SAFAL KSA Registration 2025-26: FAQs

Registration Process and Details to be Submitted

1. **When will SAFAL KSA 2025-26 registration open?**

   The registration window for SAFAL KSA 2025-26 will be open from **08-07-2025** to **22-07-2025.**

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

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

3. **What are the steps to be followed by the schools for SAFAL KSA 2025-26 registration?**

   Please refer to the User Manual given in Annexure 3 of the circular for SAFAL 2025-26 Registration at
   https://cbseacademic.nic.in/web_material/Circulars/2025/42_Circular_2025.pdf

4. **How should the school log in to the SAFAL registration portal?**

   Please follow the below-mentioned steps to log in SAFAL registration portal:

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

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

   Please refer to the user manual of the circular for registration for SAFAL 2025-26 at
   https://cbseacademic.nic.in/web_material/Circulars/2025/42_Circular_2025.pdf

5. **Can a school log in from multiple devices on 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.

6. **The students of which classes will appear for the SAFAL KSA 2025-26?**

   SAFAL KSA 2025-26 is available for the students of classes 6 and 9 of all schools affiliated to CBSE.

7. **For which academic year and class levels should student details be entered during registration for SAFAL KSA 2025–26 - the current academic year (2025–26) or the previous academic year (2024–25)?**

   Schools have to register the students of classes 6 and 9 of the current academic year, i.e. 2025-26, and these registered students will take part in SAFAL as per the schedule given in the https://cbseacademic.nic.in/web_material/Circulars/2025/42_Circular_2025.pdf

8. **What information/ details does a school 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 the present class 6 and 9 (all sections).
- Details of **teachers** who taught the current students of **Class 6 and Class 9** in the previous academic year—i.e., when they were in **Class 5 and Class 8**, respectively.
- The teacher codes of the above teachers (To be taken from the OASIS portal).

Data to be kept ready is also detailed in Annexure-4 of the CBSE Circular https://cbseacademic.nic.in/web_material/Circulars/2025/42_Circular_2025.pdf

9. What is a 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?

The Nodal Officer is an IT teacher of the school who will take on the responsibility to coordinate SAFAL KSA 2025-26 in the school.

11. Does a school have to register all students in Class 6 and Class 9 on the platform?

Yes, all Class 6 and Class 9 students are to be registered on the SAFAL platform.

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

No, upload details **only of those teachers** who taught the current students of **Class 6 and Class 9** in the previous academic year—i.e., when they were in **Class 5 and Class 8**, respectively. This should include teachers who taught the following subjects:

- **Language** (English or Hindi, depending on your school's medium of instruction)
- **EVS** (for Class 5)
- **Science** (for Class 8)
- **Mathematics** (for both Classes 5 and 8)

Data Entry and Upload for Registration

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.** Please note that the details can also be directly added on the portal.

14. What should you do if you encounter an error message while submitting the Sample Teacher or Sample Student Excel file on the portal?

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: https://cbseacademic.nic.in/web_material/Circulars/2025/42_Circular_2025.pdf

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

No, Schools have to select a predefined disability from the dropdown available in the 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 the registration portal?

    a. Go to the Add/Edit Teachers tab

    b. Select the teacher whose details to be edited.

	Teacher's OASIS Code	Teacher Name	Gender	Designation	Actions
☑	16738	KHUAV	FEMALE	OTHER	✏ 🗑
☐	27187	KHUAV	FEMALE	OTHER	✏ 🗑
☐	27846487	KHUAV	FEMALE	OTHER	✏ 🗑

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

	Teacher's OASIS Code	Teacher Name	Gender	Designation	Actions
☑	16738	KHUAV	FEMALE	OTHER	✏ 🗑
☐	27187	KHUAV	FEMALE	OTHER	✏ 🗑
☐	27846487	KHUAV	FEMALE	OTHER	✏ 🗑

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

	Teacher's OASIS Code	Teacher Name	Gender	Designation	Actions
☑	16738	KHUAV	FEMALE ▾	OTHER ▾	✓ ✕
☐	27187	KHUAV	FEMALE	OTHER	✏ 🗑
☐	27846487	KHUAV	FEMALE	OTHER	✏ 🗑
☐	85943	KHUAV	FEMALE	OTHER	✏ 🗑

    e. Click on the tick icon ✓ under the "Action" column of the table/grid to confirm the changes, else click on the cross icon ✕ to discard the changes.

f. Click on the save icon to save all the changes made to the teachers' details.

18. How can the complete record of one or more teachers be deleted from the uploaded teacher details?

The 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. How can a section be deleted from the uploaded data or the registration portal?

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

20. What should schools do if they face issues while entering the date of birth in the downloaded Sample Student file?

Schools must ensure that they are entering the date of birth in **dd/mm/yyyy** format.

21. Our school is an English medium school with both languages English and Hindi as subjects. Can I opt for both papers, i.e. English and Hindi?

No, the school cannot choose both papers. For SAFAL, 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 Language (English), Mathematics, and EVS/Science in English medium.

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

22. If the School pastes data of students from their own Excel file to a downloaded sample student file and receives an error as shown below regarding an invalid date of birth, then what should the school do?
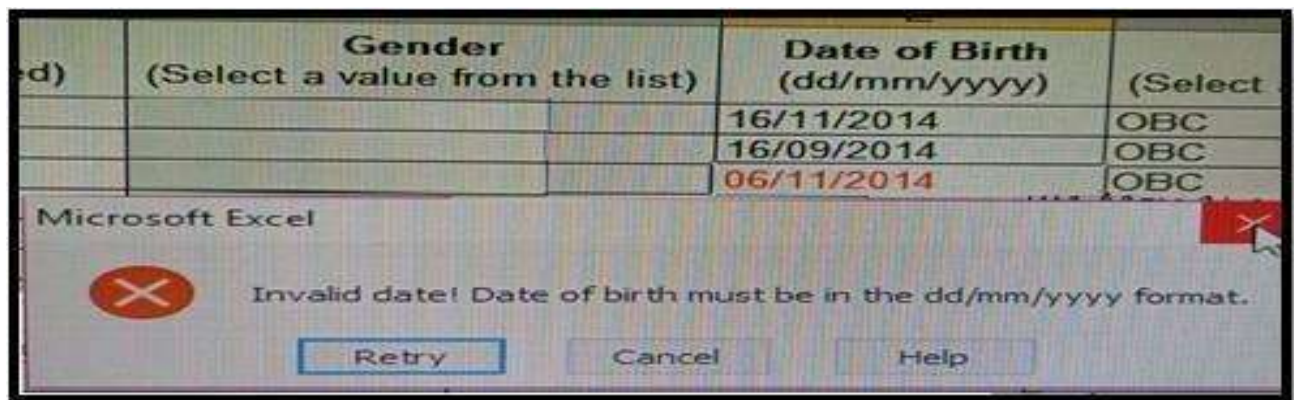
School Teachers should ensure that the format of the cells of the date of birth column must change to **Text** after pasting data.

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

Step 1: Right-click on the selected cell and choose the **Format Cells** option.
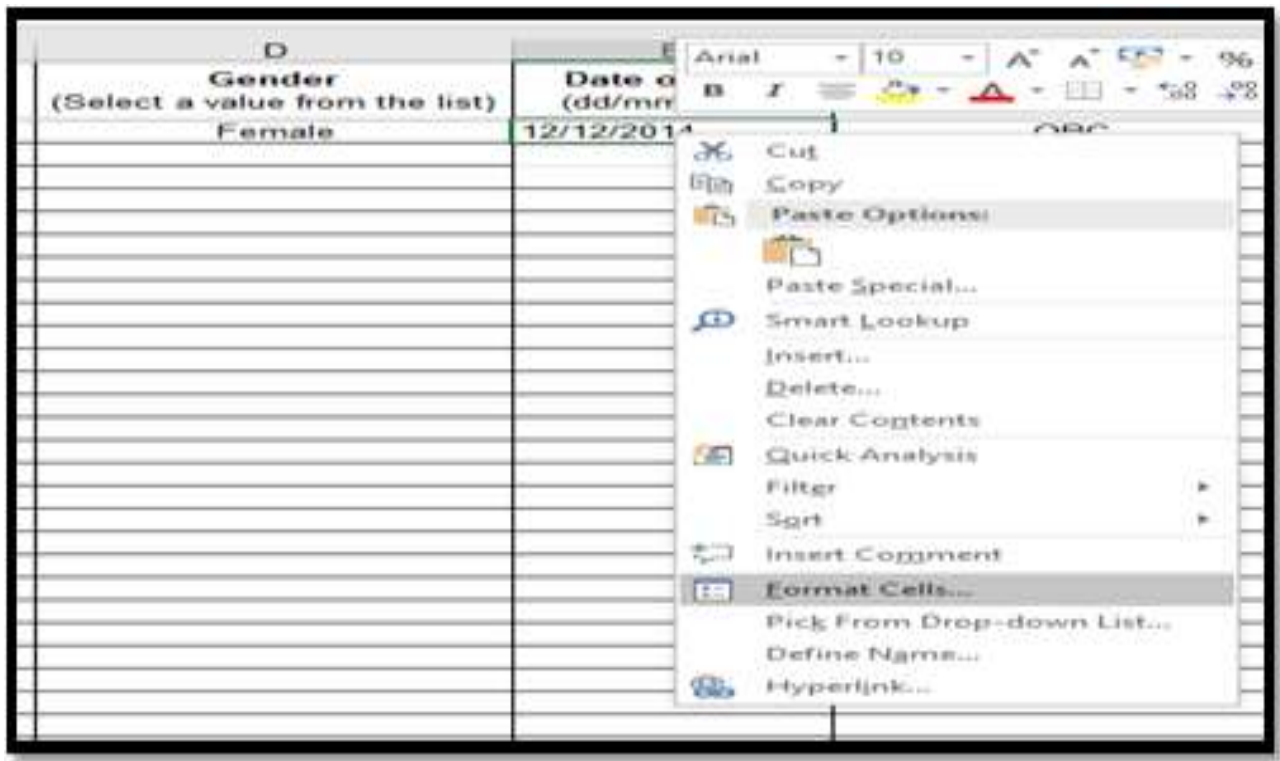
Step 2: After selecting Format Cells, click on the **Number** tab and choose **Text** from the category.

Step 3: Now, ensure all date of birth column cells should be in dd/mm/yyyy format.

Technical and Infrastructural Requirements

23. What are the Hardware & Software requirements for the schools?

Exam Server Hardware and Software Requirements

Operating System (OS)	**Windows**: ● Licensed Microsoft Windows 10 or 11 ● Licensed Microsoft Windows Server 2019 or 2022 **Linux**: ● Ubuntu Server 20.04 / 22.04 / 24.04 LTS (Long Term Support) ● Red Hat Enterprise Linux (RHEL) 9
Note	● **Automatic Updates:** Disable OS automatic updates to avoid any disruptions during exam ● **Time Zone:** Make sure that the system date and time are correct
Processor	Any Intel or AMD processor with a minimum of **4 CPU cores (with 2 threads per core) or 8 CPU cores (with 1 thread per core)** and a minimum clock speed of **1.2 GHz** or more cores and higher clock speeds preferred
RAM	**16 GB** or more
Hard Disk	● A solid-state drive (SSD) or a Serial ATA (SATA) hard disk drive (HDD) with a minimum rotational speed of 7200 revolutions per minute (rpm) or higher ● At least 50 GB of free storage space available
Network	A **wired** Ethernet connection providing at least 100 Mbps full-duplex data transfer capability

connection	**Note**	● A static IP address is assigned to this wired Ethernet connection, ensuring a consistent and specific network address ● Within the computer lab, all machines should be connected to the same local area network (LAN) and have access to the Exam Server
	Warning	The exam server cannot connect to a wireless (WiFi) network connection under any circumstances
Firewall & Antivirus	During the SAFAL assessments, temporarily disable Windows Firewall, Antivirus, and Third-party Firewall on the Exam Server machine.	
Web Browser	**Supported Browsers**: ● Latest Google Chrome ● Latest Mozilla Firefox **Required Settings**: ● JavaScript enabled ● Cookies enabled	
Mouse & keyboard	● English QWERTY Keyboard ● 2 Button Wheel Mouse	

Client Machines Hardware and Software Requirements

Operating System (OS)	Any stable and licensed Microsoft Windows or Linux operating system
Note	● **Automatic Updates:** Disable OS automatic updates to avoid any disruptions during exam ● **Time Zone:** Make sure that the system date and time are correct
Processor	Any processor appropriate for running the recommended web browser seamlessly
RAM	**4 GB** or more
Hard Disk	Sufficient space for running recommended web browser seamlessly
Web Browser	**Supported Web Browsers:** ● Latest Google Chrome ● Latest Mozilla Firefox **Required Settings:** ● JavaScript enabled ● Cookies enabled
Mouse & keyboard	● English QWERTY Keyboard ● 2 Button Wheel Mouse
Network connection	A wired Ethernet connection providing at least 100 Mbps full-duplex data transfer capability.
Note	Within the computer lab, all machines should be connected to the same local area network (LAN) and have access to the Exam Server

School Server: The school server is a machine, such as a server class, workstation, desktop, or laptop, which will act as the school server. All client machines in the computer lab will access this server via an Ethernet LAN connection with a minimum of 100 Mbps bandwidth.

Client Machines: Client machines are the ones that will be connected to the school server via a LAN. Students will access the school server using the recommended web browsers installed on the client machines. The LAN connectivity of the computer lab(s) should be at least 100 Mbps bandwidth.

Computer Lab Admin Personnel:

- The computer lab admin personnel should ensure that if any of the school server or client machines have 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-KSA test, temporarily disable OS automatic updates on both the School Server and Client Machines.

Important Note:

- Schools must provide uninterrupted power during the SAFAL- KSA.

- The computer lab administrator must ensure that no resource-intensive (CPU or RAM-consuming) non-critical applications are running on the School Server or Client Machines before the exam.

- To resolve any issues that arise during or after School Server installation, the latest version of AnyDesk (a remote desktop sharing software) must be installed on the School Server.

24. What is the sufficient number of computers required during the SAFAL Assessment?

The schools are required to have a minimum of 20 desktops to take part in SAFAL KSA 2025-26. 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

25. 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.
Please refer to Annexure 2 of the Circular for registration for SAFAL 2025-26 at
https://cbseacademic.nic.in/web_material/Circulars/2025/42_Circular_2025.pdf

26. What should a school do if it does not meet the mandatory infrastructural requirement (a minimum of 20 desktops) to participate in SAFAL?

Schools are required to upgrade their digital infrastructure, as specified in https://cbseacademic.nic.in/web_material/Circulars/2025/42_Circular_2025.pdf in order to participate in SAFAL KSA 2025-26.

27. **What criteria should the schools follow while selecting a computer lab for conducting SAFAL assessments?**

NOTE: DO NOT install the SAFAL Exam Server software on multiple computers in any scenario.

Sample Case-1: Multiple Labs NOT on the Same LAN: Suppose a school has **two** computer labs as shown in the figure below; one lab has **31** computers on the LAN-1 network, and the other lab has **20** computers on the LAN-2 network. In this case, Lab-A has 31 computers on the same local network and is best suited for the SAFAL assessment exercises. Identify a computer from this lab which satisfies the hardware and software requirements of the server to install the SAFAL Exam Server software.
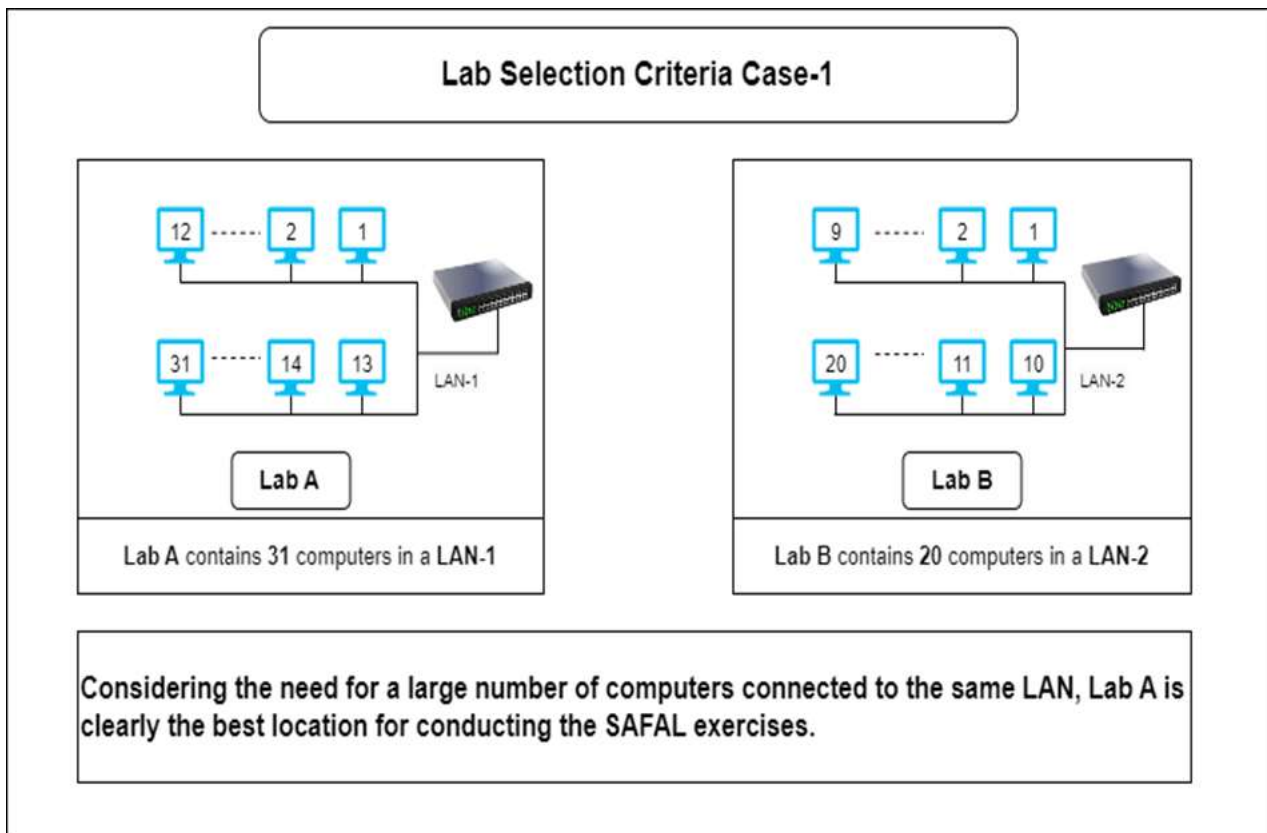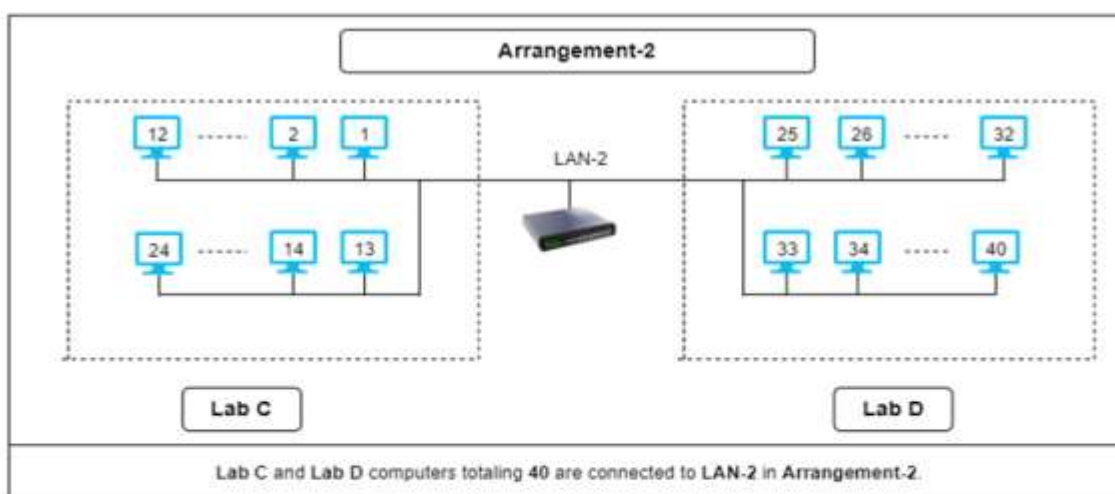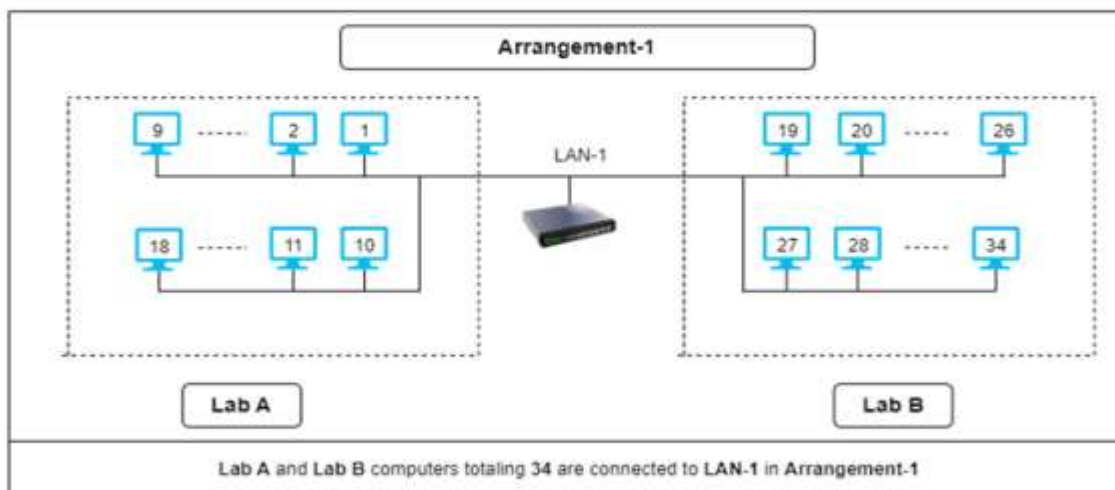

Sample Case 2: Multiple Labs on the Same LAN: Suppose a school has four computer labs arranged as shown in the figure below,

● Arrangement-1: Two labs, Labs A and B, on LAN-1 have a total of **34** computers
● Arrangement-2: Two labs, Labs C and D, on LAN-2 have a total of **40** computers

In this case, Arrangement-2 has 40 computers on the same local network and is best suited for the SAFAL assessment exercises. Identify a computer from these labs which satisfies the hardware and software requirements of the server to install the SAFAL Exam Server software.

Lab Selection Criteria Case-2

Arrangement-1

9 ----- 2 1   19 20 ----- 26
LAN-1
18 ----- 11 10   27 28 ----- 34

Lab A   Lab B

Lab A and Lab B computers totaling 34 are connected to LAN-1 in Arrangement-1

Arrangement-2

12 ----- 2 1   25 26 ----- 32
LAN-2
24 ----- 14 13   33 34 ----- 40

Lab C   Lab D

Lab C and Lab D computers totaling 40 are connected to LAN-2 in Arrangement-2.

Considering the need for a large number of computers connected to the same LAN, Arrangement-2, which combines Labs C and D, is clearly the best suited for conducting the SAFAL exercises.

Post-Submission Access and Query Resolution

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

Yes, Schools can 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.

29. Can the 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 an edit window opens, a separate circular will be shared.

30. What is the helpline number for SAFAL KSA 2025-26?

For any queries or clarifications regarding the registration process, kindly contact us at **+91 9968313254 or +91 9968663255** (via Phone or WhatsApp) during office hours. You may also reach us via email at **safal2025@cbseshiksha.in**