI and has passed class XI examination from an institution affiliated to this Board and migrating from one city/ state to another only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the mark sheet and the school leaving certificate duly countersigned by the Board; and</p> <p>(c) has completed a regular course of study for class XI and has passed class XI examination from an institution recognized by / affiliated to any recognized Board in India can be admitted to a school affiliated to this Board only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the mark sheet and the school leaving certificate duly countersigned by the Educational Authorities of the Board concerned.</p> <p>Notwithstanding anything contained in the rules above, the Chairman shall have the powers to allow the change of school for better academic performance, medical reason etc. to avoid undue hardship to the candidate(s).</p>
28	Will Open Text based Assessment (OTBA) be applicable in all main subjects in class XI in annual examination?	<p>No, Open Text based Assessment (OTBA) for class XI will be applicable only in the subjects of Economics, Biology and Geography in the annual examination to be held in March, 2014. It will have questions of higher order thinking skills and some of which may be subjective, creative and open ended.</p>
29	Is it mandatory to pass in theory and practical examinations separately at class XII?	<p>As per Rule No. 38 (iv) of the Examination Byelaws of the Board, the qualifying marks in each subject of external examination are 33% at the Senior School Certificate Examination. However, in a subject involving practical work, a candidate must obtain 33% marks in the theory and 33% marks in the practical separately in addition to 33% marks in</p>

		aggregate, in order to qualify in that subject.
30	What is the pass criteria for class XII?	A candidate has to pass in five main subjects as per Scheme of Studies to be declared Pass.
31	What will the results show when a candidate passes in the additional subject, but fails in one of the main subjects in class XII?	In respect of a candidate offering an additional subject, the following norms are applied: (a) A language offered as an additional subject replaces a language in the event of a candidate failing in the same provided after replacement the candidate has English/Hindi as one of the languages. (b) An elective subject offered as an additional subject replaces one of the elective subjects offered by the candidate. It may also replace a language provided after replacement the candidate has English/Hindi as one of the languages. (c) Additional language offered at elective level replaces an elective subject provided after replacement; the number of languages offered does not exceed two.
32	How does a candidate apply for verification of marks in class XII?	1. A candidate <i>may apply for verification of marks within 21 days of the declaration of the result of main examination held in March/ April to the respective Regional Office of the Board.</i> 2. A candidate <i>may apply for verification of marks within 15 days of the declaration of the result of the compartment examination held in July to the respective Regional Office of the Board.</i>
33	How many chances are there for the compartment examination in class XII?	A candidate who has appeared for 2013 examination and placed in compartment at the Senior School Certificate Examination shall get subsequent three chances of compartment <i>to be held in July the same year, second chance in March/April and third chance in July of next year.</i> For candidates who have appeared in 2012 or earlier, shall continue to avail five chances of compartment.
34	Can a candidate appear in two or more subjects in compartment	No, since compartment examination in class XII is a single day examination a candidate has to appear only in one subject.

	examination in class XII?	
35	What is the procedure for grading at class XII?	<p>For awarding the grades, all the passed students, subject wise, are put in a rank order and awarded grades as follows :</p> <p>A-1: Top 1/8th of the passed candidates A-2: Next 1/8th of the passed candidates B-1: Next 1/8th of the passed candidates B-2: Next 1/8th of the passed candidates C-1: Next 1/8th of the passed candidates C-2: Next 1/8th of the passed candidates D-1: Next 1/8th of the passed candidates D-2: Next 1/8th of the passed candidates E : Failed candidates</p> <p>Hence candidates obtaining the same marks in two subjects will not necessarily get the same grade</p>
36	What is the procedure for appearing in additional subjects?	<p>As per Rule 43 of the Examination Byelaws an additional subject can be offered within 6 years of passing the examination of the Board provided the additional subject is prescribed in the Scheme of Studies. No exemption from time limit is given after six years. This facility is available at the annual examination only.</p>
37	When a candidate drops one year, what is the syllabus applicable for the following examinations?	<p>The candidate has to study the syllabus recommended for the year in which he/she plans to appear for the examination.</p>
38	Can a candidate simultaneously appear for Improvement as well as additional subject examination?	<p>No, a candidate appearing for the Improvement of Performance in one or more subjects cannot appear for additional subject simultaneously.</p>
39	Is a candidate eligible to improve his / her performance?	<p>Yes, a candidate who has passed class XII examination of the Board may re-appear for Improvement of Performance in one or more subjects in the main examination in the succeeding year only. The candidate may appear privately; those re-appearing for the entire examination can</p>

		also appear as regular candidate if admitted by the school. The candidate(s) appearing for Improvement of Performance can appear in the subject(s) in which they have appeared for the Examination.
40	Will the mark sheet be same for Improvement of Performance and main examination in class XII?	No, candidates appearing for the Improvement of Performance will be issued only Statement of Marks, reflecting marks obtained in the improvement examination.
41	Is it compulsory to appear in theory and practical papers in the compartment examination?	In case the candidate has passed in the practical in the main examination, he/she is allowed to appear in the theory part only, and marks in the practical exam obtained at the main examination are carried forward and accounted for. In case a candidate has failed in the practical exam he/she shall have to appear in the theory and practical examination both irrespective of the fact that he/she has already cleared the theory examination.
42	Do the marks increase after verification?	The marks may increase, decrease or remain the same on verification, and the candidate will have to accept the revised result.
43	Is a new mark sheet issued after verification?	Yes, a new mark-sheet is issued in case of change in marks. The candidate has to surrender the old mark statement. In case of change in marks, the fee is also refunded to the candidate.
44	Can a candidate obtain his/her evaluated answer sheet?	Yes, a candidate can obtain photocopy of the evaluated answer book by following the procedure which would be started from 31 st day of declaration of result. Please see the Board's website www.cbse.nic.in regularly for updates.
45	How can a student receive authenticated copy of the school leaving certificate from the school affiliated to the Board?	A student leaving his/her school at the end of a session or who is permitted to leave his/her school during the session on account of migration from one city/state to another on the transfer of the parent(s) or shifting of their families from one place to another or parents' request, especially in classes IX/X/XI/XII, as the case may be, shall on payment of all dues, receive an authenticated copy of the school leaving

		certificate up-to-date. A duplicate copy may also be obtained provided the Head of the Institution is satisfied that the original is lost but, it shall always be so marked.
46	What is procedure for change in name in the documents issued by the Board?	<p>As per Rule 69.1(i) of the Examination Byelaws of the Board change in name of candidate/ father/ mother/ guardian once entered in the Board's record at any stage while studying in classes IX,X,XI, XII or thereafter, within a period of ten years from the date of issue of first such document is considered on written request of the candidate (not minor)/ father/ mother/ guardian, duly forwarded by the Head of the Institution, supported by the following documents:</p> <ol style="list-style-type: none"> a) Original copy of two newspapers (daily English/ Hindi newspaper at the national level and daily newspaper in a vernacular language circulated in the locality), in which the desired change has been published; b) Original affidavit, duly sworn before the Judicial Magistrate, first class Metropolitan Magistrate/ Executive Magistrate/ Sub Divisional Magistrate; c) Original copy of publication in the Government Gazette; d) Payment of prescribed fee. e) True copy of admission form filled in by the parents duly updated as per Gazette Notification of desired change and duly attested by the Head of the concerned Institution. f) True copy of School Leaving Certificate of the previous school submitted by the parent/ candidate at the time of admission and updated as per Gazette notification of desired change, duly attested by the Head of the concerned Institution. g) True copy of the page of admission and withdrawal register of the school where the entry has been made in respect of candidate showing updation as per gazette notification of desired change, duly attested by the Head of the concerned Institution.

		In case of change the document(s) will have a caption that will read as “CHANGE ALLOWED IN NAME/ FATHER’S NAME/ MOTHER’S NAME/ GUARDIAN’S NAME FROM-----TO-----ON (DATED)_____ AS PER REQUEST OF THE CANDIDATE AND GAZETTE NOTIFICATION NO. _____ DATED _____.”
47	What is procedure for the correction in name in the documents issued by the Board?	<p><i>As per Rule 69.1(ii) of the Examination Byelaws correction in name to the extent of correction in spelling errors, factual typographical errors in the candidate’s name/ surname, father’s name/ mother’s name or guardian’s name to make it consistent with what is given in the school record or List of Candidate (LoC) submitted by the school is made. Application for correction in the name of candidate / father’s/ mother’s/ guardian’s name is considered only within ten years of the date of declaration of result provided the application of the candidate is forwarded by the Head of Institution with the following attested document:</i></p> <p><i>a) True copy of admission form(s) filled in by the parents at the time of admission, duly attested by the Head of the concerned Institution.</i></p> <p><i>b) True copy of the School Leaving Certificate of the previous school submitted by the parents of the candidate at the time of admission duly attested by the Head of the concerned Institution.</i></p> <p><i>c) True copy of the portion of the page of admission and withdrawal register of the school where the entry has been made in respect of the candidate, duly attested by the Head of the concerned Institution.</i></p> <p><i>ii) The Board may effect necessary corrections after verification of the original records of the school and on payment of the prescribed fee.</i></p>
48	What is the procedure for correction in date of birth?	(i) <i>As per Rule 69.2 of the Examination Byelaws of the Board no change in the date of birth once recorded in the Board's records shall be made. However, corrections to correct typographical and other errors to</i>

		<p>make the certificate consistent with the school records is made provided that corrections in the school records should not have been made after the submission of application form for admission to examination to the Board.</p> <p>(ii) Such correction in the date of birth of a candidate in case of genuine clerical errors is made after establishing that the wrong entry was made erroneously in the list of candidates/application form of the candidate for the examination.</p> <p>(iii) Request for correction in date of birth has to be forwarded by the Head of the Institution along with attested photostat copies of :</p> <p>(a) application for admission of the candidate to the school;</p> <p>(b) portion of the page of admission and withdrawal register where entry in date of birth has been made; and</p> <p>(c) The School Leaving Certificate of the previous school submitted at the time of admission.</p> <p>(iv) The application for correction in the date of birth, duly forwarded by the Head of the Institution along with documents mentioned above will be entertained by the Board only within five years of the date of declaration of result. No correction whatsoever shall be made on application submitted after the said period of five years.</p>
49	<p>What is the procedure to apply for a duplicate pass certificate?</p>	<p>A candidate can obtain a duplicate/triplicate certificate on payment of the prescribed fee and submission of an application on a prescribed form in the event of loss/theft/mutilation of the original certificate provided that an affidavit is filed to that effect before an official not below the rank of a first class Magistrate/Notary Public or a Member of the Governing Body of the Board. Further the person requesting for duplicate or triplicate certificate would notify the loss/theft/mutilation of the certificate through a press note / advertisement in a leading newspaper and shall submit the press clipping to the Board alongwith application and the affidavit.</p> <p>The application form can be downloaded from the Board's website</p>

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