SAFAL Registration 2024-25: FAQs

1. **When will SAFAL 2024-25 registration start?**

Schools can register for SAFAL from **31.01.2024 to 20.02.2024**

2. **What is the Hardware & Software requirement for the schools?**

Hardware & Software Requirements:

	School Server*	Client Machine**
OS	Windows 10 or above (Licensed version) with, • Automatic updates disabled* • System date and time in sync with Indian Standard Time (IST)	Windows (Licensed version) with automatic updates disabled **OR** Ubuntu or any Linux desktop distribution **Note:** • Disable OS automatic updates* • System date and time in sync with Indian Standard Time (IST)
Web Browser	Latest Google Chrome or Mozilla Firefox with JavaScript and Cookies enabled	Latest Google Chrome or Mozilla Firefox with JavaScript and Cookies enabled
Hard Disk	SATA HDD of 7200 rpm or above having at least 50 GB free space	- -
RAM	16 GB or more	4 GB
Processor	I. Intel Xeon D/E/W series with at least 4 CPU cores or more **OR** II. Intel Core i7 with at least 4 CPU cores or more **Note:** 4 CPU Cores = 8 vCPU Threads	- -

Software Requirements if Linux Operating System is used by school:	
School Server	**Client Machines**
Ubuntu Server 22.04 or latest LTS Version **OR** RHEL 8 or latest stable version	Ubuntu Desktop 22.04 or latest LTS version
Note:· • To avoid any disruptions during the SAFAL Assessment, temporarily disable OS Automatic updates on both the School Server and Client Machines. • Set system date and time to Indian Standard Time (IST)	

Please refer to the Annexure 2 of the Circular for registration for SAFAL 2024-25 at
https://cbseacademic.nic.in/web_material/Circulars/2024/12_Circular_2024.pdf

3. **What are the steps to be followed by the schools for registration?**

   Please refer to the User Manual given in the Annexure 3 of the circular for SAFAL 2024-25 Registration at

   https://cbseacademic.nic.in/web_material/Circulars/2024/12_Circular_2024.pdf

4. **Can a school login from multiple devices in the SAFAL Registration Portal?**

   No, the school can only log in from one system/device at a time. Multiple logins are not allowed. Multiple logins from the same system but different browsers are also not allowed.

5. **SAFAL 2024-25 is available for which classes?**

   SAFAL 2024-25 is available for classes 5 and 8 of all schools affiliated to CBSE.

6. **The details of the student is to be entered in the portal for the current academic year (2023-24) or next academic year (2024-25)?**

   Schools have to register the students of classes 5 and 8 of the current academic year i.e. 2023-24 and these registered students will take part in SAFAL as per schedule given in the circular. The details filled during registration can be edited before the final SAFAL assessment in July 2024. The notification for this shall be issued in due course of time.

7. **What information/ details do I need to have at hand for SAFAL registration?**

   You will be required to submit the following information for SAFAL registration:

   - For login, the school's *Affiliation number* will be the username and the *LOC/OASIS password* will be the password for SAFAL Registration.

   · **Other details**

   - School information like Region, State, Principal details, Nodal officer details etc.
   - Details of Students in present class 5, 8 (all sections)
   - Details of teachers teaching EVS/Science, Mathematics, Language English /Hindi subjects in classes 5 and 8
   - Teacher codes of the above teachers (To be taken from OASIS portal)

   Data to be kept ready is also detailed in Annexure-4 of the CBSE Circular no Acad.–Assessment-12/2024 dated on 31.01.2024

   Link: https://cbseacademic.nic.in/web_material/Circulars/2024/12_Circular_2024.pdf

8. **What is the helpline number for SAFAL 2024-25?**

For any query or clarification regarding the registration process, kindly contact at **+91 9968313254 or +91 9968663255** during office hours. You may also reach us via email at **safal2024@cbseshiksha.in**

9. **What is teacher code?**

The Teacher Code is the same as in the OASIS portal. In case you do not have a teacher's code, please go to the OASIS portal, and register the said teacher.

OASIS Link: https://saras.cbse.gov.in/oasis/Login/Login

10. **Who is the Nodal Officer of the school?**

Nodal officer is the IT teacher of the school. He/ She is given the responsibility to coordinate SAFAL 2024-25 for the school.

11. **Do I have to register all students of Grade 5 and Grade 8 on the platform?**

Yes, all Grade 5 and Grade 8 students are to be registered on the SAFAL platform.

12. **Do I need to add the details of all teachers on the platform?**

No, details of **ONLY** teachers that teach Language English or Hindi - depending on your school's medium of instruction, EVS (class 5), Science (class 8), and Mathematics in Grades 5 and Grade 8 are to be uploaded.

13. **Can schools create or prepare their sheet on their own to upload it on the portal for Teachers'/ students' details?**

No. For uploading teachers' / students' details during registration, schools **have to use the sample file available on the portal.** This file is available for download on the registration portal and can be downloaded. Students'/ Teachers' details can be filled in this file. Please take care while filling columns that have dropdown options (Gender, Designation, etc.)- pick only the available options from the dropdown and **do not type any new inputs.**

14. **When I try to submit the Sample *Teacher* and Sample *Student* Excel file, the portal gives an error message. What should I do?**

Before submitting the Excel file, ensure that for columns with dropdown options (Gender, Category, Children with Special Needs) in the spreadsheet, you have picked only the available options from the dropdown and have not typed any new inputs. In case the issue persists, contact the CBSE team at the helpline number given in circular no Acad.–Assessment-12/2024 dated on 31.01.2024

15. Can school type the disability in the CWSN field of the downloaded student sheet?

No, Schools have to select predefined disability from dropdown available in downloaded sample student sheet

16. What are the acceptable formats for section names?

Acceptable formats for section names are as follows:

1. Alphabets (A, B, C…)
2. Hindu-arabic numbers (1, 2, 3…)
3. Roman numbers (I, II, III...)
4. Other names (Ganga, Yamuna, Godavari...)

17. How to edit Teachers' details in registration portal?

    a. Go to Add/Edit Teachers tab

    b. Select the teacher whose details to be edited.

    c. Click on edit icon ✎ under the "Action" column of the table/grid

    d. Change the details of the selected teacher by typing in row.

    e. Click on save icon 🖫 under the "Action" column of the table/grid to save the changes else click on cross icon ✕ to discard the changes.

18. **How to delete the complete record of one/multiple teachers from uploaded details of teachers?**

    Teacher's record can be deleted by selecting the desired rows of teachers to be deleted and then click on Delete Selected Record(s)
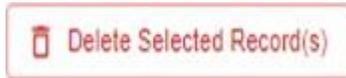
19. **School is facing difficulty in deleting a section.**

    If the section is required to be deleted, first ensure that there are no teachers' or students' details linked with that section.

20. **Schools are facing issues in filling date of birth in downloaded sample student's files.**

    Schools may enter date of birth in **dd/mm/yyyy** format.

21. **Can the school access the details that they have filled during registration even after final submission?**

    Yes, Schools have the ability to review and verify the information they provided during the registration process through the registration portal. However, it's important to note that all fields will be in read-only format, meaning no changes or edits can be made. To ensure they have a copy of their data, schools can export and save it for their own reference.

22. **Can school add/edit students' and teachers' details after final submission?**

    No, all fields will be in read-only mode. Schools will only be able to access the information that they have filled out. If a correction window opens, a separate circular will be shared.

23. **Which browser is recommended for using the Registration Portal?**

    The most recent versions of browsers including Google Chrome, Firefox, and Microsoft Edge are compatible with the Registration Portal

Additional FAQ:

1.   **Our school is an English medium school having both languages English and language Hindi as a subject. Can I opt both papers i.e. English and Hindi?**

     No. It is mandatory to select the medium of instruction followed in your school.

     Accordingly,

     • English medium students will receive the question paper for subjects including English Language, Mathematics, and EVS/Science in English medium.

     • Hindi medium students will receive the question paper for subjects including Hindi Language, Mathematics, and EVS/Science in Hindi medium.

2.   **How should school login to the SAFAL registration portal?**

     Please follow the below mentioned steps to login SAFAL registration portal:

   **Step 1**: Open SAFAL portal using this URL: https://cbsesafal.in/login

     Step 2: Enter the Affiliation No and LOC/OASIS password in password field to login into the SAFAL Registration portal

     Please refer to the user manual of the circular for registration for SAFAL 2024-25 at https://cbseacademic.nic.in/web_material/Circulars/2024/12_Circular_2024.pdf

     Or screencast videos may also be referred for this.

     Link: https://www.youtube.com/playlist?list=PLa0hVhXUr6BKYjU7XchxrRQq0UAszgjUq

3.   **If School pastes data of students from their own excel file to a downloaded sample student file and receives an error as shown below regarding invalid date of birth, then what should school do?**
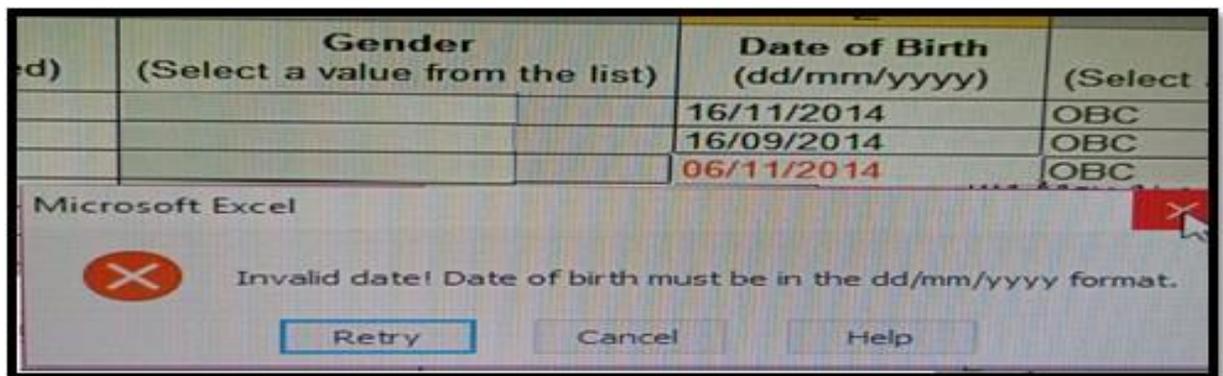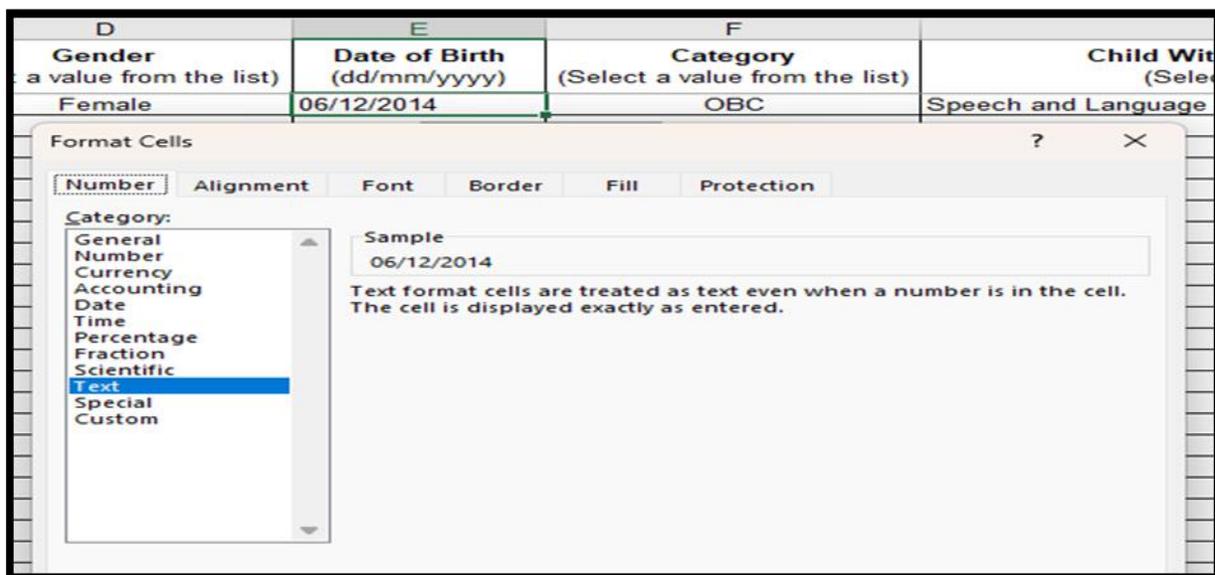

     School Teachers should ensure the format of the cells of the date of birth column must change to **Text** after pasting data.

Steps to follow to change format of cells are given below:

Step1: Right click on selected cell and choose **Format Cells** option
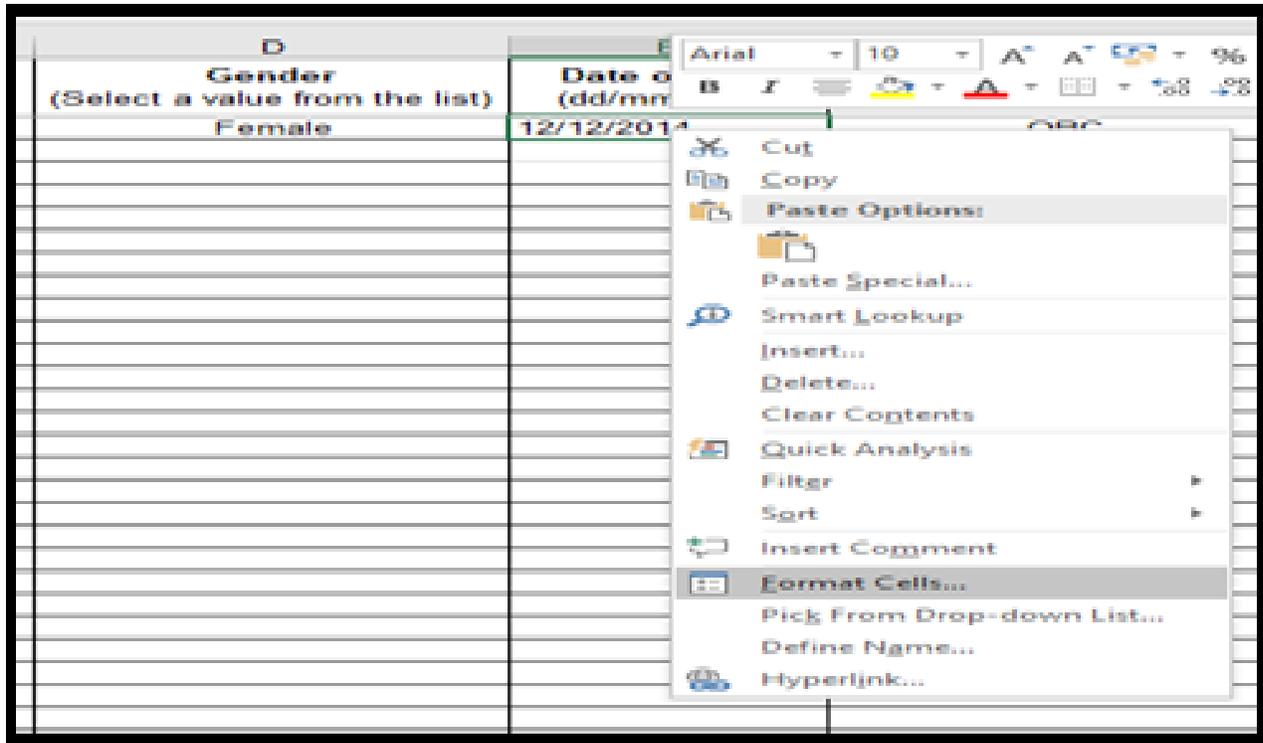
Step2: After selecting Format Cells click on the **Number** tab and choose **Text** from category.

Step3: Now ensure all date of birth column cells should be in dd/mm/yyyy format.

4. Do schools have to pay any charges/fees for SAFAL?.

No. Schools **DO NOT** have to pay any fee for this.

5.   Is it necessary to update the time zone settings on the school server machine and lab machines (client machines) to Indian Standard Time (IST) during the SAFAL Assessment?

It is not necessary, but it will be crucial to synchronize the date and time of client machines and the school server during the SAFAL Assessment.

6.   Is it mandatory to switch off Operating System (OS) automatic updates during the SAFAL Assessment? What are the implications, if any?

Please ensure that if any of the school server or client machines are having ongoing or pending OS automatic updates, then all such machines should be restarted to complete the system update process. To avoid any disruptions during the SAFAL test, temporarily disable OS automatic updates on both the School Server and Client Machines.

7.   All our systems in the IT lab are connected to wifi, do we need to restructure to a LAN Environment during the SAFAL Assessment?

It is advantageous to make the switch to LAN, as WiFi can occasionally cause issues and disruptions.

8.   How will the nodal server (school local server) connect with the SAFAL server during the SAFAL Assessment?

Nodal server i.e. school local server will connect via Internet with the SAFAL server and Internet connection must be there on School local server machine during SAFAL examination.

9.   What is sufficient no of computers required during the SAFAL Assessment?.

Please refer to the circular given below for the norms to implement mandatory digital infrastructure in CBSE affiliated schools.

https://saras.cbse.gov.in/SARAS/Circulars/Circular10_2023.pdf

10.   Why is Field Testing done?

Field Testing is a crucial aspect of any large scale assessment. This stage is called *Item Piloting*. Assessment questions/ items are field tested to determine whether they perform well or not, before they are used in the main assessment. Moreover, Field testing before the main assessment provides an opportunity to test the modality of implementation, identify possible hurdles and provides insights for scaling of the assessment.

11.   How would the schools be selected for Field Testing?

After the registration by schools is completed on 20th February 2024, 100 sample schools will be randomly selected from the total schools registered for SAFAL 2024-25.

12.   What preparations are to be done by the schools selected for field testing?

Schools need to be equipped with the digital infrastructure as notified in the annexure 2 of the Circular dated 31st January 2024 at the following link:
 https://cbseacademic.nic.in/web_material/Circulars/2024/12_Circular_2024.pdf