

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**FREQUENTLY ASKED QUESTIONS ON POLICY FOR TABULATION OF MARKS FOR**  
**CLASS X BOARD EXAMS 2021 BASED ON THE INTERNAL ASSESSMENTS**  
**CONDUCTED BY SCHOOLS**

As on :- 24.05.2021

S.No.	QUESTION	REPLY
<b>ON POLICY</b>		
1.	How CBSE will declare the result of Class-X?	Results of Class X Board will be declared on the basis of an objective criterion developed by the Board vide Notification <b>no.CBSE/CE/2021</b> dated 01.05.2021.
2.	If any candidate is not satisfied with the result declared based on the objective criterion, what remedy will be provided by CBSE to the candidate concerned?	Any candidate who is not satisfied with the marks allocated will be given an opportunity to appear in the exam to be conducted by CBSE as and when the conditions are conducive to hold the exams.
3.	Date of uploading data is 11.06.2021 or is there any change in the last date because of cancellation of Class-X examinations?	Date of uploading data of data has been extended to 30.06.2021 vide circular dated 18.05.2021.
4.	If a school has sponsored the students from past 3 or more years which year will be taken as reference year by the schools?	The year in which the performance of the school is the best in past 3 years and as shown by CBSE will be taken as reference year.
5.	If a school has sponsored the students from past 2 years which year will be taken as reference year by the schools?	The year in which the performance of the school is the best in past 2 years and as shown by CBSE will be taken as reference year.
6.	If a school has sponsored the students only in 2020, which year will be taken as reference year by the schools?	Year 2020 will be taken as reference year.

7.	Where the broad distribution of marks obtained by the students of the school, subject-wise, will be made available to the school by the Board.	The broad distribution of marks obtained by the students of the school, subject-wise, will be made available to the school by the Board in the school login account on Boards website.
8.	Will CBSE provide any online facility to assist the schools?	To facilitate the schools, CBSE will provide an online system in which school can enter the marks and check whether the marks allocated are in conformity with the historical distribution. In case there is a mismatch, then the Result Committee shall have to revise the marks, as the case may be, as per a consistent and objective criterion which should also be documented in the Rationale Document.
9.	If any candidate is not appeared in any assessment how schools will do the assessment of the student?	If any candidate has not appeared in any of the assessments conducted by the school, the school may conduct an offline/online or a telephonic one to one assessment and record documentary evidences to certify the recommendations. The student may be assessed objectively on that basis by the school out of maximum marks of each subject.
10.	What is the link of webinar conducted by CBSE?	Link is <a href="https://youtu.be/3eW4WnEQgaU">https://youtu.be/3eW4WnEQgaU</a>
11.	What the schools need to do in case the parents want to view the exam copies or want to verify the marks after the board result declaration.	No such facility is available for the current year. Please read the policy carefully and inform the parents.

## RESULT COMMITTEE

12.	Can school take any 5 teachers in the committee?	No. 05 teachers should be from Mathematics, Social Science, Science and two languages. This is because these subject teachers can make a correct opinion about the learning of the students themselves or with the help of other teachers of these subjects taught to the students in case there are more than one teacher in the subject(s).
13.	From where other 02 teachers will be co-opted in the committee by the Principal?	Two teachers from neighbouring schools should be co-opted by the school as the external members of the Committee.
14.	What precautions need to be taken in co-opting 02 teachers in the committee?	<p>While co-opting 02 teachers from neighbouring schools, Chairperson of the result committee should strictly ensure for the fairness of the result that:-</p> <ul style="list-style-type: none"> <li>(a) Teachers should be teaching class X in the neighbouring school.</li> <li>(b) They should also be from any of the subject i.e. Science, Mathematics, Social Science and 02 languages</li> <li>(c) No interchange of teachers as committee members between two schools.</li> <li>(d) Teachers should not be from the same management schools</li> <li>(e) There should not be commonality in the officials in the management and staff or otherwise.</li> <li>(f) Ward(s) of the committee members should not be appearing from the same school.</li> <li>(g) Any other relationship which may affect the fairness of the result</li> </ul>
15.	What if the school does not have a teacher in any one or more of these 5 subjects?	Teacher from the other subject out of 5 subjects may be co-opted in the committee. While doing so reason be recorded in the Rationale document and teacher co-opted should be well versed with the academic progress of the students.
16.	Can external members be co-opted from two different schools?	Yes. One member from 01 school and another member from second school could be co-opted.

17.	Is there any criteria of distance, district etc. for deciding neighbouring schools?	There is no such criteria of distance, district etc. However the school may decide keeping in mind the issues of propriety and transparency.
18.	Can the teachers of two schools interchanged in Committee due to reasons attributable to “no school in vicinity” or any other reason?	No. The schools are not allowed to do so. They can take far away school. Hold the meeting virtually except final meeting, if possible.
19.	Will the Government Schools, KVs, JNVs etc. be considered of same management for nominating external members?	No. Schools under government system may co-opt members from the schools of any organization including their own.
20.	Can same teacher be co-opted as external member in two different neighboring schools?	No. This may adversely affect the progress of work as well as health of the member. Hence, one member is not allowed in two committees.
21.	Does the information for the formation of the result committee need to be upload somewhere?	There is no need to upload the committee formation information anywhere. The school concerned may keep record of the same. No need to send the same to the Regional Office also.
22.	In case of foreign schools especially in Middle-East countries, how will the external members be co-opted if there is no other CBSE school in the country/province?	External member be co-opted from the school of neighbouring country or from Indian Embassy. Meetings may be convened online.
23.	In case of double shift schools, how will the committee be constituted?	In all cases of schools with double shifts, the teachers are to be selected from both the shifts. Since the school is allotted one affiliation number, all arrangements will be done by the Principal who is overall in-charge of the school.
24.	Is there a provision of inclusion of IT person in the Result Committee?	The composition of Result Committee of 7 members + Principal will remain the same as given in notification. All IT related support will be arranged by the chairman of the committee from the school staff.

25.	Who will be the chairman of the Result Committee in case the ward of the Principal of the school is appearing from the same school?	Vice Principal of the school will perform the duties as Chairman of the Result Committee.
26.	Who will be the chairman of the Result Committee in case the ward of the Principal of the school is appearing from some other school but not from the same school?	Principal of the school will continue to perform the duties as Chairman of the Result Committee.
27.	Who will be the chairman of the Result Committee in case the ward of the Principal as well as the Vice Principal of the school is appearing from the same school?	In case, ward of both Principal & Vice Principal, is appearing, than Sr. PGT could act as the Chairman of the result committee.
28.	If Principal of one Government School is given additional charge of another school by the Government, can one Principal be the chairperson of Result Committees of two schools?	In such cases, it would be appreciated if the Vice Principal of the second school be appointed as the Chairman of the result committee. This decision of appointing Vice Principal be recorded in the Rationale document.
29.	What shall be the procedure in case the Chairman of the Committee is COVID positive or suffering from any other infectious disease?	Vice Principal will act as Chairperson. However, committee will record the same.
30.	In some places physical meeting of members of Result Committee is not feasible due to restrictions imposed by a competent authority. Can the committee members work in online/ virtual mode to complete the work?	Yes, online/virtual meetings are permitted. The committee may hold all discussions in virtual mode. However the decisions have to be unanimous even in virtual meetings with full records.

## RATIONALE DOCUMENTS

31.	How to prepare Rationale criteria and how it should be recorded?	The Rationale for the criteria should be well thought out, objective and should be documented in the form of Rationale Document, explaining in detail how the school assessed marks have been determined. It should clearly indicate the tests/exams selected for determining the marks of students. The Committee should also indicate the weightage/marks allocated to different tests/exams.
32.	What if the school has not preserved and kept the hard or soft copies of the answer sheets of the students for various internal examinations?	Committee has to record the facts after verifying the truth.
33.	If the Rationale Document has to be finalized on May 10, what will happen if the Result Committee with external members suggests changes thereafter?	Only the planning stage and decision about what tests / exam to include etc is to be finalised by May 10 <sup>th</sup> . The Result Committee has to record its decisions from time to time till completion of the process as written in the guidelines.
34.	We completed Rational Documentation. Now where do we have to upload this file? Kindly provide us clarification about the same. I want to know that either we have to fill in your given format or on School Letter head and where we have to submit this.	<ol style="list-style-type: none"> <li>1. Rationale document is to be kept safely with the school. If CBSE will require the same, it will be informed to the school.</li> <li>2. A register could be used to prepare Rationale document.</li> </ol> <p>Send your query to City Coordinator as stated in policy. City Coordinator will compile all queries and send to CBSE on the given email id.</p>

## RESULT COMMITTEE DECISIONS

35.	How marks will be awarded if school has conducted internal assessment which is not in conformity as given by CBSE in policy?	Once the Result committee finalizes the marks on the basis of tests/exams, it has to ensure that the marks of students are aligned with the broad distribution of marks provided by the Board.
36.	Can school change time line given by CBSE in Annexure-3?	It is reiterated that CBSE accords highest priority to the safety and health of the teachers. Accordingly, the instructions given in the policy for Tabulation of Class-X marks do mention that the Result Committee can make its own schedule, based on the scheme provided by CBSE. However, now CBSE has extended the dates of uploading data on website vide circular dated 18.05.2021.
37.	<p>Including the Principal, English teacher's wife, Science teacher and Social Science handling by the principal all had fallen sick and affected by corona. In this situation,</p> <ol style="list-style-type: none"> <li>1. How can I conduct this policy meeting?</li> <li>2. Can I ask Internal &amp; External teachers including the chairperson to have an online meeting?</li> <li>3. Moreover in Tamil Nadu from 10th May 2021 to 24th May 2021 complete lockdown where our teachers cannot travel.</li> </ol>	1,2,3. If members can attend online meeting, then conduct online meeting.
38.	For the finalization of marks, the criteria decided by committee should be common to all subjects? Can teachers opt separate criteria for each subject?	Result committee may take an appropriate decision within policy by recording the same in Rationale document.
39.	If a school has conducted three Pre Board Examinations, Is it allowed to consider different pre board exams for different	Result committee may take an appropriate decision within policy by recording the same in Rationale document

	subjects for the weightage of 40 marks? Can we have different criterion of calculation for different subjects?	
<b>RESULT CALCULATION</b>		
40	What to do in case the maximum marks for year-end theory exams are 30/50/70 and not 80?	The marks may be proportionately calculated / reduced and awarded. Maximum Theory Marks may be cross-checked before calculation. For example: A student has secured 25 marks out of 30 marks in yearend theory examination. These marks would be converted:- (a) Out of 50 $=25 \times 50 = 1250 / 30 = 41.66 \sim 42$ (b) Out of 70 $=25 \times 70 = 1750 / 30 = 58.33 \sim 53$ (c) Out of 80 $= 25 \times 80 = 2000 / 30 = 66.66 \sim 67$
41	In case of students with special needs (Learning / Physical disability), one or two of their subjects like Mathematics and Science/ Social Science have been replaced with easier subjects like Painting and Home Science / Computer Application.  OR  Do we have to take out weightage of the marks in these subjects for students with special needs also as being done in the case if these subjects have been taken as 6th additional subject?	In such cases, result committee may standardise the marks of CWSN candidates based on their performance viz-a-viz the performance of other candidates in the class.
42	In a school, there are 7-8 students who have seven subjects. IT as the 6 <sup>th</sup> subject and Hindi as the 7 <sup>th</sup> Subject. Will the marks of additional Hindi be calculated same as IT?	As per policy, mean of the best 3 awarded marks be given in 6 <sup>th</sup> and 7 <sup>th</sup> subject irrespective of Hindi, IT, or any other subject.



43	Say reference year is 2018-19 when there was no bifurcation of standard and basic Maths. During moderation how can we give benefit to the students who have opted for basic Maths?	As Basic Mathematics data is only available for 2019-2020 as the subject was introduced for the first time in 2020. Therefore, 2019-2020 will be taken as base year for Basic Mathematics. Based on the average marks of Mathematics Basic, marks of Mathematics Basic for 2020-2021 will be calculated as per Mathematics Basic result of 2019 – 2020 irrespective of the Reference Year.
44	We haven't received French mean marks of the reference year 2018-2019. How to calculate the marks in 2021?	Any language / subject other than the main 5 subjects (2 languages, Mathematics(Basic/Standard), Science and Social Studies), whose performance has been shown in the reference table, the marks may be calculated making average of best three subjects marks.
45	Sanskrit is a Sixth subject in the school. So, do we need to calculate the MEAN for Sanskrit subject or Should we use school based assessment already done?	You have to award mean of the best 3 marks awarded in first 5 subjects in Sanskrit.
46	There are following queries:- (a) if any of the students now is not in town or not reachable over the phone how the marks will be awarded to him or her. (b) If a school is unable to reach a parent who was absent in pre boards due to this pandemic how will the school give marks to that particular student? (c) Can a school mark be absent for that student?	(a) Mark Absent  (b) Mark Absent  Yes. If a student is not traceable, student be marked as absent.
47	How to calculate the marks of a subject whose maximum marks are 50. However, CBSE has provided average marks of the subjects having maximum marks as 80.	Say student has secure 56 marks out of 80. Now we have to calculate the marks of a subject having maximum marks as 50. So Marks would be= $56 \times 50 = 2800 / 80 = 35$

48	<p>(a). My School has a 6th subject, Information Technology. How do I assign marks/grade for the same as the total is 50 marks?</p> <p>(b). Can I assign 4 teachers, a team of two as externals to two different schools?</p> <p>(c) Can IT teacher be included as a member in the team of internal examiners as we have Information Technology?</p> <p>(d). In the referral year we didn't have Basic Mathematics. Many students in the current year have opted for basic mathematics and have scored good marks. The referral year policy will not be effective here. Kindly suggest a fair evaluation.</p>	<p>(a). Say student has secure 56 mean marks out of 80. Now we have to calculate the marks of a subject having maximum marks as 50. Marks for a subject of 50 marks would be as follows:-  <math>= 56 \times 50 = 2800 / 80 = 35</math></p> <p>(b). No.</p> <p>(c). No.</p> <p>(d). See Sl. No. 43.</p>
49	<p>For example → Subject – Math          If Reference year no of students were 69, Here compartment of 5 students.          Its marks  <math>15, 19, 17, 16, 20 = 15 + 19 + 17 + 16 + 20 = 87</math>          Total marks of <math>69 - 5 = 64</math> students are 3840.          Method 1. Average of 64 students excluding compartment students is  <math>3840 / 64 = 60</math>          Method 2. Average of 69 students including compartment students is  <math>3840 + 87 = 3927 / 69 = 56.91</math>          Which method we have to follow method 1 or method 2.          If both methods are wrong, please explain the right one with example.</p>	Method-2 is correct.

50	<p>(a). My School has a 6th subject, Information Technology. How do I assign marks/grade for the same as the total is 50 marks?</p> <p>(b). Can I assign 4 teachers, a team of two as externals to two different schools?</p> <p>(c) Can IT teacher be included as a member in the team of internal examiners as we have Information Technology?</p>	<p>(a). Say student has secured 56 mean marks out of 80. Now we have to calculate the marks of a subject having maximum marks as 50. Marks for a subject of 50 marks would be as follows:-  <math>= 56 \times 50 = 2800 / 80 = 35</math></p> <p>(b). No.</p> <p>(c). No.</p>
<b>REFERENCE YEAR</b>		
51	Can reference year be different for all main five subjects or it will remain the same?	Reference year for the average of the subjects as well as per overall average has to be the same only. Thus, schools have to use only one year as year of reference.
52	Is it compulsory to use the average marks for 6th and 7th subjects? Or the school can tabulate the marks of these subjects also in the same way as is done for 5 main subjects?	Yes. As per policy, only mean of the 3 best awards are to be given in 6 <sup>th</sup> and 7 <sup>th</sup> subjects. Tabulating the marks of 6 <sup>th</sup> and 7 <sup>th</sup> subjects similar to first/main 5 subjects is not as per policy and thus wrong.
53	<p>As per the policy for tabulation of marks for class X board exam 2021 based on internal exam conducted by the schools, the reference year of our school (2018-19) contains 74% when we calculated at school level, but the actual performance of our students' performance in 2020-21 is around 80.6%. In this regard, can I expect clarity on the following queries?</p> <p>a) As per 2020-21 percentage 80.06%, shall we precede irrespective of reference year 74%?</p> <p>b) If we proceed with 80.06%, will it be cited by board that the reference year is deviated?</p> <p>Even if the board cites, shall we send the supporting evidences of students' performance to board?</p>	<p>a) You cannot go as per your current year performance by leaving reference year. You have to follow the reference year as given by the CBSE.</p> <p>b) If you will calculate result with 80.06%, this will be treated as noncompliance of the policy.</p> <p>c) No supporting evidences are required by CBSE to accept the claim of school against the policy.</p>

54	Do we add on the subjects that students have offered? These are not included in the historical reference. Some students have offered French, German and in lieu of Hindi.	No. You have to use the average provided by CBSE. Marks in French/German be awarded as per the information given in FAQ 44
55	If a school is not happy with the system of awarding marks provided by CBSE because the average is found too low to the standard of the existing batch, does we have any other option?	It is mandatory to follow the policy issued by CBSE.
56	Subject wise and overall average provided by CBSE and calculated by school is different. How CBSE has calculated the averages?	Calculation is as follows:- <b>Subject average</b> Say school is having 10 students Average in Science theory(MM=80) $70+69+71+77+75+70+68+55+74+69=698/10=69.8$ <b>Over All average</b> = Sum of the marks of all the students of all the subjects ÷ Sum of the total number of students in each subject.
57	My school is owned by a group of chain of school having rich experience in imparting quality education. This school has sponsored the students for the first time in Class-X in 2021. Average provided to us is much below the performance of our schools. How to prepare the result.	For the schools owned by groups, chain of schools, CBSE has also provided district, state and national performance of group or chain or schools. The reference year will be calculated on basis of best performance of the last two years. Result is to be prepared based on the same.



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Controller of Examinations

Dated:- 24.05.2021