



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

( शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन )

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)



CBSE/CE/TERM-I/2021

06.11.2021

To  
The Principal  
Schools affiliated to CBSE  
(Circulated through Web)

**Sub:- Demystifying OMR to be used in Term-I examinations-regarding**

Dear Madam/Sir,

**Greetings for the festival sessions,**

You are aware that the CBSE will be using OMR for the first time for assessment of both the Classes- X and XII in Term-I examinations. Hence, there is a need that all the students appearing in the Term-I examinations and the schools sponsoring these students should have complete knowledge about the OMR.

**OMR is demystified by providing following information:-**

1. A sample copy of OMR is enclosed with this letter.
2. Details of the candidates will be pre-filled in the OMR.
3. Candidate has to write a Question Paper Code in the upper right corner in the space provided for the same. Question Paper Code will be written on the Question Paper.
4. Candidate has to write in his/her own hand in the space provided **"I confirm that all particulars given above are correct"** and sign in the running hand on OMR.
5. Only Blue/Black ball point pen is to be used for filling desired information and for giving responses.
6. Use of pencil is strictly prohibited. If it is found that the candidate has used the pencil for filling OMR, this will be considered as use of unfair means and action will be taken against the candidate as per unfair means rules.
7. **Following are the important features of the OMR:-**
  - (i) There is a space for answering 60 questions in an OMR irrespective of total questions given in the Question Papers of any subject. Candidates will use maximum circles as per total questions given in the Question Paper for giving responses. This should be only in serial.
  - (ii) Answers given after the maximum question number will not be evaluated. Meaning thereby, if there are 45 questions in some Question Papers and the candidate is changing Question no 46 in OMR and writing this question as 45 and then giving the answer, it will not be evaluated.



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



- (iii) For giving a response, 4 circles i.e. (a),(b),(c),& (d) are given in front of each question in a row. Candidates once confident about the correctness of reply should darken the circle with a pen.
- (iv) After 4 circles are over, a box is given in the same row. Candidates have to write the correct option in this box i.e. a or b or c or d as the answer is.
- (v) After the box, again a circle is given ahead of box wherein the question number is also written inside the circle. This circle is to be darkened by the candidates if they have not attempted this question.
- (vi) Candidates are advised that first of all they should mark the response by darkening the circle. If fully satisfied then they should write a response in a box. Purpose of giving a box is only that if any candidate wishes to change the response, the same be written in the box.
- (vii) Even if a candidate is satisfied with darkening the circle, this response has to be written in the box. Candidates have to reply both in a circle and in a box.
- (viii) Reply written in the box will be treated as final.
- (ix) 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.
- (x) If the response is given in a box and the circle is left blank, it will be considered that the Question has been attempted by the candidate.
- (xi) If all the three i.e. 4 circles, box and last circle are left blank, it will be considered that the question has not been attempted.

8. Schools will download the OMRs in advance as per the schedule given in guidelines (to be provided by CBSE shortly).
9. Centre Superintendent will keep the OMR safely under lock and key after downloading and will be used only on the day of examination after affixing facsimile stamp of the Centre Superintendent.

Schools are requested that based on the information provided by the CBSE, practice sessions may be organized for the students. Prior to the practice sessions, teachers must also get acquainted themselves well with the OMR.

**Check the authenticity of this circular on the CBSE website.**



**(Dr. Sanyam Bhardwaj)**  
**Controller of Examinations**

**Copy to web admin for uploading on CBSE website.**



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 Code: (10001) RACHANA SCH SHAHIBAG AHMEDABAD GUJARAT.

OMR No. 138734235

Question Paper Code box with handwritten code 138734235.

SOME EXAMPLES OF WRONG/CORRECT WAYS OF MARKING AS FOLLOWS

Table showing wrong marking methods: checkmarks, crosses, partial circles, and other symbols.

Table showing correct marking methods: fully darkened circles.

Handwritten notes: 'A circles for response', 'For writing response', 'Darken circle if not attempted'. Center stamp: '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 answer sheet grid with 60 columns (Q.No, Response, \*, #) and 60 rows of question options (a, b, c, 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)

Total correct answers (To be filled by the Evaluator) and (To be filled by the Coordinator)

Signature and Identification No. table for Invigilator, Evaluator, Coordinator, and Observer.