



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR -751013.

No. EC-I- 08 /203/ 4684 /CHSE(O), Dt. 17.12.25

From,
The Controller of Examinations,
CHSE, Odisha, Bhubaneswar.

To,
The Principals/Headmasters/ Headmistresses/Centre Superintendents of all
Higher Secondary Schools affiliated to CHSE, Odisha.

Sub:Conduct of Internal Assessment Examination/Project Examination of the Annual
Higher Secondary Examinations, 2026: Arrangement and instruction thereof.

Madam/Sir,

This is for your kind information that Internal Examination/Project Examination of the Annual Higher Secondary Examinations, 2026 for different Non-Practical subjects/papers (Arts, Science, Commerce, Correspondence Course & Vocational Streams) are scheduled from 22.12.2025 to 31.12.2025 in all affiliated Higher Secondary Schools of the Council.

You are, therefore, requested to go through the instructions for conduct of Internal Examination/Project Examination of the Annual Higher Secondary Examinations, 2026 appended with this letter and make necessary arrangements for smooth conduct of Internal Examination/Project Evaluation of the Annual Higher Secondary Examinations, 2026.

Yours faithfully,


Controller of Examinations

Memo No. 4685 /CHSE, Date- 17.12.25

17/12/25

Copy forwarded to the P.S. to Chairman/all officers/Deputy Secretary of three zonal offices for information and necessary action.


Controller of Examinations

17/12/25

**COUNCIL OF HIGHER SECONDARY EDUCATION (CHSE), ODISHA
ANNUAL HIGHER SECONDARY EXAMINATION-2026**

**INSTRUCTIONS FOR CONDUCT OF INTERNAL ASSESSMENT EXAMINATION
AND PROJECT EVALUATION**

The Principals/centre superintendents are requested to go through the following instructions/guidelines for smooth conduct of Internal Examination/Project Evaluation of the Annual Higher Secondary Examinations, 2026:

1. Please complete the Internal Examination/Project Examination of the Annual Higher Secondary Examinations, 2026 as per the schedule given by the CHSE, i.e. between 22.12.2025 to 31.12.2025 and between 10.01.2026 to 15.01.2026.
2. Notify the schedule of the college well ahead to the candidates and others concerned.
3. The question papers for Internal Assessment Examination/ are to be set by the respective subject teachers of the H.S. Schools and the scripts are to be evaluated at H.S. School level by the subject teachers of the institution or of other H.S. School in case of non-availability of subject teachers in the institution vide notification No.3809, dt.14.10.2025.
4. **Pre- Examination preparations:**
 - i. Steps must be taken to notify groups as per instructions (Minimum candidates in a group must be twenty four in case of project evaluation)
 - ii. Internal Assessment Examination/Project Evaluation programme in respect of a H.S.School must be in such a manner that a student will not have two subjects on the same day.
 - iii. There must be sufficient arrangement of drinking water and First Aid.
 - iv. Functioning of CC TV is mandatory in all the Examination Room of H.S. Schools.
 - v. The H.S. School will supply question papers and answer scripts containing 4 pages (2 sheets) for Internal Assessment Examination and 6 pages (3 sheets) for Project vide notification 4261, dt.13.11.2025.
 - vi. Project work should be hand written by the students within 6 pages (A4 size paper) on the topic from the prescribed syllabus assigned by the teacher.

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5. During the Examination :

- i. All Regular Students having valid Registration card are to be allowed to enter into the examination hall before 15 minutes of commencement of examinations only. **(NB. All regular students whether enrolled or not enrolled are eligible to give internal /project examination)**
- ii. Students arriving for examination late may be allowed to sit for examination maximum by half an hour; however, such students shall not be allowed compensatory time for the late coming.
- iii. Students should sit in their respective seats maintaining proper distance as it is required.
- iv. Candidates are to put their signature against their Registration Numbers in the Attendance sheets
- v. The subject teacher must sign on the designated place of attendance sheet.
- vi. At the right hand top corner of the answer script/Project, a candidate should write the Paper, Registration No. and AHSE-2026, which must be verified by the invigilator.

6. Post-Examination Works :

- i. Marking must be done in the answer scripts by using **red ball point pens** only (No gel pen to be used).
- ii. If there is any bit/sub-questions of a main question, then each bit/sub-question is to be given mark, and finally all will be summed up at the end of the last sub question attempted, and total marks awarded to main question is to be mentioned there.

❖ Recording of Marks:

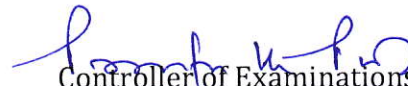
- a) The CHSE will not provide mark foils/Non- standard mark foil for the purpose.
- b) After Internal Assessment /Project Examination is over, the subject teachers are required to evaluate the answer script preferably on the same day and prepare the register for recording the marks **Registration number wise**. Then the DEO is required to enter the marks through on-line after SAMS e-Space is opened, on 05.01.2026 and the link will remain open till 25.01.2026.
- c) The Tabulation Register of (Internal Assessment Examination marks/Project Evaluation marks) and answer scripts are to be preserved for 6 months from the publication of results of Re-checking/Re-addition of Annual H.S. Examination -2026 at HSS level.



7. Internal Assessment Examination/Project Examination bill (Utilization Certificate) are to be submitted within 30 days after completion of Annual H.S. Examination-2026 with taking into the accounts of all expenses incurred by the H.S. Schools in centre Contingent bills as per the "Instructions to Centre Superintendents" Annual H.S. Examination-2026.


8. IMPORTANT NOTE:

- Copy of student's Attendance Sheet and memo form must be preserved by the H.S. School for future reference.
- Answer Scripts/Project Reports/Examiner's Reports and Tabulation Registers preserved at HSS must contain the signature of subject teacher and Principal, failing which the results will be held up and the Centre Superintendent will be held responsible for the same.


Controller of Examinations
17/12/25

Memo No 4686/CHSE, Date- 17.12.25

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17/12/25