

St. Cecilia's Public School (Minority)

(Sr. Sec. Recognised and Affiliated to CBSE)

F-Block, Vikaspuri, New Delhi – 18.

Tel: 45535761-62, 28536267

Ref. No. St. CPS/2021/22/SP/27

Circular

Date: 09.11.2021

Subject : Guidelines for filling up OMR sheet for Term 1 Board Exam Classes: X and XII - Session: 2021-22

Dear Parents and students,

CBSE is conducting examinations for classes X and XII in two terms namely Term 1 and Term 2. In the month of November/December 2021 Term 1 Examination will be conducted. Term 1 examination will be an objective type examination and the duration would be of 90 minutes. CBSE will be using OMR sheets for the assessment of Term 1 Examination.

As per the circular no. CBSE/CE/Term1/2021 dated 06.11.2021, CBSE has issued guidelines/instructions w.r.t. usage of OMR sheet.

Kindly note:

- Details of the candidates will be pre-filled in the OMR sheet.
- Candidate has to write a question paper code in the upper right corner in the space provided for the same.
- Candidate has to write in his or her own hand writing in the space provided “**I confirm that all particulars given above are correct**” and sign in the running hand on OMR sheet.
- Use only a Blue/Black ball point pen for filling desired information and responses.
- Use of pencil is strictly prohibited. It will be considered as using unfair means by the CBSE.
- There is a space for answering 60 questions in OMR irrespective of total questions given in the question papers of any subject, however the candidate will answer maximum questions given in the question paper. E.g. If your question paper contains 45 questions then don't mark for more than 45 questions.
- Candidate must not change the question number. Meaning if there are 45 questions in some question paper and the candidate is changing question number 46 and writing it as 45, it will not be evaluated.
- For giving the response, 4 circles i.e. (a) ,(b), (c) and (d) are given in front of each question in a row. Candidates once confident should darken the circle with the pen.
- After 4 circles are over, a box is given in the same row. Candidate has to write the correct option in this box among (a) to (d).

Contd.....2

- After the box, again a circle is given wherein the question number is also written inside the circle. This circle is to be darkened by the candidate if they have not attempted this question.
- **The box should be compulsorily filled up** but only when the candidate is sure of the response. If any candidate wishes to change the response, the same should be written in the box without changing the darkened circle.
- **Reply written in the box will be treated as final.**
- **If the box is empty and the response is marked in the circle it will be considered that the question has not been attempted by the candidate.**
- If the response is given in a box and the circle is left blank then it will be considered that the question has been attempted by the candidate.
- If all the circles, box and the last circle are left blank then it will be considered that the question has not been attempted. **Therefore it is advisable to fill the last circle only if by mistake a question has been attempted which you do not want to be considered.**

You are requested to note the guidelines to avoid any mistake during examination. In case of any query, contact respective class teachers.

Best Wishes for the Board Examination.

Principal

Encl.: OMR SAMPLE



केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION

उत्तर पत्रिका / ANSWER SHEET

माध्यमिक विद्यालय परीक्षा (कक्षा दसवीं) Secondary School Examination (Class X)

केवल नीले/काले बॉल प्वाइंट पेन का ही प्रयोग करें। USE ONLY BLUE/BLACK BALL POINT PEN

Registration form containing Roll No. 12681458, Exam Date: Friday - (26/11/2021), Center Name: 1001 RACHANA SCH SHAHIBAG AHMEDABAD GUJARAT, Subject: 301 - ENGLISH CORE, Candidate Name: RAJESH KUMAR, Father's Name: SHIV KUMAR PANDEY, School Name: (10001) RACHANA SCH SHAHIBAG AHMEDABAD GUJARAT

OMR No. 138734235. Section for writing the question paper code.

SOME EXAMPLES OF WRONG/CORRECT WAYS OF MARKING AS FOLLOWS. Includes tables for 'WRONG METHOD' and 'CORRECT METHOD' showing various marking errors like multiple marks, partial marks, or no marks.

Handwritten notes: 'A circles for response', 'For writing response', 'Darken circle if not attempted'. Below: 'अधीक्षक की मोहर / Facsimile stamp of the Center Supdt.'

प्रत्येक प्रश्न का उत्तर केवल एक ही गोले में गहरा निशान लगाकर दीजिए एवं उत्तर को बॉक्स में लिखें Darken ONLY ONE CIRCLE for each Question and write the answer in the box.

Main OMR grid with 60 questions. Each question has four options (a, b, c, d) and a box for the answer. Includes handwritten annotations like 'Box' and 'D'.

* Write Correct Option # Darken Circle if question not attempted

I confirm that all particulars given above are correct. Please write above statement from your hand. Candidate's Signature (in running hand)

Summary boxes for 'Total correct answers (To be filled by the Evaluator)' and 'Total correct answers (To be filled by the Coordinator)'.

Signature table with columns for Invigilator, Evaluator, Coordinator, and Observer, including fields for Signature and Identification No.