



॥ विद्या योगेन रक्ष्यते ॥

# भारतीय शिक्षा बोर्ड ( BSB )

(A National School Education Board)

No.: BSB/CE/CCTV/AISSE/2025

Dated: 13.08.2025

The Principal/Manager,  
All the School Affiliated to Bhartiya Shiksha Board (BSB)

**Subject: Implementation of CCTV policy for the Board Examination, Feb/March 2026.**

Madam/Sir,

You are aware that Bhartiya Shiksha Board is holding All India Secondary School (Class X) and All India Senior School (Class XII) Examination in different states in all over the Country. In the year 2026, the students from your school will be appearing in the Class X/XII Board Examinations to be held in Feb/March 2026. For holding these examinations, your school can be fixed as an examination centre for the conduct of the said examination.

To ensure about the smooth and fair conduct of the Board Examination 2026 and also making transparency in the system, a CCTV policy has been developed by the Bhartiya Shiksha Board, which is enclosed herewith. You are directed to ensure about the implementation of CCTV Policy for the Board Examination, Feb/March 2026. Failure to comply with the CCTV policy prepared by the Board shall be a violation and warranting appropriate action as deemed fit and necessary by the Board.

Yours faithfully,

*Rajbir Singh*  
Rajbir Singh

13/08/25  
CONTROLLER OF EXAMINATION

Encl: As above

# POLICY TO USE CCTV IN EXAMINATION CENTRE

## 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 centres.

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

- a. **Deterrence:** To discourage students from engaging in unfair practices by increasing the likelihood of detection.
- b. **Detection:** To provide real-time and recorded monitoring of examination activities to identify and address potential misconduct.
- c. **Support:** To assist examination invigilators by providing additional oversight and evidence in case of disputes or irregularities.
- d. **Transparency:** To ensure a fair and transparent examination process by documenting procedures and outcomes.

## 3. Scope

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

## 4. Policy Guidelines

### a. Installation and Operation

- i. **Coverage:** CCTV cameras must be installed to cover all the areas of the examination hall/room, including entrances, exits, and examination desks. Cameras should be positioned to ensure that all students are within the field of view.
- ii. **Quality:** Cameras must be high resolution to ensure clear visibility of students' actions and examination materials.
- iii. **Recording:** CCTV systems should record continuously throughout the examination period. Recordings must be stored securely and be easily retrievable for review if needed.

### b. Privacy and Compliance

- i. **Notification:** All students and staff will be notified in advance about the presence of CCTV cameras. Notices will also be displayed at examination centres.
- ii. **Confidentiality:** Footage should be accessed only by authorized personnel. Measures must be taken to protect the confidentiality and integrity of the recordings.

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- iii. **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 Class X and Class XII.

#### c. Access and Review

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

#### d. Responsibilities

- i. **Examination Centres:** Responsible for the installation, maintenance, and proper functioning of CCTV systems. They must ensure compliance with this policy.
- ii. **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.
- iii. **Institutional Authorities:** Responsible for overseeing the implementation of this policy, ensuring adherence to guidelines, and addressing any breaches or issues that arise.

#### e. Training and Awareness

- i. **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.
- ii. **Student & Parents Awareness:** Students and 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.

#### f. Evaluation and Improvement

- i. **Monitoring:** Regular audits should be conducted to assess the effectiveness of CCTV systems in curbing unfair practices and ensuring examination integrity.
- ii. **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

- a. **Timeline:** This policy has been implemented from 2025 Board 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 centres required to comply by specify date.



## 6. Enforcement, Review, and Remuneration:

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

## 7. 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:

### a. CCTV Cameras:

- i. **High-Resolution Cameras:** Ensure cameras have at least 1080p resolution to capture, detailed images. Higher resolution cameras (4K) can provide even greater detail.
- ii. **Fixed and PTZ Cameras:**
  - a) **Fixed Cameras:** For general coverage of examination hall/rooms.
  - b) **PTZ (Pan-tilt Zoom) Cameras:** For areas requiring adjustable focus and movement, allowing for dynamic monitoring of specific areas or students.
- iii. **Wide-angle Lenses:** To cover larger areas and ensure that all desks and seating arrangements are in view.
- iv. **Low-Light Cameras:** For environments with poor lighting.

### b. Recording and Storage Equipment:

- i. **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.
- ii. **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.

### c. Monitoring Equipment

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

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- ii. **Control Consoles:** Interfaces for managing and controlling the CCTV system, including adjusting camera angles, zooming, and switching between camera feeds.
- d. **Networking Equipment**
  - i. **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.
  - ii. **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.
  - iii. **Power over Ethernet (PoE):** For Powering IP cameras via the same Ethernet cable used for data transmission.
- e. **Power Supply Equipment**
  - i. **Uninterruptible Power Supplies (UPS):** To provide backup power in case of electrical outages, ensuring that CCTV systems remain operational during exams.
  - ii. **Power Adapters and Surge Protectors:** For safeguarding equipment from power surges and ensuring stable power supply.
- f. **Installation and Mounting Hardware**
  - i. **Camera Mounts and Brackets:** For securely installing cameras in optimal positions, including wall mounts, ceiling mounts, and adjustable brackets.
  - ii. **Cable Management:** Tools and accessories to organize and conceal cables, reducing the risk of tampering and maintaining a neat installation.
- g. **Software and Security**
  - i. **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.
  - ii. **Access Control:** Secure login credentials and user management to restrict access to CCTV footage and controls to authorized personnel only.
- h. **Signage and Communication Tools**
  - i. **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.
  - ii. **Communication Equipment:** Intercoms for invigilators and security personnel to communicate effectively during examinations.

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i. **Maintenance Tools**

- i. **Cleaning Supplies:** To maintain camera lenses and ensure clear image quality. Regular cleaning is essential to prevent obstructions and image degradation.
- ii. **Diagnostic Tools:** Equipment to troubleshoot and resolve technical issues with cameras or recording devices.

j. **Implementation Considerations:**

- i. **Professional Installation:** Engage professional installers or security experts to ensure that cameras are positioned effectively and the system is set up correctly.
- ii. **Regular Testing:** Conduct regular tests and maintenance to ensure all equipment is functioning properly and address any issues promptly.

k. **Cost Components of CCTV Installations:**

Schools which are fixed as examination centre(s) have to install CCTV at their own cost.

l. **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.

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