

Online Submission of Details of List of Candidates (LOC) for 2013 – 14

- To facilitate schools by reducing the data feeding efforts, CBSE has taken the last year registered candidates data for Class IX (2012 – 2013) & Class XI (2012 – 2013) for List of Candidates (LOC) Class X (2013 – 2014) & Class XII (2013 – 2014) for examination 2014.
- The schools are advised to take checklist of the data from the [CBSE Server](#) and mark corrections on this checklist and update the corrections on the [CBSE Server](#).
- It is mandatory for all schools affiliated with the Board to submit the details of all candidates who are on their rolls in Class X and Class XII for the academic session 2013 – 14 for examination 2014.
- Board shall allot Roll Numbers to all Candidates.
- The pattern of Registration No. Allotted in 2012 – 13 have been as follows:

Example: Class IX: A114/03001/0034 Class XI: A214/05001/0023

Position	Description
1st	Region ID
2nd	1 for Class IX, 2 for Class XI
3rd & 4th	14 for Registration of Academic Session 2012 – 14
5th to 9th	School ID
10th to 13th	Serial No

The Registration No. Shall be used for further processing.

Schedule for submission of details and sending Final List along with fee to the Regional Office:

Fee Schedule for On-line Submission of details of Candidate	Date for Receipt of Final List of Candidates (LOC) along with Fee in the Regional Office (*)
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Without late fee	30th September, 2013 – 7th October, 2013
With Late Fee of Rs. 150/	15th October, 2013 – 22nd October, 2013
With Late Fee of Rs. 250/	31st October, 2013 – 7th November, 2013
With Late Fee of Rs. 350/	15th November, 2013 – 22nd November, 2013
With Late Fee of Rs. 5000/	15th January, 2014 – 22nd January, 2014

15 days grace time in place of 7 days for receipt of Final List of candidates (LOC) will be allowed to the schools belonging to remote areas viz. Arunachal Pradesh, Assam, Manipur, Meghalaya.

Mizoram, Nagaland, Sikkim, Tripura, Lahaul and Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island, Lakshadweep and schools in foreign countries. In case the dates mentioned above fall on a holiday/Saturday/Sunday, next working day shall be applicable.

It may please be noted that As per Examination Bye-laws, the subjects offered by the candidate in Classes IX/X and Classes XI/XII should be the same. The schools are expected to ensure the correctness of the subjects offered by the candidates and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respect.

Note: It has been observed in the past that there were a few variations between subjects offered by the candidates and the subjects taught. To ensure accuracy of data, the Subject ID and Subject Name must be checked for each candidate. For Example:

- Subject Offered by the candidate is shown as '1' 'i.e.. English Elective whereas the candidate is being taught' Functional English 'Therefore, correct subject ID should be '1'
- Subject Offered by the candidate is shown as '2' 'i.e.. Hindi Course A whereas the candidate is being taught' Hindi Course B 'Therefore, correct subject ID should be '5'

The following Steps 1 to 10 are to be followed in sequence for online submission of details. Activities to be done for List of Candidates (LOC) before last date with/without late fee are:

Steps	Activities for List of Candidates (LOC)	Nature of Activity
1	Login	Online
2	Check list Printing of last year Registered candidates from server i.e..	Online

N/A	Class XI during 2012 – 13 and eligible for Class XII examinations 2014	Online
3	Checking of details of candidates for List of Candidates (LOC):	N/A
N/A	Checking of Checklist and correction to be marked on Check list:	Manual
N/A	Correction of candidates details	Manual
N/A	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 all 5% subjects as a regular candidate), if any.	Manual
N/A	Deletion of Candidates (Transfer cases to other schools, Failures in Class IX/XI)	Manual
N/A	Whether Migration Certificate is needed by the candidate or not	Manual
N/A	Whether the candidate wish to improve performance in Problem Solving Assessment (PSA) in Class X/XII	Manual
N/A	Whether the candidate wish to appear in Students Global Aptitude Index (SGAI) in Class X	Manual
N/A	Whether Candidate is appearing under Scheme-1/Scheme-2-for Class X only	Manual
N/A	Correction marked on the check list must be made on the Server	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	Upload of Photographs	Online
7	Finalisation of Data	Online

8	Submission of Fee Details	Online
9	Printing of Final List of Candidates (LOC)	Online
10	Submission of List of Candidates (LOC) along with Fee to Regional Office by Post	Manual

Note:

- Step-3 to Step-6 be repeated till all corrections are carried out and data is error free.
- For interaction with **CBSE**, it is mandatory to use your affiliation number as User-ID and password as given by you at the time of “Registration of Class IX/XI candidates for 2013 – 14 online”

Login:

- Only Registered schools are permitted to login.
- For login, use your affiliation number as user-ID and password as given by you at the time of “Registration of Class IX/XI candidates for 2013 – 14 online”

Check list Printing of last year Registered candidates from server i.e..

- Class IX during 2012 – 13 and eligible for Class X examinations 2014
 - Class XI during 2012 – 13 and eligible for Class XII examinations 2014
1. The details of candidates submitted by the school for Class IX/Class XI (2012 – 13) are available on the Server and the same candidates shall be eligible for Class X/XII (2013 – 14).
 2. Schools shall print a list of the available details of candidates by choosing the option “Check list Printing of last year Registered candidates from Server” using a printer attached with the school's computer.
 3. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25.
 4. The heading of this List will be ‘CHECK LIST of last year Registered CANDIDATES and ELIGIBLE for CLASS X/XII Examinations 2014’

Checking of details of Candidates for List of Candidates (LOC):

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Checking of check list and correction to be marked on check list: The details in the Check List may be compared with the Original Admission and Withdrawal register. Subject and Subject Name offered by each candidate should also be checked. Any Correction/Addition/Deletion are marked in the check list.

Photograph of candidate printed in the Checklist is also to be checked. Ensure that all corrections including spelling mistakes have been checked and marked in the check list
Addition of Candidates:

Reasons for Additions	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 2013 Exam and wish to appear for Upgradation of Performance/Improvement of Performance in all the subjects in 2014 Exam.	Improvement
Those who have not Qualified Class X/XII previously and wish to appear as regular candidates by repeating all the 5 or 6 subjects again.	Not Qualified/Failur

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

Reasons for Deletion	Deletion ID
Failures in Class IX/XI	Failure
Transfers from your school to other Schools	Transfer

Note: Reasons for deletion must be provided as per ID for Deletion in remark column on server. Details of these candidates must be noted down. Requirement of Migration Certificate by candidate: Class XII:

- Initially all candidates have been marked with 'Y' (an indication that Migration certificate is needed by the candidate).
- If a candidate does not need Migration Certificate, the correction may be marked as 'N'

Class X

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- Initially 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

Note: Fee Rs. 100/-per candidate shall be charged for improvement of performance in PSA, if marked 'Y'

For Class X only: Those wishes to appear for Student's Global Aptitude Index (SGAI) -2013 – 14

- Initially all candidates have been marked with 'N' (an indication that candidate do not wish to appear for Student's Global Aptitude Index (SGAI) -2014)
- If a candidate wishes to appear for Student's Global Aptitude Index (SGAI) -2013 – 14, the correction may be marked as 'Y' and noted down:

Note: Fee Rs. 100/-per candidate shall be charged for Student's Global Aptitude Index (SGAI) -2013 – 14 Scheme of Examination: (Class X only): Scheme-1: For those who do not wish to move out of the CBSE System after Class X. 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.

- Initially all candidates have been marked 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'

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

- If the photograph printed is wrong or not legible/clear 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. 2013) must be indicated on the photograph.

Example: Say Photograph of Anil Kumar is wrong or not legible/clear or not available whose Registration No. Is A114/03001/0057. Photograph of Anil Kumar be scanned and

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stored as A114030010057. Jpg Photographs be uploaded using option "Uploading of Photograph" in Step 5 Corrections marked on the check list are to be made on Server: Marked corrections including photograph in Step-3A must be carried out on Server by

choosing option "Correction of Candidates Details including photographs, if any" as per Step 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:

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

Modify and 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/Improvement in PSA/SGAI
- 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. *
- 1. Serial No. Of Candidate printed on the Check list be entered and the details of the candidate are displayed.
 2. Press 'Delete' button to delete the details
 3. Details once deleted cannot be recovered and has to be entered again if needed by using ADD option.
- 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.
- Uploading of Photographs.
- If Photograph of Anil Kumar is wrong or not legible/clear or not available whose Registration No. Is
- A114/03001/0057. Photograph of Anil Kumar scanned and stored as A114030010057. Jpg in step 3 (i)
- has to be uploaded as follows:
 1. Serial No. Of Candidate printed on the Check list be entered and the details of the candidate

2. photograph if available in the server are displayed.
 3. Photographs of this candidate be uploaded by choosing the photograph of this candidate stored in school's computer
- Check list Printing of List of Candidates (LOC) with photographs:
 1. 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.
 2. The printer settings may be set for A4 size paper with Landscape printing with all sidemargins set to 0.25.
 3. The heading of this List will be 'CHECK LIST OF CANDIDATES FOR LOC FOR CLASS...'
 - Note: Step-3 to Step-6 is repeated till data is error free
 - Finalisation of Data (Ensure all corrections have been made before finalisation):
 - When all corrections/spelling mistakes 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.
 - After finalization of data, Demand draft details for requisite fee are to be entered. 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.

Example:

- If candidates'details are entered by 28th September and finalisation of data is done on or before 30th September then NO late fee shall be applicable.
- If candidates'details are entered by 30th September and finalisation of data is done on 30th September then NO late fee shall be applicable.
- If candidates'details are entered by 30th September and finalisation of data is done on 1st October or later, then late fee for each candidate as per fee schedule shall be applicable.

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

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schedule Submission of Fee Details: Demand draft for the requisite Fee (List of Candidate (LOC) Fee + Late Fee, if any) shall be made in favour of the Secretary, Central Board of Secondary Education, CBSE drawn on any Nationalised Bank payable at the place of Regional Office of the Board under whose

jurisdiction the school is located. Details of Demand draft such as Date, Amount and Bank shall also be submitted on-line.

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

1. 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.
2. The heading of this List will be 'FINAL LIST OF CANDIDATES FOR CLASS____'
3. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25.
4. Obtain signatures'of candidate on the final list.
5. A photocopy of the Final printout with Candidate's signature should be retained by the School as office copy.

Submission of List of Candidates (LOC) along with Fee to Regional Office by Post: School No. School Name and Address, Principal name and phone no, should be written on the back of the Demand Draft. Final List with candidate's signature along with Demand draft and duly filled and signed Certificate of Principal should reach the concerned 'Regional Officer' Respective Regional Office of the Board within stipulated schedule given above: