

## **PROCEDURE FOR ONLINE FILLING OF LIST OF CANDIDATES FOR X AND XII:**

The following Steps 1 to 11 are to be followed in sequence for online submission of details.

### **Summary of activities to be done for submission of the List of Candidates (LOC) X and XII:**

<b>Steps</b>	<b>Activities for List of Candidates (LOC)</b>	<b>Nature of Activity</b>
1	Login	Online
2	Check list Printing of last year Registered candidates from server i.e. : ➤ Candidate eligible for Class X examinations ➤ Candidate eligible for Class XII examinations	Online
3	Checking of details of candidates for List of Candidates (LOC) : <b>A.</b> Checking of Checklist and correction to be marked on Check list : <ul style="list-style-type: none"><li>• Correction of candidates details</li><li>• Addition of Candidates (Upgradation of Performance candidates/ Improvement of Performance candidates/ New admissions /Transfer cases from other schools in Class X/XII /those who have not Qualified/ Passed class X/ XII but wish to repeat in all 5/6 subjects as a regular candidate), if any.</li><li>• Deletion of Candidates (Transfer cases to other schools, Failures in Class IX/XI)</li><li>• Whether Migration Certificate is needed by the candidate or not</li><li>• Whether Candidate is appearing under <b>Scheme-1/Scheme-2</b> – for Class X only</li></ul> <b>B.</b> Correction marked on the check list must be made on the Server	Manual
		Online
4	Correction of Candidates Details including photographs, if any on the server	Online
5	Check list Printing of List of Candidates (LOC) – Class X / XII from the server	Online
6	Uploading of Photographs	Online
7	Finalisation of Data	Online
8	Fee Payment	Online
9	Printing of Final List of Candidates (LOC)	Online
10	Submission of List of Candidates (LOC) and acknowledgment of Fee to Regional Office	Manual

<b>Note</b>	<b>• Step-3 to Step-6 be repeated till all corrections are carried out and data is error free.</b>
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1. **Login:** Only Registered schools are permitted to login.
2. **Check list Printing of last year Registered candidates from server i.e.:**
  - a. The details of candidates submitted by the school for registration at the time of Class IX/Class XI previous year are available on the Server
  - b. The heading of this List will be **‘CHECK LIST of last year Registered CANDIDATES and ELIGIBLE for CLASS X/XII Examinations’**
  - c. Schools shall print a list of the available details of candidates. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25”.
  - d. School should print these 2 lists before going to the next step.
3. **Checking of details of Candidates for List of Candidates (LOC) :**
  - A. Checking of check list and correction to be marked on check list:**
    - a. The printed checklist has data of last year IX/XI students who will now appear in X/XII.
    - b. School should details in the Check List with the Original Admission and Withdrawal register, Subject Code and Subject Name offered by candidate should also be checked Photograph of candidate printed in the Checklist is also to be checked. Any Correction/ Addition/Deletion be marked in the check list.

- c. School should ensure that all corrections relating to the spellings in the names of the candidate/mother/father, sex, category, date of birth, subjects etc. have been checked and marked in the check list.
- d. If there is need of adding few students and deleting some students School must do the deletion first because it will create space for adding.

**B. Deletion of Candidates:**

Reasons for Deletion	Code for Deletion
• Failures in Class IX/XI	FAILURE
• Transfers from your school to other Schools	TRANSFER

**Note: Reasons for deletion** must be provided as per **Code for Deletion** in remark column on server. Details of these candidates must be noted down.

**C. Addition of Candidates:**

Reasons for Additions	Code for Addition
• New admissions - Transfers from other CBSE Affiliated Schools – Transfers from Schools not affiliated with CBSE	TRANSFER
	DIRECT
• Upgradation of Performance/ Improvement of Performance – those who have qualified/Passed Class X/XII in be appearing for Upgradation of Performance/ Improvement of Performance in all the subjects.	IMPROVEMENT
• Those who have not Qualified Class X/ XII previously and will be appearing as regular candidates by repeating in all the 5 or 6 subjects again.	NOT QUALIFIED/ FAILURE

**Note: Reasons for additions** must be provided as per **Code for Addition** in remark column on server. Details of these candidates must be noted down.

**D. Requirement of Migration Certificate by candidate:**

In Class XII: by default all candidates have been marked with ‘Y’ (an indicating “ Yes” Migration certificate will be provided to the candidate). School have an option to change “Y” to “N” . One of the advantage is that school will get all Migration Certificates in one go from the Regional Office and students will not be required to apply to Regional Office separately. Fee of Rs 250/- per candidate is provisioned for Migration Certificate.

In Class X by default all candidates have been marked with “N” (an indication that migration Certificate is not needed by the candidate). If a candidate needs Migration Certificate, the correction may be marked as ‘Y’ and noted down. Fee of Rs 250/- per candidate is provisioned for Migration Certificate.

**E. Scheme of Examination: In class X students have option to give Board conducted exam or school conducted SA 2.**

**Scheme-1: For those who do not wish to move out of the CBSE System after Class X and want to give Class X exam at the level of school.**

**Scheme-2: For those who wish to move out of the CBSE System after Class X i.e. who wish to join institutions/ schools/ Junior Colleges affiliated to Boards other than the CBSE. This exam will be taken by CBSE.**

- Initially all candidates have been marked (automatically) with ‘S1’ i.e. **Scheme-1** for Class X
- If for any candidate there is a need to change ‘**Scheme-1**’ to ‘**Scheme-2**’ - the correction may be marked as ‘S2’.

**d. Photographs of Candidates : If wrong or not legible/ clear or not available**

- If the photograph printed is wrong or cloudy/not identifiable or not available, scanned photograph be uploaded online again.
- The photograph scanned should be stored in JPG Format with Registration No. as filename of the photograph. The Registration No. is printed in the check list against the candidate's details.
- The photograph should be high contrast with white background (passport size preferably black & white) photograph. The name of the students along with the date of taking the photograph (photograph should have been taken on or after 1.8.2014) must be indicated on the photograph.

**Example: Say Photograph of Anil Kumar is wrong or not legible/clear or not available who's Registration No. is A115/03001/0057. Photograph of Anil Kumar be scanned and stored as A115030010057.jpg**

- Photographs be uploaded using option "Uploading of Photograph" in Step 5

**F. Corrections marked on the check list are to be made on Server:**

- Marked corrections including photograph in **Step-3A** must be carried out on by typing on computer/laptop connected to CBSE website server by choosing option "**Correction of Candidates Details including photographs, if any**" as per **Step 4**.

**4. Correction of Candidates Details including photographs, if any:**

Corrections marked in the check list in Step-3A can be carried out on server as follows:

a. This activity has three options **MODIFY/CORRECT, ADD and DELETE.**

- **MODIFY/CORRECT for making corrections:**

- There are two options :

- ❖ To carry out mass corrections (corrections for more than one candidate at a time) for Migration Certificate / **Scheme-1 or Scheme-2**

- ❖ To carry out individual corrections in Name/subject/other details of the candidate :

Correction in the already submitted details of the candidate can be made. The Serial No. printed against the candidate's details in the check list be typed and the candidate's details shall be displayed on the screen. Required correction/modification can be typed against the particular details.

- **ADD** : For adding details of any left out Candidates/ new admissions.

- **DELETE:** For deleting/ removing already available details of the candidate from the list.\*

- Serial No. of Candidate printed on the Check list be entered and the details of the candidate are displayed.

- Press 'Delete' button to delete the details

- Details once deleted cannot be recovered and has to be entered again if needed by using ADD option.

b. Print Check List of List of Candidates again by choosing option "**Checklist Printing of List of Candidates (LOC) with photographs**" as given in Step-5.

**5. Uploading of Photographs.**

If Photograph of Anil Kumar is wrong or not legible/clear or not available whose Registration No. is A115/03001/0057. Photograph of Anil Kumar scanned and stored as A115030010057.jpg in step 3(i) has to be uploaded as follows:

- Serial No. of Candidate printed on the Check list be entered and the details of the candidate and photograph if available in the server are displayed.
- Photographs of this candidate be uploaded by choosing the photograph of this candidate stored in school's computer

**6. Check list Printing of List of Candidates (LOC) with photographs:**

- a. Schools shall print a list of the submitted details of candidates by choosing the option “**Check list Printing of List of Candidates (LOC) with photographs**” using a printer attached with the school’s computer.
- b. **The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25”.**
- c. The heading of this List will be ‘**CHECK LIST OF CANDIDATES FOR LOC FOR CLASS...**’

**Note: Step-3 to Step-6 be repeated till data is error free.**

**7. Finalisation of Data (Ensure all corrections have been made before finalisation):**

- a. When all corrections have been carried out and the list is error free, Finalisation of data can be done. Finalisation of data means no more correction /deletion /addition in the data which have been submitted till date i.e. Data submitted shall be deemed as error free and final.
- b. Fee shall be applicable as per fee schedule i.e. the date on which the data is finalised is taken for the purpose of fee calculation.
- c. After finalisation of data, addition of more candidates is possible provided the date for submission of details is within the time schedule and fee shall have to be remitted as per fee schedule

**8. Payment of Fee :** School should pay fee within 4 days of finalization of data.

**9. Printing of Final List of Candidates (LOC) for sending to the Regional Office:**

- a. Schools shall take print out of Final list of Candidates submitted. The Final list has provision for printing four candidates’ details. Final list cannot be generated without submission of fee details.
- b. The heading of this List will be ‘**FINAL LIST OF CANDIDATES FOR CLASS \_\_\_\_\_**’.
- c. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25”.
- d. Obtain signatures’ of candidate on the final list.
- e. A photocopy of the Final printout with Candidate’s signature should be retained by the School as office copy.

**10. Submission of List of Candidates (LOC) along with proof of remittance of Fee to Regional Office by Post:**

Final List with candidate’s signature along with proof of remittance of fee and duly filled and signed Certificate by Principal should reach the concerned ‘**Director/Regional Director/Regional Officer**’ of the **Respective Regional Office of the Board** within stipulated schedule given above as per schedule/late fee/penalty given in Fee page.