



# 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)



No. CE/CBSE/2024/ *Efile 163685*

September 4, 2024

To

**All the Heads of Schools  
affiliated to the Central Board of Secondary Education**

**Subject: Caution to the schools, students, and parents for submitting correct student data and subjects in List of Candidates (LOC) - regarding**

**Madam/Sir,**

CBSE will shortly start the facility of submission of LOC and registration. There are 29940 schools affiliated to CBSE in India and 26 countries abroad. It is expected that more than 40 lakh students will appear in Classes X & XII Board's examinations in 2025. For holding the examination smoothly & successfully, there is a need that the LOC submitted by the students through schools and the subjects offered by them to be correctly submitted in LOC.

It has been observed in the past that schools/students keep changing the personal data of the students as well as the subjects offered by them after submission of the LOC. Even it has been observed that just before the start of the examination or on the day of the examination, it is informed to CBSE that the data submitted is incorrect and they request to appear in some other subject than that of the subject submitted in LOC. Due to these issues, the smooth conduct of examination is severely affected and a very well-settled system for the smooth, fair and successful conduct of examination is facing problems in the conduct of examination and declaration of results. Efforts were made by the Board to ensure that schools and students correctly submit the data and subjects, however, both students and schools are giving various excuses and not submitting the correct information.

With the Board's commitment to conduct the examination smoothly & successfully and to take care of the requests of the students, the following has been decided:

1. The students' data submitted in LOC will not be changed or corrected once LOC is submitted. Request for correction will only be accepted once the result is declared by the CBSE.

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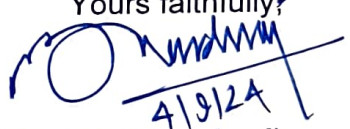
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2. No subject correction after submission of LOC will be allowed. Once the subject is submitted in LOC, it will be considered as final.
3. If any student/school wish to correct the subjects, then the correction will be made after the conduct of examinations for Supplementary Examinations only. Such students may decide to appear or not to appear in the Main examination in the subject(s) which is submitted wrongly in the LOC. Their results will be declared as per the Examination Bye-laws of the Board. These decisions will be implemented in all subjects including Mathematics (Standard)/Mathematics (Basic) in Class X.
4. The schools are directed to take the following actions:
  - i. Be 100% sure that the data of the students and subjects submitted are 100% correct.
  - ii. They will obtain the signatures from the parents before submission of the information.
  - iii. If parents have signed before submission of information in LOC, subject(s) will not be changed at any level.

The above decisions have been approved by the Examination Committee meeting held on May 24<sup>th</sup>, 2024 and duly ratified in the Governing Body meeting of the CBSE in its meeting held on June 24<sup>th</sup>, 2024.

Yours faithfully,  
  
4/9/24  
**(Dr. Sanyam Bhardwaj)**  
**Controller of Examinations**

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