



**GOVERNMENT OF KERALA**

**MANUAL OF  
HIGHER SECONDARY  
EXAMINATIONS**

DEPARTMENT OF GENERAL EDUCATION

(HIGHER SECONDARY)

THIRUVANANTHAPURAM

2022

## PREFACE

Higher secondary examinations are often regarded as one of the most important stepping stones in the educational progression of students all over India. The Higher Secondary Examination Board had been able to conduct examinations efficiently and effectively for more than 20 years. Along with the regular plus two examinations and plus one examinations that are being attended by more than 9 lakh students. We are conducting SAY examinations, improvement examinations, equivalency examinations etc. The process of question paper preparation, invigilation, valuation, tabulation, result announcements and revaluation are spread throughout the year. Millions of human hours are being invested in ensuring that the examination process goes in a fair and transparent manner and as per the well-established procedure. The previous manual was published in 2005.

With the advent of new systems, new directions and the systemic changes, it became essential that a new and improved examination manual has to be brought out which would be beneficial to all the stakeholders. Though the Board is conducting examinations for lakhs of candidates all throughout the year, the examination wing is being managed with a miniscule human power. The efforts put forward by the Joint Director (Examinations) Dr.S.S. Vivekanandan, Deputy Directors, System Manager and all the staff of the examination wing deserves appreciation for coming out with this manual as well as the conduct of this laborious task. The field support by the RDDs, District Coordinators, Chief Superintendents, Deputy Chief Superintendents, Invigilators, Camp Coordinators and all associated staff is commendable. Also the wonderful effort put forward by the manual committee who had worked relentlessly even in times of covid through all possible means of communication is highly appreciable. Their daily meetings, discussions and updations have resulted in bringing out this manual which will ensure systemic improvement of all the activities associated with examinations. We express our sincere thanks to former Hon. Minister of General Education Prof. C. Raveendranath and Secretary, General Education Shri. A. Shajahan IAS who provided support in the initial phase and Hon. Minister of General Education Shri V. Sivankutty and the Principal Secretary, General Education Sri. APM Mohammad Hanish IAS for enabling us to present this new examination manual.

Sincerely,

**JEEVAN BABU K. IAS**

Director of General Education & Chairman,  
Board of Higher Secondary Examinations, Kerala



## ACKNOWLEDGEMENT

The Board of Higher Secondary Examinations, Government of Kerala, is one of the few state higher secondary boards to have an examination manual and so the manual has been in great demand among the other state boards of the country. But many of the provisions in the present manual became redundant, owing to the great changes that took place in the higher secondary examination process, since its inception in 1992. To keep the manual abreast with the present day examination process, the Government constituted a committee to revise the existing Manual, vide Order, G.O (Rt.)No.3155/2018/G.Edn, Dated, Thiruvananthapuram 17/08/2018.

The first meeting of the committee, presided over by Sri. Jeevan Babu.K, IAS, Director, General Education and Chairman of the committee was convened at SCERT, Thiruvananthapuram on 29-01-2020. Not long after the committee had to shift over to online meetings to abide by the COVID 19 protocol. The joint effort put in by the members of the committee, guided and supported by the Chairman, made the present manual a reality. The Board acknowledges the effort put in by the following members.

1. Sri.B.K.Vijayan (Former Joint Director, Higher Secondary Education and Principal(Rtd.), Govt. Arts College, Kozhikode)
2. Sri.Jayakumar. N (Former Assistant Director, Higher Secondary Education and Deputy Registrar(Rtd.), Mahathma Gandhi University, Kottayam.)
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7. Smt. Narayani E S (RDD, Higher Secondary Education, Thiruvananthapuram)
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12. Sri.Sabu Valerian (Deputy Director, Academic, Higher Secondary Education, Thiruvananthapuram)
13. Smt. Sheeba.S (Deputy Director, Exam, Vocational Higher Secondary Education, Thiruvananthapuram)

The suggestions and helpful advice rendered by members of the higher secondary teaching community and the service rendered by the staff of the higher secondary wing is also appreciated.

Sincerely,

**Dr. S S Vivekanandan**

Joint Director (Higher Secondary Education) & Secretary,  
Board of Higher Secondary Examinations, Kerala.

"ഭരണഭാഷ- മാതൃഭാഷ"



**കേരള സർക്കാർ**

**സംഗ്രഹം**

പൊതുവിദ്യാഭ്യാസ വകുപ്പ്- ഹയർ സെക്കന്ററി വിഭാഗം- പരിഷ്കരിച്ച ഹയർ സെക്കന്ററി പരീക്ഷ മാമ്പാൽ- അംഗീകരിച്ച ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

**പൊതുവിദ്യാഭ്യാസ (എസ്.സി) വകുപ്പ്**

സ.ഉ.(സാധാ) നം.394/2022/പൊ.വി.വ തീയതി,തിരുവനന്തപുരം, 18/01/2022

- പരാമർശം:-
1. 18/12/2017 ലെ സ.ഉ.(സാധാ) നം.4840/2017/പൊ.വി.വ.
  2. 16/08/2021 ലെ സ.ഉ.(സാധാ) നം.3736/2021/പൊ.വി.വ.
  3. 2/12/2021 ലെ സ.ഉ.(സാധാ) നം.5600/2021/പൊ.വി.വ.
  4. 11/01/2022 ലെ പൊതു വിദ്യാഭ്യാസ ഡയറക്ടറുടെ ഇ.എക്സ്||/1/13200/എച്ച് എസ്.ഇ./2017 നമ്പർ കത്ത്.

**ഉത്തരവ്**

പരാമർശം (1) പ്രകാരം നിലവിലുള്ള ഹയർ സെക്കന്ററി പരീക്ഷ മാമ്പാൽ പരിഷ്കരിക്കുന്നതിനുള്ള ശുപാർശകൾ സർക്കാരിലേക്ക് സമർപ്പിക്കുന്നതിനായി 15 അംഗ സമിതി രൂപീകരിച്ചു ഉത്തരവായിരുന്നു. പരാമർശം (4) പ്രകാരം പരിഷ്കരിച്ച ഹയർ സെക്കന്ററി പരീക്ഷ മാമ്പാലിന്റെ കരട് പരിശോധനയ്ക്കും അംഗീകാരത്തിനായി പൊതു വിദ്യാഭ്യാസ ഡയറക്ടർ സമർപ്പിച്ചിരുന്നു. സർക്കാർ ഇക്കാര്യം പരിശോധിച്ചതിന്റെ അടിസ്ഥാനത്തിൽ പരാമർശം (4) പ്രകാരം പൊതു വിദ്യാഭ്യാസ ഡയറക്ടർ സമർപ്പിച്ച പരിഷ്കരിച്ച ഹയർ സെക്കന്ററി പരീക്ഷ മാമ്പാൽ അംഗീകരിച്ചു ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)  
ജ്യോതിലക്ഷ്മി എൽ  
അണ്ടർ സെക്രട്ടറി

പകർപ്പ്:-

- പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ, ഹയർ സെക്കന്ററി വിഭാഗം, തിരുവനന്തപുരം.
- പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ, ഓഡിറ്റ്) കേരളം, തിരുവനന്തപുരം.
- വിവര പൊതുജന സമ്പർക്ക വകുപ്പ്
- കരുതൽ ഫയൽ.

ഉത്തരവിൻ പ്രകാരം  
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# Contents

<b>Chapter 1. Preliminary</b>	<b>Page</b>
1. Preamble	11
2. Definitions	11
3. Board of higher secondary examinations	13
4. Higher secondary examination branch	14
a. Officials of the examination branch	14
b. Duties of the examination branch	14
c. Computer room	16
d. Strong room	16
e. Record room	16
f. Security of the examination branch	17
5. Streams of examinations	17
a. Higher secondary stream	17
b. Technical stream	18
c. Art stream	19
d. Vocational stream	19
e. Equivalency stream	21
6. Higher secondary examinations	21
a. Grading system	21
b. Types of evaluation	21
i. Continuous Evaluation(CE)	21
ii. Practical Evaluation (PE)	21
iii. Terminal Evaluation (TE)	22
c. Types of candidates	22
d. Types of Examinations	23
i. First year higher secondary examination	23
ii. First year higher secondary improvement/supplementary Examination	24
iii. Second year higher secondary examination	25
iv. Second year higher secondary SAY/improvement examination.	26
v. First year higher secondary equivalency examination	27
vi. First year higher secondary improvement/supplementary equivalency examination	28
vii. Second year higher secondary equivalency examination	28
<b>Chapter 2.Pre-Examination activities</b>	
1. Setting of question papers	30
a. Pool of question paper setters	30
b. Panel of question paper setters	30
c. Scrutiny of question papers	30
d. Selection and printing of question papers	31
e. Instructions to question paper setters	31

2. Examination centres	32
3. Publication of notification	32
4. Registration for the public examinations.	32
a. Preparation of nominal roll	33
b. Question paper requirement	33
c. Admission ticket	33
d. Condoning of shortage of attendance.	33
e. Cancellation of registration	34
5. Distribution of examination materials	35
6. Officials for examination	35
a. Chief superintendent	35
i. Appointment of chief superintendents	35
ii. Duties of chief superintendents.	36
iii. Duties of Principals	36
b. Deputy chief superintendents	37
i. Appointment of deputy chief superintendents	37
ii. Appointment of deputy chief superintendents to examination centres in gulf countries and Lakshadweep.	37
iii. Duties of deputy chief superintendents	37
c. Invigilators	38
i. Appointment of invigilators	38
ii. Duties of invigilators	38
d. Clerk	39
e. Office assistant	39
f. Night watchman	39
g. State chairman for practical evaluation	39
i. Appointment of the state chairman	39
ii. Duties of the state chairman	39
h. District chief examiner for practical evaluation	40
i. Appointment of district chief examiners	40
ii. Duties of district chief examiners	40
i. External examiners for practical evaluation	40
i. Appointment of external examiners	40
ii. Duties of external examiners	41
j. Internal examiner for practical evaluation	41
k. Laboratory assistant	41

### **Chapter 3. Conduct of examinations**

1. Continuous evaluation	42
a. Uploading of CE scores	42
2. Practical evaluation	42
a. Meeting of chairman and district chief examiners	43
b. Meeting of external examiners	43
c. Conduct of practical evaluation	43
d. Preparation of mark list and uploading of scores	44
3. Terminal evaluation	44

a. Preliminary arrangements	44
b. Seating arrangements.	45
c. Registers to be maintained	45
d. Safe custody of question papers	45
e. Opening of question papers	46
f. Terminal evaluation activities	46
g. Packing and dispatching of answer scripts	48
h. Instructions to candidates.	49

## **Chapter 4. Valuation and Tabulation**

1. Centralised Valuation camps	50
a. Objectives of CV camps	50
b. Types of CV camps	50
c. Identification of CV camps	50
2. Officials for conducting CV camps	50
a. Camp coordinator	51
i. Duties of camp coordinator	51
b. Camp Officer	51
i. Duties of camp officer	51
c. Deputy camp officer	52
i. Duties of deputy camp officer	52
d. Camp Assistant	52
e. Tabulation officer	53
i. Duties of tabulation officer	53
f. Script coding officer	53
i. Duties of script coding officer	54
g. Casual worker	54
h. Night watchman	54
3. Examiners for the valuation of answer scripts	54
a. Appointment of the chief and assistant examiners	55
b. Duties of chief examiners	55
c. Duties of assistant examiners	56
4. Scheme finalization	57
a. Familiarizing the examiners with the scheme	57
5. Preparation of CV camps	57
a. Allotment of answer scripts to camps	58
6. Attendance	58
7. Procedures for valuation camps	58
a. Single valuation camps	58
b. Double valuation camps	59
c. Revaluation camps	61
d. General instructions for the valuation of answer scripts	62
e. General instructions for mark list preparation	63
8. Tabulation of scores	64
a. Procedure for tabulation of scores	64
9. Valuation of scripts of differently abled candidates	65



10. Valuation of equivalency examinations	65
11. Disposal of valued answer scripts	65
<b>Chapter 5. Grace marks and concessions</b>	<b>66</b>
<b>Chapter 6. Publication of results</b>	<b>67</b>
1. Processing of result	67
2. Meeting of board of higher secondary examinations	67
3. Publication of result	67
4. Printing and distribution of certificates	67
a. Migration certificate	67
b. Certificate in DigiLocker	68
c. Duplicate certificate	68
d. Correction of personal data in the certificate	69
e. Other certificates	69
f. Verification of genuineness of certificates	69
g. Confidential reporting of scores	69
5. Revaluation/Scrutiny/Photocopy	70
<b>Chapter 7. Violation and punishment</b>	<b>71</b>
1. Actions deemed as malpractice	71
a. Disciplinary actions/punishments for malpractices	71
b. Procedure for handling suspected cases of malpractice reported from the examination centres	72
c. Procedure for handling malpractices reported from valuation camps	73
2. Negligence/dereliction of examination duty	74
a. Punishment/penalties for the negligence/dereliction of examination duty	75
b. Disciplinary authority	75
c. Procedure for imposing major penalties	76
d. Procedure for imposing minor penalties	78
<b>Chapter 8. Monitoring squads</b>	<b>79</b>
1. P E monitoring squad	79
a. Duties of PE monitoring squad	79
2. T E Monitoring squad	79
a. Duties of TE monitoring squad	80
3. C V Camp monitoring squad	80
a. Duties of CV camp monitoring squad	80
<b>Chapter 9. Accounts</b>	<b>82</b>
1. General	82
2. Secret service expenses	82
3. Other charges expenditure	82
a. Allotment to examination centres	83

b. Allotments to camps	84
c. Question paper distribution to examination centres in Kerala and Mahe	85
d. Question paper distribution to Gulf region	85
e. Monitoring squads	85
f. Expenses for publication of results	85
g. Printing expenditure	85
h. TA/DA to staff on examination duty	85
i. Miscellaneous	85
4. Expenditure of equivalency examination.	85

## **Repeal and savings** 86

### **Annexure**

1. Nine-point grades.	87
2. Subjects with practical evaluation.	88
3. Application for appointment as question paper setter.	89
4. Application for examination registration.	90
5. Application for condoning shortage of attendance.	92
6. Application for cancellation of examination.	93
7. Application for appointment as deputy chief superintendents in Gulf centres.	94
8. Application for appointment as deputy chief superintendents in Lakshadweep centres	96
9. Application for appointment as external practical examiner in Lakshadweep centres.	98
10. Work done memorandum	100
11. Ready reckoner for the use of chief & deputy chief superintendents.	101
12. Register for opening, closing and sealing of safe containing question papers.	102
13. Question paper account.	103
14. Stock register of main answer books, additional sheets and bar-coded answer books.	104
15. Invigilation duty register.	105
16. Watchmen duty register.	106
17. Register for despatch of answer script bundles.	107
18. Malpractice register.	108
19. CV cover label.	109
20. Packing slip.	110
21. Statement showing details of papers re valued by chief examiner. (CV form 2)	111
22. Details of distribution of answer scripts. (CV form 1)	112
23. Register for opening, closing and sealing of strong room	113
24. Stock register of answer scripts.	114
25. Register of answer scripts from other camps.	115
26. Issue register of answer scripts to chief examiners.	116
27. Issue register of answer scripts to assistant examiners.	117

28. Mark list	118
29. Application for migration certificate.	119
30. Application for duplicate certificate.	120
31. Application for corrections in higher secondary certificate.	122
32. Application for other certificates.	124
33. Application for confidential reporting of scores.	125
34. Application for re valuation of answer scripts.	126
35. Application for scrutiny of valued answer scripts.	127
36. Application for photocopy of answer scripts.	128
37. Proforma for handling suspected cases of malpractice from examination centres	129
38. Proforma for handling suspected cases of malpractice by monitoring squads.	130
39. Proforma for handling suspected cases of malpractice in CV camps	131
40. Requisition for TA/DA	132

# Chapter 1

# Preliminary

## 1. Preamble

The precepts in this codification shall be called The Higher Secondary Examination Rules. The manifold activities relating to the conduct of higher secondary examinations, underwent drastic changes following the inception of grading system, introduction of more public examinations for the various streams and digitisation of the whole examination process, making the existing examination manual infructuous. This revised manual discusses threadbare all activities of the examination branch of the higher secondary wing of the Directorate of General Education, followed at present. It also details the roles and duties of the different functionaries involved in the conduct of examinations. These instructions, it is hoped, will help in checking errors and mistakes, thereby making the examination process smooth and helping in the timely publication of various results. This revised manual shall replace the existing one.

In all matters relating to higher secondary examinations, these directives should be pursued and strictly adhered to. These rules will come into force from the date notified by the Government. These rules are liable to be revised by the Government from time to time *mutatis mutandis*.

## 2. Definitions

In these rules, unless otherwise the context requires

1. **Answer Script** means a manuscript written by a candidate, on paper sheets specially prepared and issued for the purpose, meant as answers corresponding to the questions in the question paper served to the candidate at a place and on a day as designated by the Secretary.
2. **Assistant Examiner** means higher secondary school teacher in a subject appointed by the Secretary for the valuation of answer scripts of that subject.
3. **Bar Coded Answer Sheet** means main answer book with bar codes which is used for subjects with double valuation.
4. **Board** means Board of Higher Secondary Examinations, Kerala.
5. **CV Cover** means the labelled paper cover supplied for packing answer scripts in a centre.
6. **Camp Assistant** means a higher secondary school staff appointed by the Secretary for assisting the camp coordinator and the camp officer in a CV camp.
7. **Camp Co-ordinator** means the Principal or a senior higher secondary school teacher, appointed by the Secretary for conducting the CV camp.
8. **Camp Officer** means a higher secondary school teacher, appointed by the Secretary for assisting the coordinator in the conduct of the CV camp.
9. **Candidate** means a student registered for any of the higher secondary examinations.
10. **CE** means Continuous Evaluation

11. **Centre** means higher secondary examination centre
12. **Certificate** means higher secondary examination certificate issued to students after completion of the course.
13. **Chairman** means Chairman of the Board of Higher Secondary Examinations, Kerala.
14. **Chief Examiner** means senior higher secondary school teacher in a subject appointed by the Secretary for supervising the assistant examiners in that subject in a CV camp.
15. **Chief Superintendent** means Principal or a senior higher secondary school teacher appointed by the Secretary for conducting all higher secondary examinations in a centre.
16. **CV Camp** means centralized valuation camp conducted for the valuation and re-valuation of answer scripts
17. **Code number** means a false number assigned to an answer script.
18. **Department** means Department of General Education.
19. **Deputy Camp Officer** means a Higher Secondary School Teacher/Higher Secondary School Teacher(Jr.), appointed by the Secretary to work under the administrative control of the Camp Co-ordinator.
20. **Deputy Chief Superintendent** means senior higher secondary school teacher appointed by the Secretary to represent him/her at an examination centre.
21. **DigiLocker** means a platform provided by Govt. of India for storing certificates in a digitalized form.
22. **Director** means Director of General Education.
23. **Directorate** means Directorate of General Education - Higher Secondary wing.
24. **District Chief Examiner** means a higher secondary school teacher in a subject appointed by the Secretary for supervising the conduct of practical examination in a district.
25. **Double-entry system** means the online entry of the same data twice by two different officers.
26. **Double valuation** means the evaluation of answer scripts by two different examiners.
27. **DV camp** means a camp constituted for double valuation
28. **Examination** means Higher Secondary Examination.
29. **Expert** means a subject expert appointed for the scrutiny of question papers
30. **External Examiner** means a higher secondary school teacher in a subject appointed by the Secretary for conducting the practical evaluation in a centre.
31. **Facing Sheet** means the front page of the main answer book containing the register number of the candidate and the details of the examination.
32. **Fee** means the fees prescribed from time to time by the competent authority relating to the examination.
33. **Government** means Government of Kerala.
34. **Grace Marks** means the marks awarded to candidates for achievements in various fields.
35. **Grade** means the position of scores of a subject in the nine-point grading system.
36. **HSST/HSST(Jr)** means higher secondary school teacher of Govt./Aided schools.
37. **Invigilator** means a teacher appointed by the Secretary for invigilation duty in a centre.
38. **Joint Director** means Joint Director, Examination.
39. **KSLMA** means Kerala State Literacy Mission Authority

40. **Malpractice** means any violation of the rules/procedures in force for the conduct of the examination.
41. **Monitoring squad** means the squad appointed by the Secretary to monitor the procedures of examination.
42. **PE** means Practical Evaluation for the higher secondary course.
43. **PEN** means Permanent Employee Number.
44. **Principal** means Principal of a higher secondary school
45. **Question Paper** means question paper for the higher secondary examination
46. **Rare Subject** means a subject taught in very few higher secondary schools in the state.
47. **Register Number** means the number allotted to a candidate registered for higher secondary examination by the Secretary.
48. **Result** means higher secondary examination result
49. **RDD** means Regional Deputy Director of General Education (Higher secondary)
50. **Rules** mean higher secondary examination rules.
51. **Revaluation** means an evaluation of valued answer script by another examiner.
52. **RV camp** means a camp constituted for revaluation
53. **SAY** means Save A Year
54. **Scheme of Evaluation** means the detailed key for awarding scores for each question in a question paper
55. **Scheme Finalization** means the finalization of the scheme of valuation prepared by the setter for each subject by a set of teachers in the subject concerned.
56. **School** means higher secondary school.
57. **SCOLE Kerala** means State Council for Open and Lifelong Education, Kerala.
58. **Score** means the numerical value assigned in the grading system.
59. **Score Entry** means entering scores online after valuation using the software provided by the Secretary.
60. **Mark list** means the list in which the scores are entered by an examiner after valuation.
61. **Score sheet** means the statement of scores issued to higher secondary students after the first year examination
62. **Script coding** means affixing code numbers on answer scripts and making online entry of the same.
63. **Script coding officer** means a higher secondary school teacher assigned with the duty of script coding
64. **Scrutiny** means re-calculation and re-checking of scores awarded to an answer script.
65. **Secretary** means Secretary of the Board of Higher Secondary Examinations, Kerala.
66. **Single Valuation** means the valuation of answer scripts by a single assistant examiner.
67. **SV camp** means a camp constituted for single valuation
68. **Tabulation** means the preparation of the database of the scores after valuation.
69. **Tabulation Officer** means a higher secondary school teacher appointed for tabulating the scores in CV camp.
70. **TE** means Terminal Evaluation.
71. **Teacher** means higher secondary school teacher.
72. **Valuation** means the evaluation of answer scripts of higher secondary examinations.

### **3. Board of Higher Secondary Examinations**

There shall be a Board of Higher Secondary Examinations to deal with all matters relating to the higher secondary examinations, including the finalisation of results. The Board shall consist of the following members.

1. Director of General Education, Kerala. : Chairman
2. Joint Director (Examination), Higher Secondary. : Secretary
3. Joint Director (Academic), Higher Secondary. : Member
4. Secretary to the commissioner for Govt. Examinations. : Member
5. Director, SCERT, Kerala : Member
6. Secretary, Board of Vocational Higher Secondary Examinations : Member
7. Commissioner for Entrance Examinations, Kerala or nominee : Member
8. Director of Collegiate Education, or nominee. : Member
9. Director of Technical Education, or nominee. : Member
10. Registrar, Kerala University, or nominee. : Member
11. Director of IHRD, or nominee. : Member
12. Principal of a higher secondary school to be nominated by the Director. : Member
13. A senior HSST to be nominated by the Director. : Member  
(Director, KSLMA shall also attend the Board meeting while finalizing the Higher Secondary Equivalency Examinations)

### **4. Higher Secondary Examination Branch**

The Higher secondary examination branch of the Directorate of General Education shall function under the general control and supervision of the Director. The Director shall be the Chairman of the Board of Higher Secondary Examinations and shall be responsible for the conduct of the examinations.

#### **a. Officials of the Examination Branch**

There shall be a Joint Director (Examination) who shall be the Secretary of the Board of Higher Secondary Examinations. The officer shall be under the control and supervision of the Director. The officer shall conduct the examinations and incur all expenses in connection with the same under the supervision and control of the Chairman. The officer shall perform such other duties as stipulated in these rules.

The Joint Director (Exam) shall be assisted by other officers including Deputy Directors and Assistant Directors. They shall render all assistance for the conduct of examination and exercise such powers and duties delegated to them from time to time.

Other supporting staff shall include superintendents and clerks who shall function as per the orders of the Joint Director.

There shall also be a Systems Manager for managing the computer systems of the examination branch. This officer shall be under the direct control of the Joint Director (Exam) and function in cooperation with the Deputy Director in charge of the computer lab.

## **b. Duties of Examination Branch**

1. Publication of notification.
2. Identifying examination centres.
3. Registration of candidates.
4. Condoning shortage of attendance.
5. Issuing admission tickets.
6. Awarding concessions to candidates.
7. Setting of question papers.
8. Printing of question papers.
9. Distribution of question papers.
10. Distribution of answer scripts.
11. Distribution of materials to examination centres and CV camps.
12. Receipt of scores.
  - a. Continuous Evaluation.
  - b. Practical Evaluation.
  - c. Terminal Evaluation.
  - d. Grace marks.
13. Appointing of Chairman/ District Chief and External Examiners.
14. Conducting meeting of District chief examiners.
15. Appointing officials for examination duty.
16. Conducting of meetings of chief superintendents.
17. Appointing monitoring squads for various inspections.
18. Conducting district level meetings of external examiners.
19. Finalizing scheme for valuation.
20. Identifying CV camps.
21. Appointing Camp officials.
22. Conducting of meetings of camp officials.
23. Allocation of answer scripts to CV camps.
24. Processing of result.
25. Finalizing the result by the Board.
26. Awarding of grace marks.
27. Generating the final result.
28. Publishing the result.
29. Printing of certificates.
30. Distributing the certificates.
31. Allotment of advances for the following and their settlement
  - a. to examination centres.
  - b. to CV camps.
  - c. to distribution teams.
  - d. to monitoring squads.
  - e. for other activities related to examination.
32. Settlement of bills related to
  - a. printing of question papers.
  - b. printing of answer books.
  - c. printing of examination materials.
  - d. printing of certificates.



33. Initiating disciplinary actions against erring students and teachers.
34. Settling of advances drawn.
35. Issuing of duplicate certificates, verification of genuineness, etc.
36. Issuing other certificates on demand.
37. Attending to all other duties connected with the examination.

### **c. Computer room**

There shall be a computer room in the higher secondary examination branch for safekeeping of computers and servers. This room shall be under the control of a Deputy Director and entry to the room shall be restricted. The Deputy Director in charge of the computer room and the Systems Manager shall work in liaison with each other. The Systems Manager shall be appointed on deputation basis from among the HSST/HSST(Jr) of government schools holding a B.Tech (computer science) / MSc. (Computer science) / MCA and having sufficient experience in the management of networked computer systems. The officer shall

1. make arrangements for repairing any snags in the system.
2. work in liaison with the agency entrusted with the development and upkeep of the various examination software's.
3. be the custodian of all data stored in the computers and also be responsible for the secrecy and security of data.
4. take the backup of the data and store the same as permanent records.
5. ensure that the computer systems are serviced regularly and maintained in good condition
6. generate various reports on demand by the Secretary
7. make available the various data connected with the examinations
8. to propose any additional requirement needed either in the form hardware or software.

### **d. Strong room**

There shall be a strong room for the safekeeping of all confidential documents related to the higher secondary examinations. The Secretary shall be the custodian of the keys of this room and the room shall be opened only by the persons authorized for the same by the Secretary. The purpose and time of opening and closing the room along with the signature of the authorized person shall be recorded each time in the register maintained for the purpose. The following items are to be kept safely in the strong room.

1. Manuscripts of question papers.
2. Question papers.
3. All other confidential records relating to the conduct of the examination.

There shall be another room for the safekeeping of pre-printed higher secondary examination certificates including the damaged and cancelled ones.

### **e. Record room**

There shall be a record room. The Assistant Director of the section concerned shall be the officer in charge of the room. The following items shall be kept in the record room.

1. Tabulation registers to be arranged year wise and district wise.

2. All the data pertaining to the higher secondary examination including results with proper labels.
3. Registers of nominal rolls, which are kept year wise and district wise.
4. Properly arranged chalan receipts received from the schools.
5. Counterfoils of migration certificates and mark lists (prior to March 2001 cases).
6. Result books arranged year wise.
7. Higher secondary examination notifications arranged year wise.
8. Copies of government orders and office orders arranged in chronological order.

It shall be the duty of the officer in charge of the record room to issue the documents for use of the various examination sections, under proper receipt. The officer shall ensure that the records taken for reference are returned within one week which can be extended beyond that if necessary, by the Secretary.

## **f. Security of examination branch**

The examination branch shall have only one entrance and the same shall be used as the exit. The entry of the public into the examination branch shall be restricted by pass issued by the reception officer. Suitable police protection shall be arranged for the examination branch in consultation with the DGP/Commissioner of police. The entry to the examination wing shall be restricted to officials posted for examination duty from the commencement of the examination to the publication of the result.

## **5. Streams of examination**

The Board conducts examinations for the following streams.

- a. Higher secondary.
- b. Technical higher secondary.
- c. Art higher secondary.
- d. Vocational higher secondary.
- e. Higher secondary equivalency.

### **a. Higher secondary stream**

The higher secondary stream is meant for students studying in higher secondary schools and for SCOLE Kerala candidates. The pattern for the higher secondary examination shall be as follows

**Part I :** English

**Part II:** Twelve languages are offered under part-II. Candidates can opt for any one which is allotted to the school. They are Malayalam, Hindi, Sanskrit, Arabic, Urdu, Tamil, Kannada, French, Latin, Syriac, German and Russian.

**Part III:** Three combinations- science, humanities and commerce - are offered under part III. Each candidate shall opt for any one of the groups under these combinations. The three combinations and their groups are shown below.

#### **i. Science combination**

1. Physics, Chemistry, Mathematics and Biology.

2. Physics, Chemistry, Mathematics and Computer Science.
3. Physics, Chemistry, Mathematics and Home Science.
4. Physics, Chemistry, Mathematics and Electronics.
5. Physics, Chemistry, Mathematics and Geology.
6. Physics, Chemistry, Mathematics and Statistics.
7. Physics, Chemistry, Home Science and Biology.
8. Physics, Chemistry, Computer Science and Geology.
9. Physics, Chemistry, Biology and Psychology.

## **ii. Humanities combination**

1. History, Economics, Political Science and Geography.
2. History, Economics, Political Science and Sociology.
3. History, Economics, Political Science and Geology.
4. History, Economics, Political Science and Music.
5. History, Economics, Political Science and Gandhian Studies.
6. History, Economics, Political Science and Philosophy.
7. History, Economics, Political Science and Social Work.
8. History, Economics, Political Science and Psychology.
9. History, Economics, Political Science and Anthropology.
10. History, Economics, Political Science and Statistics.
11. History, Economics, Political Science and Malayalam.
12. History, Economics, Geography and Malayalam.
13. History, Economics, Geography and Hindi.
14. History, Economics, Geography and Arabic.
15. History, Economics, Geography and Urdu.
16. History, Economics, Geography and Kannada.
17. History, Economics, Geography and Tamil.
18. History, Economics, Sanskrit Sahitya and Sanskrit Sastra.
19. History, Economics, Gandhian Studies and Malayalam.
20. History, Economics, Sociology and Hindi.
21. History, Economics, Sociology and Arabic.
22. History, Economics, Sociology, Malayalam.
23. History, Philosophy, Sanskrit Sahitya and Sanskrit Sastra.
24. Islamic History and Culture, Economics, Political Science and Geography.
25. Islamic History and Culture, Economics, Political Science and Sociology.
26. Economics, Statistics, Anthropology and Social Work.
27. Economics, Gandhian Studies, Communicative English and Computer Application.
28. Journalism, English Literature, Communicative English and Psychology.
29. Sociology, Social Work, Psychology and Gandhian Studies.
30. Sociology, Social Work, Psychology and Statistics.
31. Sociology, Journalism, Communicative English and Computer Application.
32. Social work, Journalism, Communicative English and Computer Application.

## **iii. Commerce combination**

1. Business Studies, Accountancy, Economics and Computer Application.
2. Business Studies, Accountancy, Economics and Mathematics.

3. Business Studies, Accountancy, Economics and Statistics.
4. Business Studies, Accountancy, Economics and Political science.

## **b. Technical stream**

The Technical Stream is for the students studying in the Technical higher secondary schools. The technical stream shall have the following pattern.

**Part I :** English

**Part II:** Computer Science and Information Technology

**Part III:** Two combinations are offered under part III. They are:

- i. Physics, Chemistry, Mathematics and Biology
- ii. Physics, Chemistry, Mathematics and Electronics system.

## **c. Art stream**

**Part I :** English

**Part II:** Malayalam

**Part III:** Sanskrit, Aesthetics, Literature concerned and any one of the following main subjects and its corresponding subsidiary subject.

<u>Main</u>	<u>Subsidiary</u>
1. Kathakalivesham vadakkan	Chutty-theppu
2. Kathakalivesham thekkan	Chutty-theppu
3. Kathakali music	Karnatic music
4. Kathakali chenda	Edakka
5. Kathakali maddalam	Panchavadya maddalam
6. Kathakali chutty	Chutty - costume making
7. Koodiyattam - male	Chakyar koothu
8. Koodiyattam - female	Nangyar koothu
9. Mizhavu	Paadakam
10. Thullal - male	Karnatic music
11. Mridangam	Karnatic music
12. Thimila	Panchavadya maddalam
13. Karnatic music	Violin
14. Mohiniyattam	Bharathanatyam/ Kuchipudi

## **d. Vocational stream**

The Vocational stream is for the students studying in the Vocational Higher Secondary schools. The vocational stream shall have the following pattern.

**Part I :** English

**Part II:** Entrepreneurship Development. (ED)

**Part III:** Part III has four groups viz. Group A, B, C and D. Each candidate shall select a combination from any of the four groups. The combinations offered are as follows.

## **i. Group A**

1. Agriculture Machinery Operator, Physics, Chemistry, Mathematics (AMO)
2. Assistant offset printing operator, Physics, Chemistry, Mathematics (AOPO)
3. Auto Service Technician, Physics, Chemistry, Mathematics(AST)
4. Distribution Lineman, Physics, Chemistry, Mathematics(DL)
5. Domestic Biometric Data Entry Operator, Physics, Chemistry, Mathematics (DBDO)
6. Draughtsman, Physics, Chemistry, Mathematics(DTN)
7. Electrician Domestic Solutions, Physics, Chemistry, Mathematics(EDS)
8. Fabric Checker, Physics, Chemistry, Mathematics. (FCC)
9. Field Technician Air Conditioner, Physics, Chemistry, Mathematics. (FTAC)
10. Field Technician Computing & Peripherals, Physics, Chemistry, Mathematics. (FTCP)
11. Graphic Designer, Physics, Chemistry, Mathematics. (GCD)
12. Inline Checker, Physics, Chemistry, Mathematics. (ILC)
13. Junior Software Developer, Physics, Chemistry, Mathematics. (JSD)
14. Machine operator Assistant-Plastics Processing, Physics, Chemistry, Mathematics(MOPP)
15. Optical Fibre Technician, Physics, Chemistry, Mathematics. (OFT)
16. Plumber General II, Physics, Chemistry, Mathematics. (PG)
17. Solar & LED Technician (Electronics) English, Physics, Chemistry, Mathematics. (SLT)

## **ii. Group B**

1. Assistant Fashion Designer, Physics, Chemistry, Biology. (AFD)
2. Assistant Physiotherapist, Physics, Chemistry, Biology. (APT)
3. Baby Caregiver, Physics, Chemistry, Biology. (BCG)
4. Beauty Therapist, Physics, Chemistry, Biology. (BT)
5. Dairy Processing Equipment Operator, Physics, Chemistry, Biology. (DPEO)
6. Dental Assistant, Physics, Chemistry, Biology. (DLA)
7. Dairy Farmer Entrepreneur, Physics, Chemistry, Biology. (DFE)
8. Diet Assistant, Physics, Chemistry, Biology. (DTA)
9. Fish and Seafood Processing Technician, Physics, Chemistry, Biology. (FSPT)
10. Fishing Boat Mechanic, Physics, Chemistry, Biology. (FBM)
11. Fitness Trainer, Physics, Chemistry, Biology. (FNT)
12. Floriculturist Open Cultivation , Physics, Chemistry, Biology. (FOC)
13. Floriculturist Protected Cultivation, Physics, Chemistry, Biology. (FPC)
14. Frontline health worker, Physics, Chemistry, Biology. (FHW)
15. Gardener, Physics, Chemistry, Biology. (GNR)
16. General Duty Assistant, Physics, Chemistry, Biology. (GDA)
17. Medical Equipment Technician, Physics, Chemistry, Biology. (MET)
18. Micro Irrigation Technician, Physics, Chemistry, Biology. (MIT)
19. Organic Grower, Physics, Chemistry, Biology. (ORG)
20. Ornamental Fish Technician, Physics, Chemistry, Biology. (ORFT)
21. Shrimp Farmer, Physics, Chemistry, Biology. (SHF)
22. Small Poultry Farmer, Physics, Chemistry, Biology. (SPF)
23. Speech & Audio Therapy Assistant, Physics, Chemistry, Biology. (SATA)

### iii. Group C

1. Tour Guide, History, Geography, Economics(TG)

### iv. Group D

1. Business Correspondent and Business facilitator, Accountancy, Business Studies, Management. (BCBF)
2. Computer Application Accounting and Publishing, Accountancy, Business Studies, Management. (CAAP)
3. Craft Baker, Accountancy, Business Studies, Management. (CRB)
4. Office Operations Executive, Accountancy, Business Studies, Management. (OFE)
5. Sales Associate, Accountancy, Business Studies, Management. (SA)

### e. Equivalency stream

The students registered under the Kerala State Literacy Mission Authority shall take the equivalency stream. The pattern shall be as follows.

**Part I :** English

**Part II:** Malayalam/ Hindi/ Kannada

**Part III:** Two combinations are offered under part III. They are

**Humanities combination**

- i. History, Sociology, Political Science and Economics.
- ii. History, Gandhian Studies, Political Science and Economics.  
(There shall be practical evaluation for Gandhian Studies)

**Commerce Combination**

- i. Accountancy with AFS, Business studies, Political science and Economics.

## 6. Higher secondary examinations.

### a. Grading system

The results of the higher secondary examinations are processed as per the nine-point grading system shown in *annexure 1*. To become eligible for higher studies, a candidate shall obtain D+ grade or above in all subjects. To obtain D+ grade in a subject, a minimum of 30% of the aggregate score of CE, PE and TE shall be obtained, with a separate minimum score of 30% of the total of first and second year terminal evaluation. D+ grade in Biology shall be determined by taking the scores of Botany and Zoology together. For securing D+ grade in Music, a separate minimum of 30% score of terminal evaluation as well as practical evaluation shall be attained. A combined score sheet/certificate showing the scores obtained by a candidate at both the first and second year examinations shall be issued to all candidates who registered for the second year higher secondary examination.

### b. Types of evaluation

i. **Continuous Evaluation (CE)**

- a. Continuous evaluation shall be based on the learning activities undertaken by the candidate during the course of study.

- b. Continuous evaluation for all subject is mandatory to appear for the examinations
- c. The continuous evaluation scores obtained by a candidate for the first/second year shall be carried forward for all subsequent appearances
- d. For Arts Stream students, there shall be continuous evaluation for part I and II subjects only.

ii. **Practical Evaluation (PE)**

- a. Practical evaluation shall be based on the scheme and syllabus prescribed for the course and it shall be conducted at the end of the second year.
- b. All candidates appearing for the second year higher secondary examination for the first time shall attend the practical evaluation of all subjects for which there are practical evaluations as per curriculum. (*Annexure -2*)
- c. A candidate who attended the TE of a subject, but was absent for the PE, is eligible to attend the PE alone at the subsequent SAY/improvement examination, provided he/she secures a separate minimum score for the TE attended by him/her. Such candidates are eligible to appear for both TE and PE at the subsequent SAY/improvement examination if the candidate so desires.
- d. A candidate shall attend the practical evaluation of a subject only once. The scores obtained by the candidate at the practical evaluation shall be carried forward for all subsequent appearances. There shall be no provision for improvement of scores of practical evaluations.

iii. **Terminal Evaluation (TE)**

- a. Terminal evaluation shall be a written examination.
- b. Terminal evaluation is conducted for the first and second year separately.
- c. It shall be based on the syllabus and curriculum prescribed for the respective years.
- d. In exigency conditions the terminal evaluation shall be conducted online, the instructions regarding the same shall be issued by the chairman of the board of examinations.

## c. Types of candidates

Different types of candidates for the higher secondary examinations are:

- i. **School Going Candidates:** Candidates who undergo the prescribed course of study in recognized higher secondary schools.
- ii. **SCOLE Kerala Candidates:** Candidates who undergo the prescribed course of study through SCOLE Kerala.
- iii. **Lateral Entry Candidates:** Candidates admitted to the second year of the higher secondary course as a school going candidate or a SCOLE Kerala candidate, after completing the first year of the higher secondary course in a different board like ICSE, CBSE, etc.
- iv. **Special Category Candidates:** Candidates who have completed the higher secondary course with a particular set of optional subjects and registered for the second year higher secondary examination and reappearing for the higher secondary examination with a different set of optional subjects. Such candidates need not appear for those subjects in the new combination for which they have already

became eligible during previous appearances. They shall register through SCOLE Kerala and undergo the CE, P E and T E for all the subjects for both years for which they are registering for the examination.

- v. **Private full course candidates:** Candidates who did not appear for the examination in the regular batch but appearing along with a later batch due to cancellation of registration, shortage of attendance or absence in any/all papers of the first year higher secondary examination.
- vi. **Compartmental candidates:** Candidates reappearing for the higher secondary examination after becoming ineligible for higher studies at the higher secondary examinations held previously.
- vii. **Old scheme candidates:** Candidates reappearing for the higher secondary examination after becoming ineligible for higher studies at the higher secondary examinations held previously with a different set of pattern or scheme. When a pattern or scheme changes, opportunities shall be given to candidates during three consecutive years to write the examination with separate question papers in the old scheme.

Further, the candidates under categories i to iii are classified as regular candidates.

## **d. Types of examinations**

The Board conducts the following higher secondary examinations.

- i. First year higher secondary examination
- ii. First year higher secondary improvement/supplementary examination
- iii. Second year higher secondary examination.
- iv. Second year higher secondary SAY / improvement examination
- v. First year higher secondary equivalency examination
- vi. First year higher secondary equivalency improvement/supplementary examination
- vii. Second year higher secondary equivalency examination.

### **i. First year higher secondary examination**

1. The first year higher secondary examination shall be conducted by the Secretary at the end of the first year of the course.
2. A notification for the conduct of all higher secondary examinations shall be issued by the Secretary.
3. The first year examination shall consist of continuous evaluation (CE) and terminal evaluation (TE).
4. There shall not be any practical evaluation for the first year.
5. All candidates admitted to the higher secondary course shall be eligible for promotion to the second year, if they register for the first year higher secondary examination.
6. Candidates who fail to register for the first year higher secondary examination shall be deemed to have discontinued the course.



7. For a candidate to become eligible for higher studies, attendance for all papers of the first and second year examinations is mandatory.
8. There shall not be any grades or separate minimum scores for each subject at the first year higher secondary examination.
9. The scores obtained by the candidates at the first year examination shall be carried forward to the second year and the combined scores of the first and second year examinations and grades obtained thereupon shall determine the eligibility of a candidate for higher studies.
10. A score sheet, showing the statement of scores obtained by a candidate at the first year higher secondary examination shall be issued to all candidates registered for the examination.

**a. Eligibility to register for the first year higher secondary examination**

The following candidates are eligible to register for the first year higher secondary examination:

1. Candidates admitted to the higher secondary course in a particular academic year shall be eligible to register for the first year higher secondary examination of that year provided they have undergone the process of CE in all subjects of the first year. Registration of candidates who have not undergone CE shall be automatically cancelled.
2. In the case of school going candidates, they shall have attained a minimum of 75% attendance during the first year of the course. Shortage of attendance can be condoned in deserving cases subject to rules in this regard.

**ii. First year higher secondary improvement/supplementary examination**

1. The first year higher secondary improvement/supplementary examination shall be conducted by the Secretary after the publication of the first year higher secondary examination result.
2. This examination is intended to
  - i. help candidates who have registered for the first year higher secondary examination previously to improve the scores of the first year subjects.
  - ii. appear for those subjects for which the candidates were absent in the first year higher secondary examination in order to make them eligible to register for the second year examination.
  - iii. enable the lateral entry candidates to register for the second year higher secondary examination.
3. A notification for the conduct of this examination shall be issued by the Secretary.
4. A score Sheet, showing the statement of scores shall be issued to all candidates registered for this examination

### **a. Eligibility to register for the first year higher secondary improvement/ supplementary examination**

1. Regular candidates doing the second year of the higher secondary course, who appeared for the first year regular examination can register for this examination to improve the scores of any three papers of the first year examination.
2. Regular candidates doing the second year of the higher secondary course, who failed to appear for all/some papers at the first year higher secondary examination can register for all those papers for which they were absent at the first year higher secondary examination. In addition to registering for the absent papers, they can also register to improve the scores of any three papers of the first year higher secondary examination.
3. Lateral entry candidates who got admitted to the second year of the higher secondary course of this Board, after completing their first year of the higher secondary course from a different Board shall register and appear for all papers of the first year in this examination. Such candidates shall also undergo the CE process in all subjects of the first year higher secondary examination to become eligible to register for the second year examination.
4. Special category candidates who got admitted to the second year of the higher secondary course of this Board through SCOLE Kerala, after completing their higher secondary course and registered for the second year examination, with a different set of optional shall register and appear the papers of the first year examination in the new combination. Such candidates shall undergo the CE process in the subjects of the first year higher secondary examination in which they had registered to become eligible to register for the second year examination.
5. Compartmental and old scheme candidates shall be eligible to register either for the first year or second year papers of the subjects for which they failed to attain D+ or above grade. They can also register for both first year and second year papers if they so desire. Registration for the first year papers shall be made along with registration for the first year improvement/supplementary examination and the second year shall be made along with the registration for the second year higher secondary examination. In the case of a compartmental candidate registering for the first year papers only, the best scores obtained by the candidate for those papers at the previous second year examinations shall be carried forward and vice versa.

### **iii. Second year higher secondary examination**

1. The second year higher secondary examination shall be conducted by the Secretary at the end of the second year of the course.
2. All regular candidates who failed to register for the second year higher secondary examination for the shortage of attendance shall get readmitted to the second year higher secondary class to become eligible to register for the second year higher secondary examination.
3. The second year higher secondary examination shall consist of continuous evaluation (CE), practical evaluation (PE) and terminal evaluation (CE).

4. The candidates registering for the second year higher secondary examination should have appear either for the first year higher secondary examination or for the first year improvement/supplementary examination.

**a. Eligibility to register for the second year higher secondary examination**

The candidates detailed below are eligible to register for the second year higher secondary examination.

1. All school going and SCOLE Kerala candidates who have been promoted to the second year of the higher secondary course can register for this examination provided they have undergone the continuous evaluation process in all the subjects. Registration of candidates who have not completed the CE process shall be cancelled.
2. Lateral entry candidates who have undergone the CE process of all subjects of the first and second year of the course and who have appeared for the first year higher secondary improvement/supplementary examination can register for this examination.
3. Special category candidates who have undergone the CE process of the subjects of the first and second year of the course in which they are appearing and who have registered for the first year higher secondary improvement/supplementary examination can register for this examination
4. Private full course candidates who could not appear for the second year examination previously can register for this examination provided they had appeared for the first year higher secondary examination or the first year higher secondary improvement/supplementary examination.
5. Compartmental and old scheme candidates, who failed to attain D+ grade in any subject, can register for those subjects for which they failed to attain D+ or above grade. Such candidates shall be eligible to register either for the first or second year papers or both of the ineligible subjects. The best scores obtained by the candidate for the first or second year paper, as the case may be, shall be carried forward. Candidates desirous of registering for the second year paper of the ineligible subject shall register at this examination.
6. School going candidates shall have completed the second year of the course with 75% attendance. Shortage of attendance shall be condoned subject to rules prescribed in this regard.
7. No candidate who is otherwise eligible shall be detained from appearing for the examination without written orders from the Director.

**iv. Second year higher secondary SAY/improvement examination**

1. This examination is conducted after the publication of the results of the second year higher secondary examination.
2. A separate notification for the conduct of this examination shall be issued by the Secretary.
3. Consolidated certificates showing the eligibility/non-eligibility of a candidate for higher studies at the SAY/improvement examination shall be issued.

### **a. Eligibility to register for the second year higher secondary SAY/ improvement examination**

1. Registration at the corresponding second year higher secondary examination is mandatory for registering for the SAY/Improvement examination.
2. Candidates who registered for the second year higher secondary examination and failed to become eligible for higher studies can register at the corresponding SAY/Improvement examination for all the papers for which they became ineligible, subject to the following conditions.
  - a. Candidates who have attained scores in CE, PE and TE, but failed to attain D+ or above grade in a subject are eligible to register for the TE only of that subject.
  - b. Candidates who attained CE and PE scores but was absent for the TE of a subject are eligible to register for the TE only of that subject.
  - c. Candidates with CE and TE scores at the second year higher secondary examination, but was absent for PE are eligible to register for the PE only of such subjects provided, they have obtained separate minimum scores for the TE of the subjects concerned.
3. Regular candidates, of the second year higher secondary examination who became eligible for higher studies, can register to improve the scores of any one of the subjects at the corresponding SAY/improvement examination.

### **v. First year higher secondary equivalency examination**

1. The first year higher secondary equivalency examination shall be conducted by the Secretary.
2. A notification for the conduct of all higher secondary equivalency examinations shall be issued by the Secretary.
3. The first year equivalency examination shall consist of continuous evaluation (CE) and terminal evaluation (TE).
4. There shall not be any practical evaluation for the first year higher secondary equivalency examination.
5. All candidates, admitted to the higher secondary equivalency course shall be eligible for promotion to the second year of the course if they have registered for the first year higher secondary equivalency examination.
6. For a candidate to become eligible for higher studies, attendance for all papers of the first and second year higher secondary equivalency examinations is mandatory.
7. There shall not be any grades or separate minimum scores for each subject at the first year higher secondary equivalency examination.
8. The scores obtained by the candidate at the first year higher secondary equivalency examination shall be carried forward to the second year and the combined scores of the first and second year higher secondary equivalency examinations and grades obtained thereupon shall determine the eligibility of a candidate for higher studies.

9. A score Sheet, showing the statement of scores obtained by a candidate at the first year higher secondary equivalency examination shall be issued to all candidates registered for the examination.

**a. Eligibility to register for the first year higher secondary equivalency examination**

2. Candidates admitted to the higher secondary course under the Kerala State Literacy Mission Authority shall be eligible to register for the first year higher secondary equivalency examination.
3. Registration of candidates who have not undergone CE shall be automatically cancelled.

**vi. First year higher secondary improvement/supplementary equivalency examination**

1. The first year higher secondary improvement/supplementary equivalency examination shall be conducted by the Secretary after the publication of the results of the first year higher secondary equivalency examination.
2. This examination is intended to help candidates who have registered for the first year higher secondary equivalency examination previously to improve the scores of any three subjects of the first year.
3. A notification for the conduct of this examination shall be issued by the Secretary.
4. A score sheet, showing the statement of scores shall be issued to all candidates registered for this examination

**a. Eligibility to register for the first year higher secondary improvement/supplementary equivalency examination**

1. Regular candidates doing the second year of the higher secondary equivalency course, who appeared for the first year regular examination can register for this examination to improve the scores of any three papers of the first year examination.
2. Regular candidates doing the second year of the higher secondary equivalency course, who failed to appear for all/some papers at the first year higher secondary equivalency examination can register for those papers for which they were absent at the first year higher secondary equivalency examination. In addition to registering for the absent papers, they can also register to improve the scores of any three papers of the first year higher secondary equivalency examination.
3. Compartmental candidates shall be eligible to register either for the first year or second year paper of the subjects for which they failed to attain D+ or above grade. They can also register for both first year and second year papers if they so desire. Registration for the first year papers shall be made along with registration for the first year improvement equivalency examination and second year papers shall be made along with the registration for the second year equivalency examination. In the case of a compartmental candidate registering for the first year papers only the best score obtained by the candidate for those papers at the previous second year examination shall be carried forward and vice versa.

## **vii. Second year higher secondary equivalency examination**

1. The second year higher secondary equivalency examination shall be conducted by the Secretary.
2. All candidates appearing for the second year higher secondary equivalency examination for the first time are classified as regular candidates.
3. All candidates who failed to become eligible for higher studies at a previous appearance and appearing for subsequent examinations are classified as compartmental candidates.
4. The second year higher secondary equivalency examination shall consist of continuous evaluation (CE), practical evaluation (PE) and terminal evaluation (TE).

### **a. Eligibility to register for the second year higher secondary equivalency examination**

The candidates detailed below are eligible to register for the second year higher secondary equivalency examination.

1. All candidates who have been promoted to the second year of the higher secondary equivalency course and who have completed the second year course as per rules can register for this examination provided they have undergone the continuous evaluation process in all the subjects. Registration of candidates who have not completed the CE process shall be cancelled.
2. Compartmental candidates, who failed to attain D+ grade in any subject, can register for those subjects for which they failed to attain D+ or above grade. Such candidates shall be eligible to register either for the first or second year papers or both of the ineligible subjects. The best scores obtained by the candidate for the first or second year paper, as the case may be, shall be carried forward. Candidates desirous of registering for the second year paper of the ineligible subject shall register at this examination.

## Chapter 2

# Pre-examination activities

### 1. Setting of question papers

Question papers for the public examinations shall be prepared well in advance. Five to eight sets of question papers shall be prepared for each subject. Separate sets of question papers shall be prepared for hearing impaired candidates studying in special schools and for old scheme candidates whenever necessary.

#### a. Pool of question paper setters

There shall be a pool of question paper setters in each subject. Fresh question paper setters can be added every year. The teachers selected as setters shall submit details in the prescribed form (*Annexure - 3*). The selection shall be based on their experience and interest in teaching the subject, valuation, preparation of textbooks and modules in SCERT/NCERT, activities in SRG and DRG, publication of research papers, etc., along with higher academic qualifications. Besides, their integrity and confidentiality shall be taken into account. They must have at least six years of experience in teaching the subject as well as in valuation at the higher secondary level. In the absence of question paper setters as per the rules prescribed in the manual, the Secretary shall appoint setters from among teachers/ retired teachers of college/universities for setting the question papers.

#### b. Panel of question paper setters

From the pool of setters, the Secretary shall select a panel for each subject to frame the question papers every year. The panel shall be given training in the various aspects of the question paper. Each member of the panel shall prepare question papers for the respective subjects based on the blueprint developed by him/her strictly in accordance with the instructions given in the training. The setter shall also prepare the scheme of evaluation and the question wise analysis.

#### c. Scrutiny of question papers

The question papers prepared by the panel of setters in the various subjects shall be scrutinized by experts in the subjects concerned, appointed by the Secretary. Each setter shall hand over the question papers prepared along with the related documents to the expert who shall examine the same for any errors. The setter shall also ensure that the question paper is prepared according to the format and the instructions given. The finalized question paper and other documents shall be handed over to the Secretary after scrutiny. The Secretary shall keep the question paper and the related documents under safe custody.

The question paper setters and the experts shall maintain the confidentiality of the question papers. They shall not keep any part of the question paper or related documents in their custody in any form after handing over the same to the Secretary. They are eligible for

honorarium, TA & DA as prescribed by the government. They shall be liable for any loss, incurred by the government, on account of any lapse on their part.

#### **d. Selection and printing of question papers**

On receipt of the question papers and allied matters, the Secretary shall keep them under safe custody after assigning code numbers to each question paper. Secretary shall present the code numbers to the Chairman for selecting a question paper for each subject for the examinations concerned. The Secretary shall get the selected question papers printed through confidential press and make arrangement for distributing them to schools

#### **e. Instructions to question paper setters**

1. The complete work in this regard shall be confidential.
2. The setters shall not keep any part of the question paper in any form under their custody after submitting the question papers and related documents to the Secretary.
3. They shall take necessary measures to prevent the leaking out of any part of the question paper.
4. The question papers once submitted are the property of the Board, and the Secretary has every right to modify or alter them.
5. The question papers of part III subjects, other than languages, shall be bilingual.
6. Question papers and other related documents shall be neatly handwritten or typed in order to avoid any ambiguity in punctuations or symbols.
7. The questions shall conform to the standard and syllabus prescribed for the higher secondary students.
8. The question paper shall cover the whole syllabus and every question shall have an opening to students with varying levels of learning ability, including children with special needs.
9. The question papers shall not contain anything that violates the constitution or hurts the feelings of any sections of society or exhibit gender bias.
10. The questions shall be clear and concrete.
11. The setters shall follow the format of the blueprint, the question paper and the question wise analysis given by the Secretary.
12. If any scientific or mathematical data such as logarithm, values of trigonometric function, etc., are required to answer a question, it shall be given in the question paper itself.
13. The expert shall examine whether the question papers are prepared as per the format supplied and there are no factual or grammatical errors.
14. The expert shall also ensure that the question papers are prepared bilingually and that the two versions conform to each other.

## **2. Examination centres**

All Government and Aided higher secondary schools in the state and recognized higher secondary schools in Lakshadweep, Mahe and Gulf countries shall be centres for first and second year higher secondary examinations. The recognized un-aided higher secondary schools shall be designated as examination centres by the Secretary each year, only after satisfying the merit of each case. For an unaided school to be recognized as an examination



centre, there shall be a minimum of 20 candidates appearing for the examination from that centre and sufficient facilities for accommodating them. Unaided schools shall not be eligible for any allotment of funds from the Department for the conduct of the examination.

For school going candidates, their school of study shall be the examination centre. For SCOLE Kerala/equivalency candidates the examination centres shall be allotted by the Secretary. Centre change shall not be allowed for subsequent appearances. In exceptional cases, the Secretary shall consider each application for centre change on merit and issue orders accordingly.

For the first year improvement and the second year SAY examinations, the centres shall be decided by the Secretary. Any violation of rules /procedure in the conduct of examination as stipulated in these rules shall be sufficient ground for the cancellation of the examination centre by the Secretary.

### **3. Publication of notification**

Detailed notification for the conduct of each examination shall be issued by the Secretary. In addition to other instructions, it shall contain the following.

1. Date and time of practical and terminal evaluations.
2. Date of remittance of fee and mode of payment.
3. Date of submission of application in the centres.

### **4. Registration for the public examinations.**

All regular school going and lateral entry candidates for the first and second year higher secondary examinations shall submit their fee to the principals of their schools. Regular SCOLE Kerala/equivalency candidates shall submit the fee to the principals of the examination centre allotted to them. Compartmental and other candidates shall submit their applications along with the fee to the principals of the examination centres where they wrote the examination previously. The candidate registering for the first year improvement and SAY examination shall submit the application (*Annexure – 4*) along with the fee to the principal of the examination centre concerned. The principals shall take steps to register the candidates online.

No examination fee shall be collected for the first appearance from school going students eligible for fee concession. The principal of the school shall get the examination fee of such students reimbursed from the departments concerned.

The examination fee, certificate fee and fine (if any) collected shall be remitted to the treasury by the principal in the prescribed head of account in time. The chalan for the remittance shall be kept in schools and it shall be produced for verification on demand.

#### **a. Preparation of nominal roll**

The nominal roll is the document containing all the details of the candidates appearing for an examination, including the register number. The Unique Identification Number issued to every student by the Government shall also be included in the nominal roll.

The data of the first year school going students prepared by the Directorate and that of SCOLE Kerala and equivalency candidates, provided by the concerned authorities shall be made available by the Secretary in the departmental portal for the Principals to complete the registration process. In the case of second year higher secondary examination, the Secretary shall publish the list of eligible candidates and the principals shall register the candidates as per rules in this regard. The list of eligible compartmental and other candidates with their eligible papers for registering the examination shall also be made available to the principals for registering as per rules.

For the first year improvement/supplementary and the SAY/improvement examinations the list of eligible candidates shall be provided by the Secretary and the Principals shall register the candidates based on the applications submitted.

Based on the registrations made, the Secretary shall publish the nominal rolls for the various higher secondary examinations.

## **b. Question paper requirement**

Based on the registration for each examination, the Secretary shall publish the question paper requirement statement for each examination centre online. The principals shall check the statement and make corrections, if necessary. The principals shall be responsible for any lapse in this regard.

## **c. Admission ticket**

Admission tickets shall be available in the departmental portal before the commencement of the examination. The Principal of the centre shall download the same, identify the candidates, put his signature and seal in the allotted space and issue them to the candidates. It is the principal's responsibility to verify whether the photograph on the admission ticket tallies with that uploaded at the time of admission/registration.

The Principals shall maintain a register of admission tickets and shall issue the same to the candidates after receiving their dated signature in the register. In case of loss of admission tickets, the Principals shall issue a duplicate to the candidate on application super scribing the word duplicate in red ink. The issue of a duplicate admission ticket shall be noted in the register.

## **d. Condoning of shortage of attendance.**

1. For regular school going candidates, a minimum of 75% attendance in the respective year is compulsory for appearing for the first and the second year higher secondary examinations. The attendance up to the last working day of January shall be reckoned for calculation of the percentage of attendance.
2. Candidates who have attained 50% attendance and above but less than 75% during the first or second year of the course shall apply for condoning the shortage of attendance in the prescribed format (*Annexure 5*) through the principals concerned.
3. Candidates who have to apply for condoning the shortage of attendance, shall submit term wise report of their attendance and reason for the absence with medical certificates to the RDD's concerned through the principals during the term concerned itself. The RDDs shall consider only such cases for the approval of the request.

4. The Regional Deputy Director concerned of the General Education (Higher Secondary) is delegated with powers to condone the shortage if the student has at least 60% of the attendance. For the students having less than 60% of attendance, the Director is the authority to condone the shortage on the recommendation of the RDDs concerned. However, a student with an attendance of less than 50%, is not eligible to get the shortage condoned. Such second year candidates shall be readmitted to the second year of the course, to recoup the shortage of attendance as per rules.
5. Candidates are eligible to condone shortage of attendance only once during the course of study, i.e., for the first or second year.
6. The application for condoning shortage of attendance duly recommended by the principal shall be submitted to the concerned RDD along with the following documents.
  - a. Original chalan for the fee remitted.
  - b. Medical certificate issued by a registered medical practitioner if the absence due to ill health exceeds five days at a stretch.
  - c. Declaration showing the reason for each absence. The reasons shall be satisfactory and supported by documentary evidence.
  - d. Certificate from the principal stating that the applications for leave were submitted in time and the same has been granted.
  - e. In the case of second year students, a certificate from the principal stating that the condoning of the shortage of attendance has not been granted to the candidate during the first year of the course.

### **e. Cancellation of registration**

A candidate who has registered as a regular candidate for the second year higher secondary examination can apply for the cancellation of the examination registration. The application for cancellation, (*Annexure- 6*) recommended by the Principal of the school, along with the original chalan for remittance of the prescribed fee, shall be submitted to the Secretary before the publication of the result of the examinations concerned. Cancellation shall be granted observing the following norms

1. Application for cancellation of registration of an examination shall not be entertained after the publication of the result of the examination concerned.
2. Once a candidate's registration is cancelled, his/her next appearance shall be treated as first appearance.
3. The first year scores of a candidate, applying for cancellation of registration of second year examination, shall be retained.
4. Cancellation of the first year higher secondary examination shall be granted only as a part of course cancellation.
5. Cancellation shall not be granted to the first year improvement/supplementary/second year SAY/improvement examinations.

## **5. Distribution of examination materials**

Examination materials such as main answer books, additional sheets, bar-coded answer books, CV covers, question papers and all other forms shall be supplied to all examination centres in time by purchasing or printing the same.

## 6. Officials for examination

The following officials shall be posted for conducting terminal and practical evaluations. All staff of the higher secondary school including teachers and principals shall neither be granted leave during the period of the examination nor exempted from examination duties.

1. Chief superintendent.
2. Deputy chief superintendent. (For Terminal Evaluation only)
3. Invigilator. (For terminal Evaluation only)
4. Clerk.
5. Office assistant. (For Terminal Evaluation only)
6. Night watchman. (For Terminal Evaluation only)
7. State chairman. (for Practical Evaluation only)
8. District chief examiner. (for Practical Evaluation only)
9. External examiner. (for Practical Evaluation only)
10. Internal examiner. (for Practical Evaluation only)
11. Laboratory assistant. (for Practical Evaluation only)

*Note: Laboratory assistants of the schools concerned shall function as clerk/office assistant/night watchman in connection with the examination and payments shall be made as per rules.*

### a. Chief superintendent

There shall be a chief superintendent in all examination centres appointed by the Secretary. While making postings of chief superintendents the Secretary shall use his discretionary powers to ensure that examinations are conducted smoothly in all examination centres.

#### i. Appointment of chief superintendents

Normally the Principal of a school other than unaided schools shall be posted as chief superintendents. In the following circumstances, substitute postings of chief superintendents shall be made.

1. If the son/daughter of the principal is appearing for the examination in the same school.
2. If the principal is undergoing disciplinary action.
3. If it appears to the Secretary that the principal is incapable of performing the duties as chief superintendent.

The following norms shall be adhered to while making postings of substitute chief superintendents.

1. The substitute shall be the senior-most higher secondary school teacher of the school.
2. Seniority shall be reckoned based on total service as HSST/ HSST(Jr).
3. The principal shall report the inconvenience to the Secretary sufficiently early along with the willingness of the substitute.
4. Orders shall be issued by the Secretary for the appointment of substitute chief superintendents.

In the case of unaided higher secondary schools, chief superintendents shall be posted from among the senior teachers of government higher secondary schools, their seniority being reckoned based on total service as HSST/HSST(Jr).

## **ii. Duties of chief superintendents.**

The chief superintendent shall:

1. take measures to ensure the smooth conduct of practical and terminal evaluations strictly as per the instructions issued in this regard.
2. maintain all the registers prescribed in connection with the examination.
3. receive the main, additional and bar-coded answer books and CV covers supplied to the school and maintain their account.
4. ensure that his/her monogram is affixed on the facing sheet of the answer book and also on the additional sheets supplied to candidates in the examination halls. Also, ensure that the monogram is affixed on the answer script just below the point where the candidate finished writing.
5. ensure that the monogram is not affixed anywhere in the bar-coded answer script meant for double valuation subjects.
6. receive the question papers from the Secretary in the presence of the deputy chief superintendents.
7. take every measure to ensure the safety of the question papers and keep one of the keys of the safe containing question papers.
8. make all necessary arrangements for the conduct of the examination.
9. purchase materials for practical evaluation and stationery for terminal evaluation.
10. supervise and control the deputy chief superintendents, invigilators, external examiners and the other staff appointed for the conduct of the examinations.
11. take necessary action as per rules in the case of malpractices.
12. collect answer scripts from the invigilators, pack them as per instructions and send them to the CV camps concerned in time.
13. disburse TA/DA and remuneration to officials and the scribes appointed as per rules.
14. maintain all accounts of expenditure in connection with the examination. The principal and the substitute chief superintendents shall be jointly responsible for settling the amounts sanctioned for the conduct of examinations.

## **iii. Duties of Principals.**

The principals of all higher secondary schools are posted as chief superintendents. The principals of all higher secondary schools shall perform the following functions even if he/she is not posted as chief superintendent. He/she shall

1. collect the examination fee from the candidates and register them online.
2. remit the fee collected in treasury.
3. verify the question paper requirement and correct it if necessary.
4. receive all examination materials supplied to the school and keep them under safe custody.
5. take necessary steps for getting grace marks and other eligible concessions.
6. publish and upload the continuous evaluation scores.
7. download, countersign and distribute the admission tickets.

8. appoint a clerk, an office assistant and a night watchman.
9. appoint the internal examiners and laboratory assistants for practical evaluation.
10. distribute the score sheets/certificates, migration certificates, etc., to all candidates.
11. withdraw the fund allotted for meeting the expenses relating to the examinations from the treasury, and hand over the same to the substitute chief superintendent if any.
12. settle all accounts relating to funds drawn for the examination.
13. take action upon all instructions relating to the examination issued by the Secretary from time to time.

## **b. Deputy chief superintendents**

There shall be two deputy chief superintendents in each examination centre. In examination centres with more than 750 candidates, there shall be three Deputy Chief Superintendents.

### **i. Appointment of deputy chief superintendents**

The deputy chief superintendents shall be an HSST/HSST(Jr) posted to an examination centre by the Secretary from different schools. They shall be posted within the district or in special situations neighbouring districts based on seniority. The seniority shall be reckoned based on total service as HSST/HSST(Jr).

### **ii. Appointment of deputy chief superintendents to examination centres in Gulf countries and Lakshadweep.**

The higher secondary school teachers of government and aided schools in the state shall be appointed as deputy chief superintendents to the higher secondary examination centres in Gulf countries and Lakshadweep by the Government on the recommendations of the Director. The teachers willing to be posted shall submit their application to the Secretary in the prescribed form through the principal and duly recommended by the RDD concerned. Regular teachers having a minimum of ten years of service as HSST /HSST(Jr) on the date of application are eligible to apply. Separate applications shall be submitted for the Gulf countries(*Annexure-7*) and Lakshadweep. (*Annexure 8-9*) Teachers applying for duty in examination centres in the gulf countries shall have a valid passport. The posting in the Gulf countries shall be given only once in the service of a higher secondary school teacher.

### **iii. Duties of deputy chief superintendents**

The deputy chief superintendent shall

1. work under the control and supervision of the chief superintendent and render all assistance for the conduct of examination as per rules.
2. (Senior deputy chief) act as the chief superintendent in the temporary absence of the chief superintendent.
3. report directly to the Secretary any irregularity/violation of rules noticed in the examination centre. Such cases shall be reported immediately over the phone. And shall also email a detailed report on the same day itself.
4. be present in the examination centre at the time of receipt of question papers and ensure all the question papers required for the centre have been received in sufficient numbers. Shall also verify whether the seals on the question paper packets are intact. Verification

of the seal on the question paper packets shall be done on each day of the examination at the time of opening of the question paper packets.

5. ensure the question papers are kept in a separate safe with double locker facility, which can be opened only by using two keys. One of the two keys shall be kept by the senior deputy chief superintendent.
6. verify whether the seating arrangements in the examination halls are as per the guidelines.
7. be present at the time of opening and closing of the question paper locker and authenticate his presence by signing in the relevant register.
8. visit all rooms when the examination is in progress and ensure that the invigilators are performing their duties as per rules and that the candidates are not indulging in any malpractices.
9. (senior deputy chief) assign duty to all the invigilators on each day of the examination.

## **c. Invigilators**

There shall be invigilators in each examination hall for supervision.

### **i. Appointment of invigilators**

The invigilators shall be permanent HSST/HSST(Jr) appointed by the Secretary. In the absence of sufficient number of HSSTs, high school and primary school teachers shall also be considered for invigilation duty. A teacher shall not be posted to his/her school as an invigilator. Invigilators allotted to a school shall be posted in rotation to the examination halls.

### **ii. Duties of invigilators**

The invigilators shall

1. report before the chief superintendent of the examination centre, 45 minutes before the commencement of the examination on all days. Shall be present in the examination hall 30 minutes before the examination begins.
2. discharge duties as per instructions from the chief and deputy chief superintendents.
3. be responsible for maintaining discipline and decorum in the examination hall. And shall not permit the candidates to move about in the hall while the examination is in progress
4. ensure that the examination hall and the furniture therein are free from scribbling and posters.
5. ensure that the main and additional answer books (except for double valuation papers) bear the monogram.
6. admit the candidates to the examination hall after the first bell and verify their identity as per the photograph on the admission ticket.
7. ensure that the candidates are seated as per the seating arrangement register.
8. issue main answer books to the candidates, after putting dated initials, at the second bell.
9. ensure that the register number written by the candidate in figures and words in the facing sheet of the answer book tallies with the register number printed on the admission ticket.

10. verify whether the correct question paper packets, applicable to candidates in his/her particular hall for the day and session, have been supplied and open the same after obtaining the signatures of two candidates in the room. Shall put signature on the question paper packet in the space provided for the same.
11. issue appropriate question papers to each candidate at the third bell.
12. make sure that no candidate has been admitted to the examination hall after 30 minutes from the commencement of examination and no candidate leaves the examination hall before 30 minutes to the completion of the examination.
13. ensure that the candidates have not brought any material/devices that would help in malpractice.
14. ensure that the candidates do not receive any external help or indulge in discussions among themselves in the examination hall.
15. report attempts of malpractice, if any to the chief superintendent without delay.
16. issue additional sheets as per requirement and maintain its account.
17. ensure that the sheets already issued are completely used up, before issuing fresh additional sheets.
18. be vigilant throughout the examination and not leave the hall when the examination is in progress.
19. not indulge in any activity in the examination hall that can come in the way of their duties as an invigilator.
20. check whether the number of additional sheets attached to the main answer book has been entered in the space provided in the facing sheet and that it tallies with the number of additional sheets issued as per records.
21. collect the answer scripts after the time allotted for writing the examination and hand over the same to the chief/deputy chief superintendent.

#### **d. Clerk**

The principal shall appoint a clerk to assist in the conduct of the examination. The clerk shall attend to all clerical works related to the examination including the keeping of accounts and packing of answer scripts as instructed by the chief superintendent.

#### **e. Office assistant**

The principal shall appoint an office assistant for terminal evaluation. The office assistant shall assist the chief superintendent in all matters relating to the examination including packing and dispatching of answer scripts.

#### **f. Night watchman**

A night watchman shall be appointed by the principal for the security of question papers. The night watchman shall be on duty from the time the chief superintendent leaves the school after duty till the time the chief superintendent relieves him from duty, the next working day.

#### **g. State chairman of practical evaluation**

There shall be a state chairman for each subject with practical evaluation.



## **i. Appointment of state chairman**

The state chairman shall be appointed by the Secretary, based on their experience and credibility. The tenure of the postings shall be one year.

## **ii. Duties of the state chairman**

The state chairman shall

1. convene the meeting of the district chief examiners and issue instructions to them.
2. prepare and finalize the question papers and scoring key for conducting practical evaluation.
3. deliver an expert opinion in cases referred to regarding practical evaluation.
4. inspect examination centres during practical evaluation.
5. perform the functions of district chief examiners in their absence.

## **h. District chief examiner for practical evaluation.**

There shall be district chief examiners for each subject with practical evaluation.

## **i. Appointment of district chief examiners**

District chief examiners shall be appointed by the Secretary based on their experience and ability. The tenure of posting is one year.

## **ii. Duties of district chief examiners**

The District chief examiner shall

1. convene meetings of external examiners in the subject and give instructions to them.
2. ensure that external examiners are posted to all practical evaluations centres in the district.
3. distribute question papers and scoring key to the external examiners and help them to familiarize with the same.
4. coordinate and supervise the external examiners in preparing a schedule for the conduct of practical evaluations in the various schools of the district concerned and upload the same.
5. conduct surprise inspection of practical examination centres during practical evaluation.
6. ensure that the practical evaluation at every centre is conducted by the examiner appointed to that centre.
7. ensure that practical evaluation is completed in all schools in the district as per schedule.
8. keep under safe custody the answer scripts of practical evaluation send by the external examiners under him. The answer script shall be retained for one year.
9. post substitute external examiners in emergencies with the consent of the Secretary.

## **i. External examiners for practical evaluation**

Practical evaluation is conducted by external examiners in the subject concerned appointed by the Secretary.

## **i. Appointment of external examiners**

1. HSST/HSST(Jr.) with a minimum of one year of service at the higher secondary level shall be posted as external examiners in their subjects concerned.
2. External examiners shall be posted within the district where their schools are situated as far as possible, except in the case of rare subjects.
3. Teachers of aided schools shall not be posted to a school under the same management as far as possible.
4. Only government higher secondary school teachers shall be appointed as external examiners in un-aided schools.
5. The teachers of Kannur district shall be posted as external examiners at the examination centres in Mahe.
6. Teachers shall not be posted at centres where their close relatives are appearing for the examination. In such cases, the teachers shall report the matter to the chief examiner who shall make substitute arrangements with the consent of the Secretary.
7. A teacher disqualified from being an examiner of any public examination shall not be posted as an external examiner.
8. No request posting shall be allowed.
9. All appointments shall be kept strictly confidential.

## **ii. Duties of external examiners**

The external examiner shall:

1. confidentially report their appointment to the chief superintendent concerned.
2. schedule the dates of practical evaluation of the centre to which the external examiner is posted in consultation with the chief superintendent and the internal examiner.
3. conduct the practical evaluation according to the question paper and directions issued.
4. prepare mark list after the conduct of the evaluation.
5. upload the scores in the departmental portal within the prescribed time.
6. hand over the valued answer scripts together with a copy of the mark list to the district chief examiner concerned.

## **j. Internal examiner for practical evaluation**

The Principal shall post an internal examiner for assisting the external examiner in the conduct of practical evaluation at the centre. The internal examiner shall arrange the laboratory for the examination and work as per the directions of the external examiner. The internal examiner shall not interfere with the conduct of practical evaluation.

## **k. Laboratory assistant**

A Laboratory assistant shall be appointed by the principal to assist the external and internal examiners of Physics, Chemistry, Botany and Zoology.

## Chapter 3

# Conduct of examination

## 1. Continuous evaluation

Continuous evaluation is based on the learning activities undertaken by the candidate during the course of study. Candidates who have undergone CE in all subjects of the first year and second year alone are eligible to appear for the PE/TE of the concerned year. The principals shall not issue admission tickets to candidates who have not undergone CE in all the subjects.

### a. Uploading of CE scores

1. The CE scores of each subject of the first and second year candidates shall be prepared by the respective teachers and the same shall be published in the school notice board.
2. The candidates shall examine the scores awarded to them and submit complaints, if any, to the principal.
3. The principal shall conduct an enquiry and take a decision on the complaints.
4. Candidates, not satisfied with the decision of the principal, shall file an appeal with the RDD concerned.
5. After the settlement of the complaints, the final CE scores shall be published on the school notice board.
6. The principals shall then upload the CE scores in the department portal using the option provided by the Secretary.
7. The candidates shall be given an opportunity to verify the correctness of the scores uploaded and each candidate shall authenticate the same with his signature.
8. Request for changing the CE scores uploaded shall not be entertained.
9. The CE scores of the equivalency stream candidates shall be prepared by the teachers authorized by the KSLMA and handed over to the principals of the examination centres. The principals shall make necessary arrangements to upload the same. Complaints, if any, regarding CE scores awarded to equivalency candidates shall be made to the principals of the examination centre concerned who shall call for relevant records from the teacher concerned and take a decision on the same.
10. The time limit for the various processes mentioned above shall be notified by the Secretary from time to time and it shall be strictly adhered to.

## 2. Practical evaluation

The practical evaluation shall be conducted at the end of the second year as per the curriculum and syllabus prescribed for the two year course. There shall be a state chairman, chief examiners, external examiners and internal examiners for conducting the practical evaluation.

## **a. Meeting of chairman and district chief examiners**

1. The Secretary shall conduct a meeting of the chairman and district chief examiners of each subject.
2. The chairman shall prepare a question paper and its scoring key beforehand.
3. The question paper, scoring key and the mode of conduct shall be discussed in the meeting and finalized with necessary changes, if any.
4. The chairman shall hand over a hard copy and a soft copy of the question paper and scoring key to the Secretary.

## **b. Meeting of external examiners**

1. The Secretary shall appoint external examiners to each examination centre.
2. The Secretary shall arrange a district-wise meeting of the external examiners of each subject and the district chief examiners shall preside over the meetings of the subjects concerned.
3. All external examiners shall attend the meeting. Besides, the teachers who are eligible to be posted as external examiners but were not issued posting orders shall also attend the meeting.
4. The chief examiner shall ensure that external examiners have been posted to all examination centres in the district and that they are present at the meeting. In case of the absence of any external examiner posted to a centre, the district chief shall make substitute arrangements with the consent of the Secretary.
5. A copy of the question paper and scoring key, issued by the Secretary, shall be made available to every external examiner attending the meeting.
6. The external examiners shall familiarise themselves with the question papers and the mode of conduct of the examination.
7. Schedule of dates for conducting the practical evaluation at the various examination centres of the district shall be prepared at this meeting.

## **c. Conduct of practical evaluation**

1. The practical evaluation at a centre shall be conducted by the external examiner(s) under the supervision of the chief superintendent of that centre.
2. The duration of practical evaluation for all subjects, except Botany and Zoology shall be 3 hours. For Botany and Zoology, it shall be 1½ hours each.
3. Two sessions of practical evaluation shall be conducted each day for subjects with 3hour duration and three sessions for subjects with 1½ hour duration.
4. The practical evaluation shall be conducted in batches of 20 candidates. A new batch shall be formed if the part candidates are above 5.
5. The chief superintendent shall divide the candidates into batches of 20 and publish the same on the notice board along with the schedule of practical evaluation.
6. The chief superintendent shall download the evaluation diary and mark list from the department portal and hand over the same to the external examiners.
7. The chief superintendent shall provide sufficient number of answer sheets with monogram affixed for conducting practical evaluation and also the register for marking attendance of the candidates.

8. The internal examiner shall arrange the materials for practical evaluation as per directions of the External Examiner
9. The external examiner shall ensure that the materials for conducting practical evaluation are available in the laboratory.
10. The internal examiner shall prepare the work done memorandum after the completion of the practical evaluation. (*Annexure- 10*)
11. The internal examiner shall not interfere with the conduct of practical evaluation.

#### **d. Preparation of mark list and uploading of scores**

1. The external examiner shall prepare the mark list in duplicate, immediately after the completion of practical evaluation in a centre.
2. He/she shall upload the scores in the departmental portal, on the same day of completion of the practical evaluation.
3. While uploading the practical evaluation scores, the External Examiner shall ensure that the scores attained by the candidates are allotted to the correct register number.
4. The external examiner shall dispatch the valued answer scripts along with a copy of the mark list in a sealed packet, to the district chief examiner of the subject concerned, on the very next day of the examination. He/she shall keep one copy of the mark list but shall maintain the confidentiality of the same.

### **3. Terminal Evaluation**

#### **a. Preliminary arrangements**

The chief superintendent shall be responsible for arranging the facilities for conducting the terminal evaluation. The chief superintendent shall ensure that the following instructions are complied with.

1. Sufficient number of rooms for conducting the examination, distribution of materials to invigilators, collecting and packing of answer scripts, restroom for teachers, etc., shall be arranged well in advance. All the rooms and the school premises shall be kept neat and clean.
2. A strong room and a safe with double locker facility shall be arranged for the safekeeping of question papers.
3. CCTVs shall be installed in the strong room, distribution, collection and packing rooms as far as possible to avoid malpractice.
4. A chart detailing the position of the various examination halls in the examination centre shall be displayed at the entrance, to give easy access to these halls to the candidates and officials connected with the examination.
5. A copy of the timetable and instructions to candidates shall be displayed at the entrance. The Chief Superintendent shall prepare a ready reckoner as contained in *Annexure- 11*.
6. The front gate of the examination centre shall be kept open and a notice preventing the admission of outsiders to the centre shall be displayed there.
7. It shall be ensured that there is sufficient stock of main, additional, and bar-coded answer books and CV covers.

8. It shall be ensured that all the necessary forms connected with the examination have been downloaded.

## **b. Seating arrangements**

1. The seating arrangement for the terminal evaluation shall be provided by the Secretary.
2. The higher secondary classrooms with an area of 9 x 6 meters shall be used as examination halls. Other classrooms shall be used only in the absence of such examination halls.
3. Seating arrangements shall be made for 30 candidates in a hall if the candidates accommodated are appearing for the examination with different question papers.
4. Only 20 candidates shall be accommodated in a hall if all the candidates in the hall are appearing for the same subject.
5. After allotting candidates to the various halls as per clauses 3 and 4 above, an additional room shall be allotted if the remaining part candidates exceed 6.
6. Seating arrangement shall be made in such a way that under no circumstances shall candidates appearing for the same subject be seated close to each other.
7. The walls and furniture of all the examination halls shall be cleaned of scribbling and posters and all unnecessary furniture removed before the commencement of the examination.
8. The seating plan of the room shall be displayed in each examination hall and register numbers of the candidates displayed in their respective seats.

## **c. Registers to be maintained**

The following registers shall be maintained at all examination centres.

1. Register for opening, closing and sealing of safe containing question papers. *(Annexure-12)*
2. Register for question paper account. *(Annexure-13)*
3. Stock register of main answer books, additional sheets, bar-coded answer books and CV covers. *(Annexure-14)*
4. Register for invigilation duty. *(Annexure-15)*
5. Watchmen duty register. *(Annexure-16)*
6. Daily seating arrangements register.
7. Despatch register of answer scripts. *(Annexure-17)*
8. Daily reports register.
9. Inspection registers.
10. Register to record malpractice. *(Annexure-18)*

## **d. Safe custody of question papers**

1. The Secretary shall supply the question papers, as per the requirement statement approved by the Principal.
2. Question papers shall be supplied in packets, each containing 10 copies, with the code number, name of the subject and the date and time of examination affixed on it.
3. The Secretary shall make arrangements to distribute the question papers to the examination centres after prior intimation to the chief superintendent.

4. The chief superintendent and deputy chief superintendents shall be present at the examination centre to receive the question papers.
5. They shall verify the question paper packets and ensure that the seals are intact and the number of question papers supplied is as per requirement.
6. The question paper packets arranged day wise, shall be kept in the safe and sealed.
7. The safe for keeping the question papers shall be provided with double locker facility with one key being kept by the chief superintendent and the other by the senior deputy chief superintendent.
8. The question paper safe shall always be under CCTV surveillance.
9. A night watchman shall be on duty from the day of receipt of question papers to the penultimate day of the examination.
10. The chief superintendent shall make a written request to the Station House Officer for providing watch and ward.

#### **e. Opening of question papers**

1. The question paper safe shall be opened only 15 minutes before the commencement of the examination.
2. The date and time of opening and closing the safe shall be recorded in the register concerned and authenticated by the chief and deputy chief superintendents.
3. The question paper packets for the day shall be taken out and checked to ensure whether the seals are intact. Discrepancies, if any, shall be reported to the Secretary immediately.
4. The chief and deputy chief superintendents shall put their signatures with date and time on each question paper packet and distribute sufficient numbers of the same to each examination hall.
5. Before opening the question paper packets, the invigilator shall ensure that the seals are intact and that the question paper packets supplied correspond to the subjects for the day and session as per the time table. The invigilator shall affix own signature on the question paper packet and also get the signature of two candidates present in the examination hall before opening the same.
6. The packet shall be cut open at one edge keeping the seals intact.
7. It shall be the responsibility of the chief superintendent, deputy chief superintendents and invigilator concerned to ensure that the correct question paper packets are opened each day.
8. The balance question papers along with used covers shall be kept in a separate almirah under safe custody until the result of the examination concerned is published.

#### **f. Terminal evaluation activities.**

1. Before the commencement of the examination, the chief superintendent shall ensure that sufficient invigilators are posted to the centre.
2. The chief superintendent shall arrange a meeting of the deputy chief superintendents and the invigilators on the previous day of the examination and issue necessary instructions for the smooth conduct of examinations. And shall prepare a roster assigning invigilation duties to the teachers posted to the examination centre for all days of the examination and the same shall be intimated to the Invigilators.
3. While preparing the roster, higher secondary school teachers allotted to the school for invigilation duty shall be posted to all the examination halls. After posting all the higher

secondary school teachers in the list, if more invigilators are required, postings shall be made from the list of Primary/High school teachers allotted to the school for invigilation duty.

4. On each day of the examination, the senior deputy chief superintendent shall assign examination halls to the invigilators posted for duty as per the roster.
5. All materials required in the examination hall except question paper shall be kept ready sufficiently early for the invigilators to carry them to the examination halls.
6. The examination hall shall be clean and free from all materials that could help in the abetment of malpractice.
7. The school bell shall be rung as detailed below, to announce the commencement and end of various activities in the examination hall.

**The first bell** shall announce the time for candidates to enter the halls and it shall be rung 15 minutes before the commencement of the examination.

**The second bell** shall indicate the time for distribution of answer scripts to the candidates. It shall be sounded 5 minutes before the commencement of the examination.

**The third bell** shall inform the candidates about the commencement of examination and also the time for distribution of question papers to candidates. Candidates shall be given 15 minutes cool off time before starting to write the examination.

**The fourth bell** shall sound the end of cool off time and the time for candidates to start writing the examination.

**The half-hourly bell** shall be rung every half an hour during the examination.

**The final bell** shall announce the ending of all the examinations in the centre.

8. The Biology question paper shall have two parts, Part A Botany and Part B Zoology, each of 1 hour duration. After the cool off time of fifteen minutes, candidates shall attend the Botany question paper first. When the time allotted (1 hour) for attending the Botany paper is over, the candidate shall return the Botany answer script to the invigilator. They shall then attend the Zoology part in the fresh answer book issued to them after availing 10 minutes preparation/cool off time.
9. The chief/deputy chief superintendents shall collect the attendance of candidates from all the examination halls, half an hour after the commencement of the examination and upload the register number of absentees.
10. After uploading the details of absentees, the chief superintendent shall prepare the packing slips and the labels for CV covers. The labels shall be pasted on the CV covers. The blank mark list of single valuation subjects shall be downloaded and placed inside the respective CV covers.
11. The invigilators shall distribute additional sheets to the candidates at their seats as per requirement after putting his signature on the top right-hand corner of the additional sheet and shall maintain an account of the additional sheets issued to each candidate.
12. When only five minutes remain for the examination in a subject to be over the invigilators shall announce the same for the information of the candidates concerned. When the time for writing an examination ends, which shall normally coincide with the half-hourly bell, the Invigilator shall instruct the candidates to stop writing. The candidates shall then be given five minutes for arranging and tying up the answer scripts and for recording the details of additional sheets used in the space provided. No



candidate shall be permitted to leave the examination hall without handing over the answer script to the invigilator.

13. On receipt of the answer scripts, the invigilator shall verify the correctness of the entries made in the facing sheet and also ensure whether all the additional sheets issued to the candidate in the examination hall are attached to the main answer book. In case of any discrepancy in the details entered in the facing sheet, especially in the register numbers, the discrepancy shall be got corrected by the candidate himself. The corrections thus made shall be authenticated by the invigilator.
14. The invigilator shall arrange the answer scripts year-wise, subject-wise, and then in the ascending order of register numbers and handover the same to the chief/deputy chief superintendent after affixing the monogram on the last page of each answer script just below the space where the candidate finished writing. Monograms shall not be affixed in the answer scripts for which there is double valuation.

### **g. Packing and despatching of answer scripts**

1. The chief superintendent/deputy chief superintendent shall receive the answer scripts from the invigilators and check the same for any irregularities. And shall ensure that the answer scripts collected conform to the attendance statement for the day.
2. The answer scripts received from all the invigilators shall be arranged year-wise, subject wise and register number wise.
3. The answer script of each subject shall then be packed into the respective CV covers at the rate of 17 answer scripts per cover. In the case of Botany, Zoology and Music, the number of answer scripts in a CV cover shall be 25. While inserting answer scripts into CV covers, care shall be taken to see that the register numbers of the answer scripts inside the CV cover tally with that on the CV cover label. (*Annexure – 19*)
4. The answer scripts of the differently-abled candidates, who have been granted various concessions shall be super scribed in red ink with:
  - a) the number and date of the order sanctioning the concession.
  - b) the nature of the concession granted.
5. The above superscriptions shall be made on the facing sheet of the answer scripts and also on the separate CV covers containing such answer scripts. The Chief Superintendent shall sign both on the answer script as well as on the CV cover. The separate CV cover containing the answer scripts shall be placed in the main CV cover to which the register number of the script belongs as per the label.
6. Each CV cover shall be tied crosswise with a twain and sealed with wax at the knot.
7. The CV covers of each subject shall be placed one above the other in the order of register numbers and wrapped in packing paper. It shall then be tied securely with a strong thread. The packing slip (*Annexure-20*) of each subject shall be placed (not pasted) on the packet concerned. The packet so prepared shall be placed in cloth covers. It shall be stitched securely and sealed along the stitches using the metal seals of both the chief superintendent and deputy chief superintendent. More than one bundle shall be prepared wherever necessary, depending upon the number of CV covers. In such cases, the number of each bundle shall be inscribed on the top as 1/2, 2/2 if there are two bundles and 1/3, 2/3, 3/3,if there are 3 bundles and so on according to the total number of bundles.

8. The address with the correct PIN code of the CV camp to which answer scripts are to be dispatched as instructed by the Secretary shall be written legibly on the cloth bundle. The address written on the bundles shall be checked and rechecked by the chief superintendent and deputy chief superintendent before dispatching the same to the CV camp concerned as registered parcel.
9. All answer script bundles shall be despatched to the CV camps on the same day of the examination itself. If the answer script bundles of the examinations conducted in the afternoon session could not be despatched on the same day itself due to very unavoidable reasons, the same shall be despatched the next day morning itself.
10. Despatching answer script bundles to the wrong CV camps and retaining answer script bundles in the examination centre beyond the stipulated time shall invite disciplinary action.
11. The chief superintendent shall maintain a dispatch register as per annexure 17.

## **h. Instructions to candidates.**

1. Candidates shall take their seats in the examination hall at the first bell.
2. Candidates presenting themselves more than half an hour after the commencement of examination shall not be admitted.
3. Candidates who are suffering from infectious diseases of any kind shall stay away from the examination.
4. Candidates shall carry the admission tickets with them to the examination hall, on all days of terminal and practical evaluation.
5. Candidates shall bring all necessary materials such as pen, pencil, drawing instruments, nonprogrammable calculator and transparent water bottles to the examination hall.
6. Candidates shall not communicate with each other or with any person outside the examination hall or exchange materials including answer sheets in the examination hall. They shall not carry any material that could help in malpractice to the examination hall.
7. Candidates shall write their register numbers and other details on the facing sheet of the answer script in the space provided. They are prevented from writing their register numbers or putting any other identifying mark on any other part of the answer script. They are also prevented from writing any matter on the question paper and admission ticket other than the details asked for.
8. Candidates are not permitted to bring Clark's table or any other data table to the examination hall. All required data shall be provided in the question paper itself.
9. Candidates shall attend the part I, II and III language examinations in the languages concerned or as per instructions contained in the question paper. While attending the examinations in all other subjects the candidates are permitted to use any of the following languages - English, Malayalam, Tamil and Kannada. However, candidates shall not use more than two languages in any one answer script. Of the two languages used in an answer script, one shall be English.
10. Candidates shall not be permitted to leave the examination hall 30 minutes before the completion of the examination. Once a candidate leaves the examination hall, he shall not be permitted to re-enter the hall.
11. Candidates shall leave the hall only after handing over the answer scripts to the invigilators.

## Chapter 4

# Valuation and Tabulation

## 1. Centralised valuation camps.

Centralised valuation camps (CV camps) are conducted by the Secretary, immediately after the completion of the terminal evaluation, for the valuation of answer scripts and tabulation of scores.

### a. Objectives of CV camps

CV camps are conducted with the following objectives.

1. Uniformity in valuation.
2. Prevention of external interference.
3. Maintenance of secrecy.
4. Timely publication of results.

### b. Types of CV camps

There shall be three types of centralised valuation camps.

1. **Single valuation camps (SV camps):** Single valuation camps are conducted for the valuation of answer scripts and tabulation of the scores of subjects, the answer scripts of which are valued by a single Assistant Examiner. Candidates can apply for re valuation of the answer script of such subjects.
2. **Double valuation camps (DV camps):** Double valuation camps are conducted for the valuation of answer scripts of the second year Physics, Chemistry and Mathematics papers, the scores of which are reckoned while preparing the rank list for admission to various professional courses. The answer scripts of these papers are valued by two different Assistant Examiners in this camp. There shall be no re valuation facility for these papers.
3. **Revaluation camps (RV camps):** Revaluation Camps are conducted for re valuation and scrutiny of answer scripts of single valuation subjects.

### c. Identification of CV camps

The Secretary shall identify suitable higher secondary schools for conducting the CV camps of each examination. The number of camps, allotment of subjects, schedule, etc., shall be decided by the Secretary.

## 2. Officials for conducting CV camps.

The following officials shall be posted to CV camps. The officials posted to CV camps may vary depending upon SV, DV &RV camps.

1. Camp coordinator.
2. Camp officer.

3. Deputy camp officer.
4. Camp assistant. (for SV & DV camps)
5. Script coding officer. (DV camps only)
6. Tabulation officer. (for SV & DV camps)
7. Casual worker.
8. Night watchman. (for SV & DV camps)

## **a. Camp coordinator**

The camp coordinator shall be the Principal of the school or a HSST/HSST(Jr.) of the school appointed by the Secretary.

### **i. Duties of camp coordinator**

The camp coordinator shall

1. supervise and control the functioning of the camp.
2. maintain discipline and decorum in the camp.
3. take decision on all matters connected with the camp. And the decisions shall be final subject to ratification by the Secretary.
4. prevent the entry to the camp of any person not related with the activities in the camp.
5. not permit any activity other than valuation to be held in the camp.
6. be the custodian of strong room. And, along with the Camp Officer, shall ensure the safety of the answer scripts.
7. maintain the attendance of camp officials.
8. prepare a separate room with sufficient number of computers having internet connectivity for the tabulation of scores. Entry to this room shall be restricted to camp officials only.
9. create online user accounts for various activities taking place in the camp and assign the same to the officers concerned.
10. ensure that the various activities in the camp are progressing as per schedule and take appropriate steps with the consent of the Secretary for keeping the schedule.
11. after the completion of tabulation, submit the completion report generated by the tabulation officer to the Secretary.
12. assign a range of code numbers to each subject allotted to the DV and RV camps.
13. maintain strict financial discipline in expenses and make payments only as per rules.
14. disburse remuneration, TA, DA and duty certificates to examiners as per rules.
15. maintain proper bills and vouchers of expenditure incurred and surrender the balance amount, if any, immediately after the closing of the camp.
16. submit the expenditure statement to the Secretary after the closing of the camp.
17. settle the accounts related to the fund drawn for the conduct of the camp.

## **b. Camp officer**

Camp officer shall be a HSST/ HSST(Jr.) appointed by the Secretary.

### **i. Duties of camp officer**

The camp officer shall

1. render all assistance to the camp coordinator for the smooth conduct of the camp.

2. ensure the safety of answer scripts.
3. receive the answer scripts from the examination centres.
4. maintain a stock register of answer scripts received in the camp.
5. distribute the answer scripts for valuation to the Chief Examiners of each batch after getting their signature in the issue register maintained by him.
6. collect the answer scripts and mark lists after each session of valuation.
7. ensure that all the scripts issued for valuation are returned after each session.
8. verify that the entries in the mark lists are proper and are authenticated by the chief and assistant examiners.
9. ensure that the entries on CV covers are complete and authenticated by the chief and assistant examiners.
10. hand over the mark lists collected to the Tabulation Officer after each session.
11. hand over the answer scripts of double valuation subjects received in DV camps to the coding team under proper receipt. The coded answer scripts shall be received back and distributed to the Chief Examiners of batches constituted for valuation.
12. make arrangements for scrutiny of answer scripts in RV camps. The report of scrutiny shall be sent to the Secretary.
13. Prepare answer scripts for revaluation in RV camps.

### **c. Deputy camp officer**

Deputy camp officer shall be a HSST/HSST(Jr.) posted by the Secretary. There shall be one deputy camp officer posted to every SV and DV camps. In RV camps there shall be two deputy camp officers.

#### **i. Duties of deputy camp officer**

The deputy camp officer shall

1. assist the camp officer in all activities connected with the camp and act as camp officer in his absence.
2. undertake data entry related to script intake, script distribution etc.
3. collect attendance registers from the valuation halls, verify and upload the same as instructed.
4. generate claims for remuneration, TA and DA of examiners and officials
5. prepare final statement of expenditure incurred for valuation in the camp.
6. arrange the valued answer scripts subject wise and LOT number wise and retrieve the same on demand by the Secretary in future.
7. undertake the entry of code numbers and tabulation of scores in RV camps.
8. identify and retrieve the scripts requiring second/ third valuation in RV camps.

### **d. Camp assistant**

The camp assistant shall be a staff of the school. And shall work under the immediate control of the camp officer and attend to all duties assigned to him/her by the camp coordinator/camp officer including errand duty.

*NB: In SV and DV camps, the duties of the camp coordinator, camp officer, deputy camp officer and camp assistant shall commence from the first day of terminal evaluation and end three days after the completion of valuation. In RV camps, their duty shall begin*

*three days before the commencement of revaluation and end on the next day after the completion of revaluation.*

## **e. Tabulation officer**

There shall be tabulation officers in every SV and DV camps for the tabulation of scores. The senior among the two tabulation officers shall supervise and coordinate all works relating to tabulation.

1. The tabulation officer shall be a teacher or any other staff of the school well versed in using computers
2. Two tabulation officers shall be posted to every single valuation and double valuation camps. This is done in order to facilitate the double entry of each score by two different tabulation officers.
3. They shall be on duty from the second day of the commencement of valuation to the end of tabulation. The details regarding the tabulation shall be intimated by the Secretary in due course
4. The camp coordinator shall post additional tabulation officers, with the permission of the Secretary, if it is seen that the tabulation cannot be completed simultaneously with valuation by the two tabulation officers posted to that camp.

## **i. Duties of tabulation officer**

The tabulation officer shall

1. collect mark lists from the camp officer after each valuation session.
2. arrange the mark lists into bundles and enter the same in the register maintained for that purpose.
3. carry out the entry of scores with utmost care ensuring that the scores are entered against the correct register/code numbers.
4. make relevant entries in the mark list tabulated by him.
5. ensure that the first and second entry of scores of the same register numbers are not done by him.
6. maintain strict confidentiality of the work assigned.
7. abstain from all activities that can hinder the process of tabulation.
8. report the problems, if any, in the entry of scores to the camp coordinator and get the same rectified immediately.
9. keep the mark lists under safe custody and handover the same to the camp coordinator when the tabulation is over.
10. generate the completion report and hand over the same to the camp coordinator for submitting to the Secretary.

## **f. Script coding officer**

There shall be script coding officers in the DV camps to attend the coding of answer scripts of subjects with double valuation.

1. The script coding officer shall be a teacher or other staff of the higher secondary section with good knowledge in the use of computers and fairly good speed in typing.

2. There shall be two script Coding officers in every DV camp. The senior among the two script coding officers shall supervise and coordinate the coding process.
3. Their duty shall commence from the date on which the answer scripts of DV subjects reach the camp and end along with the completion of the first valuation of DV scripts.
4. The code entry shall follow the double entry system wherein the code number assigned to each answer script is entered twice by two different coding officers.
5. The camp coordinator shall post additional script coding officers in the camp, if necessary, with the permission of the Secretary.

### **i. Duties of script coding officer**

The script coding officer shall

1. be responsible for all activities relating to the allotting of code numbers to answer scripts including its accuracy and confidentiality.
2. collect the answer scripts for code numbering from the camp officer under proper receipt and assign code number ranges to each bundle so received.
3. affix code numbers at all the assigned places in each answer script.
4. detach the portion of the facing sheet of bar-coded answer script bearing the register number and code number.
5. place the coded answer scripts of each subject in fresh CV covers, prepared for the purpose, @ 20 per cover and hand over the same to the Camp Officer.
6. execute the code entry with utmost care.
7. keep under safe custody the detached portion of the facing sheets of bar-coded answer scripts bearing the register number and code number, after arranging them in the ascending order of code numbers. All such detached portion shall be handed over to the Camp Coordinator under proper receipt on completion of the whole coding process in the camp.

### **g. Casual worker**

A casual worker can be posted for cleaning the classrooms, toilets, and the premises if necessary.

### **h. Night watchman**

If the police watch is not provided in the camp, a night watchman shall be assigned duty from the day of arrival of answer script in the camp to the penultimate day of valuation.

## **3. Examiners for valuation of answer scripts**

The valuation of answer scripts of a subject shall be carried out by the examiners of the subjects concerned, posted by the Secretary. The teachers of each subject posted for valuation in a camp shall be divided into batches. Each batch shall consist of a chief examiner and 5 assistant examiners. After dividing all the examiners in a subject into batches as detailed above, if any part remains, they shall be accommodated in the already formed batches.

## **a. Appointment of chief and assistant examiners**

The Secretary shall appoint the chief and assistant examiners from among the teachers of the higher secondary schools. Attending valuation duty shall be mandatory for all eligible HSSTs/HSST (Jr.)s and exemption from the same shall not be granted on any account. The following norms shall be followed in the appointment of chief and assistant examiners.

1. All permanent HSST/HSST(Jr.) with more than one year teaching experience at higher secondary level shall be posted as chief/assistant examiners.
2. Valuation duty shall not be assigned to teachers undergoing disciplinary action.
3. Normally teachers are posted for valuation duty in the CV camps nearest to their school. However, teachers can opt for valuation duty to the CV camp of their choice. While granting such requests, it shall be ensured that the teachers are not posted to CV camps to which answer scripts of their parent schools are allotted. Teachers posted to a CV camp, on request, shall not be eligible for TA.
4. Posting of chief examiners shall be based on seniority at the higher secondary level.
5. A teacher who has attended valuation duty in one CV camp shall not be transferred to another camp during the period of valuation without the permission of the Secretary.
6. The appointment of examiners to CV camps shall be kept confidential.

## **b. Duties of chief examiners**

The chief examiner shall

1. be under the administrative control of the camp coordinator.
2. supervise the assistant examiners posted to the concerned batch and ensure their attendance on all days of valuation.
3. collect the answer scripts from the camp officer at the start of each session under proper receipt.
4. issue the answer scripts to the assistant examiners for valuation after obtaining their signature in the issue register and to be maintained. Maintain the details of distribution of answer scripts.
5. revalue at least 20% of the scripts valued by each examiner, by random selection and scrutinise all the remaining answer scripts. And shall keep a record of the answer scripts re valued in CV form 2. (*Annexure – 21*)
6. report discrepancies if any, in the answer scripts/CV covers brought to his attention by the assistant examiners, to the camp coordinator.
7. authenticate the entries made by the assistant examiners in the mark lists and CV covers after proper verification.
8. hand over the valued answer scripts and mark lists to the camp officer after each session.
9. submit the claims for remuneration and other allowances of his batch to the camp coordinator along with the related documents when the valuation is over.



## **c. Duties of assistant examiners**

The assistant examiner shall

1. follow the directions of the camp coordinator in matters relating to discipline and decorum.
2. be under the direct control of the chief examiner and follow his/her instructions in valuation and preparation of mark list.
3. join the camp after acquainting themselves with the question paper and scheme of valuation published by the Secretary.
4. be at the camp well in advance on the opening day to attend the meeting of examiners and also to get familiarised with the scheme of valuation.
5. reach the camp in time every day and mark their attendance both in the morning and evening sessions.
6. value the answer scripts strictly according to the scheme of valuation by utilising the entire time allotted in a session.
7. avoid hasty valuation under any circumstances.
8. report discrepancies, if any, in the answer scripts and CV covers allotted to the assistant examiner to the Chief Examiner.
9. keep the account of the scripts valued in CV form 1. (*Annexure – 22*)
10. prepare the mark lists with utmost care at the end of each session.
11. detach that portion of the facing sheet of the bar-coded answer scripts, meant for recording the first valuation scores after entering their upon the scores obtained on first valuation.
12. evaluate only the answer scripts allotted to the concerned Assistant Examiner by the Chief Examiner.
13. make necessary entries in the CV covers and pack the valued answer scripts in the same. Hand over the CV cover along with the mark list prepared to the chief examiner. In the case of double valuation answer scripts, the detached portion of the facing sheet shall also be handed over to the chief examiner after arranging the same in the order of code numbers.
14. keep all valuation details strictly confidential.
15. abstain from all activities that can hinder the process of valuation.

## **4. Scheme finalization**

A workshop shall be convened by the Secretary for discussing and finalising the scheme of valuation of each subject. The workshop of each subject shall be attended by sufficient number of teachers in the subject concerned, selected by the Secretary. While posting teachers weightage shall be given to seniority and academic excellence. The selected examiners shall

1. nominate one among themselves for coordinating the whole work of scheme finalization for each subject.
2. review the scheme prepared by the question paper setter and discuss in detail the various aspects including the different correct answers possible for each question.
3. finalize the scheme tentatively after including the suggestions, if any, made at the meeting.

4. subject the tentative scheme to further discussion and prepare the final scheme based on the suggestions made.
5. prepare the final scheme without any ambiguities in awarding of scores for both correct and partially correct answers. The scores to be awarded for the various steps of an answer shall also be explained wherever necessary.
6. prepare a neatly typed scheme without any corrections or mistakes and submit the same to the Secretary.

### **a. Familiarizing examiners with the scheme**

The commencing session of the valuation of a subject shall be devoted to familiarize the Examiners with the finalized scheme of valuation. An examiner who participated in the scheme finalization workshop or a senior examiner in the subject shall help the examiners to familiarize themselves with the scheme of valuation. The valuation of answer scripts shall commence from the second session.

## **5. Preparation of CV camps**

The camp coordinator shall make the following preliminary arrangements before the commencement of the camp.

1. Arrange a strong room for the safe keeping of answer scripts and a camp office for distribution and receipt of answer scripts. He/she shall also arrange sufficient rooms for valuation, tabulation and script coding.
2. Ensure that there is sufficient facility for providing drinking water. They shall also ensure that the toilets are clean.
3. Ensure that the rooms are well lighted with adequate lights, fan and furniture.
4. Arrange and keep ready sufficient number of computers with internet connection for the various activities connected with the camp.
5. Maintain the following registers.
  - a. Attendance register
  - b. Register for opening and closing of strong room. (*Annexure-23*)
  - c. Stock register of answer scripts. (*Annexure-24*)
  - d. Register of scripts from other camps. (*Annexure-25*)
  - e. Issue register of answer scripts to Chief Examiners. (*Annexure-26*)
  - f. Issue register of answer scripts to Assistant Examiners. (*Annexure-27*)
  - g. Inspections register.
6. Keep ready adequate copies of all relevant forms downloaded from the departmental portal.
7. Purchase necessary stationery for use in the camp.

### **a. Allotment of answer scripts to camps**

Answer scripts of various subjects shall be assigned to the CV camps, by the Secretary, depending upon the number of examiners in each subject allotted to the camp. Details of the scripts allotted to each camp shall be intimated to the camp coordinator concerned. The Secretary shall also inform the chief superintendent of each examination centre, the complete address of the CV camps to which answer scripts of various subjects are to be sent. This shall be kept confidential.

## **6. Attendance**

Attending valuation duty is mandatory for all eligible teachers. The camp coordinator shall maintain the attendance of the examiners in the valuation camp by allotting separate attendance registers to each batch. And shall ensure that the examiners attend the camp regularly and intimate the details of the examiners who absent themselves continuously from the camp to the Secretary. The attendance details of the examiners in a camp shall be uploaded on every day of valuation at 11 am. Late comers shall not be assigned answer scripts for that particular session. Duty certificates and monetary benefits, accruing to an examiner on account of attending the valuation camp shall not be disbursed to the examiner. If the examiner's attendance in the camp is less than 80% of the total days taken for valuing the answer scripts by examiners for a particular subject. Such examiners shall submit an explanation for their absence from the camp to the Secretary, who shall direct the Camp Coordinator to issue the relevant benefits if their explanation is found satisfactory.

## **7. Procedures for valuation camps.**

### **a. Single valuation camps.**

In single valuation camps, conducted for the valuation of answer scripts of all subjects, except that of Physics, Chemistry, and Mathematics (science) of the second year, the following procedure shall be followed.

1. The camp officer shall receive the answer scripts bundles brought to his camp, after ascertaining whether they pertain to the subject and examination centres allotted to his camp, as per the allotment order issued by the Secretary.
2. If the answer script bundles of subjects or examination centres not allotted to a CV camp are received, the camp coordinator shall report the matter to the Secretary and act as per his directions.
3. The answer script bundles received from examination centres, allotted to the CV camp shall be opened and contents verified with the packing slip attached to them before entering in the stock register.
4. The 'LOT' number allotted to an examination centre shall be recorded on the top right hand corner of each CV cover received from that centre and also on the packing slip attached to each bundle, using a marker pen. The packing slips shall be retained under safe custody.
5. The answer scripts received in the camp shall be kept in a strong room, the key of which shall be kept by the camp coordinator. A register recording the opening and closing of the strong room shall be maintained.
6. Delay in receiving of answer scripts from the examination centres allotted to the camp shall be reported to the Secretary. The camp coordinator shall also contact such centres over phone.
7. The valuation shall be held in two sessions, each of three hours duration. At the beginning of each session, the camp officer shall issue the CV covers containing the answer scripts for valuation to the chief examiner of each batch, after obtaining his signature in the issue register.

8. The chief examiners shall distribute the CV covers containing answer scripts among the assistant examiners of his/her batch, who shall start the valuation process after verifying whether the entries in the CV covers coincide with that in the answer scripts. In case of discrepancies, he shall report the matter to the Chief Examiner, who in turn shall report the same to the Camp Officer for necessary action. In such cases, the examiner shall start valuation only after receiving necessary orders from the Camp Officer.
9. The examiners shall make use of the whole period of each session for conducting the valuation. At the end of each session the chief examiner shall hand over the answer scripts along with the mark lists to the camp officer, who shall receive the same after verification.
10. The camp officer shall hand over the mark lists to the tabulation officer under proper receipt.
11. Each mark list received shall be entered into the computer, following the double entry system.
12. When the tabulation is complete, the tabulation officer shall prepare the completion report and send the same to the Secretary through the camp coordinator.
13. The deputy camp officer shall arrange the CV covers containing the valued answer scripts subject wise and LOT number wise.

## **b. Double valuation camps**

The Physics, Chemistry and Mathematics (science) answer scripts of second year candidates are subjected to double valuation in DV camps. The first year answer scripts of these subjects and the first and second year Mathematics (Commerce) answer scripts are also valued in these camps, but these answer scripts are subjected to single valuation only.

The following norms shall be followed in valuation and awarding scores to double valuation answer scripts.

1. Each answer script shall be valued by two different examiners.
2. If the difference of the scores awarded by the two examiners is less than 10% of the maximum score, the average of the scores shall be awarded to that paper.
3. If the difference of the scores awarded by the two examiners is 10% or more of the maximum score, the answer script shall be evaluated by a third examiner, and the average of the two scores with least difference shall be awarded.

All the procedures taking place in the SV camps shall be applicable to DV camps also, with the following variations.

1. On receipt of the answer script bundles of double valuation subjects from examination centres, the camp officer shall verify the answer scripts with the packing slip and make relevant entries in the stock register. Thereafter he shall take out the answer scripts of each subject from the CV covers. The answer scripts of each subject, pertaining to a centre, shall then be made into a bundle and handed over, under proper receipt, to the script coding officer.
2. The Secretary shall allot unique range of code numbers to each DV camp. The camp coordinator of each DV camp shall divide the code numbers among the various double valuation subjects allotted to the camp and issue the same to the script coding officer.

3. The script coding officer shall allot a range of code numbers to each bundle received from the camp officer, depending upon the subject and the number of answer scripts in each bundle.
4. A unique code number shall be affixed on each answer script, at four places on the facing sheet and also on the first inner page.
5. The code number of each answer script shall then be entered online, following the double entry system.
6. The script coding officer shall then tear out that portion of the facing sheet of the bar-coded answer script which contains the register number written by the candidate, along with the code number affixed on it. The officer shall retain the portion with, till the coding process is over, after which he shall hand over the same to the camp officer.
7. Then the answer scripts, prepared as above, shall be arranged in the ascending order of code numbers and placed in fresh CV covers at the rate of 17 scripts per cover. These CV covers shall be serially numbered and super scribed with the code number range of answer scripts contained in it.
8. The above shall be handed over to the camp officer, on proper receipt, for distribution for valuation.
9. After conducting valuation, the assistant examiner shall enter the scores obtained by the candidate for each question in the space provided for tabulation of scores of first valuation on the facing sheet of the answer scripts. This portion shall be detached by the assistant examiner and handed over to the chief examiner along with the valued answer scripts and mark list. The chief examiner shall return the valued answer scripts of all the examiners under him along with the mark lists and the torn-out portions of the facing sheets to the camp officer.
10. The camp officer shall hand over mark lists to the tabulation officer, under proper receipt, for conducting tabulation. The officer shall retain the torn-out portions of the facing sheets.
11. When the first valuation of all the answer scripts of a subject in the camp is over, the answer scripts shall be issued for second valuation, ensuring that the first and second valuation of answer scripts are not done by the same examiner.
12. The second valuation shall be done like the first valuation by a different examiner and the scores obtained for each answer shall be entered in the space provided for the same in the facing sheet of answer scripts. This portion shall not be detached by the examiner.
13. The mark lists obtained after second valuation shall also be handed over to the tabulation officer, under proper receipt, for tabulation.
14. When the tabulation of scores of the first and second valuation of all answer scripts of a subject is over, the tabulation officer shall identify the scripts requiring third valuation. The examiner shall prepare a list of such answer scripts with code numbers and hand over the same to the camp officer.
15. The camp officer shall retrieve the scripts requiring third valuation and prepare the same for valuation by tearing off the portion containing the tabulated scores of second valuation. The portions shall be kept under personal safe custody. And shall then place the answer scripts in fresh CV covers and issue the same for third valuation after ensuring that the third valuation is conducted by an examiner other than the ones who conducted the first and second valuation.

16. On receipt of mark lists of third valuation, the camp officer shall hand over the same to the tabulation officer.

### **c. Revaluation camps**

After the publication of the results of each examination, the Secretary shall invite application for revaluation, scrutiny and photocopying of answer scripts. Candidates desiring the same shall submit applications through the Principals concerned, within the stipulated time by paying the prescribed fee. Principals shall upload the applications received in the school to the department portal before the last date prescribed. The revaluation and scrutiny of such answer scripts shall be conducted in RV camps. While conducting revaluation and scrutiny, the following rules shall be observed.

1. Each answer script shall be valued by two different examiners other than the examiner who evaluated it for the first time.
2. If the difference of the scores obtained in the two revaluations, is less than 10% of the maximum score of the subject, the average of the two scores shall be reckoned as the revalued score.
3. If the difference of the scores of the two revaluations is greater than or equal to 10% of the maximum score of that subject, the answer scripts shall be subjected to a third valuation. The average of the two scores with least difference shall be reckoned as revalued score.
4. The revalued score shall be awarded to the candidate if it is greater than the original score obtained by the candidate. Otherwise, the original score shall be retained.
5. The scrutiny of answer scripts shall involve checking whether all answers in the answer script are valued and scores awarded to all the answers have been tabulated in the facing sheet. The scores tabulated in the facing sheet shall be totalled again to check for errors in calculation. If there is any increase of scores on scrutiny the same shall be awarded to the candidate.

The following procedure shall be observed in conducting RV camps.

1. The Secretary shall provide the camp-wise and subject-wise register numbers of the answer scripts for revaluation, scrutiny, and photocopying to the camp coordinators concerned.
2. The camp coordinators shall retrieve the scripts for revaluation, scrutiny and photocopying and arrange them subject-wise.
3. They shall then take photocopies of all the pages of each answer script for which photocopying requests have been received. In double valuations scripts, the portions of the facing sheets detached during valuation shall be attached in their proper places before taking photocopies. The photocopies shall be dispatched to the principals of the schools where the candidates appeared for the examination.
4. They shall send the answer scripts for revaluation and scrutiny to the RV camp concerned, through a special messenger.
5. The camp officer of the RV camp shall receive the answer scripts after acknowledging the same. And shall ensure that all the answer scripts meant for revaluation and scrutiny have been received from that CV camp.
6. The camp officer shall make arrangements for conducting scrutiny of the answer scripts by examiners and the report of the scrutiny shall be submitted to the Secretary.

7. The camp officer shall arrange the answer scripts subject wise and allot a range of code numbers to each subject.
8. The code numbers allotted to an answer script shall be affixed at two places, one on the facing sheet and the other on the first inner page.
9. Then the facing sheet of each answer script, bearing the register number and code number assigned to the script, shall be removed from the answer script and it shall be replaced by a revaluation sheet with the code number of the script affixed in the relevant places.
10. The detached facing sheet of the answer scripts shall be handed over to the deputy camp officer for online entry of codes following the double entry system. After code entry, the camp officer shall keep the detached facing sheets under safe custody.
11. The coded answer scripts of each subject shall be arranged in the ascending order of code numbers and packed in CV covers at the rate of 17 scripts per cover, except for Botany and Zoology for which it shall be 25 per cover.
12. These CV covers, containing the answer scripts prepared for revaluation, shall be distributed to the chief examiners for getting the same valued by the assistant examiners.
13. On return of the answer scripts and mark lists by the chief examiner, the camp officer shall hand over the mark list to the deputy camp officer for tabulation, which shall be conducted following the double entry system.
14. After the first revaluation of all answer scripts in a CV cover, the same shall be handed over, to a different examiner for second revaluation, after detaching that portion of the facing sheet containing the tabulated scores of first revaluation.
15. The mark lists returned after second revaluation shall also be handed over for tabulation.
16. When the tabulation of scores of first and second revaluation is over the deputy camp officer shall identify and retrieve the scripts requiring a third revaluation and prepare the same by removing the portion of the revaluation sheet containing the tabulated scores of second revaluation.
17. The scores obtained on third revaluation shall also be tabulated and the completion report submitted to the Secretary.

#### **d. General instructions for the valuation of answer scripts**

1. The assistant examiners in all subjects, except Botany and Zoology, shall value 17 answer scripts per session. For Botany and Zoology, it shall be 25 scripts per session.
2. The assistant examiners shall cross check the register numbers written on the CV covers with that written on the answer scripts. In case of corrections or over writings in the register numbers, the same shall be reported to the chief examiner.
3. Hasty and careless valuation shall be avoided.
4. While conducting valuation, the examiners shall take care not to write anything or make any markings on the inner pages of the answer scripts. The scores awarded to each answer shall be tabulated in the respective column of the facing sheet. If no score is awarded to an answer, '0' shall be written in the respective column. A hyphen (-) shall be marked against the column of questions left unanswered by the candidate. On no account shall an answer written by a candidate be left unvalued. The assistant examiners shall make all entries in the facing sheet of answer scripts in red ink.

5. The valuation of answer script by the assistant examiner and revaluation/ scrutiny of the same by the chief examiner shall go hand in hand. While revaluing or scrutinizing the answer scripts valued by the assistant examiners, if the chief examiner notices any discrepancies in valuation or calculation, the chief examiner shall correct the same in the facing sheet of the answer script using green ink.
6. Scores tabulated on the facing sheet shall be added row-wise. The row-wise totals shall then be added to arrive at the total scores obtained by the candidates. This shall be entered in the space provided for the same in the facing sheet after rounding the scores to the next integer.
7. If a candidate has attended more questions than the number required, all the answers shall be valued and the scores awarded to the best advantage of the candidate, by limiting the answers to the required number.
8. Malpractices and mistakes or unauthenticated corrections in register numbers noticed by the assistant examiners while valuing answer scripts shall be reported to the chief examiner. The chief examiner shall report the same to the camp coordinator along with a statement obtained from the assistant examiner. Such answer scripts shall be valued at the camp but the scores obtained by the candidate shall not be entered in the mark list. Instead, a remark 'SEND TO THE SECRETARY' shall be written in red ink in the mark list against the register number of the candidate. The camp coordinator shall send all such answer scripts along with the statements of the chief and assistant examiners to the Secretary in his name address.
9. The valued answer scripts shall be placed inside the CV cover after arranging them in the order of register numbers. The assistant examiner shall make relevant entries on the CV covers and hand over the same to the chief examiner.

### **e. General instructions for mark list preparation**

1. The assistant examiners shall prepare separate mark lists (*Annexure – 28*) for each CV cover.
2. The mark list shall be prepared with utmost care in blue/black ink. Entries in the mark list shall be written legibly without corrections and over writings.
3. The scores awarded to each answer script shall be written against the respective register numbers in figures and words.
4. The word 'ABSENT' shall be written against the register number of the absentees.
5. A hyphen mark shall be placed on either side of single-digit scores.
6. In the figures column of the mark list, the grace marks awarded to differently abled candidates shall be shown separately by putting a plus (+) sign after the original score obtained by the candidate. The total of the original scores and the grace marks obtained by the candidate shall be shown in the word's column.
7. The total of the scores obtained by all the register numbers in a mark list shall be shown in 'RED' ink in the relevant column.
8. Before handing over the mark list to the chief examiner, the assistant examiner shall ensure that all the relevant columns have been filled up.
9. The chief and assistant examiners shall write their names and school addresses including PEN and phone number in the relevant spaces and authenticate the same with their signatures.



## **8. Tabulation of scores**

The following instructions shall be observed in the tabulation of scores.

1. A separate room with sufficient number of computers with internet connectivity shall be arranged for tabulation.
2. The tabulation work shall start with the two tabulation officers posted to the camp. As the work progresses, sufficient number of tabulation officers shall be posted in order to complete the valuation and tabulation simultaneously.
3. Tabulation of scores shall begin only after the completion of the entry of absentees' register numbers.
4. Entry of scores shall be done following double entry system.
5. Care shall be taken to ensure that the first and second entry of scores of a register number is not made by the same official.
6. Entry of scores shall be made with utmost care.
7. In case of technical snags, Camp Coordinator shall contact the designated officials of the directorate.

### **a. Procedure for tabulation of scores**

1. The camp coordinator shall create user accounts and assign the same to Tabulation Officers.
2. The mark lists received from the camp officer after each valuation session shall be entered in the stock register by the tabulation officer, after checking the same for any discrepancies.
3. The mark lists so received shall be made into bundles of 50 and each bundle shall be numbered. The bundles shall then be issued for tabulation by maintaining an issue register.
4. When the first entry of a bundle is over it shall be issued to another tabulation officer for second entry.
5. Tabulation officer shall retain all the bundles in his custody till all the tabulation is over, after which he shall hand over the same to the camp coordinator.
6. In DV and RV camps, after the first and second entry of scores of the first and second valuation, the officer in charge of tabulation shall identify the answer scripts requiring a third valuation. The list of such answer scripts shall be handed over to the Camp Officer who shall make arrangements for the third valuation. The scores obtained on third valuation shall also be tabulated.
7. The officer in charge of tabulation shall generate a report after completion of tabulation and submit the same to the secretary through the camp coordinator.

## **9. Valuation of scripts of differently abled candidates**

Differently abled candidates are eligible for various concessions which shall be granted by the RDDs concerned, on receipts of properly documented applications, uploaded by the principals within the prescribed time. The number and date of order granting the concessions shall be written on the facing sheet of the answer scripts of such candidates and also on the

separate CV covers containing such answer scripts. The assistant examiner, receiving such answer scripts for valuation, shall ensure that the candidates receive the concession granted by the RDD.

## **10. Valuation of equivalency examinations**

The valuation of answer scripts of the equivalency examination shall be done in CV camps constituted for that purpose. The camp shall follow all the procedures applicable to SV camps with the difference that these camps shall function on holidays as far as possible. All camp officials except night watchman shall be on duty on all days of valuation. The camp coordinator and camp officer shall be considered to be on camp duty on the days of receipt of answer script bundles in the CV camps. The night watchman's duty shall commence from the date of receipt of answer script bundles in the camp and shall end on the penultimate day of valuation.

## **11. Disposal of valued answer scripts**

All post result activities like revaluation, scrutiny and settling of complaints regarding valuation shall be completed within 6 months from the date of publication of results of the examinations concerned. The valued answer scripts shall be retained in the CV camps for one year from the date of publication of the result of the examination concerned, after which the Secretary shall issue orders for the disposal of the same. The Principals of the schools where CV camps were conducted shall take steps to dispose the valued answer scripts following the procedures laid down in the relevant rules. The amount so received shall be remitted to the treasury under the respective head of account.

## Chapter 5

# Grace mark and concessions

The details regarding grace mark for co-curricular and extra-curricular activities for first year and second year students and examination concessions for differently abled students shall be announced along with the examination notification. However while awarding any grace marks, the maximum grace mark that can be allotted to a subject is limited to raising the score of that subject to 90% . The grace marks awarded to each subject shall be shown separately in the certificate/score sheet.

## Chapter 6

# Publication of results

The various activities connected with the publication of results shall commence when the tabulation of scores is in the final stage.

## 1. Processing of result

1. The result of the various examinations shall be processed by NIC or any other agency authorized by the government or by the Department.
2. The updating of the software shall be done well in advance so as to enable the department to publish the result soon after the completion of tabulation.
3. The data base containing previous scores, CE and PE scores, grace marks, concessions and exemptions etc., of all the candidates shall be finalised along with the tabulation of TE scores. Trial run of the software shall be done immediately after the completion of tabulation.
4. The data for convening the meeting of the board of examination, including the detailed analysis of the results, shall be generated.

## 2. Meeting of Board of Higher Secondary Examinations

When all data relating to the examination under consideration, is ready, the Secretary shall convene a meeting of the board of examinations. The board shall

1. discuss all matters relating to the examination under consideration.
2. analyse the difficulty level of various question papers.
3. take a decision regarding the moderation/subjectivity correction to be awarded after a detailed study of the result statistics placed before it.
4. discuss and decide on any other matter relating to the examination, brought to its notice by the Secretary.

The decision of the board shall be affected in the data base before the publication of the result. The decisions of the board shall be kept confidential by all the members.

## 3. Publication of result

The Secretary shall publish the result through a notification. After the declaration, the result along with the score sheet shall be made available to the candidates.

## 4. Printing and distribution of certificates

The Secretary shall make arrangements to print the certificates/ score sheets after the publication of results.

1. Certificates with ample security features shall be issued to all second year candidates who registered for the examination.
2. The certificates issued to second year candidates shall bear the name, register number, date of birth, name of parents along with a photograph of the candidate and also state whether the candidate is eligible for higher studies or not. It shall also contain the scores of CE, PE, TE and the grace marks obtained by the candidate for the various subjects of the first year and second year examinations and the grades attained thereupon.
3. The certificates affixed with the name and signature of the Secretary shall be sent to the Principals of the schools for distribution to the candidates.
4. The principals shall put their signature and affix the seals of the prescribed specification in the relevant spaces of the certificate before issuing the same to the candidates. The signature of the candidates shall be obtained on the counterfoil of the concerned certificates.
5. Candidates of the first year examination shall be issued score sheets bearing their name, register numbers and also the CE and TE scores and grace marks for the various subjects.

### **a. Migration certificate**

Migration certificates shall be issued to all candidates who become eligible for higher studies at the higher secondary examination without applying for the same. Candidates who fail to become eligible for higher studies shall also be issued migration certificate on submitting separate applications (*Annexure - 29*). Candidates applying for duplicate migration certificate shall submit an application in the prescribed format (*Annexure - 29*) along with the required documents and chalan for the prescribed fees.

### **b. Certificate in DigiLocker**

The soft copy of the Higher Secondary Certificates shall be available in DigiLocker. Candidates can keep their score sheets in digital format by registering in the DigiLocker.

### **c. Duplicate certificate**

Duplicate certificates are issued to candidates whose original certificates are damaged or irrecoverably lost. Candidates requiring duplicate certificates shall submit an application in the prescribed format (*Annexure - 30*) through the principal of the school, where they registered for the higher secondary examination. The applications shall be accompanied by the following.

1. Chalan receipt for the prescribed fee
2. An affidavit (if the certificate is irrecoverably lost) in the prescribed format on stamp paper worth Rupees 100/-, counter signed by a notary or by officer commanding or by an authorised officer of the Indian Embassy concerned.
3. The damaged certificate or portions of the same, if the certificate is damaged. The register number portion of the damaged certificate shall be intact.
4. Sufficiently stamped envelop

The original/damaged certificate, if available, shall be cancelled and a fresh certificate issued with the inscription 'DUPLICATE issued on ...'. The Secretary shall send the

certificate to the concerned schools and the principals shall issue the same after putting their signature and affixing the seals as in the case of original certificates.

#### **d. Correction of personal data in the certificate**

Applications for correction (*Annexure – 31*) of name or other personal data of the candidate, contained in the certificate, shall be forwarded by the principal of the school concerned and supported by relevant documents and chalan for the fees which shall be equal to the fees for issuing duplicate certificates. The Secretary shall examine such requests for correction, and if found genuine, the correction shall be affected in the certificates. Corrections shall be made by issuing a fresh certificate after recording the corrections made in red ink.

#### **e. Other certificates**

The Secretary shall issue any other certificate requested by a candidate in the prescribed format, (*Annexure - 32*) if it appears to him that such certificates are necessary for the candidate to pursue further studies or to gain employment. The application shall be supported by original documentary evidence showing the purpose for which the certificate is requested and accompanied by the necessary fee, which shall be equal to the fee for duplicate certificate.

#### **f. Verification of genuineness of certificates**

Requests for verification of genuineness of the higher secondary examination certificates shall be accompanied by a forwarding letter from the head of the institution stating the purpose of verification and a photocopy of the original certificate duly attested by the head of the institution. Non-governmental institutions shall pay the prescribed fee also.

If a certificate is found not genuine or tampered with, the Secretary shall register a case with the police and the matter shall be reported to the Government. Once the case is established, after enquiry, the result of the candidate shall be cancelled and the matter published in the department portal.

#### **g. Confidential reporting of scores**

Candidates seeking admission/employment to various institutions can apply to the Secretary for reporting of their scores confidentially to the institutions concerned. They can submit separate applications (*Annexure – 33*) for confidential reporting of scores to any number of institutions. Such requests shall be entertained only when the processing of result is in the final stages and until the despatching of certificates to the examination centres. Candidates desiring the same shall submit the applications in the prescribed format along with the following.

1. The original chalan receipt for the prescribed fee. Separate chalans shall be submitted for each institution.
2. Prospectus/call letter from the institution to which the scores are to be reported.
3. Sufficiently stamped envelopes, bearing the detailed address of the institution, to which the confidential mark lists are to be sent by registered post.

## **5. Revaluation/Scrutiny/Photocopy**

Candidates can apply for revaluation/scrutiny of their answer scripts after the publication of the results of examinations concerned. The facility shall be available only for single valuation subjects. Photocopies of valued answer scripts shall also be issued on request. (*Annexure: 34-36*).The following procedure shall be observed for applying for revaluation/scrutiny/ photocopy.

1. Revaluation/scrutiny facility shall be available for the TE papers of single valuation subjects only.
2. Applications for revaluation/scrutiny of double valuation answer scripts shall not be permitted.
3. Applications for revaluation/scrutiny/photocopy of practical evaluation answer scripts shall not be permitted.
4. In the case of government and aided schools, the fee collected for revaluation/scrutiny shall be kept in the PD account of the principal. On publication of the results of revaluation/scrutiny, the principal shall reimburse the fee to the eligible candidates(if difference of RV score is 10% or more than the original score), by drawing the same from the PD account. The balance amount shall be remitted in the head of account concerned.
5. In the case of unaided schools, the principal shall remit the fee directly to the head of account as instructed.
6. In the case of schools in the gulf, Lakshadweep and Mahe regions the fee for revaluation/scrutiny/photocopy shall be remitted by way of demand drafts.

## Chapter 7

# Violation and punishment

## 1. Actions deemed as malpractice

The following activities on the part of the candidates in the examination centre shall be deemed as malpractice and appropriate disciplinary action shall be taken against the delinquent candidates by the Secretary.

1. Using unfair means like copying or receiving help from outside.
2. Misbehaviour to officials on examination duty.
3. Carrying of electronic devices, including cell phones, pagers, Bluetooth, pen drives and tablets etc. to the examination hall. Since examination centres do not have a provision for safe keeping of such devices, candidates are advised not to carry them to the examination centre.
4. Impersonation in the examination hall. Each candidate is responsible for the safe keeping of his admission ticket. The candidates shall be held responsible if another person impersonates him in the examination hall by carrying his admission ticket.
5. Indulging in discussions or showing gestures or exchanging answer scripts with other candidates
6. Taking of answer scripts/additional sheets outside the examination hall.
7. Occupying the seats allotted to other candidates in the examination hall.
8. Tampering with the seating arrangements in the examination hall.
9. Writing wrong register number in the candidates answer script with the intention to commit malpractice.
10. Leaving the examination hall before the stipulated time, without the permission of the invigilator.
11. Indulging in activities in the examination hall that can cause disturbances to other candidates in the hall.
12. Any unmannerly behaviour in the examination hall which goes against the sanctity of the examination process.

### a. Disciplinary actions/Punishments for Malpractices

Punishments, as detailed below, shall be imposed by the Secretary upon candidates indulging in malpractices/misbehaviour in the examination centre.

1. Impersonation and misbehaviour to officials on examination duty are major offences which shall invite debarring from all the higher secondary examinations. It shall also lead to criminal cases being registered against the erring/misbehaving candidate, and in case of impersonation, against the impersonator also.
2. The time span of the debarring period for the candidate from appearing for all higher secondary examinations shall be determined by the nature of offence.
3. Cancelling the first and second year examinations of the subjects for which the candidate was caught indulging in malpractice.
4. Any other punishment that the Secretary deems fit.



5. The Chairman of the Board of Examination shall be the appellate authority. The candidates who would like to appeal against the decisions of the Secretary shall approach the appellate authority in writing.

**Note:**

1. In the case of candidates debarred for a specific period, they shall be permitted to appear for examination only after the expiry of the period. While reappearing they shall appear for the TE and PE of both the first and second year examination. The CE obtained by the candidate alone shall be retained.
2. Candidates, whose individual papers have been cancelled, shall appear for both the TE and PE of both first and second year of the subject concerned at the first year improvement examination and the second year higher secondary examination respectively.
3. In the case of candidates against whom criminal cases have been registered, they shall not be permitted to write any higher secondary examination before the criminal cases against them have been settled.

## **b. Procedure for handling malpractice reported from examination centres**

If any candidate is found indulging in any malpractice during the examination, the answer script along with any materials used for conducting malpractices shall be seized immediately and sealed in a cover. Another answer sheet can be issued to the candidate and the candidate can be allowed to write the examination provided the candidate gives an undertaking that the candidate shall abide by the decision of the enquiry to be conducted for this purpose. The invigilator or other official posted for examination duty, who detects the malpractice shall fill up the pro forma (*annexure – 37*) and submit the same to the senior deputy chief superintendent who shall hand over the same to the chief superintendent after proper attestation.

The chief superintendent on receipt of the proforma shall enter the malpractice in the register maintained for that purpose and report all such cases to the Secretary, board of higher secondary examinations on the very next day itself along with the following.

1. Undertaking obtained from the delinquent student.
2. The proforma submitted by the Invigilator with the remarks and counter signature of the chief and deputy chief superintendents.
3. The answer scripts seized from the candidate on detection of malpractice, along with the materials used for malpractice in a sealed cover.

In case the malpractice is detected by the monitoring squads posted for inspection of examination centres, the leader of the monitoring squad shall prepare the proforma (*annexure - 38*) and send the same along with the following documents to the Secretary.

1. Undertaking obtained from the delinquent student countersigned by the invigilator.
2. The answer scripts seized from the candidate on detection of malpractice along with the materials used for malpractice in a sealed cover.

In both cases, the answer script in which the candidate was permitted to write the examination shall not be sent to the valuation camp along with the other answer scripts. The

chief superintendent shall pack the answer script in a separate sealed cover and sent the same in the name address of the Secretary along with his forwarding letter detailing the case. The chief superintendent shall also give details of the monitoring squad that detected the malpractice.

In case of indiscipline in the examination hall or misbehaviour to officials on examination duty including physical assault, the chief superintendent shall report the matter immediately to the station house officer of the police station concerned. The chief superintendent shall also send a report immediately to the Secretary along with statements made by the deputy chief superintendent and witnesses, if any. An enquiry shall be conducted at the department level also.

The Secretary shall maintain, a register, in which all the reported cases of malpractice shall be recorded. Every action taken on the reported cases of malpractices shall be entered in chronological order and each entry attested by the authorized officer.

On receipt of intimation regarding malpractice from the chief superintendent, the Secretary shall direct the deputy director in charge of tabulation to note 'MALPRACTICE' against the register number of the delinquent candidate in the computer tabulation. The result of such candidate shall be withheld till the disposal of the case. In the case of malpractice reported by the officials posted for examination duty at a centre, the Secretary shall intimate the delinquent student through the principal concerned to be present before him/her for a hearing. In the case of malpractices reported by the monitoring squad, the invigilator and the student shall be called to the directorate for a hearing. In such cases action shall also be taken against the Invigilator for abetting the malpractice or for dereliction of duty. If the candidate admits to having committed the malpractice, the relevant punishment shall be imposed upon him and orders issued accordingly. But if the candidate denies having committed the malpractice, the Secretary shall order an enquiry to be conducted by an officer appointed by him/her. The enquiry officer shall conduct a formal enquiry, according to rules, by serving due notices to the candidate, invigilator, deputy chief superintendent and witnesses for personal appearances. The enquiry officer shall give due opportunity to the delinquent student to be heard and, if necessary, to cross examine the witnesses. Written statements shall be obtained from all; present at the enquiry. The enquiry officer shall examine all evidences and prepare an enquiry report and submit the same to the Secretary who shall pass orders on the basis of the report.

### **c. Procedure for handling malpractices reported from valuation camps**

While valuing answer scripts, if an assistant examiner feels that the candidates have indulged in malpractice, he/she shall report the same in writing to the chief examiner who shall report the same, with his/her comments, to the camp coordinator. The camp coordinator shall forward all such cases to the secretary, immediately in his/her name address. (*Annexure – 39*) The secretary shall take further action on the same by directing the delinquent students and the concerned invigilator to be present before him for an enquiry. Action shall be taken, based on the findings of the enquiry.

## **2. Negligence/derelection of examination duty**

It shall be mandatory for all teachers, assigned with various duties connected with the higher secondary examination, to attend the same. Any dereliction or negligence of duty shall be considered an offence under these rules and shall attract punishment/penalties or both as specified here under.

1. Faulty or delayed uploading of CE Scores and details of candidates eligible for grace marks. If as a result of this a candidate is awarded scores greater or lesser than his eligible score for the subject, disciplinary action shall be taken against the Principal of the school.
2. Failure to upload the following data ON TIME shall be deemed as dereliction of duty on the part of the Principal/Chief superintendent:
  - a. Any student data directed to be uploaded.
  - b. Question Paper Statement.
  - c. Revaluation applications.
  - d. Answer paper requirement.
  - e. Any other data directed to be uploaded within a time frame.
3. Tampering with question paper packets or opening of the question paper packets before the date of the examination. In such cases the chief and deputy chief superintendents shall be held responsible. In addition to other disciplinary actions, the expenditure which has to be incurred by the department on account of this, including re-examination, shall be charged upon the erring teachers.
4. Non-cooperation on the part of the Chief superintendent with
  - a. Deputy Chief Superintendent.
  - b. External examiners posted for practical examination.
  - c. Monitoring squad.
  - d. Other officials posted on examination duty.
5. Providing or conspiring with outside agencies or staff posted for examination duty to provide unauthorized help to students appearing for the examination. Any unauthorized help provided to the candidates appearing for the examination, by the chief superintendent or other officials posted for examination duty, shall invite major punishments.
6. Non-reporting of examination malpractices to the Secretary by the deputy chief superintendents.
7. Appointing unauthorized persons for invigilation duty after letting off the personnel posted by the Secretary, in order to help malpractice.
8. Abstaining from invigilation/valuation duty or any other examination related duties for which appointment orders are issued by the Secretary. Attending examination related duties shall be mandatory and it shall be obligatory for all higher secondary teachers to attend the same.
9. Turning a blind eye to malpractices conducted by candidates in the examination hall.
10. Altering the seating arrangements of the candidates in the examination halls. The seating arrangement in each hall shall be provided by the relevant software. Any alteration made in the same shall be treated as malpractice on the part of the invigilator.
11. Loss of answer scripts/additional sheets from answer scripts returned by candidates at the close of examination. The responsibility shall be fixed upon the invigilator/chief

superintendent/deputy chief/camp officer/chief examiner/assistant examiner as the case may be, after a proper enquiry. Disciplinary action shall be taken against the erring teacher/official.

12. Issuing additional sheets in excess of requirement to candidates, by the invigilators.
13. Failure to dispatch answer script bundles to valuation camps on each day of the examination itself and dispatching answer script bundles to wrong valuation camps by the chief superintendents and deputy chief superintendents.
14. Indiscipline in the centralised valuation camps, including unauthorized long absences. For teachers with less than 80% attendance at valuation camps, monitory benefits and duty certificates shall be issued only after obtaining the orders of the Secretary.
15. Improper valuation of answer scripts, including non-valuation of answers and wrong tabulation of scores on the tabular facing sheet of the answer scripts.
16. Improper valuation of answer scripts resulting in changes of scores on revaluation.
17. Errors in the uploading of PE scores by external examiners of practical evaluation and also by teachers posted for tabulation duty at valuation camps shall invite disciplinary action against the erring teachers.

If, as a result of any of the errors noted above, a candidate's result is put under RAL or withheld, or if a candidate is awarded scores greater or lesser than his eligible score for a subject, or causes unnecessary difficulties or economic burden to the department and the student, the responsibility for the same shall rest solely on the teacher. Such actions shall invite disciplinary action upon the teacher as envisaged in these rules. A fine not less than Rs.3000 shall be imposed upon the teacher for compensating the difficulties and monetary loss sustained by the department as a result of the error. In case of subsequent litigation, the liability to pay compensation, if any, to the candidate as ordered by the court/competent authority shall be fixed on the concerned teacher.

### **a. Punishments/penalties for the negligence/dereliction of examination duty**

The following Punishments/penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on higher secondary school teachers of government & aided higher secondary schools, namely

1. Debarring from examination activities
2. Fine
3. Censure
4. Withholding of increments or promotion with/without cumulative effect.
  - a. Recovery from pay of the whole or part of, any pecuniary loss caused to the Government by his/her negligence or breach of orders.
  - b. Recovery from pay to the extent necessary, the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

*Explanation: In cases of stoppage of increments with cumulative effect the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.*

5. Reduction to a lower rank in the seniority list or to a lower grade or post or time-scale or to a lower stage in a time-scale.

6. Compulsory retirement.
7. Removal from the service, which shall not be a disqualification for future employment.
8. Dismissal from the service, which shall be a disqualification for future employment in any of the institution, maintained by or aided by the Government.

## **b. Disciplinary authority**

The Secretary shall be the authority for imposing the penalty mentioned 1 above, and the Director, shall be the disciplinary authority in respect of the penalties specified from 2 to 4 above. The authority for imposing penalties 5 to 8 mentioned above shall be the Government.

## **c. Procedure for imposing major penalties**

1. No order imposing any of the penalties specified in items 5 to 8 shall be passed except after an inquiry held in accordance with the provisions of these rules.
2. Whenever a complaint is received or on consideration of the report of an investigation or for other reasons, the Director, is satisfied that there is prima-facie case for taking action against the higher secondary school teacher, he/she shall frame definite charge or charges which shall be communicated to the teacher together with the statement of the allegations on which each charge is based, and of any other circumstances which it is proposed to take into consideration in passing orders in the case. The teacher concerned shall be required to submit within a reasonable time to be specified in that behalf a written statement of his/her defence and also to state whether he desires to be heard in person. The teacher may, on his/her request be permitted to peruse or take extract from the records pertaining to the case. For the reasons to be recorded in writing, the Director can refuse the teacher such access if in the Director's opinion such records are not strictly relevant to the case. After the written statement is received, within the time allowed, if the Director is satisfied that a formal inquiry shall be held into the conduct of the teacher, and may pass an order accordingly
3. The formal inquiry may be conducted by an officer appointed by the Director.
4. Any authority or person conducting the inquiry (herein after referred to as the inquiring authority) may during the course of the inquiry if it seems necessary, add to, amend, alter, or modify the charges framed against the teacher concerned in which case the teacher shall be required to submit within a reasonable time to be specified in that behalf any further written statement of his defence.
5. The teacher shall for the purpose of preparing his defence be permitted to inspect and take extracts from such records as the teacher may specify, provided that such permission may be refused if for reasons to be recorded in writing in the opinion of the authority. Further written statement of defence under clause (2) received or if no such statement is received within the time specified therefore or in case where the accused is not required to file a written statement under the said clause, the inquiring authority may inquire into such of the charges as are not admitted.
6. The Director, if it is not the inquiring authority, may nominate any person to present the case in support of the charges before the enquiring authority. The teacher may request to engage a legal practitioner to defend the case if so desires, provided that the inquiry officer can reject such requests for reasons to be recorded.

7. The inquiring authority, shall, in the course of the inquiry consider documentary evidence and take such oral evidence as may be relevant or material in regard to the charges.
8. The teacher may present to the inquiring authority a list of witnesses whom the teacher desires to examine in defence. The inquiring authority shall issue permission for the presence of such witnesses unless the authority is of the view that such witnesses' evidence is irrelevant to the case of inquiry or shall arrange to examine such witnesses in accordance with the general principles of taking evidence as the case may be.
9. At the conclusion of inquiry, the enquiring authority shall prepare a report of the inquiry, recording its findings on each of the charges together with the reasons therefore. If, in the opinion of such authority, the proceedings of the enquiry establish charges different from those originally framed, the enquiry officer may record the findings on such charges and this shall not be recorded unless the teacher has admitted the fact constituting them or has had an opportunity for defending himself/herself against them.
10. The record of the inquiry shall include
  - a. the charges framed against the teacher and the statement of allegations furnished to him/her.
  - b. The alleged teachers written statement of defence, if any;
  - c. the summary of the oral evidence considered in the course of the inquiry.
  - d. the documentary evidence considered in the course of the inquiry.
  - e. the orders including order of refusal if any, made by the disciplinary authority or the inquiring authority in regard to the inquiry and;
  - f. a report setting out the findings on each charge and the reasons therefore.
11. The disciplinary authority where it is not the inquiring authority shall consider the record of the inquiry and record its findings on each charge.
12. If the disciplinary authority having regard to the findings of the charges is of the opinion that any of the penalties specified in items 5 to 8 in the section MALPRACTICE AND PUNISHMENT shall be imposed, it shall
  - a. furnish to the teacher, a copy of the report of the inquiring authority and where the disciplinary authority is not the inquiring authority a statement of its findings together with brief reasons for disagreement, if any, with the findings of the inquiring authority; and
  - b. give a notice stating the action proposed to be taken in regard to the accused and calling upon to submit within a specified time which may not exceed one month, such representation as the accused may wish to make against the proposed action.
13. The disciplinary authority shall consider the representation, if any, made by the teacher in response to the notice under clause (12) and determine the penalty, if any, to be imposed on the teacher and pass appropriate orders on the case.
14. If the disciplinary authority having regard to its findings is of opinion that any of the penalties specified in items 5 to 8 under para 2 (a) in MALPRACTICE AND PUNISHMENT shall be imposed and shall pass appropriate orders.
15. Orders passed by the disciplinary authority shall be communicated to the teacher.

#### **d. Procedure for imposing minor penalties**

1. No order imposing any of the penalties specified in items 1 to 4 under para 2 (a) in the section MALPRACTICE AND PUNISHMENT shall be passed except after the following.
  - a. The teacher is informed in writing of the proposal to take action against the teacher and of the allegations on which it is proposed to be taken and given an opportunity of showing cause against the action proposed to be taken against the teacher.
  - b. Such representation, if any, should be taken into consideration by the disciplinary authority and a final decision taken after this.
2. The record of proceedings in such cases shall include
  - a. a copy of intimation to the teacher of the proposal to take action against the accused.
  - b. copy of the statement of allegations communicated to the accused.
  - c. the accused officer's representation, if any;
  - d. the orders of the case together with the reasons there for.

**Note:**

- i. the punishments imposed upon teachers shall be recorded in the software prepared for the purpose along with their PEN numbers.*
- ii. Major punishments as contained in 5 to 8, shall be imposed upon teachers indulging in dereliction of examination duties more than twice.*

## Chapter 8

# Monitoring squads

## 1. PE monitoring squad

Separate squads for each subject shall be constituted for monitoring the practical evaluation in each district. The squad shall consist of a chairman, who shall be the chief examiner of the subject posted to the particular district, and two members who shall be posted by the Secretary from among the senior higher secondary school teachers teaching the subject in the district. For rare subjects there shall be only one Practical monitoring squad for the state as a whole. There shall be a chairman who shall be the state chairman of the subject and also a member, who shall be a senior higher secondary school teacher in the subject appointed by the Secretary. Orders, constituting the committee shall be issued by the Secretary along with the posting orders of chief examiners.

### a. Duties of PE monitoring squad

The practical monitoring squad shall:

1. Visit the schools where practical evaluation is being conducted.
2. Ensure that the practical evaluation is conducted as per rules in this regard.
3. See that the evaluation is conducted as per the question paper issued for the same.
4. Make sure that no malpractice is being indulged in by the students.

## 2. TE monitoring squad

To ensure the proper conduct of the examination and to maintain the sanctity of the examination process various levels of monitoring is necessary. The Chairman and the Secretary of the Board shall conduct inspections of the examination centres in the state as well as in Lakshadweep and overseas.

Monitoring of the examination shall also be conducted by the Regional Deputy Directors in the districts under their jurisdiction. In addition to this the Secretary shall constitute one or more monitoring squads in each district. Each monitoring squad shall consist of a leader and two members. The leader shall be an officer of the directorate in the rank of assistant director and above. In the absence of such officers, the District Coordinator/senior Principal of government higher secondary school of the concerned district shall be posted as the leader. The members shall be posted from among the senior Principals of government and aided schools of the district concerned.

The posting of members shall be done following rotation from among the senior members of the respective categories. Identity cards shall be issued to the squad members by the Secretary and the members shall carry the same on their body while on squad duty. The squad shall make use of official vehicles for carrying out their duties and in the absence of the same they shall hire vehicles as per the norms in force from time to time. A copy of the chapter “Malpractice and punishment” of this manual shall be issued to each squad who shall



ensure that the malpractices enshrined in the same are not committed in the examination centres of the district allotted to them.

### **a. Duties of TE monitoring squad**

The TE monitoring Squads shall visit a minimum of five schools in one session of the examination and see whether

1. the seating arrangement for the examination is displayed in front of the school.
2. cleanliness of the class room is maintained.
3. the students are seated in the halls as per the seating arrangement displayed.
4. the seating arrangement in the halls is such as to avoid any malpractice
5. any malpractice is being indulged in by the students or staff in the centre or any outside help in being received.
6. the invigilators are performing their duties properly.
7. qualifications of the scribe, if any, employed for the day, are as per stipulations.
8. all registers related to the examination are maintained properly.
9. any persons, other than the invigilators posted to the school by the Secretary, has been posted for invigilation duty. If yes, the explanation of the chief superintendent may be obtained in this regard and forwarded to the Secretary with the comments of the squad.
10. the question papers for the remaining days of the examination are intact. The balance question papers for the day shall also be checked.
11. the concessions ordered by the concerned RDD alone are being enjoyed by the candidates in the examination. They shall inspect the hall tickets and photographs there upon to ensure that the original candidate is appearing for the examination.

The squad shall attend to all emergencies, relating to the examination, reported to it from the respective district. The chief superintendent and other officials posted for examination duty at the centre shall provide maximum cooperation to the squad members in the discharge of their duties. So also, the monitoring Squad members shall discharge their duties without causing any ill will to the staff on examination duty at the centre.

The squad shall send a report daily through email of the work done by them to the Secretary. In the event of a malpractice being detected in an examination centre the squad shall observe all the formalities for dealing with cases of malpractice as contained in the relevant chapter of the examination manual. Malpractices detected shall be reported to the Secretary over phone followed by a detailed report in writing along with all relevant documents on the same day itself. On the final day of the examination the Squad shall prepare a consolidated statement of the work done by them on all days of the examination and forward the same to the Secretary in his email address.

## **3. CV Camp monitoring squad**

The Secretary shall constitute surprise inspection squads comprising of Principals, teaching different subjects. Such squads visiting a particular CV camp shall have principals, teaching the subjects being valued at the camp, as members.

## **a. Duties of CV camp monitoring squad**

The C V camp monitoring squad shall

1. visit the CV camps at least twice during the valuation without prior notice.
2. revalue/scrutinise randomly selected answer scripts in the camp.
3. report to the secretary discrepancies in valuation like careless valuation, mistakes in entry of scores on the facing sheet including incorrect entry and incorrect totalling of scores, answers left unvalued etc.
4. check whether the chief examiners are performing their duties including re valuation and scrutiny of answer scripts valued by the assistant examiners
5. inspect the discipline and decorum of the camp and also whether the examiners are using the entire time allotted for valuation.
6. submit a detailed report to the secretary after completion of the inspection.

## Chapter 9

# Accounts

### 1. General

All expenditure in connection with the examinations for an academic year, including expenditure spill over to the next financial year, shall be met from the current year's budget allotment for the purpose. It shall be competent on the part of the Director to draw the amount required for the conduct of examination. The amount of advance drawn shall be fully adjusted immediately after the completion of the purpose for which the advance is drawn. The budget allotments in connection with the higher secondary examinations are under two heads: secret service expenditure and other charges expenditure

### 2. Secret service expenses

The Director shall draw the amount required to meet the expenditure for secret services in connection with the examinations as advance and place the amount at the disposal of the Joint Director. All expenditure relating to secret services shall be personally met by the Joint Director. There shall be a separate section in the examination branch to deal with these matters and the same shall be under his/her immediate control. The section shall be the custodian of all vouchers relating to secret service expenditure and they shall submit files directly to the Joint Director. All travel made by the Chairman and Secretary in connection with the printing of question papers, including air travel, shall be met from this account. Question paper printing being highly confidential and time bound, all files relating to the same, including file for approval of travel made by the Chairman and Secretary in connection with the printing of question papers, shall be presented by the Secretary in person, to the Director for approval. The expenses in this account shall be kept secret and the bills / vouchers for the expenditure incurred shall be submitted to the Director for regularising the same. These bills/ vouchers shall not be subjected to normal audit. It shall be presented only to the Secretary, General Education Department for scrutiny. The expenses incurred for the following shall be met from this account.

1. Setting of question papers
2. Printing of question papers
3. Printing of bar coded answer sheets
4. Air travel of the Chairman and Secretary in connection with the printing of question papers.
5. Expenses related to the convening of Board meetings

### 3. Other charges expenditure

All other expenditure relating to higher secondary examinations shall be met from this account. Allocation from this account shall be sanctioned for the following examination related activities.

## **a. Allotment to examination centres**

The Director shall allot the anticipated amount of expenditure towards conduct of various public examinations to the Principals of government and aided schools. The Principals shall draw the amount and place the amount at the disposal of the Chief Superintendents in case the Principal is not the Chief Superintendent. It shall be the responsibility of the Principal to settle the advance drawn immediately after the completion of the examinations, following all the procedures in this regard. In case the Principal is not the Chief Superintendent, it shall be the joint responsibility of the Principal and Chief Superintendent to settle the accounts. Delay in settlement shall lead to disciplinary action including penal interest on the advance sanctioned. The following expenditure shall be met from the advance sanctioned for the conduct of the various examinations.

1. Practical evaluation
  - a. Remuneration. Payment of remuneration at the rates specified from time to time
    - i. Chief Superintendent
    - ii. External Examiners and Internal Examiners are eligible for payment
      - per batch for prescribing the work, conducting the practical, supervising and judging the merit of candidates
      - per candidate registered for preparing the examination.
      - per candidate present for valuing lab records.
    - iii. Internal Examiners are eligible for payment per batch
    - iv. Clerk
    - v. Laboratory Assistant
  - b. Cost of materials: Payment for the cost of materials in respect of the practical evaluations of Physics, Chemistry, Botany, Zoology and Geography. The cost is calculated per candidate.
  - c. TA to the External Examiners for conducting practical evaluation. *(Annexure- 40)*
  - d. TA to the teachers of the school for attending the various meetings connected with practical evaluation and to the Chief Examiners and Chairman for conducting inspection of practical evaluation centres.
2. Terminal evaluation
  - a. TA/DA and remuneration to the following officials attending the TE duty.
    - i. Chief Superintendent.
    - ii. Deputy Chief Superintendent.
    - iii. Invigilators.
    - iv. Clerk.
    - v. Peon.
    - vi. Night Watchman.
  - b. TA/DA for attending the meeting of Chief Superintendents.
3. Miscellaneous expenditure.
  - a. Admission ticket generating charges.
  - b. Seating arrangements.
  - c. Stationery.
  - d. Head load charges (including packing).

- e. Postage.
- f. Contingent charges.
- g. Any other expenditure ordered by the Secretary to be met from the advance.

In examination centres other than Govt. and aided schools of the state of Kerala, the above expenditure shall be met by the schools concerned.

Principals shall maintain all accounts of expenditure in connection with the examination by making use of the software provided for this purpose. The account summary shall be generated and balance amount, if any, shall be surrendered to the department. If additional amount is required, they shall submit a request for the same to the Secretary within one week of the completion of examinations. Copies of all vouchers/bills shall be kept in schools for verification at the time of future audit by the authority concerned.

## **b. Allotments to camps**

For the smooth functioning of C V camps, the Director shall allot the required funds to the Principals of the schools where CV camps are arranged. The Principals shall draw the amount and meet the expenditure of CV camps from the amount allotted. If the Principal is not the Camp Coordinator, he/she shall draw the amount and place the same at the disposal of the Camp Coordinator appointed to the camp. The following expenditure shall be met from this advance.

1. Remuneration to
  - a. Assistant Examiners for valuing answer scripts.
  - b. Chief Examiners for revaluing 20% of the answer scripts valued by the Assistant Examiner under him/her. If the remuneration due to a chief examiner falls below that paid to any of the Assistant Examiners under him/her, the Chief Examiner shall be eligible for the highest remuneration paid to the Assistant Examiner.
  - c. Camp officials
2. Scrutiny fee for chief examiners for scrutinizing all the remaining answer scripts valued by assistant examiners, after the 20% of the answer scripts.
3. TA to officials and examiners.
4. Camp DA to examiners and officials.
5. Allowances to watchman
6. Contingency per paper at the rates applicable from time to time.
7. TA/DA to the examiners attending scheme finalisation workshop.
8. TA/ DA for attending camp coordinators' meeting.
9. Any other expenditure ordered by the Secretary to be met from the advance

Principal shall maintain all accounts of expenditure in connection with the CV camp by making use of the software provided for this purpose. The account summary shall be generated and balance amount, if any, shall be surrendered. If additional amount is required, they shall submit a request for the same to the Secretary within one week of the completion of CV camps. Copies of all vouchers/bills shall be kept in schools for verification at the time of future audit by the authority concerned.

### **c. Question paper distribution to examination centres in Kerala and Mahe**

Teams for the distribution of question paper shall be formed by the Secretary. The Director shall sanction advances to the team leaders who shall ensure the timely distribution of question papers to the allotted centres. Bills/vouchers for settling the advance shall be submitted within one week of the completion of distribution.

### **d. Question paper distribution to Gulf region**

Two persons shall be deputed for dispatching question papers meant for the Gulf centres through diplomatic bag. They shall be paid advance for meeting the expenditure connected with the same.

### **e. Monitoring squads**

The Director shall sanction advances to the RDDs concerned for inspecting schools in connection with examination activities. The RDD shall distribute the same to the leaders of the squads.

### **f. Expenses for publication of results**

The Director shall draw necessary amount required to meet the expenditure in connection with the publication of results and related activities as advance and place the amount at the disposal of the Joint Director.

### **g. Printing expenditure**

All expenditure related to the printing of various examination materials shall be met on production of proper bills and vouchers.

### **h. TA/DA to staff on examination duty**

Bills for claiming TA/DA for the various examination activities for which advances are not sanctioned shall be submitted to the Secretary.

### **i. Miscellaneous**

All miscellaneous expenditure relating to the examination shall be met by presenting the bill/vouchers before the Secretary. An amount of Rs.5000/- shall be placed at the disposal of the Secretary for meeting the various expenditure under this head. The amount shall be recouped regularly on submission of bills/vouchers for the same.

## **4. Expenditure of equivalency examination**

The expenditure connected with the equivalency examination shall be met from the examination fee collected from the candidates. In the event of the amount so collected becoming insufficient the balance amount shall be recouped to the directorate by the concerned agency.

## **REPEAL AND SAVINGS**

*All the existing rules and orders contrary to these rules stand repealed. These rules shall supersede all the existing rules/precedents pertaining to the higher secondary examinations. However, acts done/actions taken prior to the formulation and issue of these rules shall be governed by the Government Orders prevailing then, and any such pending cases shall be disposed off forth with.*

**Annexure - 1**  
**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**NINE POINT GRADES**

(Combined scores obtained by a candidate in the first & second year  
higher secondary examinations taken together)

Grade	Grade range
A+	Total score 180 -200
A	Total score 160 – 179
B+	Total score 140 – 159
B	Total score 120 – 139
C+	Total score 100– 119 with TE score greater than or equal to 30% of TE maximum
C	Total score 80 - 99 with TE score greater than or equal to 30% of TE maximum
D+	Total score 60 - 79 with TE score greater than or equal to 30% of TE maximum
D	Total score 40 - 59 or TE score less than 30% of TE maximum
E	Total score below – 40

- For Music, 30% each of the maximum score of PE & TE is necessary for D+ grade or above.
- There will be no separate minimum for CE and PE whereas a minimum of 48 scores for subjects without practical and 36 scores for subjects with practical for TE is compulsory.
- To become eligible for higher studies a candidate should attain D+ grade in all subjects.
- For securing D+ grade for Biology separate minimum for Botany or Zoology is not necessary.
- The combined scores obtained by a candidate in the first & second year higher secondary examinations taken together and grades there upon will determine the eligibility of the candidate for higher studies.



**Annexure - 2**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**LIST OF SUBJECTS WITH PRACTICAL EVALUATION**

1. Physics
2. Chemistry
3. Mathematics
4. Botany
5. Zoology
6. Geography
7. Computer science
8. Computer application
9. Accountancy with computer accounting.
10. Communicative English.
11. Electronics.
12. Home science
13. Geology.
14. Psychology
15. Social work.
16. Statistics.
17. Gandhian studies.
18. Journalism.
19. Music.
20. Electronic system.
21. Computer science and information technology.
22. Computer information technology. (OS)
23. Electronic services technology. (OS)

**Annexure - 3**  
**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
**DETAILS OF THE QUESTION PAPER SETTER**

1. Name of the applicant :
2. Subject :
3. Name and address of the institution now working :
4. Residential address :
5. Mobile no. :
6. Teaching experience as HSST/ as on 31<sup>st</sup> December. :
7. Teaching experience as HSST(Jr) as on 31<sup>st</sup> December :
8. Date of Retirement from service :
9. Higher qualifications, if any. :
10. Details of publications if any :
11. Experience in SCERT as SRG, text book writing etc. with details :

Certified that the particulars stated above are correct to the best of my knowledge and belief and that no disciplinary action has been taken against me nor have I been debarred by any examination board.

Place : Signature :  
Date : Name :

The details given by the teacher are verified by me and are found correct

Place : Signature of the Principal  
Date : (School Seal)

**Annexure - 4**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**APPLICATION FOR REGISTRATION TO THE EXAMINATIONS**

- 
1. Name and year of examination :  
2. Centre No & Name :  
3. Stream of study :  Higher secondary  Technical higher secondary  
 Art higher secondary  Vocational higher secondary  
 Equivalency  
4. Group of study :  Science  Humanities  
 Commerce  Others  
5. Category :  School going  SCOLE Kerala  
 Compartmental  Lateral entry  
 Special category  Others  
6. Scheme :  New  Old

- 
7. Name of the candidate :  
8. Date of birth :  
9. Gender :  Male  Female  
 Transgender  
10. Religion and caste :  
11. Community :  SC  ST  
 OEC  OBC  Others  
12. Details of passing SSLC or the equivalent examination : Month ..... Year ..... Reg. No .....
- Affix passport size photograph attested by the principal
13. Admission number/ SCOLE Kerala/ KSLMA registration number :  
14. Details of last appearance of the higher secondary examination : Month ..... Year ..... Reg. No .....
15. Subjects appearing. (*Specify the subjects*)

Part I				
Part II				
Part III	Subject	Tick the language, if the candidate wishes to write the Part III subjects in Malayalam/Tamil/ Kannada		
Subject 1		Malayalam	Tamil	Kannada
Subject 2		Malayalam	Tamil	Kannada
Subject 3		Malayalam	Tamil	Kannada
Subject 4		Malayalam	Tamil	Kannada

16. Details of previous appearance :

Class: XI / XII

Part	Subject	Register number	Month & Year	Eligible/ not eligible for higher studies (If compartmental)	Grade/ Score obtained
Part I					
Part II					
Part III					

17. Details of examination fee remitted

Fee	Date of remittance	If remitted in treasury		If remitted in school office Receipt No.
		Name of treasury	Chalan Number	
Examination fee				
Certificate fee				

18. Have you been granted educational concession form SC/ST department? :  Yes  No

19. In the case of SC/ST/OEC/OBC students, state whether their present appearance is first or second.

20. If second, state whether it is within a continuous period of two years :  Yes  No

**DECLARATION**

*Certified that the details furnished above are correct.*

Name and signature of the candidate :

Name and signature of the parent/guardian :

**CERTIFICATE**

*Certified that the details furnished by the candidate were verified with the office records and found correct.*

Name and signature of the class teacher :

Name and signature of the principal :

Place:

Date :

---

*(Attach copies of SSLC/equivalent certificate, private registration memo and mark sheets/certificates of previous higher secondary examinations)*

**Annexure - 5**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**APPLICATION FOR CONDONING SHORTAGE OF ATTENDANCE**

XI/XII

1. Name and school code of the higher secondary school with district :
2. Name of the candidate as per the admission register (in block letters) and postal address :
3. Total No. of school days as on 31 January (Std. XI/XII) :
4. No. of days present :
5. No. of days absent :
6. Percentage of attendance obtained :
7. No. of days for which condoning is required :
8. No of school days included in the medical certificate (The days of absence to be condone should be inclusive of the period of absence mentioned in the medical certificate) :
9. Details of absence, reason and whether medical certificate is enclosed or not.

Date		Reason for absence	Whether leave application submitted in time	Whether leave sanctioned by the principal	Whether medical certificate enclosed for the days of absence
From	To				

10. Particulars of condonation fee remitted (Head of account 0202-01-102-97-[03] other receipts.)
  - a. No. and date of chalan :
  - b. Name of treasury :
  - c. Amount remitted :
11. Signature of the student :
12. Remarks of the Principal (mark 'yes' or 'no') :
13. Whether recommended for the condonation :
14. Whether obtained not less than 50% of attendance :
15. Whether the total condonation days (absented school days) are included in the medical certificate :
16. Whether condonation obtained previously :

Certified that timely submission of application for leave was made and leave has been granted.

Place :

Date :

(School seal)

Signature of the Principal

**Annexure - 6**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**APPLICATION FOR CANCELLATION OF  
FIRST/SECOND YEAR HIGHER SECONDARY EXAMINATION**

1. Name of examination	First	Second	March 20...
2. Examination school code	<input style="width: 100%;" type="text"/>		
3. Examination centre name	<input style="width: 100%;" type="text"/>		
4. Register number of the candidate	<input style="width: 100%;" type="text"/>		
5. Name of the candidate	<input style="width: 100%;" type="text"/>		
6. Address for Communication	<input style="width: 100%;" type="text"/>		
7. Registered subjects	Part I-English, Part II ..... Part III 1 ..... 2. .... 3. .... 4. ....		
8. Reason for cancelling the Examination registration [Attach relevant supporting documents]	<input style="width: 100%; height: 50px;" type="text"/>		

Signature of the parent / guardian :

Signature of the candidate :

Place:

Date:

---

**Forwarded by**

Place:

Date :

(School seal)

Signature of the principal

Name

Designation

Address

**Annexure - 7**

**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
APPLICATION FOR APPOINTMENT AS DEPUTY CHIEF SUPERINTENDENT  
IN GULF EXAMINATION CENTRES FOR THE CONDUCT OF FIRST AND SECOND  
YEAR HIGHER SECONDARY EXAMINATIONS

1. Name of the applicant (in block letters) :
2. Designation (subject to be specified) :
3. PEN :
4. Address of the school with school code :
5. Residential address (with mobile number) :
6. Age and date of birth :
7. Date of entry into service as HSST :
8. Completed years of approved service as HSST/HSST(Jr.) as on date of application :
9. Qualifications :
10. Date of retirement :
11. Whether the applicant has been posted as deputy chief superintendent in gulf centres before. If yes, give details :
12. Number of times acted as
  - a. Chief superintendent :
  - b. Deputy chief superintendent :
  - c. Invigilator :
  - d. CV Camp official (give details) :
  - e. Chairman in practical examination :
  - f. Chief for practical examination :
  - g. Member, scheme finalisation :
13. Whether included in SRG/DRG etc., give details :
14. Whether participated in text book preparation :
15. Whether held charge NSS/ NCC/SPC/ Scout & Guide/ Career guidance/ Souhruda club/ etc. (give details) :
16. Participation in voluntary works :
17. Whether a recipient of teacher award, give details :
18. Is any close relative of the applicant appearing for the present examination in Gulf schools? If yes, give details :
19. Whether the applicant has been debarred from examination duties? :
20. Whether the applicant underwent/pending any disciplinary actions? If yes, give details :
21. Passport No with expiry date. :

**DECLARATION**

*I, ....., do hereby affirm that the details furnished above are true to the best of my knowledge and belief. I shall execute my duties with utmost care and integrity. I declare that no disciplinary action has been taken against by the Department and that I have not been assigned Gulf duty earlier.*

*Signature of the applicant with date*

**Recommendations of the controlling authority**

*Verified and recommended*

Place:

Date :

Name & signature of the controlling officer

**Recommendations of the Regional Deputy Director**

Verified and recommended

Place:

Date :

Name & signature of the Regional Deputy Director

*NB: Separate applications should be submitted for Gulf and Lakshadweep schools. All columns should be filled up. The Principal should specify whether the application is recommended and also certified the service details.*

**Office use Only**



**Annexure - 8**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**APPLICATION FOR APPOINTMENT AS DEPUTY CHIEF SUPERINTENDENT  
IN LAKSHADWEEP EXAMINATION CENTRES FOR THE CONDUCT OF FIRST AND  
SECOND YEAR HIGHER SECONDARY EXAMINATIONS**

1. Name of the applicant (in block letters) :
2. Designation (subject to be specified) :
3. PEN :
4. Address of the school with school code :
5. Residential address (with mobile number) :
6. Age and date of birth :
7. Date of entry into service as HSST :
8. Completed years of approved service as HSST/HSST(Jr.) as on date of application :
9. Qualifications :
10. Date of Retirement :
11. Whether the applicant has been posted as external examiner/deputy chief superintendent in Lakshadweep centres before. If yes, give details :
12. Number of times acted as
  - a. Chief superintendent :
  - b. Deputy chief superintendent :
  - c. Invigilator :
  - d. CV Camp official (give details) :
  - e. Chairman in practical examination :
  - f. Chief for practical examination :
  - g. Member, scheme finalisation :
13. Whether included in SRG/DRG etc., give details :
14. Whether participated in text book preparation :
15. Whether held charge NSS/ NCC/SPC/ Scout & Guide/ Career guidance/ Souhruda club/ etc. (give details) :
16. Participation in voluntary works :
17. Whether a recipient of teacher award, give details :
18. Is any close relative of the applicant appearing for the present examination in Lakshadweep schools? If yes, give details :
19. Whether the applicant has been debarred from examination duties? :
20. Whether the applicant underwent/pending any disciplinary actions? If yes, give details :
21. Passport No. with expiry date. :

**DECLARATION**

*I, ....., do hereby affirm that the details furnished above are true to the best of my knowledge and belief. I shall execute my duties with utmost care and integrity. I declare that no disciplinary action has been taken against by the Department and that I have not been assigned Lakshadweep duty earlier.*

*Signature of the applicant with date*

**Recommendations of the controlling authority**

*Verified and recommended*

Place:

Date :

Name & signature of the controlling officer

**Recommendations of the Regional Deputy Director**

Verified and recommended

Place:

Date :

Name & signature of the Regional Deputy Director

*NB: Separate applications should be submitted for Gulf and Lakshadweep schools. All columns should be filled up. The Principal should specify whether the application is recommended and also certified the service details.*

**Office use Only**

**Annexure - 9**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**APPLICATION FOR APPOINTMENT AS EXTERNAL EXAMINER IN  
LAKSHADWEEP EXAMINATION CENTRES FOR THE CONDUCT OF PRACTICAL  
EVALUATION OF SECOND YEAR HIGHER SECONDARY EXAMINATIONS**

1. Name of the applicant (in block letters) :
2. Designation (subject to be specified) :
3. PEN :
4. Address of the school with school code :
5. Residential address (with Mobile Number) :
6. Age and date of birth :
7. Date of entry into service as HSST :
8. Completed years of approved service as HSST/HSST(Jr) as on date of application :
9. Qualifications :
10. Date of retirement :
11. Whether the applicant has been posted as external examiner/deputy chief superintendent in Lakshadweep centres before. If yes, give details :
12. Number of times acted as
  - a. Chief superintendent :
  - b. Deputy chief superintendent :
  - c. Invigilator :
  - d. CV camp official (give details) :
  - e. Chairman in practical examination :
  - f. Chief for practical examination :
  - g. Member, scheme finalisation :
13. Whether included in SRG/DRG etc., give details :
14. Whether participated in text book preparation :
15. Whether held charge NSS/ NCC/SPC/ Scout & Guide/ Career guidance/ Souhruda club/ etc. (give details) :
16. Participation in voluntary works :
17. Whether a recipient of teacher award, give details :
18. Is any close relative of the applicant appearing for the present examination in Lakshadweep schools? If yes, give details :
19. Whether the applicant has been debarred from examination duties? :
20. Whether the applicant underwent/pending any disciplinary actions? If yes, give details :
21. Passport No with expiry date. :

**DECLARATION**

*I, ....., do hereby affirm that the details furnished above are true to the best of my knowledge and belief. I shall execute my duties with utmost care and integrity. I declare that no disciplinary action has been taken against by the Department and that I have not been assigned Lakshadweep duty earlier.*

*Signature of the applicant with date*

**Recommendations of the controlling authority**

*Verified and recommended*

Place:

Date :

Name & Signature of the controlling officer

**Recommendations of the Regional Deputy Director**

Verified and recommended

Place:

Date :

Name & Signature of the Regional Deputy Director

*NB: Separate applications should be submitted for Gulf and Lakshadweep schools. All columns should be filled up. The Principal should specify whether the application is recommended and also certified the service details.*

**Office use Only**

Annexure - 10

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

MEMORANDUM OF WORK DONE (PRACTICAL EVALUATION)

Name and address of external examiner	Name of examination center	Gazetted/Non gazetted	Departmental/ Private	Internal examiner	Subject	Date and duration (hours)	Number of candidates registered	Number of candidates appeared	Number of batches conducted	Amount	Remuneration for prescribing, conducting & valuing per candidate	Total Amount
1	2	3	4	5	6	7	8	9	10	11	12	13

Name of treasury at which payment is desired:

Place:

Signature of the external examiner

Date:

Countersignature of the chief superintendent

**Annexure - 11**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)  
READY RECKONER FOR THE USE OF CHIEF & DEPUTY CHIEF  
SUPERINTENDENTS.**

Date and time of examination	Subject	Class	Question paper Code	No. of packets to be opened

Signature of deputy chief superintendent 1 :  
Signature of deputy chief superintendent 2 :  
Signature of chief superintendent :







**Annexure - 14**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**STOCK REGISTER OF MAIN ANSWER BOOKS,  
ADDITIONAL SHEETS AND BAR-CODED ANSWER BOOKS**

Date	No. of main answer books				No. of additional sheets				No. of bar-coded answer books				Sign of chief /principal	Sign of dy. chief 1	Sign of dy. chief 2	Remarks
	Opening stock	Receipt	Issued	Balance	Opening stock	Receipt	Issued	Balance	Opening stock	Receipt	Issued	Balance				

*NB: CV cover account shall be maintained separately.*

Annexure - 15

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

INVIGILATION DUTY REGISTER.

Sl. No	Date	Room No	Name of invigilator	Signature of invigilator	Signature of senior deputy chief supdt.



**Annexure - 17**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**REGISTER FOR DESPATCH OF ANSWER SCRIPT BUNDLES**

Sl. No	Date, day and time of examination	Subject and paper with code	Date and time of dispatch	Address of the CV camp	No. of cloth packets dispatched	Total No. of CV Covers	Total No. of answer scripts	Register number of absentees	Number of differently abled candidates if any

Signature of deputy chief superintendent 1 :

Signature of deputy chief superintendent 2 :

Signature of chief superintendent :



**Annexure - 19**  
**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
**CV COVER LABEL**

1	The sequential order of the CV cover. (Eg. 1/15, 2/15 etc.)	
2	Subject and paper.	
3	Question paper code.	
4	Date and day of the examination	
5	The total number of scripts in the CV cover.	
6	The register number of the scripts in the cover.	
7	The register number of absentees, if any, among the range of the register numbers in that cover.	

**Annexure -20**  
**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
PACKING SLIP

LABEL TO BE PUT INSIDE THE CLOTH PACKET (NOT TO BE PASTED)		
XI/XII	OLD SCHEME/ NEW SCHEME	GENERAL/SPECIAL

Name of examination :  
 Centre code :  
 Name of center :  
 Address with PIN code :  
 Phone number :

Subject			
Date and time of examination			
Date of dispatch			
Number of answer scripts in the packet	Register numbers		Register number of absentees
	From	To	
Number of CV covers in the packet	Total number of answer scripts	Number of full covers in the packet	Number of scripts in the loose cover

Signature of deputy chief superintendent 1 :  
 Signature of deputy chief superintendent 2 :  
 Signature of chief superintendent :

(School seal)

---

**For the use of CV camp**

Signature of the camp officer













**Annexure - 26**

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**ISSUE REGISTER OF ANSWER SCRIPTS TO CHIEF EXAMINERS**

Subject : .....

Subject code : .....

Class

XI/XII
--------

Batch No	Date & Time	Register No.		Lot number	No of scripts		Name of chief	Sign of chief
		From	To		Issued	Returned		
FN/AN								
FN/AN								
FN/AN								
FN/AN								
FN/AN								

Annexure - 27

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

ISSUE REGISTER OF ANSWER SCRIPTS TO ASSISTANT EXAMINERS

Camp No : ..... Name of camp : .....

Subject : ..... Date : .....

FN

Sl. No.	Reg. No. (Scripts)		No. of scripts	Name of the Asst. examiner	Signature of Asst. Examiner	Remarks
	From	To				

AN

Sl. No.	Reg. No. (scripts)		No. of scripts	Name of the asst. examiner	Signature of asst. examiner	Remarks
	From	To				

**Annexure - 28**  
**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**MARK LIST : .....20.....**

Date of valuation : ..... CV camp No: .....

Name of camp : .....

Part : ..... Subject.....

Sl. No	Reg. No	Marks	
		In figures	In words
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
	TOTAL		

Name, signature, PEN, Phone number : .....

& school address of : .....

asst. examiner : .....

Name, signature, PEN, Phone number : .....

& school address of : .....

Chief examiner : .....

First entry : .....

Second entry : .....

Supervisor : .....

**Annexure - 29**

**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
**APPLICATION FOR MIGRATION/DUPLICATE MIGRATION CERTIFICATE**

Details of fee remitted\*

Chalan no.	Date of remittance	Name of treasury	Amount

1. Name of candidate (in block letters) :
2. Details of the last examination attended :
  - a. Month & Year :
  - b. Register Number :
3. Details of the examination centre at which the candidate was registered :
  - a. School code :
  - b. Name of school :
4. The name of University/Institution in which the student is studying/proposed to join :
5. If applying for DUPLICATE MIGRATION CERTIFICATE, specify the details of original.
  - a. Certificate Number :
  - b. Date :
6. Address to which the Migration Certificate should be sent: :
  - PIN code :
  - Mobile Number :
7. If it is to be sent to an institution directly, give details of the candidate's course of study :
8. Signature of the candidate with date :

*[A declaration (to the effect that the certificate is irrecoverably lost and will be surrendered to the department if found) of the student in white paper signed before a gazetted officer and attested by him shall be attached.]*

**DECLARATION BY THE PRINCIPAL**

[If the application is submitted directly to the Directorate of General Education (Higher Secondary). (Not through the higher secondary portal)]

I have no objection to issue migration certificate to the applicant. The transfer certificate No. ....  
Dated ..... has been issued to the candidate, whose conduct has been satisfactory throughout.  
The candidate has passed/not passed the higher secondary examination.

Place:

Date :

*Signature of the Principal*

*Applications should be submitted to the Principal of the centre at which the candidate registered for the examination. Attach copy of the admission ticket/certificate, self-addressed stamped envelope and original chalan receipt for the required fees .*

*\* Fee shall be remitted by way of DD in the case of equivalency candidates.*



Annexure - 30

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

APPLICATION FOR DUPLICATE CERTIFICATE/SCORE SHEET

1. Name of the applicant with complete address :  
(in block letters) with PIN code
2. Name of parent / guardian :
3. Date of birth :
4. Particulars of examination

Name of the examination	Register Nos.	Year & Month	Examination centre	Remarks

5. Circumstances under which duplicate certificate is applied for:
6. a. Whether the affidavit in the prescribed format attested by designated authority attached?\*
- b. If the original Certificate is damaged, give details and enclose its remnants?\*
- c. Whether applied for Duplicate / Triplicate certificate before? If. Yes, give details.
7. Particulars of fees remitted.\*\*\*

No. & date of Chalan	Amount remitted	Name of treasury	Head of account	Remarks

Place:

Date :

*Signature of the applicant*

**CERTIFICATE OF THE PRINCIPAL OF THE HIGHER SECONDARY SCHOOL IN WHICH THE CANDIDATE ATTENDED THE EXAMINATION**

Certified that to the best of my knowledge and belief, the original certificate/score sheet issued to Sri/Smt ..... was irrecoverably lost/damaged. I have carefully verified the particulars furnished above, by the candidate and found the same correct. I recommend that a duplicate/triplicate certificate / score sheet may be issued to the applicant.

Principal :

Name of school :

Place: Address :

Date : Revenue dist. :

(Office seal)

\* If the original certificate/mark list is irrecoverably lost, declaration of the candidate, in Stamped Paper worth Rs.100/ (one hundred only), attested by a notary under the seal or by the Officer Commanding, in the case of Jawan or by an authorised officer of the Indian embassy in the case of applicants in foreign countries detailing the circumstances under which it was lost should be produced.

\*\* Affidavit not necessary in case of damaged certificates/score sheet if remnants of the damaged certificate are produce along with the application.

\*\*\*Fee shall be remitted by way of DD in the case of equivalency candidates.

**FORMAT OF THE AFFIDAVIT**

I, .....  
..... (name and address) do hereby solemnly affirm &  
state as follows:

I completed my higher secondary course in the Year ..... and  
appeared for the higher secondary examination ..... (Month & Year) with  
register number .....

A certificate/score sheet was issued to me with register number ..... The  
same was irrecoverably lost .....(Give  
details).

I made all my efforts to get the above certificate/score sheet. Now I am convinced that  
the certificate/score sheet is irrecoverably lost. I need a duplicate copy of the certificate/score  
sheet. I am swearing this affidavit for getting a duplicate of the higher secondary  
certificate/score sheet and submit that I am highly needed of the duplicate of the same as  
early as possible.

If at any time, the lost certificate/score sheet is recovered, it will be surrendered to the  
concerned authority and I shall not misuse the above certificate for any other purpose.

The above facts are true.

Dated ..... (Month & Year)

*Deponent*

**Annexure - 31**

**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
**APPLICATION FOR CORRECTIONS IN HIGHER SECONDARY CERTIFICATES**

(Form shall be filled in block letters in English)

District in which the school is situated

Mobile Number:

**CORRECTIONS REQUIRED**

(Put ✓ mark in appropriate columns)

1	NAME OF APPLICANT	<input type="checkbox"/>	2	DATE OF BIRTH	<input type="checkbox"/>
3	NAME OF FATHER	<input type="checkbox"/>	4	NAME OF MOTHER	<input type="checkbox"/>

1	Name of Applicant	
2	Address for Communication (With PIN Code)	
3	Register No., Month & Year	

4. Particulars of Fee Remitted \*

Chalan No	Date	Amount Remitted	Name of Treasury	Head of Account

5. Details of Corrections Required

Sl. No.	Corrections required in	Existing	To be corrected as (Attach documentary evidence)
1	Name of candidate		
2	Date of birth	Date      Month      Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date      Month      Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3	Name of father		
4	Name of mother		

DECLARATION

I do hereby declare that the details furnished above are true to the best of my knowledge and belief. I am fully aware that, in case any false information is detected in future at any stage, my application is liable to be rejected and that it is open to the Department to take appropriate action against me including cancellation of certificate.

Place:  
Date :

*Name and signature of applicant*

CERTIFICATE

No.....

Certified that the details furnished by the candidate have been verified with the school records and found correct. Hence, I recommend for the correction of .....The required documents for correction attached to the application are given below.

Place:  
Date :

*Name and signature of the Principal*  
(Office seal)

List of enclosures:

1. ....
2. ....
3. ....
4. ....
5. ....

*\* Fee shall be remitted by way of DD in the case of equivalency candidates.*

Annexure - 32

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

APPLICATION FOR OTHER CERTIFICATES

1. Name of candidate (in block letters) :
2. Details of last examination attended
  - a. Month & year :
  - b. Register number :
3. Date of birth :
4. Address for communication : :
5. Mobile number :
6. Purpose of the certificate :
7. Details of fee remitted\*

Chalan No	Date	Amount Remitted	Name of Treasury	Head of Account

DECLARATION

I do hereby declare that the details furnished above are true to the best of my knowledge and belief. I am fully aware that, in case any false information is detected in future at any stage, my application is liable to be rejected and that it is open to the Department to take appropriate action against me including cancellation of certificate.

Place: *Name and signature of applicant*

Date :

RECOMMENDATION OF THE PRINCIPAL

Place: *Name and signature of the Principal*

Date :

(Office seal)

\* Fee shall be remitted by way of DD in the case of equivalency candidates.

Annexure - 33

**GOVERNMENT OF KERALA  
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

APPLICATION FOR CONFIDENTIAL REPORTING OF SCORES

1. Name of candidate (in block letters) :
2. Details of last examination attended
  - a. Month & year :
  - b. Register number :
3. Date of birth :
4. Address for communication : :
5. Mobile number :
6. Purpose of the certificate :
7. Address & email of the institution to  
which the confidential score sheet shall be sent :
8. Details of fee remitted\*

Chalan No	Date	Amount remitted	Name of treasury	Head of account

DECLARATION

I do hereby declare that the details furnished above are true to the best of my knowledge and belief. I am fully aware that, in case any false information is detected in future at any stage, my application is liable to be rejected and that it is open to the Department to take appropriate action against me including cancellation of certificate.

Place: *Name and signature of applicant*

Date :

RECOMMENDATION OF THE PRINCIPAL

Place: *Name and signature of the Principal*

Date :

(Office seal)

\* Fee shall be remitted by way of DD in the case of equivalency candidates.

**Annexure - 34**

**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
**APPLICATION FOR REVALUATION OF ANSWER SCRIPTS OF HIGHER SECONDARY**  
**EXAMINATION FIRST/SECOND YEAR ....., 20.....**

DETAILS OF FEE REMITTED \*

<i>No. &amp; Date of Chalan</i>	<i>Name of treasury</i>	<i>Amount remitted</i>

1. Name of candidate (in block letters) :
2. Register number :
3. School code and name of the centre at which the candidate wrote the examination :
4. Revenue district :
5. Subject[s] and paper[s] for which revaluation is required

Sl. No.	Part	Name of paper[s]	Score

6. Whether copy of the mark list is enclosed : Yes  No
7. Whether applied for scrutiny also : Yes  No   
(Separate applications shall be given)
8. Address of the candidate to which :  
communications are to be sent (in block letters)  
PIN code :  
Mobile number :

Place:

Date :

*Signature of the candidate*

*(Applications shall be submitted to the Principal concerned before the last date stipulated.)*

\* Fee shall be remitted by way of DD in the case of equivalency candidates.

**Annexure - 35**

**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
**APPLICATION FOR SCRUTINY OF VALUED ANSWER SCRIPTS OF HIGHER**  
**SECONDARY EXAMINATION FIRST/SECOND YEAR ....., 20.....**

DETAILS OF FEE REMITTED \*

<i>No. &amp; date of chalan</i>	<i>Name of treasury</i>	<i>Amount remitted</i>

1. Name of candidate (in block letters) :
2. Register number :
3. School code and name of the centre at which the candidate wrote the examination :
4. Revenue district :
5. Subject[s] and paper[s] for which revaluation is required

Sl. No.	Part	Name of paper[s]	Score

6. Whether copy of the mark list is enclosed : Yes  No
7. Whether applied for revaluation also (Separate applications shall be given) : Yes  No
8. Address of the candidate to which communications are to be sent (in block letters) :  
PIN code :  
Mobile number :

Place:

Date :

*Signature of the candidate*

*(Applications shall be submitted to the Principal concerned before the last date stipulated.)*

\* Fee shall be remitted by way of DD in the case of equivalency candidates.



**Annexure - 36**

**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
**APPLICATION FOR PHOTOCOPY OF ANSWER SCRIPTS OF HIGHER**  
**SECONDARY EXAMINATION FIRST/SECOND YEAR ....., 20.....**

DETAILS OF FEE REMITTED\*

<i>No. &amp; date of chalan</i>	<i>Name of treasury</i>	<i>Amount remitted</i>

1. Name of candidate (in block letters) :
2. Register number :
3. School code and name of the centre at which the candidate wrote the examination :
4. Revenue district :
5. Subject[s] and paper[s] for which revaluation is required

Sl. No.	Part	Name of paper[s]	Score

6. Address of the candidate to which communications are to be sent [in block letters] :  
  
PIN code :  
Mobile number :

Place:

Date :

*Signature of the candidate*

*(Applications shall be submitted to the Principal concerned before the last date stipulated.)*

\* Fee shall be remitted by way of DD in the case of equivalency candidates.





*Annexure - 39*  
**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
**PROFORMA FOR HANDLING SUSPECTED CASES OF MALPRACTICE**  
**FROM CV CAMPS**

1. Register number of the candidate :
2. Name of examination taken by candidate :
3. Date and year of examination :
4. Name and school code of CV camp :
5. Name and designation of assistant examiner:
6. Name and designation of chief examiner :
7. Detailed report of the assistant examiner

(Attach additional sheets if necessary)

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8. Signature of assistant examiner with date :
9. Signature of chief examiner with date :
10. Signature of camp coordinator :

*Annexure - 40*

**GOVERNMENT OF KERALA**  
**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**  
**REQUISITION FOR TRAVELLING/DAILY ALLOWANCE**

Name of employee : Name of venue school :  
Designation & address : Headquarters (Parent school) :  
Scale of pay & basic pay :

Date & hours of journey		Route		Mode of conveyance used	Distance travelled (KM)	Amount of TA claimed		Days of halt		DA claimed for halt	TOTAL	Remarks
Departure	Arrival	From	To			Bus	Train	From	To			

*Certified that I have travelled through the shortest route and the particulars given above are correct.*

Amount claimed	
Amount passed	

Date:

Signature of employee

*Admitted and passed*