No.CE/CBSE/2024/   **September 25, 2024**

To

All the Principals/Head of Institutions
Schools affiliated to CBSE

Subject: **CCTV Policy for Board's Examinations – regarding**

Madam/Sir,

You are aware that CBSE is holding Class X & XII Examinations in India and in 26 countries abroad. In the year 2025, approximately 44 lakh students will be appearing in the Class X and Class XII Board examinations. For holding these examinations, approximately 8000 schools will be fixed as the examination centres.

The Board has decided that all the schools which would be fixed as an examination centre must have the facility of closed-circuit television (CCTV). If any school does not have a CCTV facility, the school will not be considered for fixing the examination centre.

To ensure that examinations are conducted smoothly and fairly, a CCTV Policy has been developed by the CBSE which is enclosed herewith. All the schools are directed to ensure that they have CCTV installed in their schools as per the policy if they do not have and wish to convey their consent to the Board for fixing their school as an examination centre.

For needful action please.

Yours faithfully,

(Dr. Sanyam Bhardwaj)
Controller of Examinations

Enclosure: As above

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

Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in

POLICY TO USE CCTV IN EXAMINATION CENTERS

1. Introduction

To ensure the integrity and fairness of examinations, this policy establishes guidelines for the use of Closed-Circuit Television (CCTV) in all examination centers. The primary objective of this policy is to deter, detect, and address unfair practices during examinations, while also upholding the privacy and rights of all individuals involved.

2. Objectives

- **Deterrence:** To discourage students from engaging in unfair practices by increasing the likelihood of detection.

- **Detection:** To provide real-time and recorded monitoring of examination activities to identify and address potential misconduct.

- **Support:** To assist examination invigilators by providing additional oversight and evidence in case of disputes or irregularities.

- **Transparency:** To ensure a fair and transparent examination process by documenting procedures and outcomes.

3. Scope

This policy applies to all examination centers. It covers the installation, operation, and management of CCTV systems within examination venues by the school.

4. Policy Guidelines

4.1. Installation and Operation

- **Coverage:** CCTV cameras must be installed to cover all areas of the examination hall, including entrances, exits, and examination desks. Cameras should be positioned to ensure that all students are within the field of view.

- **Quality:** Cameras must be of high resolution to ensure clear visibility of student actions and examination materials.

- **Recording:** CCTV systems should record continuously throughout the examination period. Recordings must be stored securely and be easily retrievable for review if needed.

4.2. Privacy and Compliance

- **Notification:** All students and staff will be notified in advance about the presence of CCTV cameras. Notices will also be displayed at examination centers.

- **Confidentiality:** Footage should be accessed only by authorized personnel. Measures must be taken to protect the confidentiality and integrity of the recordings.

- **Data Protection:** Footage should be retained only for as long as necessary and securely disposed of afterwards. CCTV recording will be retained for two months from the date of declaration of results of classes X and XII.

4.3. Access and Review

- **Authorized Access:** Only designated examination officials and security personnel are permitted to access live feeds and recorded footage.
- **Incident Review:** On each 10 rooms, an invigilator be deputed to regularly monitor the CCTV footage and report any incident of use of unfair means if observed.

4.4. Responsibilities

- **Examination Centers:** Responsible for the installation, maintenance, and proper functioning of CCTV systems. They must ensure compliance with this policy.
- **Invigilators:** Must be aware of the CCTV policy and use the footage as needed to support their supervision duties. They should also report any issues or concerns related to the use of CCTV.
- **Institutional Authorities:** Responsible for overseeing the implementation of this policy, ensuring adherence to guidelines, and addressing any breaches or issues that arise.

4.5. Training and Awareness

- **Staff Training:** Examination staff, including invigilators and security personnel, must receive training on the operation of CCTV systems, privacy considerations, and procedures for reviewing footage.
- **Student & Parents Awareness:** Students & parents should be informed about the purpose of CCTV surveillance and their rights during examinations. This information should be provided through various modes like handbooks, notice boards, or orientation sessions.

4.6. Evaluation and Improvement

- **Monitoring:** Regular audits should be conducted to assess the effectiveness of CCTV systems in curbing unfair practices and ensuring examination integrity.
- **Feedback:** Collect feedback from students, staff, and examination officials to identify areas for improvement and make necessary adjustments to the policy and procedures.

5. Implementation

- **Timeline:** This policy will be implemented from 2025 examinations. Accordingly, before submission of consent for fixing the examination centre, all the schools who wish to act as an examination centre within specify timeframe, with all examination centers required to comply by specify date.

6. Enforcement, Review, and Remuneration

- **Compliance:** It is mandatory to have CCTV working during the entire period of conduct of examinations and it is safely maintained during the period of retention. Non-compliance with the directions will result in action as per the Affiliation and Examination Bye-Laws of the Board.

- **Policy Review:** This policy will be reviewed annually or as needed to ensure its continued relevance and effectiveness. Changes will be communicated to all relevant stakeholders.

- **Remuneration:** The invigilators appointed based on the policy of the Board will be paid remunerations and other claims similar to the other invigilators.

Requirement of the Equipment

To effectively implement a CCTV system in a school to curb unfair practices during examinations, several key pieces of equipment and infrastructure are required. Here's a comprehensive list of the necessary equipment and their functions:

1. CCTV Cameras

- **High-Resolution Cameras:** Ensure cameras have at least 1080p resolution to capture clear, detailed images. Higher resolution cameras (4K) can provide even greater detail.

- **Fixed and PTZ Cameras:**

  - **Fixed Cameras:** For general coverage of examination halls.

  - **PTZ (Pan-Tilt-Zoom) Cameras:** For areas requiring adjustable focus and movement, allowing for dynamic monitoring of specific areas or students.

- **Wide-Angle Lenses:** To cover larger areas and ensure that all desks and seating arrangements are in view.

- **Low-Light Cameras:** For environments with poor lighting.

2. Recording and Storage Equipment

- **Digital Video Recorders (DVR) or Network Video Recorders (NVR):** Devices for recording and storing CCTV footage. DVRs are used for analogue systems, while NVRs are used for IP-based systems.

- **Hard Drives:** High-capacity hard drives are necessary to store large amounts of footage. RAID configurations (Redundant Array of Independent Disks) can offer redundancy and improve reliability.

3. Monitoring Equipment

- **Monitors:** High-resolution monitors for live viewing of camera feeds and reviewing recorded footage. Multiple monitors may be necessary if supervising multiple areas.

2

- **Control Consoles:** Interfaces for managing and controlling the CCTV system, including adjusting camera angles, zooming, and switching between camera feeds.

4. Networking Equipment

- **Switches and Routers:** For connecting IP cameras and other network devices. Ensure that switches and routers have sufficient bandwidth to handle the data from all cameras.

- **Network Cabling:** High-quality Ethernet cables (Cat5e, Cat6, or Cat6a) for connecting cameras to network switches or routers. Fiber optics may be used for long-distance connections or high-bandwidth requirements.

- **Power over Ethernet (PoE) Switches:** For powering IP cameras via the same Ethernet cable used for data transmission.

5. Power Supply Equipment

- **Uninterruptible Power Supplies (UPS):** To provide backup power in case of electrical outages, ensuring that CCTV systems remain operational during exams.

- **Power Adapters and Surge Protectors:** For safeguarding equipment from power surges and ensuring stable power supply.

6. Installation and Mounting Hardware

- **Camera Mounts and Brackets:** For securely installing cameras in optimal positions, including wall mounts, ceiling mounts, and adjustable brackets.

- **Cable Management:** Tools and accessories to organize and conceal cables, reducing the risk of tampering and maintaining a neat installation.

7. Software and Security

- **CCTV Management Software:** For controlling and managing the CCTV system, including features for live viewing, playback, and remote access. Ensure compatibility with the hardware being used.

- **Access Control:** Secure login credentials and user management to restrict access to CCTV footage and controls to authorized personnel only.

8. Signage and Communication Tools

- **Warning Signs:** Clearly visible signs informing students and staff about the presence of CCTV cameras. This helps in complying with privacy regulations and acts as a deterrent to unfair practices.

- **Communication Equipment:** Intercoms for invigilators and security personnel to communicate effectively during examinations.

9. Maintenance Tools

- **Cleaning Supplies:** To maintain camera lenses and ensure clear image quality. Regular cleaning is essential to prevent obstructions and image degradation.

- **Diagnostic Tools:** Equipment to troubleshoot and resolve technical issues with cameras or recording devices.

Implementation Considerations

- **Professional Installation:** Engage professional installers or security experts to ensure that cameras are positioned effectively and the system is set up correctly.

- **Regular Testing:** Conduct regular tests and maintenance to ensure all equipment is functioning properly and address any issues promptly.

Cost Components of CCTV Installation

Schools wishing to become examination centre have to install CCTV at their own cost.

Regular Monitoring during the conduct of examinations:- In each examination centres, one person for 10 rooms or 240 students will be made responsible to continuously monitoring the fair conduct of examinations.