

OFFICIAL GAZETTE



GOVERNMENT OF GOA

EXTRAORDINARY No. 2

GOVERNMENT OF GOA

Department of Education, Art & Culture

Goa Board of Secondary & Higher
Secondary Education

Notification

18/Misc/1672/89-EDN(PartII)

In exercise of the powers conferred by section 46 of the Goa, Daman and Diu Secondary and Higher Secondary Education Board Act, 1975 (Act 13 of 1975), the Government of Goa, hereby makes the following rules so as to amend the Goa, Daman and Diu Secondary and Higher Secondary Education Rules, 1975, as follows, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Goa Secondary and Higher Secondary Education (Amendment) Rules, 2001.

(2) They shall come into force at once.

2. *Amendment of Chapter II.*— In the Goa, Daman and Diu Secondary and Higher Secondary Education Rules, 1975, (hereinafter referred to as "principal Rules"), for Chapter II, the following chapters shall be substituted, namely:—

Chapter II

Public Examinations

12. *Periodicity of Public Examination.*— The Board shall conduct or cause to be conducted in the areas of its jurisdiction S.S.C. Examination

twice every year, in the month of March and October and H.S.S.C. Examination in March provided that it shall be competent for the Board to conduct a special examination at any time in an emergency. The Board shall conduct such other examinations as the Board may, by notification, specify prescribe from time to time.

13. *The Scheme of subjects for Public Examination.*— The Board shall conduct the public examination in the subjects provided in the scheme of studies and pattern of assessment as specified by the Board.

14. *Centres and dates for Public Examination.*— (1) The Board shall fix the required number of centres to conduct the secondary and higher secondary school certificate examination separately. The centres so fixed shall be intimated by the Board alongwith the dates of commencement of examinations to the heads of all secondary and higher secondary schools at least four months prior to the commencement of examination.

(2) The Board shall identify and requisition the educational institutions to be utilised as centres/ sub-centres for the conduct of examination.

(3) The educational institutions identified as the centres/sub-centres for public examination shall spare the infrastructure available in the school and extend full co-operation for smooth conduct of examination.

(4) The candidates shall ordinarily select the examination centre which is the nearest one from

the school. However, it shall be competent for the Chairman to permit candidates to opt for any other centre on written request through the head of the school. Such permission has to be obtained prior to submission of application for examination.

15. *Eligibility conditions for regular candidates to appear for the examination.*— (1) The students shall enrol themselves for secondary/higher secondary courses, while seeking admission to std. VIII/XI, by paying the specified enrolment fees through the Head of the institution.

(2) The students who have completed their studies of final standard of secondary (i.e. Std. X) and higher secondary course (i.e. Std. XII) shall be held eligible to appear for the higher secondary school certificate examination provided he/she has—

(a) put in 75% of attendance of total working days from the opening day of the academic year till the date which is twenty days prior to the commencement of practical/oral examinations, whichever is earlier, in case of March examinations and from the opening day of the second term till the date which is twenty days prior to the commencement of practical/oral examinations, whichever is earlier, in case of October examination.

(b) completed the course of studies specified for the final standard and the practicals of the subjects involving practical work.

(c) been given a certificate by the head of the institution that he/she is fit as regards character for admission to public examination.

(3) The change of subjects shall be allowed to desiring regular students either upto second term of standard XI or the first term of standard XII.

(4) Every candidate shall abide by the instructions which the Board may issue from time to time regarding submission of application forms, admission to the examination hall and discipline during the examination, etc. Any breach of such instructions shall render a candidate liable for action under relevant rule.

16. *Condonation of attendance.*— The Chairman shall be competent on request, supported by reasonable ground through the head of the

institutions, to condone the deficiency in attendance of such students as per the norms laid down by the Board.

17. *Eligibility of Private candidates for SSC Examination.*— (1) A person who has pursued specified course of studies privately and has completed the practicals for the subjects involving practical work prescribed for Std. VIII to X in any recognised Secondary School at the time of application for examination shall be admitted to secondary school certificate examination as a private candidate subject to the fulfilment of the following conditions,—

(a) He/She has been a resident of the State of Goa for not less than two years prior to the date of commencement of S.S.C. Examination for which he/she desires to appear.

However the deficiency, if any, in the period of two years residence in the State of Goa may be condoned by the Chairman on genuine grounds.

(b) He/She was not on the roll of any recognised secondary school of the State during the academic year preceding the date of examination for which he/she desires to appear.

(c) He/She must have completed the age of 17 years not later than the 1st March of that academic year in case of the examination to be held in March and not later than 1st October of the next academic year in case of the examination to be held in October. The date of birth declared by him/her in the form of application shall be supported by authentic document.

(d) Notwithstanding anything contained in (a), (b), and (c) above,—

(i) A candidate being a citizen of India who has been a regular student of a secondary school overseas and who has completed the course of studies for an examination equivalent to the secondary school certificate examination of this Board may be permitted to appear at SSC Examination as a private candidate.

(ii) A candidate sent as a regular student (i.e. after having undergone the specified course of studies and kept the specified

minimum attendance at a recognised institution) but failing at the corresponding examination equivalent to corresponding S.S.C. examination of this Board, may be permitted to appear at the Examination as a private candidate provided that such a candidate has not joined any secondary school since his/her failure at the other examination concerned:

Provided that it shall be competent for the Board to debar an applicant involved in malpractices to secure permission to appear at the examination as a private candidate under clause (1) above, from applying for permission to appear for the Examination, for a period of two years from the month and year of the Examination for which permission is sought, even if such a candidate is otherwise eligible and further forfeit the enrolment fee if already paid and cancel the enrolment certificate, if already issued.

(2) A candidate applying for S.S.C. examination privately shall complete the course of practicals through a recognised school and submit a certificate from the head of the institution to that effect, while submitting the application for admission to examination.

(3) A person who has pursued his/her studies and fulfilling above conditions shall apply to the Board in specified form along with specified fees and relevant documents to enrol himself/herself as a private candidate.

(4) The applicant shall state in writing that he/she is not undergoing rustication imposed by any statutory Board of examination or University in India or any other examination authority at the time of submission of application for enrolment.

(5) An enrolment certificate shall be issued by the Board to a person eligible to appear for S.S.C. examination as a private candidate.

(6) The person who has been enrolled as a private candidate for S.S.C. examination shall apply for admission to the said examination in specified form alongwith the required documents and the fees specified by the Board.

(7) The person who has been enrolled as a private candidate shall be exempted from offering school assessment based subjects for S.S.C. examination.

(8) The private candidates shall not be eligible for award of prizes or scholarships.

18. Eligibility of private candidates for H.S.S.C Examination.— (1) A person who has pursued the specified course of studies privately shall be admitted to HSSC Examination as a private candidate subject to the fulfilment of the following conditions,-

(a) He/She has been a resident of the State of Goa for not less than two years prior to the date of commencement of H.S.S.C. Examination for which he/she desires to appear. However the deficiency, if any, in the period of two years residence in the State may be condoned by the Chairman on genuine grounds.

(b) He/She was not on the roll of any recognised higher secondary school of the State during the academic year preceding the date of examination for which he/she desires to appear.

(c) He/She must have completed the age of 19 years not later than the 1st March of that academic year. The date of birth declared by him/her in the form of application shall be supported by authentic document.

(d) Notwithstanding anything contained in (a), (b) and (c) as above

(i) A candidate being a citizen of India who has been a regular student of a higher secondary school overseas and who has completed the course of studies for an examination equivalent to the higher secondary school certificate examination of this Board, may be permitted to appear at the HSSC Examination as a private candidate.

(ii) A candidate sent as a regular student (i.e. after having undergone the specified course of studies and kept the specified minimum attendance at a recognised institution) but failing at the corresponding examination equivalent to the corresponding H.S.S.C. examination of this Board, may be permitted to appear at the Examination as a private candidate provided that such a candidate has not joined any higher secondary school since his/her failure at the other examination concerned:

Provided that it shall be competent for the Board to debar an applicant involved in employing malpractices to secure permission to appear at the examination as a private

candidate under clause (1) above, from applying for permission to appear for the Examination, for a period of two years from the month and year of the Examination for which permission is sought, even if such a candidate is otherwise eligible and further forfeit the enrolment fee if already paid and cancel the enrolment certificate, if already issued.

(2) Any person who has pursued his/her studies privately and desires to appear for higher secondary school certificate examination shall be held eligible if,—

(a) he/she has passed his/her secondary school certificate examination or equivalent examination of any Board.

(b) the period of not less than three years has intervened between the date of students passing secondary school certificate examination or equivalent school certificate examination and the date of commencement of the examination he/she intends to appear as a private candidate.

(3) A person fulfilling above conditions shall apply to the Board in specified form alongwith necessary documents and enrolment fees specified by the Board, for enrolment as a private candidate.

(4) The applicant shall state in writing that he/she is not undergoing rustication imposed by any statutory Board of examination or University in India or any other examination authority at the time of submission of application for enrolment.

(5) An enrolment certificate shall be issued to a person eligible to appear for HSSC examination as a private candidate.

(6) The person who has been enrolled as a private candidate for HSSC examination shall apply for admission to the said examination in specified form alongwith the required documents and the fees specified by the Board.

(7) The private candidates desiring to appear for H.S.S.C. examination shall not be allowed to offer the subjects involving practicals.

(8) The private candidates shall be exempted from offering school assessment based subjects for H.S.S.C. examination.

(9) The private candidates shall not be eligible for award of prizes or scholarships.

19. *Refund of enrolment fees of private candidates.*— A refund of 50% of an amount of enrolment fees paid alongwith the application for enrolment shall be given to the candidate if the enrolment is rejected on genuine grounds by the Board.

20. *Eligibility of ex-students.*— (1) An ex-student is one who has satisfied all the requirements of the specified courses of studies equivalent to the SSC/HSSC examination of this Board, including the minimum specified attendance under rule 15, unless exempted by the Board, and who has accordingly been admitted to the examination and has not joined any secondary or higher secondary school after such admission. The course of studies in SSC/HSSC pursued by him/her has to be recognised by the Board for admission to the examination as equivalent to S.S.C. or H.S.S.C. respectively of this Board. An ex-student is exempted from the attendance specified under rule 15.

(2) An ex-student shall be entitled to receive a certificate with regard to his/her eligibility for admission to the Examination and to have his/her application for admission thereto forwarded by the Head of the secondary/higher secondary school who recommended him/her for admission, whether or not he/she appeared at the examination in the year in which he/she was so recommended, provided that, the Head of the secondary/higher secondary school certifies that, to the best of his/her knowledge, the candidate is a fit person as regards character, for admission to the examination. Where, in the opinion of the Head of the secondary/higher secondary school, the character of any candidate is not good, in such cases, the head shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances (if any) in support thereof. All such applications shall be considered by the Executive Council, which shall, on merit of each case decide whether the candidate be permitted to appear at the examination or not, and the decision of the Executive Council shall be final.

(3) An ex-student joining a secondary/higher secondary school shall lose all the rights of an ex-student, except of the right of exemption or exemptions previously earned and shall be required to satisfy the Head of the School he/

/she has joined as regards character, but not attendance. Where, in the opinion of such Head, the character of any candidate is not good, he/ /she shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances (if any) in support thereof. All such applications shall be considered by the Executive Council which shall, on merits of each case, decide whether the candidate be permitted to appear at the examination or not and the decision of that Executive Council shall be final.

(4) The Head of the secondary school may charge the fees as specified by the Board from time to time, for every ex-student wishing to have his application forwarded for permission to appear at the examination under this rule.

21. Application for admission to examination. —

(1) The Board shall specify and inform the schedule for submission of application forms for admission to each examination at least four months prior to the commencement of examination.

(2) The students who fulfill the eligibility conditions and who complete the studies specified for final standard shall submit their applications to the Secretary of the Board through the head of the school in case of regular candidates and directly to the office of the Board in case of private candidates. They shall adhere to the specified time schedule and submit their applications with specified fees and relevant documents:

Provided further that it shall be competent for the Chairman to accept a late application, without additional fees, even after the dates specified in the above clause, in genuine cases duly recommended by the heads of Institutions.

(3) The applications which has not been so submitted or is not complete in every respect shall not be accepted.

(4) The Head of the Secondary/Higher Secondary School concerned shall submit with the applications, a statement in the form specified by the Board giving such information in respect of each candidate as may be required by the Board. The Head of the secondary/higher secondary school shall also attach a certificate to each of the application certifying the grades obtained by the candidate in the school assessment based subjects offered by him/her.

(5) The Head of the Secondary/Higher Secondary School shall certify that the particulars given in the consolidated statement and the abridge lists, tally with the school records.

22. Withdrawal of application. — (1) A candidate on genuine request through the head of the institution in case of regular candidates and directly in case of private candidates may be permitted to withdraw the application for examination twenty days prior to the commencement of practical/oral/theory examination whichever is earlier:

Provided that it shall be competent for the Chairman of the Board to allow withdrawals of applications even after the time-limit mentioned above, in special cases, on the merit of each case before the generation of seat numbers without refund of examination fees.

(2) The application of any regular student may be withdrawn by the head of the institution prior to the commencement of practical/oral/theory examination, whichever is earlier, if it is established that -

(a) the student could not complete the required days of attendance specified under rule 15.

(b) the student is involved in any activities controversial to the code of conduct for students.

(3) The application of a candidate may be withdrawn on medical ground supported with medical certificate from Registered Medical Practitioner.

23. Cancellation of admission to examination. —

(1) The Board shall have the power to cancel the admission and to forfeit the examination fee, if any, paid by the candidate, if it is ascertained that the admission of such candidate to the examination has been affected by error/malpractice/fraud/ /improper conduct or where his/her very admission to top standard is found to be irregular.

(2) The admission of such candidate shall be liable for cancellation even if the candidate has answered one or more subject/s of the examination.

(3) It shall be competent for the Chairman to admit a candidate to the Examination provisionally

where any inquiries in respect of his/her eligibility for admission to the Examination are in progress or contemplated in the light of the final decision regarding his/her eligibility to deal further with his/her case as per provisions of these rules.

24. *Examination fees.* — (1) The fees in respect of SSC/HSSC Examinations shall be as specified by the Board from time to time.

(2) The head of the school concerned shall issue on behalf of the Board to the candidate concerned, a receipt for the fees paid, in the form specified by the Board.

25. *Refund of examination fees.* — (1) The fees paid by any candidate for one examination shall not be held in reserve for the future examination.

(2) The examination fees in part or full shall be refunded to the candidates under the circumstances as detailed below -

(a) If the application for admission to examination is withdrawn under any of the sub-rules of rule 22, the full amount paid shall be refunded to the candidate through head of the institution after deducting 25% of such amount as process fees.

(b) If the candidate dies prior to the examination and the application for refund of fees is received by the Board within three months from the date of conclusion of the examination the full amount of fees shall be refunded to the applicant who is entitled to receive such refund, through the head of the school.

(c) If the candidate is taken ill and is prevented from appearing for the examination, 50% of the fees shall be refunded provided the application for withdrawal of application for admission to examination alongwith necessary medical certificate from registered medical practitioner reaches the Secretary of the Board through the head of the institution concerned within two days from the commencement of the examination or the Chairman is satisfied that such an application was despatched by the candidate in good time so as to reach the Secretary within the said period:

Provided further, that the request for refund of examination fees from such candidate shall be received by the Secretary within three months from the date of commencement of

examination, with the details of the examination.
(d) If the admission of any candidate for examination is cancelled by the Board on the ground specified vide rule 23, the full amount of fees paid by such candidate shall be refunded after deducting 25% of the amount against process fees provided the application for such refund is made to the Secretary within three months from the commencement of examination.

(e) When a private candidate's application for admission to the examination is rejected, the examination fees paid by the candidate, after deduction of 25%, shall be refunded to him/her provided that the application has not been rejected on account of a false statement by him/her. In the case of a candidate who has made a false statement, an additional penalty according to the seriousness of the offence, up to the extent of the forfeiture of the entire fees, may be levied.

(f) Notwithstanding anything contained above, refund of full amount of examination fees may be granted to such candidates who may during the period of a national emergency, join military service subsequent to the submission of his/her application for admission to the examination and who may apply for such refund, on his/her producing a certificate signed by the officer commanding concerned, about his/her having joined military service during the period mentioned above, and his/her being unable to take the admission for that reason.

26. *Entry of application forms.* — (1) After the last date for receipt of the application forms, the data shall be entered in the computer in the office of the Board accurately and the seat numbers shall be generated with necessary details.

(2) The school lists shall be sent to schools with relevant details for necessary counter-check. The school-lists shall be displayed in the schools immediately for information of the candidates.

(3) The discrepancies in any of the particulars in the list identified by the candidates/schools supported with necessary documents shall be forwarded to the Board through the head of the school for settlement of discrepancies.

27. *Medium of answer for S.S.C. and H.S.S.C. Examinations.* — (1) The students appearing for S.S.C Examination of the Board shall have the option to answer the examination in any of the following languages as the medium of answer.

(i) English (ii) Marathi (iii) Urdu (iv) Konkani in Devnagari script

(2) The medium of answer for the H.S.S.C Examination shall be English.

28. *Mode of examination.*— (1) The Board shall conduct the public examination for the students in the subjects specified for final standard of secondary and higher secondary education in theory, orals and practicals as required under the scheme of studies in the manner specified below—

(i) The Board shall conduct oral examination for S.S.C./H.S.S.C. in the subjects as per the scheme of subjects and evaluation according to the norms specified by the Board.

(ii) The Board shall conduct practical examination of candidates appearing for S.S.C. and H.S.S.C. examinations in the subjects involving practicals as per the scheme and in accordance with the norms specified by the Board for conduct of practical examinations.

(2) For conducting theory examination, the common question papers in the subjects shall be supplied by the Board to the candidates simultaneously at every centre of examination.

(3) No question calling for a declaration of a religious belief on the part of a candidate shall be put at the examination and no answer or translation given by any candidates shall be objected to on the ground of its giving expression to any particular form of religious belief.

Chapter III

Appointments of the staff for the examination work and remuneration

29. *Procedure for appointment of staff for the examination work.*— (1) The Board shall specify norms to be followed for appointment of qualified persons for the confidential work of the examination, to work as a Chairman of Paper Setter's Panel (CPSP), Paper Setters, Translators, Conductors, Deputy Conductors, Supervisors, Chief/Senior/ Associate Moderators, Moderators, Senior Examiners, Examiners, internal examiners, external examiners, etc. and the other administrative staff.

(2) The Secretary shall collect the information from the schools in requisite proforma for the purpose of appointment of staff for examination work by the end of July every year.

(3) Each Board of Studies shall scrutinise the subject-wise list of teachers vis-à-vis the conditions of qualification and prepare the subject-wise list of eligible persons in order of priority for various types of examination work which would be approved by the Examination Committee and the Executive Council.

(4) The Chairman shall select the persons from the lists approved by the Executive Council for various types of work and appointments shall be sent to the concerned persons by the Secretary of the Board. The Chairman shall be competent to appoint the persons in addition to the persons from the approved list, if the list is insufficient to meet the requirement.

(5) The heads of recognised institutions shall make the services of the persons available for the work of public examination whenever requisitioned.

30. *Disqualification of the persons appointed for examination work.*— (1) A person shall be disqualified for being appointed as a Chairman of Paper Setter's Panel, Paper Setter, Translator, Conductors, Deputy Conductors, Supervisors, Chief Moderator, Senior Moderator, Associate Moderator, Moderator, Senior Examiner, Associate Examiner, Examiner, internal examiner, external examiner, etc. and the other administrative staff on the following conditions:-

(a) If his/her near relative is a candidate for the said public Examination.

However, in case of the staff appointed for paper setting work and/or the assessment work shall not be considered as disqualified, if his/her near relative has not offered the particular subject in which the person is appointed for paper setting and/or the assessment work.

Explanation.— The term 'near relative' means the following.—

'wife', 'husband', 'son', 'daughter', 'brother and sister'.

(b) If he/she is having or has had during the academic year any share in the working of a

coaching class for SSC/HSSC examination either partly or wholly.

Note:- The special remedial classes organised by a school for their students to be conducted in the institution shall, however, not constitute a disqualification under this sub-clause.

(c) If he/she is the author or publisher or has any financial interest in the publication of any guide or annotations or any subject specified for the Secondary and Higher Secondary Courses;

(d) If he/she is an employee of the Board or member of the Board or convenor of Board of Studies.

(e) If he/she has been disqualified for appointment as a paper-setter, translator, examiner, moderator, etc. by any statutory University or any Examination Board or at any examination held by or under the authority of the Government.

(f) If he/she himself/herself is a candidate appearing for the examination.

(2) A person shall be disqualified for being appointed as a paper-setter, chairman of the panel of paper-setters in a subject, if he/she is the author or publisher of, has any financial interest in the publication of a text-book prescribed for the final examination in such subjects or a book covering substantially the syllabus prescribed for the final examination. However, the writer appointed by the Board for writing its text-books will not be disqualified.

(3) The question whether a book is a guide or a book of annotations or a text-book of the nature referred to in clauses (1) and (2) above shall be decided by the chairman of the Board whose decision shall be final.

(4) A person who is sent appointment for the confidential work of examination shall acknowledge the receipt of the same with his/her acceptance to the office of the Board through the head of the Institution in writing, certifying that he/she is not covered under disqualification rule or inform that he/she is covered under disqualification rule, specifying the clause therein.

31. *Remuneration and T.A./D.A. to the staff appointed for examination work.*— (1) The staff appointed for examination work shall be eligible

to get remuneration at the rate specified by the Board from time to time and T.A. /D.A. admissible as per Government rules.

(2) The staff appointed for the examination work but not entitled for T.A./D.A., shall be paid conveyance allowance at the rate approved by the Board.

32. *Withholding or reduction in the remuneration and other penalties.*— (1) The Board shall lay down the norms for withholding or reducing the remuneration and for imposing other penalties on the persons appointed for confidential work, if the persons appointed for the purpose do not adhere to the norms laid down by the Board while performing the duties assigned to them.

(2) His/Her making a false declaration or statement while submitting acceptance under rule 30 (4) for confidential work or in any other document submitted to the Board, in connection with his/her appointment.

(3) The reduction in remuneration shall be according to the schedule of penalties specified by the Board.

(4) In case of gross negligence and the matters not mentioned in the schedule of penalties, such cases shall be referred to the Executive Council for inquiry. The decisions of the Executive Council in this respect shall be brought to the notice of the concerned defaulters under intimation to the respective management, the Director of School Education and the penalty shall be executed under intimation to the Board.

Chapter IV

Procedure for setting of question papers and distribution

33. *Formation of the panels for paper-setters*— (1) Each paper setting panel in a subject shall comprise of one Chairman of the Paper-Setters' Panel (CPSP), three to five paper setters and three to five translators appointed to translate the papers set (wherever applicable).

(2) The CPSP, one paper-setter and one translator attached to paper-setter (wherever needed) shall form the unit to set one question paper in the subject.

(3) The members of panels shall follow the instructions pertaining to setting of question papers specified by the Board.

34. *Qualifications for appointment on the Paper-Setters' Panel.*— (1) A person to be appointed as a paper-setter in a subject for S.S.C. Examination shall fulfil the following conditions—

(a) He/She should have offered that subject for the degree examination.

(b) He/She should have at least 10 years experience of teaching the subject for which question paper shall be set, to the top classes viz. VIII, IX and or X of a secondary school or any of the classes in a Higher secondary school or recognised Training Institution for Primary or Secondary teachers.

(c) He/She should have experience as an Examiner for at least five times at the Secondary School Certificate Examination held by any Examining body during the preceding 10 years.

(d) He/She shall be a person who is in touch with the teaching of the subject to the top classes (VIII, IX and /or X) in a secondary school or recognised Training Institution for more than 3 preceding years.

(2) A person to be appointed as Chairman of the Panel of Paper-Setters (CPSP) in a subject for SSC examination, shall in addition to (a), (b), (c) and (d) in (1) above, have an experience of setting a question paper in the subject at least thrice during the preceding ten years.

(3) A person to be appointed as a Translator in a subject for SSC examination shall have the qualification and experience as specified for a Paper-Setter. He/She shall be well-versed in both the languages concerned with the translation.

(4) A person to be appointed as a paper-setter in a subject for H.S.S.C. Examination shall fulfil the following conditions—

(a) He/She should have offered that subject for the degree examination.

(b) He/She should have Master's Degree in the subject.

(c) He/She should have at least 10 years experience of teaching the subject in a higher secondary school.

(d) He/She should have an experience as an Examiner for at least five times at the Higher Secondary School Certificate Examination held by any Examining body during the preceding 10 years.

(e) He/She shall be a person who is in touch with the teaching of the subject in a higher secondary School for more than 3 preceding years.

(5) A person to be appointed as Chairman of the panel of Paper-setters (CPSP) in a subject for HSSC examination shall in addition to (a), (b), (c), (d) and (e) in (4) above, have an experience of setting a question paper in the subject at least thrice during the preceding ten years.

(6) In case of non-availability of qualified persons mentioned in (1) to (5) above in any subject, the concerned Board of Studies shall be competent to recommend relaxation in the required qualification, subject to the approval by the Executive Council and the Board.

(7) In case of non-availability of experienced persons mentioned in (1) to (5) above in any subject, the Chairman shall be competent to allow relaxation in the required condition of experience.

35. *Secrecy relating to paper setting.*— The persons appointed on the paper-setter's panels shall maintain absolute secrecy about the matters related to setting of question papers including their appointments as per norms laid down by the Board.

36. *Duties of the Chairman of the Paper Setters' Panel (CPSP).*— (1) The CPSP shall convene a meeting of all the paper-setters of the panel and discuss matters like scope and limitation, principles to be adhered while setting the question paper, pattern to be adopted, allocation of marks and all other allied matters.

(2) The CPSP shall study and adhere to the following—

(a) The scope and limitations of the syllabus and the text book prescribed.

(b) The approved pattern/design of question paper and marking scheme.

(c) Topic-wise and objective-wise allotment of marks.

- (d) Observations made by the Board of Studies on question-paper/s of previous examination/s.
- (e) Such other special instructions/relevant circulars issued by the Board's office from time to time.
- (3) The CPSP shall co-ordinate the work of the paper-setting of each of the sub-unit under the panel within specified time and see that question paper finally set is error-free and as per the norms laid down by the Board.
- (4) He/She shall moderate the design/format ascertaining its conformity with the approved pattern of the question paper, type of questions and sub-questions, coverage of syllabus, topic-wise distribution of marks, internal and external options, if any, and level of competencies to be tested.
- (5) He/She shall again moderate the fully developed question paper to make it error-free, free from any overlapping or repetition of questions of the previous year, or of questions which may inadvertently incorporate answer of a sub-question under a different question.
- (6) The CPSP shall see that all paper setters and translators complete their work as per schedule of the work.
- (7) He/She shall personally set one question paper, if needed. He/She shall review the sets of question papers as required by the Secretary.
- (8) After preparation of the model answers, criteria for evaluation, he/she shall edit the question paper vis-à-vis the model answers, criteria for assessment so as to reshape/reframe any questions, if required.
- (9) The Chairman of the panel, the paper-setters and the translators are strictly prohibited from taking away, out of the premises of the Board, any of the papers or the material related to setting of question papers which may lead to the clues of the contents of the paper under setting.
- (10) He/She shall collect from the paper-setters, fair copies of the papers drawn, stencils cut, model answers, criteria for evaluation, marking scheme and separately seal these in the envelopes with identical marks, supplied by the Secretary for each set of the papers. The identical marks super-scribed on the envelopes shall be kept secret by the CPSP.
- (11) After the submission of the entire work by the paper setters and translators, the CPSP shall take maximum one day to submit to the Secretary of the Board, the question papers, model answers and marking schemes under sealed envelopes properly labelled and obtain acknowledgement for the same.
- (12) He/She shall strictly note that the sealing of the question papers, model answers etc. shall be carried out with utmost secrecy.
- (13) He/She shall submit all the sealed covers of all the sets of question papers to the secretary and obtain the acknowledgement.
- (14) He/She shall be entirely responsible to ensure that all the rough/trial material prepared for finalisation of paper/translation/model answer, criteria for evaluation, carbon papers and such other material which may divulge/reveal to clues of the contents of the paper set is collected and completely burnt for absolute prevention of leakage of the contents of the question paper set.
- (15) He/She shall submit a certificate in specified form to the extent that the work of setting question paper has been done in accordance with the norms laid down by the Board.
- (16) The CPSP shall report to the Secretary, as and when required to undertake the proof reading of all the question papers as a part of moderation of the paper-setting work without any additional remuneration. However, travelling/ conveyance allowances shall be paid as per prevailing rules.
- (17) He/She shall do the proof-reading of the proof vis-à-vis original manuscript according to the detailed instructions given by the Secretary. He/She shall be responsible for errorless proof-reading of the question papers. He/She shall be responsible for any lapses/omissions occurred during proof-reading.
- (18) He/She shall maintain absolute secrecy regarding all matters connected with the paper setting and shall take meticulous care to observe the instructions and any other procedures laid down by the Board from time to time.

(19) The copyright of the question paper/s set for secondary and higher secondary examinations conducted by the Board shall rest in it:

Provided that the permission to include question paper/s set for secondary and higher secondary examination conducted by this Board, in a publication devoted to the subject of question paper/s may be granted to concerned author or publisher on such condition as the Board may lay down from time to time.

37. *Duties of the Paper-setter.*— (1) Each paper setter appointed for setting a question paper in a subject shall be jointly responsible along with the CPSP for setting a question paper, preparation of model answers, criteria for evaluation and marking scheme as per approved pattern given by the Board. The question paper and the model answers shall be drawn up in languages approved by the Board.

(2) Before proceeding to set a question-paper, the CPSP and the paper-setter shall carefully go through the following—

(a) The scope and limitations of the syllabus and the text book prescribed.

(b) The approved pattern/design of the question paper by the Board.

(c) Topic-wise and objective-wise allotment of marks as approved by the Board.

(d) Observations made by the Board of Studies on question-paper/s of previous examination/s.

(e) Such other special instructions/circulars as may be given by the Board's office from time to time.

(3) The paper-setter shall prepare the design and blue-print of the paper to be set without any alteration in the approved pattern of the question-paper.

(4) The paper-setter shall get the design, and blue-print approved from the Chairman of the panel and shall proceed to set the question paper accordingly.

(5) The paper-setter shall submit to the chairman of the panel every completed question for moderation and shall effect necessary changes as directed by the CPSP.

(6) On completion of the full question-paper, the paper setter shall submit the same again to the chairman for moderation and shall carry out the changes as instructed by the CPSP.

(7) After a full question paper is set and moderated by the chairman, the paper-setter shall prepare its model answers, criteria for assessment and marking scheme.

(8) The paper setter shall extend full co-operation to the translator and may, if need be, recast any of the question set and shall do so in consultation with the CPSP. Changes in the model answers/markings scheme shall be effected accordingly.

(9) After completion of the translation, if any, the paper-setter shall prepare three fair copies of the question paper, fair copies of model answers, marking scheme and question-wise analysis of the question paper and submit the same to the CPSP.

(10) He/She shall maintain absolute secrecy regarding all matters connected with the paper setting and shall take meticulous care to observe the instructions and any other procedures laid down by the Board from time to time.

(11) On the completion of the work the paper-setter shall submit the certificate to the extent that the work of setting the question paper has been done in accordance with the norms laid down by the Board in specified form duly countersigned by the CPSP.

38. *Duties of the Translator.*— (1) A translator appointed for translation of question paper shall be responsible for translating the question paper in the correct and unambiguous language, without deviation from the original question paper set in English. He/She shall carry out the work according to the norms laid down by the Board for the purpose.

(2) During the course of the translation, the translator shall point out to the paper-setter and the chairman of the panel, in case, if any of the questions set cannot be translated objectively.

(3) On completion of the translation of paper, the translator shall prepare three copies of translated question paper which shall be neat, legible and error-free. The same shall be handed over to the paper-setter who in turn shall submit the same to the CPSP.

(4) He/She shall maintain absolute secrecy regarding all matters connected with the paper setting and shall take meticulous care to observe the instructions and any other procedures laid down by the Board from time to time.

(5) On completion of the work of translation, the Translator shall submit the certificate to the extent that the work of translation of the question paper has been done in accordance with the norms laid down by the Board, in specified form duly countersigned by the CPSP. He/She shall be solely responsible for the translation work done by him/her.

39. *Printing and distribution of question papers.*— (1) The confidential printer shall be selected according to the norms laid down by the Board for placing order for printing.

(2) The sealed packets of all the question papers shall be handed over by the Secretary to the confidential printer.

(3) The confidential printer shall submit to the Secretary the sealed packets of the computer print-outs of all question papers.

(4) The sealed packets of computer printouts shall be handed over to the CPSP by the Secretary for the purpose of proof reading.

(5) The CPSP shall carry out proof-reading and shall hand over the proof-read question papers in sealed packets with proper labelling to the Secretary.

(6) One of the sealed packets from the proof-read question papers in each subject shall be selected and be handed over to the confidential printer by the Secretary for printing the question papers.

(7) The sealed packets of question papers shall be delivered by the confidential printer to the Secretary at the office of the Board in the bundles, packed and sealed in the manner as requisitioned by the Secretary and as per the need of the examination.

(8) The Secretary shall make arrangements for the delivery of the bundles of sealed packets of question papers jointly to the Observer and the Conductor appointed at the respective centre of examination.

(9) The sealed packets of question papers shall be supplied to each centre not earlier than seven days before the conduct of theory examination. The Board representative appointed for the purpose shall hand over the question papers to the Conductor only in presence of the Observer.

(10) The bundles of sealed question papers shall be kept in a safe custody under the seal of the Board representative in the event of absence of any one of the two, the Conductor and the Observer, at the time of delivery. The Board representative shall hand over the same on the subsequent suitable day prior to the commencement of the examination in presence of both, the Conductor and the Observer, which they shall keep in custody under their joint seal.

40. *Setting of question papers for practical examinations in HSSC.*— (1) The norms laid down for qualification and disqualification of the paper setters for theory examination shall be applicable to the paper setters for practical examinations.

(2) The required number of question papers for practical examinations shall be set by the paper setters appointed by the Secretary in the subjects involving practical work according to approved patterns as per the provision and norms laid down by the Board.

(3) The required number of copies of each set shall be prepared and submitted by the paper setter to the Assistant Secretary in sealed packets.

(4) The sets of question papers for practical examination shall be supplied to each place of practical examination.

Chapter V

Procedure for the conduct of SSC/HSSC Examinations

41. *Conduct of oral examinations.*— (1) The oral examinations for SSC/HSSC shall be conducted by the Board in accordance with the norms laid down by the Board.

(2) External and Internal examiners shall be appointed at each place of oral examination.

(3) The examiner shall allot marks for oral testing on the spot and submit the mark-lists to the head of the school in sealed packets.

(4) The sealed packets of marks-lists of oral examinations shall be submitted by the concerned head of the school to the office of the Board as per the scheduled date.

(5) The head of the school where the oral examination is conducted, shall be responsible for making arrangements for oral examinations and for smooth conduct of such examinations.

42. *Conduct of practical examinations.*— (1) The practical examinations for SSC/HSSC shall be conducted by the Board in accordance with the norms laid down by the Board.

(2) The head of the institution in the concerned school shall be responsible for making necessary arrangements and smooth conduct of practical examinations as per specified norms.

(3) Wherever practical work has been specified in the syllabus in any subject for the examination, a record of such work done by each candidate offering the subject in the form specified by the Board shall be duly maintained and attested by the Head of the secondary or higher secondary school concerned and the same shall be produced or forwarded for the purpose of evaluation in such manner and according to such directions as may be issued by the Board from time to time.

(4) The guidelines, instructions and modalities pertaining to the conduct of practical examination in the concerned subjects shall be supplied by the Board.

(5) The Stationery, material and the sets of required question papers for the conduct of practical examination shall be sent to every place of practical examination.

(6) The External and Internal Examiners shall be appointed for every batch in each subject for conducting practical examination under usual conditions of eligibility.

(7) No examination in practicals shall be conducted in absence of any examiner, either internal or external.

(8) In case of non-reporting of the external examiner in time, the head of the institution shall be competent to appoint another examiner from other school as an external examiner under intimation to the Secretary.

(9) The external examiner appointed shall invariably be from the other school.

(10) The practical examinations, if conducted in absence of internal and external examiners shall be invalid.

(11) The invalid practical examination shall be re-conducted by re-scheduling the same.

(12) The assessment of practical examination shall be done on the spot by both the examiners as per the guidelines supplied by the Board.

(13) The sealed packets of mark-lists and the sealed packets of answer-papers shall be submitted by the internal and external examiners jointly to the head of the institutions.

(14) The head of the institution shall submit the sealed packets of the mark-lists and the answer-books of practical examinations to the Secretary immediately after the conclusion of the practical examinations.

43. *Submission of grades/sessional/internal assessment marks.*— (1) The heads of the institutions shall assess the performance of candidates in School Assessment Based subjects in case of SSC/HSSC as per prescribed norms and submit the grades obtained by the candidates to the Board within the specified time limit in the specified proforma in sealed packets.

(2) In case of vocational courses the heads of institutions shall assess the candidates as per the specified norms and submit the grades obtained by the candidates in 'On the job training' in the specified proforma to the Board in sealed packets.

(3) The heads of institutions shall submit ~~sessional marks obtained~~ by the candidates in the concerned subjects under vocational stream in the specified proforma to the Board in sealed packets.

(4) The heads of institutions shall submit internal assessment marks obtained by the candidates in the concerned subjects in the specified proforma to the Board in sealed packets.

44. *Norms for appointment of staff for the conduct of theory examinations for SSC/HSSC.*— The following norms shall be followed for appointment of the staff for conduct of theory examinations in SSC/HSSC—

(1) *Observer.*—

The Board shall appoint one Observer at every centre of examination, who is preferably a member or Ex-member of the Board or a head of the secondary/higher secondary school or any other person authorised by the Board.

(2) *Conductor.*—

At every centre of examination, one conductor of examination shall be appointed by the Board who is a head of secondary/higher secondary school or a senior teacher having the experience of working as Deputy Conductor.

(3) *Deputy Conductor.*—

(a) At every centre and a sub-centre, a Deputy Conductor shall be appointed. The person to be appointed as a Deputy Conductor shall be a head of institution or Assistant Headmaster or Vice-Principal or senior secondary/higher secondary teacher as recommended by the heads of respective institutions.

(b) At the main centre, the conductor and the Deputy Conductor shall not be from the same institution as far as possible.

(4) *Supervisors.*—

(a) For the supervision work during examinations the Block/Stationery Supervisors shall be appointed as per norms laid down by the Board.

(b) The following norms shall be considered in preferential order for appointment as a Supervisor.

- (i) Graduate/post graduate teachers in the Secondary/Higher Secondary Institution.
- (ii) Under graduate teachers from Secondary Schools.
- (iii) Teachers from primary schools.
- (iv) Laboratory assistant of the secondary/higher secondary school.

(c) A subject teacher shall be appointed as Supervisor, in the subject which he/she is not teaching.

(d) A Relieving Supervisor shall be appointed at every centre/sub-centre having a minimum number of 5 blocks upto 10 blocks. An additional

relieving supervisor shall be appointed for every next group of 10 blocks. When the number of blocks is less than 5, the Stationery Supervisor shall function as a Relieving Supervisor.

(5) *The other staff.*—

The other staff necessary for the conduct of examination shall be appointed at the places of examinations as per norms laid down by the Board.

45. *Duties of the Observer.*—

(1) The smooth conduct of examination with secrecy and security of the question papers and answer-books at the centre shall be the joint responsibility of the Observer alongwith the Conductor.

(2) He/She shall report at the centre of examination—

(a) on the day of delivery of question papers at appointed hours;

(b) on each day of examination, before commencement of each of the sessions and at the close of each session;

(c) at the time of operating the custody of question papers;

(d) at the time of delivery of answer-books to the Board's representative.

(3) He/She shall visit the examination blocks frequently to ensure the smooth and fair conduct of examination as per norms laid down by the Board.

(4) After conclusion of the examination he/she shall submit his/her report on the conduct of examination in detail, with suggestions/recommendations for improvement, if any, within eight days in the specified proforma to the Secretary.

46. *Duties of the Conductor.*— (1) The smooth conduct of examination with secrecy and security of the question papers and answer-books at the centre shall be the joint responsibility of the Conductor alongwith the Observer.

(2) The Conductor shall be entirely responsible for all the preparations for efficient, smooth and

timely conduct of the examination at the Centre according to the norms specified by the Board.

(3) The Conductor shall use emergency powers in accordance with the instructions to that effect and to the best of his/her judgement in an unforeseen situation, which may arise at the centre of examination. In case of emergency, he/she shall get in touch with the Chairman and/or the Secretary of the Board telephonically for further guidance.

(4) The Conductor shall obtain, from the heads of the institutions identified as sub-centres for examinations, the following details—

(a) total number of blocks available in each sub-centre;

(b) total furniture available for seating arrangement of candidates;

(c) the names of teaching staff to be appointed as Deputy Conductors/Supervisors and other staff required for smooth conduct of the examination;

(5) He/She shall prepare the plan for seating arrangement of candidates for different sub-centres and submit the same to the Secretary of the Board and Observer of the Centre well in advance.

(6) The Conductor shall appoint on behalf of the Board the required number of persons as per the norms laid down by the Board to work as Deputy Conductors, Block Supervisors, Relieving Supervisors, Stationery Supervisors, Clerical Assistants, Class IV employees, Watchman, Sweeper, Water Boy, Wet Sweeper, any other persons as per requirements with the approval of the Secretary by ensuring that they are not disqualified under rule 30.

(7) The Conductor shall make arrangement for availability of medical assistance on emergency.

(8) The conductor shall, if required, make arrangements to requisition and transport the furniture from other schools after obtaining sanction for the financial liabilities from the Secretary.

(9) On receipt of the list of candidates the conductor shall work out the requirement of stationery and requisition the same from the

Board. The stationery received shall be checked and stored securely. He/She shall make purchases of minor stationery items, if need arises, within approved norms.

(10) The Conductor shall arrange to deliver the stationery to the Deputy Conductors, as per their requirements about three days prior to commencement of the examination.

(11) The Conductor shall arrange to display the list of candidates received from the Board in the main building, at least seven days prior to the commencement of examinations for the information of the candidates.

(12) He/She shall arrange to display at the main centre as well as all other sub-centres the instructions to the candidates including the Goa Prevention of Malpractices at University, Board and other Specified Examinations Act, 1991 (Goa Act 8 of 1991), instructions on examinations and the schedule of punishment.

(13) He/She shall supply the copies of the list of candidates to all Deputy Conductors for display at the sub-centres.

(14) He/She shall issue a press note in the local news-papers, announcing the seating arrangement of the candidates according to venue (sub-centre) about ten days prior to the commencement of examination.

(15) The Conductor shall work out the subject-wise and medium-wise requirement of question papers for each sub-centre and inform the same to the Secretary at least seven days prior to the commencement of examination.

(16) On receipt of sealed packets of question papers the Conductor shall verify the quantity of question papers received by him/her as against the requirement in presence of the Observer, and inform the Secretary urgently as regards additional requirements, if any.

(17) The Conductor and the Observer shall arrange the sealed packets of the question papers, according to the time-table of the examination and keep the same in safe custody under the joint seal of Observer and Conductor with proper security arrangements for guarding the same during night time.

(18) He/She shall open the custody of question papers in presence of the Observer to take out the question papers in the respective subjects,

on every day of examination. He/She shall hand them over to the Deputy Conductor of each sub-centre every day with the instructions for not opening the extra packets of question papers, which are supplied by the Board for emergency for utilising only at emergency with the permission of the Secretary.

(19) He/She shall ensure that the sealed packets of question papers are opened only in the examination halls according to the instructions. The extra packets of question papers shall be handed over to the official of the Board with seals intact.

(20) He/She shall attend the meeting of Conductors/Observers convened by the Secretary to finalise the arrangements for the conduct of examination.

(21) The Conductor alongwith the Observer shall convene a meeting of Deputy Conductors, about a week prior to the commencement of examinations and shall carry out the following business.

(a) to apprise the Deputy Conductors about the conduct of the examination and their duties;

(b) to finalise the seating arrangement;

(c) to finalise requirement of stationery and question-papers at sub-centre;

(d) to finalise the number of supervisors required in each sub-centre;

(e) to discuss all aspects including probable difficulties and solutions connected with the conduct of examination including probable malpractices;

(f) to discuss arrangements for special category;

(g) to carry on detailed discussions on "Action in special cases".

(22) The Conductor shall be vigilant about the commencement of examinations in time. In case, the examination can not be started at scheduled time due to unforeseen reasons, it shall not be delayed for more than one hour for any session unless permitted by the Secretary of the Board.

(23) He/She shall not allow any additional time to any candidate for answering a paper on grounds of illness, accident or any other personal reason, except time lost to any candidate is due

to act of omission on the part of the Board or its representative.

(24) He/She shall visit all sub-centres frequently to ensure smooth conduct of the examination.

(25) He/She shall handle special cases brought to his/her notice promptly as per the norms laid down by the Board.

(26) He/She shall process the cases of malpractice as per the norms laid down by the Board.

(27) He/She shall collect the packets of question papers/answer-books at the close of the session everyday from all Deputy Conductors, arrange them properly, keep in safe custody and hand them over to the Board official under acknowledgement alongwith Supervisor's report 'A' for supply of answer-books and supplements to candidates and report 'B' showing medium-wise statistics in a block, specified by the Board.

(28) He/She shall submit in duplicate, a consolidated statement of centre expenditure as per the norms specified by the Board with paid/unpaid receipts duly countersigned by him/her.

(29) He/She shall arrange to submit to the Board, on conclusion of examinations, all the reports received from different functionaries appointed for the conduct of examination duly countersigning the same.

(30) He/She shall extend full co-operation to the members of the Vigilance Committee to perform their duties as mentioned in sub-rule (2) of rule 51. The compliance on the observations of Vigilance Committee shall be submitted to the Board in the specified pro forma.

(31) He/She shall submit his/her report on the conduct of examination in detail, with suggestions/recommendations for improvement, if any, within eight days in the specified proforma to the Secretary on conclusion of the examination.

47. *Duties of the Deputy Conductor.*— (1) The Deputy Conductor shall be responsible for the conduct of examination at the sub-centre.

(2) On receipt of centre list and number of candidates to be accommodated in the building, the Deputy Conductor shall work out and submit to the Conductor the following—

- (a) block-wise plan to accommodate the candidates;
- (b) requirement of subject-wise and medium-wise question papers;
- (c) requirement of stationery;
- (d) requirement of number of supervisors, per session, per day;
- (3) He/She shall make the block-wise seating arrangements at the sub-centre and display the same alongwith the notice containing instructions to candidates prior to the day of examination.
- (4) The Deputy Conductor shall receive the stationery from the Conductor well in advance, verify the same physically against the requirement and give it in the charge of the stationery supervisor for storing in security.
- (5) The Deputy Conductor shall attend the meeting of Deputy Conductors convened by the Conductor to report about the arrangements made and to receive further instructions as regards preparation and conduct of examination.
- (6) On receipt of the list of supervisors, he/ she shall convene the meeting of supervisors at least two days before the examination to issue necessary instructions regarding their attendance, duties, filling up of the records, sealing of answer-books, verification by other supervisor, action to be taken in case of malpractices by the candidates.
- (7) He/She shall prepare the supervisors' timetable and display the same half an hour before the commencement of each session.
- (8) The Deputy Conductor shall distribute the stationery to the supervisors on each day of examination about thirty minutes before the commencement of each session.
- (9) On receipt of the sealed packets of question papers the Deputy Conductor shall check the seals on all the question paper packets to ensure the subject of examination vis-à-vis the time table and sign the same.
- (10) He/She shall distribute the question paper packets to the Supervisors, about fifteen minutes before the commencement of session.
- (11) In case of any shortage, or incomplete question papers the Deputy Conductor shall procure required question papers from the main centre immediately.
- (12) He/She shall ensure timely commencement of the examinations at every session.
- (13) He/She shall ensure that all the candidates have been supplied with appropriate and full question papers and that the supervisor in each block has announced the total number of pages, the total questions contained in the question paper and also written on the black board in respective subject. He/She shall collect the balance question papers from the block supervisors.
- (14) He/She shall take frequent rounds in the examination blocks to ensure that the supervisors perform their duty properly for the smooth conduct of the examination.
- (15) At the close of the session, the Deputy Conductor shall arrange for sealing and labelling of all the packets of answer-books, received from the Block Supervisors along with the reports in the specified forms.
- (16) After verification of answer-books from each packet vis-à-vis the seat/code numbers recorded on the packet and the records in Supervisor's reports in form A and B as specified by the Board, he/she shall sign the certificate on the packet in token of verification of the contents personally. He/She shall hand over the packets to the Conductor immediately.
- (17) After conclusion of the examination, the Deputy Conductor shall obtain bills from the supervisors, clerical staff and Class IV staff countersign the same and arrange to effect the payment.
- (18) He/She shall extend full co-operation to the members of the Vigilance Committee to perform their duties as mentioned in sub-rule (2) of rule 51. The compliance on the observations of Vigilance Committee shall be submitted to the Board in the specified proforma.
- (19) The Deputy Conductor shall prepare statement of account of answer-books and supplements, statements of accounts of question papers and the balance stationery and submit them to the conductor alongwith the necessary reports.

48. *Guidelines for Block Supervisors and their duties.*— (1) The Block Supervisor shall collect the stationery such as answer-books, supplements, etc. from the Deputy Conductor and check the same.

(2) On receipt of the sealed question paper packets from the Deputy Conductor, he/she shall check the seals on the same alongwith the signature of the Conductor and the Deputy Conductor.

(3) He/She shall follow the instructions given to him/her by the Deputy Conductor.

(4) He/She shall report to the examination block 20 minutes prior to the commencement of examination at the first session and 15 minutes on the subsequent sessions.

(5) He/She shall announce to the candidates to keep outside the block all material not required to answer the examination.

(6) He/She shall brief the candidates about the schedule of punishment for using unfair means in examinations.

(7) He/She shall supply main answer-book to the candidates by recording the signature on the front page of the answer-book after necessary entry in Report 'A' specified by the Board and ask the candidates to fill in the details on the front pages of answer-book and check the same. He/She shall obtain the signatures of the candidates on Report 'A' specified by the Board, before issuing main answer-book and supplements.

(8) (a) He/She shall instruct the candidates to check the number of pages in the answer-book serially. In case of missing pages in an answer-book, if identified, before writing answers on it, the answer-book shall be replaced. It shall otherwise be reported for further action.

(b) The cases of missing pages in the answer-books which are not reported during the conduct of examination, if identified later, shall be processed under malpractice cases.

(9) He/She shall ensure that the packets of question papers received pertains to subjects as per the schedule of time table and shall sign on the sealed packets at appropriate column.

(10) About one or two minutes prior to the scheduled time for commencement of the examination, he/she shall ask any two candidates

from the hall to check that the seals on the question paper packets are intact and obtain their signatures on the envelope, in the space provided, in token of the verification of seals.

(11) The supervisor shall distribute the question papers to the candidates beginning with the last number and shall collect the answer-books in the same sequential order of distribution of question-papers. He/She shall instruct the candidates to write seat numbers on the question papers at the right top corner on the front page of the question paper in the space provided therefor.

(12) He/She shall procure from the Deputy Conductor immediately, the additional question papers in case of short supply.

(13) He/She shall write on the board the total number of pages and the total number of questions in the question paper and instruct the candidates to verify the same as against the copies supplied to them.

(14) The entire responsibility of supplying accurate and full question paper as per schedule of subject and medium, rests with the Supervisor and he/she will be held responsible for any dereliction on his/her part.

(15) The balance question-papers, shall be kept in the packet for returning back to the Deputy Conductor who shall collect the same from the Supervisors, after the commencement of the examination.

(16) The Supervisor shall check the admission cards without causing disturbance to the candidates.

(17) The candidates shall be prevented from appearing for the examination in case he/she is unable to produce a valid admission card, unless permitted in writing by the Conductor/Deputy Conductor.

(18) The Supervisor shall provide the facilities to the handicapped candidates as per their requirements having prior approval from the office of the Board, on producing such letter.

(19) He/She shall perform the work of supervision vigilantly by preventing the candidates from committing any malpractices.

(20) The following precautions shall be taken by Supervisor—

(a) not to allow copying on the part of the candidate;

(b) not to engage himself/herself in conversation with any candidate;

(c) not to give any kind of explanation to any candidate, about the questions appearing in the paper, except under directions of and only to the extent, as desired by the Deputy Conductor;

(d) not to do any work other than the work of supervision and allied duties.

(21) In case any candidate commits any irregularity or objectionable action against the instructions, the matter shall be reported immediately to the Deputy Conductor for further action.

(22) Any attempt on the part of supervisor—

(a) to conceal any irregularity committed by any candidate;

(b) to conceal any case of impersonation;

(c) to give or to cause to give question paper, answer-book or supplementary answer-book to any unauthorised person;

(d) to admit any unauthorised person to the examination hall;

(e) to overlook irregularities committed by any candidate from the block;

— shall amount to serious act of dereliction of duties and is liable for penalties as inflicted by the Board with a report to the respective management of the school.

(23) He/She shall maintain all the required reports to be submitted to the Deputy Conductor at the end of each paper.

(24) He/She shall not allow any candidate to attend toilet, without being accompanied by the peon appointed for the purpose.

(25) He/She shall not allow any candidate to leave the examination hall without returning the answer-book alongwith supplements, if any, properly tied and with the details on the cover pages, duly and legibly filled in.

(26) He/She shall not allow any candidate to leave the examination hall, for the first one hour after the commencement of the session even if the answer-book is submitted by such candidate.

(27) He/She shall fill in Supervisor's Reports 'A' and 'B' specified by the Board, properly, duly sign the same and after verification by other Supervisor hand over to the Deputy Conductor alongwith the answer-paper packets duly sealed immediately after the respective session.

(28) He/She shall return all the unutilised balance answer-books and supplements to the stationery supervisor, who shall receive the same after due verification vis-à-vis Supervisors' Report 'A' specified by the Board.

(29) The Supervisor shall be solely responsible entirely if any answer-book is missing in the packet according to the entries of seat/code numbers superscribed on the packet and Supervisor's Reports 'A' or 'B' specified by the Board.

(30) The supervisor who verifies the records shall also be held equally responsible for any omissions and be liable for action as the Board shall inflict.

(31) He/She shall extend full co-operation to the members of the Vigilance Committee to perform their duties as mentioned in sub-rule (2) of rule 51. The compliance on the observations of Vigilance Committee shall be submitted to the Board in the specified proforma.

49. *Duties of the other staff.*— The Board shall specify the qualification, eligibility conditions, powers, duties and responsibilities of other staff appointed in the work of conduct of examination separately in the Manual for conduct of examination.

50. *Action in special cases.*— (1) If a candidate does not have the admission Card or if the admission card does not bear the signature of the head of the sponsoring institution or the signature of the candidate, or if the admission card is not attested by the head of sponsoring institution, the Deputy Conductor shall satisfy himself/herself about the candidate's identity by such inquiries, as may be needed to corroborate the information available from the centre list and other sources/candidates and issue a letter for admission of such candidate after obtaining a

written statement from the candidate, explaining the circumstances causing him/her to be unable to present the admission card.

(2) (a) If the seat number of any candidate is not traceable in the Centre list, a provisional seat number, prefixing the name of the centre shall be allotted (e.g. Mapusa - 1) by the Conductor to the candidate with instructions to write the same provisional seat number on all the answer-books and supplements.

(b) The Conductor shall intimate such cases immediately to the Secretary, informing full name to the candidate, full name of the sponsoring school, subjects offered by the candidate for the examination and the provisional seat number allotted by the Conductor.

(3) When two or more candidates present the admission card bearing the same seat number, the candidate whose name is shown in the centre list against the said seat number shall be allowed to write that seat number on his/her answer-book and the other candidates shall be allotted a provisional seat numbers as stated at (2) (a) above.

(4) The applications of the handicapped candidates fulfilling the eligibility criteria, supported by authentic medical certificates and recommended by the head of the institution shall be considered.

(5) The handicapped candidates shall be entitled to the following concessions/facilities—

(a) Option for nearest centre.

(b) Extra time to answer the paper not exceeding 30 minutes.

(c) Use of a person as a writer-cum-reader, who shall have studied one standard below than the examination for which the candidate is appearing.

(i) On such a claim and on advance payment of remuneration for writer-cum-reader the Conductor/Deputy Conductor shall arrange for a writer.

(ii) A writer shall not be allowed in subjects in which the practical work is required to be performed by the candidate himself/herself. e.g. shorthand, typewriting, art, drawing, etc.

(d) Any other concession allowed by the Board.

(6) The blind candidates, on their request, shall be allowed to use type-writers, provided that such candidates shall make their own arrangement of the typewriting machines.

(7) Blind candidates shall be allowed to use template for drawing diagrams.

(8) The handicapped candidates shall produce the letter granting the permission for availing such facilities before the authorities of examination, whenever required.

(9) The Conductor shall conduct the examination as per the norms laid down by the Board. If any candidate/s adopts any unfair means to answer the examination detrimental to the laid down norms, such cases shall be dealt with as per the norms and instructions in this regard laid down by the Board.

(10) The Deputy Conductor shall instruct the Supervisors to exercise utmost vigilance in order to detect any attempts of copying, communication with other candidates or with outsiders, transfer of answer-books/supplements, transfer of copying material or communication through any other means by the candidates and bringing and possessing manuscripts, notes, note-books, text-books, guide-books, maps, mini-computers, calculators, etc.

(11) The Deputy Conductor shall instruct the supervisors to bring to his/her notice all cases of attempts of unfair means and oral communication on the part of the candidates immediately.

(12) On detecting such offences, the Deputy Conductor shall obtain a written explanation from the candidate confessing and explaining the act of copying or communication committed by the candidate or having possession of books or notebooks or written copying material in whatsoever form. The explanation of the candidates shall be countersigned by the Supervisor.

(13) The Deputy Conductor shall collect the copying material found with the candidate, attest the same, obtain signature from the candidate on the said material and report the matter to the Conductor immediately.

(14) The Deputy Conductor in consultation with the Conductor shall then expel the candidate from the examination hall after collecting the answer book of the said candidate. The answer book so collected shall be packed in a separate envelope labelled "Malpractice Case".

(15) A candidate so expelled, shall not be re-admitted under any circumstances, to the examination for writing remaining part of paper or the remaining part of the examination.

(16) The Deputy Conductor shall prepare a report immediately on each of such cases of expulsion, categorically mentioning therein that the concerned candidate has been expelled from the examination hall and that he/she shall not be re-admitted for the remaining part of the examination.

(17) The Deputy Conductor shall forward the report through the Conductor to the Secretary alongwith the following documents -

(a) Copying material recovered from the candidate duly signed by the candidate and attested by the concerned Supervisor and the Deputy Conductor.

(b) Statement of the candidate countersigned by the Supervisor and the Deputy Conductor.

(c) Answer book of the candidate packed in a separate envelope labelled as "Malpractice Case".

(18) In case the candidate refuses to co-operate in giving the written explanation or to sign on the copying material recovered from him/her, he/she shall be orally informed about the punishment without even further inquiry as per provisions to that effect. The report of such cases shall be signed by both, the supervisor and Deputy Conductor.

(19) All the detected/suspected cases of impersonation shall be reported immediately to the Conductor through the Deputy Conductor.

(20) Before taking final action in the cases of impersonation, the Conductor shall satisfy himself/herself -

(a) by making necessary inquiries as may be deemed fit, to disclose the identity of the candidate.

(b) by obtaining signature of the alleged impersonator and by comparing it with that on the admission Card.

(c) by checking whether any tampering is done on the admission Card.

(d) by any other means as may be deemed suitable.

(21) After being satisfied fully that there is a *prima-facie* case of impersonation, the Conductor shall hand over the impersonator to the competent police authorities for further necessary action.

(22) It shall be noted invariably that before taking final action, the Conductor shall make discrete inquiries very carefully, so that under any circumstances, no innocent candidate is handed over to the police authorities.

(23) The Conductor shall collect information about the name and occupation of the impersonator.

(24) The Conductor shall prepare a report immediately in all such cases giving details about the impersonator and the details about the candidate such as seat number, name of the candidate, subject in which the impersonator has attended the examination, etc. and forward it to the Secretary of the Board.

(25) When a candidate is found to be threatening the Supervisor or the other staff appointed for the examination or assaulting them or damaging the property at the centre/sub-centre or misbehaving with the staff in whatsoever manner, the Conductor/Deputy Conductor shall hand over such candidates immediately to the police authorities or expel from examination hall.

(26) The Conductor/Deputy Conductor shall obtain the statement of the supervisor or the concerned staff and from two neighbouring candidates corroborating the nature of the offence committed by the expelled candidate.

(27) The Conductor shall prepare a detailed report on such case immediately and submit it to the Secretary alongwith the statement mentioned in sub-rule (26) above.

(28) When a candidate who is caught red-handed in resorting unfair means, runs away from the examination hall, following action shall be taken—

(a) A statement from the two neighbouring candidates shall be obtained to the effect that they have witnessed the act of running away.

(b) The Supervisor shall make a report to the Deputy Conductor who in turn shall report to the Conductor about running away of the concerned candidate.

(c) The Conductor shall forward a report to the Secretary about the case, alongwith the documents mentioned at (a) above.

(d) Such a candidate shall not be admitted for the examination if he/she comes to appear for any subsequent paper.

(29) If a candidate runs away from the examination hall with his/her answer-book, the same action as stated in sub-rule (28) above shall be taken. However, the report of the supervisor and the statement of two neighbouring candidates shall categorically mention that the concerned candidate has run away from the examination hall with his/her answer-book.

51. *Vigilance Committee.*— (1) The Board shall appoint the Vigilance Committee/s to overview the conduct of S.S.C./H.S.S.C. Examinations through the surprise visits to the centres/ /sub-centres of examinations and to check the malpractices, if any, adopted during the conduct of examination.

(2) The Vigilance Committee/s shall,—

(a) overview the conduct of examination through visits;

(b) check the malpractice, if any, adopted during the conduct of examination and report such case to the Secretary;

(c) help to have an additional check in the conduct of examination;

(d) bring to the notice of the Board any lapses, if detected, during the conduct of examination;

(e) suggest to the Board ways and means for further improvements in the examination system.

(3) The Vigilance Committee shall make visits according to the norms laid by the Board, bring

the cases needing urgent action to the notice of the concerned Conductor/Deputy Conductor/Block Supervisor and submit their reports to the Board accordingly with the suggestions, if any, for improvement.

52. *Schedule of punishment for malpractice in the examination.*— (1) The cases of malpractice reported by the Conductor of the examination shall be placed before the Executive Council by the Secretary. The Executive Council shall conduct inquiry in the cases by appointing a sub-committee which shall investigate into the cases as stated by the Board.

(2) The Board shall specify the norms according to the schedule of punishment for inquiry into the malpractice cases.

(3) The decisions of the Executive Council in the cases of malpractice shall be implemented under intimation to the concerned candidate and the heads of the schools.

(4) The decisions of the Executive Council regarding malpractice cases shall be reported to the Board for information.

Chapter VI

Procedure for assessment

53. *Collection of answer-books when coding is not done.*— Collection of answer-books and delivery at the assessment camp shall be as follows in case of S.S.C. if the answer-books are not coded.

(1) The Board shall appoint an official by an order not below the rank of Lower Division Clerk to collect and deliver the answer-papers.

(2) The Board shall specify the norms and procedure for collection and delivery of the answer-books.

(3) The schedule for collection of answer-books shall be circulated to all the conductors of examination indicating the names of the authorised officials appointed for collection of the answer-papers with their specimen signature duly attested by the Secretary of the Board.

(4) The representative of the Board who shall collect the sealed packets of the answer books from the examination centre shall

acknowledge the receipt of the packets in specified form signed by him on behalf of the Board which shall be countersigned by the Conductor.

(5) The officials appointed to collect the answer-books from the examination centres shall directly deliver the sealed packets of answer-books to the camp officer appointed for the purpose at the assessment camp against authentic acknowledgement receipt.

(6) The Camp Officer and the Custodians of the Board shall be responsible for the safe custody of the answer-books under overall supervision of the Observer.

54. *Collection of answer-books when coding is done.*— Collection of answer-books and delivery at the assessment camp shall be done as follows when the answer-books are coded, in case of H.S.S.C.—

(1) The schedule for collection of answer-books shall be circulated to all the conductors of examination indicating the names of the authorised officials appointed for collection of answer papers with their specimen signature duly attested by the Secretary of the Board.

(2) The representative of the Board who shall collect the sealed packets of the answer books packets from the examination centre shall acknowledge the receipt of the packets in specified form signed by him on behalf of the Board which shall be countersigned by the Conductor.

(3) In order to carry out the work of coding of answer-books for H.S.S.C. Examination the Secretary shall appoint by name and designation the persons who shall act as—

- (a) The Coding Officer;
- (b) The Shuffling Officer;
- (c) The Coding Camp Custodian.

(4) The other staff required for shuffling, coding and sealing shall also be appointed by the Secretary.

(5) The official in charge of collection of answer-books packets shall hand over the sealed packets of answer-books of H.S.S.C. Examination collected from different centres of the examination

to the Coding Camp Custodian appointed for the purpose against proper acknowledgement in register maintained in the office along with the copy of the receipt passed on to him/her by the conductor.

(6) The Shuffling Officer shall, with the help of shuffling staff, open the sealed bundles, count the answer-books in the packets to tally the same with the labels on the bundles and packets, shuffle the answer-books and hand them over to the Coding Officer for coding under receipt in the register maintained by him/her. He/She shall identify the packets of answer-books, the number of answer-books in packets counted which do not tally as per total number superscribed.

(7) The procedure for coding of answer-books shall be as follows,—

(a) to imprint code numbers on the answer-books and on supplements and counterfoils.

(b) to record in the blank mark-list the code number against the respective seat number.

(c) to verify code numbers printed on the answer-books, supplements and corresponding counterfoils.

(d) to verify code numbers and the seat numbers vis-à-vis the numbers recorded in the answer-books and mark-lists.

(e) to detach counterfoils of answer-books and supplements of each answer-book, staple the same together in respect of each code number and seal all the bundles of counterfoils in number of packets.

(f) to detach and seal counter-slips of such mark-lists with seat numbers and code numbers.

(g) to keep the sealed packets of counterfoils of answer-books and counter-slips of the mark-lists in the safe custody of the Coding Officer.

(h) to make bundles of 20 answer-books each along with corresponding mark-list bearing code numbers and seal in suitable bundles under the signature of coding officer and the coding camp custodian. The bundles of answer-books shall be handed over to coding camp custodian for its onward distribution to the assessment camps, through Board's authorised representative.

(8) The process of coding the answer-books shall be continuous and uninterrupted. No member of the coding team shall leave the confidential coding hall until the coding of the answer-books to be coded during the day is completed. During the process of confidential coding no person other than the concerned, shall be allowed to enter the confidential coding hall.

(9) The Coding Camp Custodian shall hand over the coded sealed packets of answer books to the Board's representative on acknowledgement of receipt for further delivery to the Camp Officers at the assessment camps.

(10) The Board's representative shall deliver the coded packets of answer-books to the Camp Officer of each assessment camp and shall obtain from him/her the receipt for the same in the specified proforma.

(11) The Coding Camp Custodian, the Shuffling Officer and the Coding Officer shall be responsible for the safe custody of the answer-books at the coding camp under the supervision of the Secretary.

55. Norms for appointment of various staff for assessment.— (1) For assessment of the answer-books in theory examination of S.S.C./H.S.S.C., the Board shall make arrangements for the assessment camps by requisitioning the services of staff from the secondary and higher secondary schools for the smooth and proper assessment of answer-books of S.S.C. and H.S.S.C. Examinations.

(2) An Assessment Camp Observer shall be appointed at each assessment camp, who shall preferably be a member of the Board or any person as per the norms laid down by the Board.

(3) Moderators shall be appointed according to the norms laid down by the Board.

(a) When the total number of Moderators in a subject is more than three, the senior most among them shall be appointed as the Chief Moderator in that subject.

(b) When the total number of Moderators is less than four but more than one, the senior among them shall be appointed as Senior Moderator.

(c) When the moderator to be appointed for the subject is only one, such Moderator shall be appointed as Associate Moderator.

(4) The number of Examiners shall be appointed in accordance with the requirement as against the schedule of assessment and total number of answer-books in a subject and shall be as per the norms laid down by the Board.

(a) When the total number of examiners in a subject is less than four but more than one, the senior most among them shall be appointed as Senior Examiner.

(b) When the number of examiners to be appointed in a subject is only one, he/she shall be appointed as an Associate Examiner.

(5) The Board shall appoint official/s of the Board preferably not below the rank of Office Superintendent of the Board to work as Camp Officer for the Assessment Camps for Secondary and Higher Secondary Examination.

(6) The Board shall appoint required number of officials of the Board not below the rank of L.D.C. to perform the duties as Custodians of answer-books at the assessment camp and at the office of the Board.

(7) The Board shall appoint other staff required for the assessment camp and assign them duties.

56. Qualification for appointment of Moderators/Examiners.— (1) A person to be appointed as moderator in a subject shall fulfil the following conditions,—

(A) For S.S.C. Examination:

(a) He/She should have offered that subject for the degree examination.

(b) He/She should have at least 10 years' experience of teaching the subject to the top classes viz. VIII, IX and X of a Secondary School or any of the classes in a higher secondary school or a recognised training institute.

(c) He/She should have an experience as an Examiner for at least five times at the Secondary School Certificate Examination held by any Examining body during the preceding 10 years.

(d) He/She shall be a person who is in touch with the teaching of the subject to the top classes (VIII, IX and /or X) in a secondary school or a recognised training institute for more than 3 preceding years.

(e) He/She shall have an experience of setting a question paper in the subject at least thrice during the preceding ten years.

(B) For H.S.S.C. Examination:

(a) He/She should have studied the subject at post graduate degree level.

(b) He/She should have at least 10 years' experience of teaching the subject in a Higher Secondary school.

(c) He/She should have an experience as an Examiner for at least five times at the Higher Secondary School Certificate Examination held by any Examining body during the preceding 10 years.

(d) He/She shall be a person in touch with the teaching of the subject in a Higher Secondary School for at least three preceding years.

(e) He/She shall have an experience of setting a question paper in the subject at least thrice during the preceding ten years.

(2) A person to be appointed as an examiner shall fulfil the following conditions-

(A) For S.S.C. Examination:

(a) he/she holds a degree in that subject and is a member of the teaching staff of a secondary school;

(b) he/she has at least 5 years teaching experience of teaching the subject.

(c) he/she has the experience of teaching that subject to the top classes (i.e. VIII, IX and X) of a secondary school for at least 5 years.

(d) he/she is in touch with the teaching of that subject to the top classes (i.e. VIII, IX and X) in a secondary school for more than three preceding years.

(B) For H.S.S.C. Examination:

(a) he/she holds a post graduate degree in that subject and is a member of the teaching staff of a Higher Secondary School;

(b) he/she has at least 5 years teaching experience of teaching the subject to higher secondary classes.

(c) he/she is not ordinarily out of touch with the teaching of that subject for Higher Secondary classes for more than three preceding years.

(3) In the case of technical subjects, a person to be appointed under clauses (1) and (2) above should ordinarily have had an experience of teaching the subject to the top classes (i.e. VIII, IX and /or X) in a secondary school or any of the classes in a college or a Higher Secondary School, or Polytechnic or any other recognised Technical Institution.

(i) for 3 years if he/she holds a degree in Engineering;

(ii) for 5 years if he/she holds a diploma in Engineering;

(4) It shall be competent for the Board to decide which other examination conducted by a Rural Institute or other Examining Bodies like the Rashtra Bhasha Samiti Sabha, etc. be held equivalent to a University degree purely for the purposes of this rule.

(5) In case of non-availability of qualified person mentioned in (1) to (2) above in any subject, the concerned Board of Studies shall be competent to recommend relaxation in the required qualification, subject to the approval by the Executive Council and the Board.

(6) In case of non-availability of experienced persons mentioned in (1) to (2) above in any subject, the Chairman shall be competent to allow relaxation in the required condition.

57. *Premises for assessment camps.*— For assessment of the answer-books in theory examination of S.S.C./H.S.S.C., the Board shall make arrangements for the assessment camps for which it shall requisition the secondary and the higher secondary school premises with necessary infrastructure. The heads of the concerned school shall make available the same whenever required, for the purpose of assessment.

58. *Maintenance of secrecy relating to assessment work.*— The staff appointed by the Board for assessment work shall maintain absolute secrecy about the matters related to evaluation of answer-books including their appointments and shall take meticulous care to adhere to the norms laid down by the Board.

59. *Duties and responsibilities of the Camp Observer for assessment camp.*— (1) The Camp Observer shall act as the representative of the Board at the assessment camp. He/She shall ensure complete secrecy, safe custody of answer-books, mark-lists, control on malpractices during assessment and smooth conduct of assessment work by way of overall supervision.

(2) He/She shall be jointly responsible with Camp Officer and Custodian for concerned subject for the safe custody of the answer-books in the assessment camp and the safe transport of the answer-books from the assessment camp to the office of the Board after assessment.

(3) He/She shall be jointly responsible for custody of mark-lists with the Camp Officer.

(4) He/She shall be responsible for smooth conduct of the assessment work in the camp.

(5) He/She shall submit his/her report on assessment in the camp to the Secretary after conclusion of assessment.

60. *Duties and functions of the Chief Moderator.*— (1) The Chief Moderator shall be entirely responsible to co-ordinate and monitor the assessment work of his/her unit according to the norms specified by the Board.

(2) He/She shall attend the Board's office on such day and such time, as may be fixed by the Secretary, which is not prior to the examination in the subject alongwith other Chief Moderators-

(a) to open the seal of the envelope of the model answers and marking scheme for assessment purpose;

(b) for scrutiny of question paper, answer key and marking scheme in the subject;

(c) to identify the printing mistakes, if any, detected in the question paper, propose compensation of marks, if required; and

(d) to finalise the pattern of assessment in the subject.

(3) He/She shall take charge of bundles of answer-books for assessment and return back at the end of the day after completion of assessment to the camp officer.

(4) He/She shall distribute the answer-books to the Moderators and shall collect them back at the end of the day under acknowledgement.

(5) He/She shall exercise vigilance during assessment/moderation work. He/She shall cause to maintain the consistency in the speed of assessment/moderation work.

(6) He/she shall ensure that the variation between the total scores assigned by the examiner and by the Moderator/Chief Moderator after moderation does not exceed 5 marks.

(7) He/She shall moderate the answer-books as per specified norms.

(8) He/She shall discuss with the members of the unit, the model answers, and the marking scheme supplied by the Board so as to bring uniformity in the assessment.

(9) In the event of any variations of more than 5 marks in the scores given by the examiner and the moderator, the chief moderator shall re-moderate such cases and decide. However the chief moderator shall bring such cases to the notice of the Secretary for approval.

(10) If, as a result of moderation, an entry of marks assigned need to be revised, the original entry on the answer-book/mark-list shall not be erased or obliterated but shall be cancelled by drawing a line on it with black ink, so that original entry can be deciphered easily. Such entry shall be initialled invariably.

(11) He/She shall collect the mark-list from the Moderators, check the entries vis-à-vis answer-books in presence of the Moderator by asking him/her to read the same against every seat/code number and submit them to the Camp Officer duly signed under acknowledgement. He/She shall seal the mark-lists in the presence of the Camp Officer with proper labelling.

(12) He/She shall exercise strict vigilance to check that no answer-book or copy of the mark-list is taken away outside the assessment hall by any of the members of his/her unit or any other person.

(13) The Chief Moderator shall complete the moderation work within a day after the completion of the Moderation work.

(14) He/She shall prepare and submit all the reports and such other data as may be directed by the Secretary through the camp officer at the end of assessment programme.

61. *Duties and functions of the Senior Moderator.*— (1) A Senior Moderator shall perform his/her own duties as a moderator.

(2) The Senior Moderator shall perform his/her duties and function as the Chief Moderator for the unit of Moderators and examiners and shall be directly responsible to the Assessment Camp Officer and the Camp Observer for the work allotted to him/her.

62. *Duties and functions of the Associate Moderator.*— (1) An Associate Moderator shall also function as a Moderator of the unit of assessment.

(2) He/She shall perform his/her powers as the Chief Moderator for the unit of assessment assigned to him/her and shall directly report to the Assessment Camp Officer and to the Camp Observer for the work allotted to him/her.

63. *Duties and functions of the Moderator.*— (1) The Moderator shall be responsible to distribute, co-ordinate and monitor the work of assessment among the examiners assigned to his/her unit while adhering to the norms specified by the Board for assessment of the answer-books.

(2) He/She shall be responsible to maintain the discipline of his/her group of examiners and shall report to the Chief/Senior Moderator, if any examiner from his/her unit is found to be indulging in the acts contrary to the instructions issued.

(3) He/She shall collect the required number of answer-books from the Chief Moderator and submit them back at the end of the day under acknowledgement.

(4) The Moderator shall distribute the answer-books to the Examiners of his/her unit and shall obtain from each of them acknowledgement in the specified form.

(5) The total number of answer-books with the range of scores to be selected for the moderation work shall be as per the norms laid down by the Board from time to time. He/She shall ensure that

the assessment of every examiner has been moderated proportionately. However, he/she shall moderate the first packet of assessed answer-books submitted by every examiner, in full and give necessary instructions for improvement in assessment, if needed.

(6) If the assessment work inclusive of its speed, of any examiner is found to be deviating much of the mark, he/she shall inform the examiner accordingly and report the Chief Moderator/Senior Moderator, if necessary.

(7) If a difference of opinion arises between an examiner and a Moderator about awarding of marks in general or to an answer in particular, he/she shall refer the matter to the Chief/Senior Moderator whose opinion shall prevail. All such cases shall be reported to the Secretary, in writing for approval.

(8) He/She shall ensure that the variation between the total score assigned by the examiner and by the Moderator/Chief Moderator does not exceed 5 marks.

(9) During moderation if a mistake is identified by the Moderator which results in change of allotted marks, it shall not be considered as variation. Such discrepancy shall be brought to the notice of the concerned examiner and got rectified under intimation to the Chief Moderator.

(10) He/She shall report the cases of variation beyond 5 marks to the Chief Moderator for further action.

(11) If, as a result of moderation, an entry of marks assigned need to be revised, the original entry on the answer-book/mark-list shall not be erased or obliterated but shall be cancelled by drawing a line on it with black ink, so that original entry can be deciphered easily. Such entry shall be initialled invariably.

(12) During the Moderation of an assessed answer-book, he/she shall go through the entire text of the answer-book and ascertain that the examiner has adhered to the instructions issued to him/her including the marking scheme, recording and rounding up of the scores, accurate totalling of scores, etc.

(13) The work of moderation of answer books shall be completed within three days of completion of assessment by examiners.

(14) He/She shall maintain daily records of answer-books assessed by each of the examiners of his/her group in the specified proforma.

(15) He/She shall hand over all the material to the Chief/Senior Moderator, before leaving the assessment hall every day.

(16) He/She shall check the entries made in the mark-list by the examiner by asking him/her to read them against every seat/code number. He/She shall sign on the mark-list in token of having verified the entries for which he/she shall be responsible.

(17) The Moderator shall, after moderating the answer-books in accordance with the specified norms, hand over the moderated answer-books along with corresponding mark-lists to the Chief/Senior Moderator on acknowledgement in the specified form.

(18) He/She shall hand over to the Chief/Senior Moderator the report on the examiners, the record of daily answer-books assessed by each of the examiners and any other report called for by the Secretary.

64. Duties and functions of the Senior Examiner.— (1) The Senior Examiner shall discharge his/her own duties as an examiner.

(2) The Senior Examiner shall perform the duties as the Chief Moderator for the unit of assessment and shall be directly responsible to the Assessment Camp Officer and the Camp Observer for the work allotted to him/her.

65. Duties and functions of the Associate Examiner.— (1) The Associate Examiner shall perform his/her own duties as an examiner.

(2) The Associate Examiner shall perform his/her duties as the Chief Moderator and shall directly be responsible to the Assessment Camp Officer and to the Camp Observer for the work allotted to him/her.

66. Duties and functions of the Examiner.— (1) The Examiner shall strictly adhere to the rules of discipline in the examination hall and general secrecy and according to the instructions of the moderator in the subject.

(2) Any absence or leave shall not be permissible during the period of duties. The

attendance certificate shall be issued to him/her only after completion of the work with full attendance.

(3) He/She shall attend the meeting of the Chief/Senior Moderator/Associate Moderator, Moderators/Senior Examiner and examiners of the subject to discuss the scheme of model answers and marking scheme.

(4) Before starting the assessment work, he/she shall get acquainted thoroughly with the question paper, number of questions to be attempted, number of sub-questions to be attempted, model answers and marking scheme.

(5) He/She is strictly prohibited from taking away any answer-book or from removing any supplements from the answer-book or from taking away the abstract or copy of the mark-list, or any of the forms out of the assessment hall or from handing it over to any other unauthorised person.

(6) After completion of assessment every day, he/she shall submit all the assessed answer-books to the moderator of his/her unit.

(7) During each session of the day, he/She shall complete the quota allotted to him/her for assessment with reasonable rate of time for assessment as per the norms laid down by the Board. He/She shall not leave the hall before completion of the assessment of the allotted answer-books.

(8) The examiner shall thoroughly check the answer-books (main and supplements) and report the discrepancies in respect of seat number, signature of the block supervisor, number of supplements, subject, etc. to the Moderator/Chief Moderator for further action.

(9) The assessment work shall be done strictly according to the norms laid down by the Board. The examiner shall scrupulously adhere to the same.

(10) Rounding up of marks shall be done to next higher integer on the total marks of each paper and not on the total marks of each question.

(11) The marks obtained by the candidate for each question as recorded on the front page of the answer-book shall be carefully recorded on the mark-list against the seat number/code

number of the candidate under the signature of the examiner. He/She shall be responsible for the entries made by him/her.

(12) The examiner shall report the cases of malpractice, if identified by him/her during assessment, immediately to the moderator for further action.

(13) The Examiners, on completion of assessment, shall return the answer-books assigned to them alongwith the corresponding mark-lists to the Moderator and obtain acknowledgement in prescribed form by the end of every day.

67. Duties and responsibilities of the Camp Officer.— (1) The Camp Officer shall be jointly responsible with Camp Observer and Camp Custodian for the concerned subject/s for the safe custody of answer books received during assessment period. He/She shall be in-charge of overall arrangement and co-ordination of the assessment camp.

(2) He/She shall perform his/her duties in accordance with the norms laid down by the Board and under the supervision of the Camp Observer.

(3) He/She shall receive the answer-books and acknowledge the receipt of the same, from the Board's representative for the purpose of assessment and hand over the same to the Custodian for safe custody.

(4) He/She shall arrange to store the assessed and unassessed answer-books in the safe custody under the joint seal of the Camp Observer, Custodian and himself and cause to maintain the records while operating the custody in their presence.

(5) He/She shall hand over the respective question paper, model answer paper and the marking scheme to the Chief of the subject on the first day of assessment alongwith a copy of manual of instructions for assessment.

(6) He/She shall ensure that sufficient quota of answer-books is supplied for assessment to the Chief of the subject.

(7) He/She shall cause to maintain the register for issue and collection of the answer-books during the assessment period.

(8) He/She shall receive the mark-lists from the Chief of subjects at the end of the day. He/She shall

seal the same in packets under the joint seal of himself, the chief of the subject and the Observer and keep them in his/her custody.

(9) He/She shall hand over the mark-lists to the authorised representative of the Board by opening the seal of the same in presence of the Camp Observer everyday on proper acknowledgement.

(10) While handing over the mark lists, he/she shall open sealed envelopes in presence of the camp observer. After verification of mark-lists by the Board's Officer, he/she shall seal the mark-lists jointly with the Board's Officer and hand them over to the Board's Officer.

(11) He/She shall bring the irregularities of urgent nature to the notice of the camp observer and shall sort them out immediately. The irregularities requiring the attention of the Board shall immediately be brought to the notice of the Secretary.

(12) After the entire assessment work at the camp is completed the camp officer, camp observer and the custodians shall jointly bring the answer-books to the Board's office and the answer-books shall be kept in the specially designated rooms at the Board's office, the doors of which shall be sealed jointly by the concerned Assistant Secretary and the Custodian.

68. Duties and responsibilities of the Custodian of answer-books.— (1) The Assessment Camp Custodian shall perform his/her duties as per norms laid down by the Board under the supervision of the Camp Officer.

(2) The Custodian of answer-books shall be jointly responsible with Camp Officer and Camp Observer for the issue and collection of answer-books to the chief of the subject everyday and for the safe custody of answer-books during the assessment period. He/She shall be jointly responsible with the concerned Assistant Secretary of the Board when the papers of the said subjects are stored in the custody of the Board. He/She shall maintain the necessary records of receipt of answer-books to his/her custody from the examination centres/coding camp.

(3) He/She shall distribute the answer-books to the Chief of the subject, subject-wise and obtain acknowledgement for the same everyday and maintain the records for the same.

(4) At the end of the day, he/she shall receive the answer-books assessed/unassessed, handed over by the chief of the subject, check the same, arrange them in serial order, make the entries in the respective register and store the answer-books in safe custody under the supervision of the camp officer.

(5) He/She shall collect various reports on assessment, submitted by the assessment staff.

(6) On the last day of the assessment camp, with the help of the staff he/she shall pack up all the material, stationery, records, answer-books and transport the same to the Board's office under the supervision of the Camp Officer.

(7) He/She shall hand over the records, material, stationery, etc. transported from the assessment camp to the respective sections in the office of the Board.

(8) He/She shall arrange the answer-books in the safe custody for which he/she shall be responsible for a period of 90 days from the date of declaration of results.

(9) He/She shall locate and hand over the particular answer-book to the Assistant Secretary according to the requisition and obtain his/her signature in token of having received the same during the settlement of discrepancies.

(10) He/She shall keep the record of the requisitions of answer-books and the acknowledgement towards the receipt of the requisitioned answer-books, which he/she may produce, if required.

(11) During verification he/she shall locate and hand over the answer-books to the Assistant Secretary according to the requisition and keep the record of the same.

69. *General rules of secrecy required to be maintained by the assessment staff.*— The Board shall enjoin upon all the Chief Moderators, Senior Moderators, Associate Moderators, Moderators, Senior Examiners, Associate Examiners, Examiners and other staff appointed by the Board for the assessment work of answer-books to maintain absolute secrecy about all the matters connected with the assessment and shall take meticulous care to adhere to the instructions and procedures as laid down by the Board.

Chapter VIII

Preparation and Publication of results

70. *Procedure for preparation and publication of Results of SSC and HSSC Examinations.*— The Secretary of the Board shall cause to process and prepare the results of the public examinations of Secondary and Higher Secondary Education as per the norms laid down by the Board.

(1) The sealed packets containing the mark-lists shall be delivered by the authorised representative in-charge for collection of mark-lists from the Assessment Camps to the authorised Computer Programmer in case of secondary school certificate examination. The mark-lists shall be handed over to the Coding Officer in case of HSSC Examination, who shall hand over the same to the Computer Programmer after decoding under acknowledgement.

(2) The Computer Programmer and Data Entry Operators shall be responsible for the entry and processing of data, and preparation of results during which they shall maintain top secrecy. The Computer Programmer alongwith the Data Entry Operators who are associated in the work of data entry and preparation of results shall be responsible for the accuracy of the entries of marks and cross checking. This work of the processing of data and preparation of results shall be done under full control of the Computer Programmer under the supervision of the Secretary and it shall solely be the responsibility of the Computer Programmer to ascertain timely declaration of the results by maintaining secrecy and accuracy.

(3) Any discrepancy detected during entry of the marks or at the stage of checking of the marks, such discrepancies shall be settled by cross-checking the actual marks on corresponding answer-book vis-à-vis marks in the mark-lists. For this purpose the concerned custodian shall hand over the particular answer-book to the Assistant Secretary on requisition under acknowledgement.

(4) After entry of the marks, checking and cross checking, the computer programmer shall finalise the results by applying all relevant rules of passing, condonation, A.T.K.T., joint moderation, etc. and the norms laid down by the Board.

(5) After counter-check and finalisation, the Secretary shall approve the results and finalise the dates of declaration of results.

(6) For taking further precautions in an endeavour to eliminate mistakes, if any,

(a) a check-up of all the entries in case of subjects Physics, Chemistry, Mathematics and Biology shall be done.

(b) a comparative check-up of entries of 500 top cases in subjects Physics, Chemistry, Biology and Mathematics shall be done by the Board official appointed for the purpose before finalising the consolidated results.

(7) The Computer Programmer shall prepare school-wise result sheets, individual statement of marks, consolidated centre-wise results. After proper counter-check he/she shall produce required number of printout in each case. Such printed copies of school wise results shall be packed in sealed covers and kept ready for onward distribution.

71. *Standard of Passing.*— (1) The Board shall specify the norms for standard of passing, rules for promotion, rules for condonation, rules for 'Allowed to Keep Terms' (A.T.K.T.), etc. for preparation of results of examinations at the secondary and higher secondary level conducted by the Board as well as by the institutions.

(2) The Board shall follow the standard norms for passing in SSC Examinations as follows—

(a) The norms for passing in the subject shall be as follows—

(i) In the subjects involving theory and practical/oral, a candidate shall obtain a minimum of 20% marks in theory and a minimum of 20% marks in practical/oral separately and a minimum of 35% on the aggregate (marks in theory, practical/oral taken together) to declare him/her pass in such subjects.

(ii) In the subjects involving only theory component, the candidate shall obtain minimum 35% of marks allotted for the subject.

(iii) The candidate shall secure minimum E grade for passing in School Assessment Based Subjects. However, in case of technical based subjects for which the examination is conducted by the Board, the candidate shall secure minimum 35% marks in both the subjects taken together.

(b) The norms for passing the Examination shall be as follows—

The candidate appearing for examination shall be declared as passed if he/she has passed in each of the core subject with marks as mentioned at (a) (i) and (a) (ii) above and passed in each of the School Assessment Based subjects with grade/ marks as mentioned at (a)(iii) above.

(c) Rules for Condonation shall be as follows—

(i) The candidate appearing for the examination with or without exemption and who has obtained Grade 'E' in each of the school assessment based subjects or 35% marks on aggregate in technical subjects shall be entitled for condonation marks to the extent of 5% of the total maximum marks in the subjects offered by him/her for the said examination and maximum 10% marks for one subject to make the score of subject/s offered by him/her to 35% marks provided the candidate has scored minimum 20% of marks in theory and minimum of 20% of marks in practicals/orals in the subjects involving practicals/orals.

Provided that the candidate appearing for the examination for only one subject shall be entitled for maximum 7% of condonation marks.

(ii) Condonation marks shall be added to the marks of a candidate only if the candidate passes the examination after applying the rules of condonation.

(d) Joint moderation shall be done in the subjects involving more than one theory papers, in case of candidates falling short of one mark for passing, when the marks obtained by him/her in the theory part of the subject are combined together. The joint moderation shall be done as per norms specified the Board.

(e) The private candidates shall be exempted from the school assessment based subjects.

(f) The candidates appearing for the examination from night schools shall be exempted from the school assessment based subjects.

(g) A regular student shall be exempted from offering one or more subject/s of school assessment based subjects on medical grounds with the prior permission of the Board at the beginning of the academic year.

(3) The Board shall follow the standard norms for passing in HSSC Examinations as follows—

(a) The norms for passing in the subject shall be as follows—

(i) In the subjects involving theory and practical/oral, a candidate shall obtain a minimum of 25% marks in theory, a minimum of 25% marks in practical/oral and/or a minimum of 25% marks in sessional work separately with a minimum of 35% on the aggregate (marks in theory, practical/oral, sessional taken together) to declare him/her pass in such subjects.

(ii) In the subjects involving only theory component, the candidate shall obtain minimum 35% of marks allotted for the subject.

(iii) The candidate shall secure minimum E grade for passing in School Assessment Based Subjects.

(b) The norms for passing the Examination shall be as follows—

The candidate appearing for examination shall be declared as passed if he/she has passed in each of the core subject with marks as mentioned at (a)(i) and (a)(ii) above and passed in each of the School Assessment Based subjects with grade as mentioned at (a)(iii) above.

(c) Rules for Condonation shall be as follows—

(i) A candidate shall be entitled for condonation marks limited to 15 marks in case of general stream and 20 marks in case of vocational stream, in one or more subjects in which he/she fails, to bring the aggregate total upto 35%.

(ii) A candidate shall be entitled for a maximum of ten marks in one subject to bring the score of the subject offered by him/her to 35% of marks if the aggregate total score of marks obtained by him/her, before adding condonation marks, in the said examination is 40% (rounded up) or more.

(iii) A candidate shall be entitled for a maximum of seven marks in case of general stream and eight marks in case of vocational stream, in a subject to make the score of the subject offered by him/her to 35% of marks, if the aggregate score of marks in the subjects offered for the examination is below 40% (rounded up) before application of rules for condonation of marks.

(iv) For the subjects involving oral/practicals/sessional, the rules for condonation of marks shall

be applied subject to the satisfaction of the condition mentioned at rule 3(a)(i) above.

(v) Condonation marks shall be added to the marks of a candidate only if the candidate passes the examination after applying the rules of condonation.

(d) The private candidates shall be exempted from the school assessment based subjects.

(e) The candidates appearing for the examination from night schools shall be exempted from the school assessment based subjects.

(f) A regular student shall be exempted from offering one or more subject/s of school assessment based subjects on medical grounds with the prior permission of the Board at the beginning, of the academic year.

72. *Awarding of grades.*— Awarding of Grades shall be done according to the following norms—

(1) The Secondary and Higher Secondary School Certificates shall be awarded to the successful candidates in four grades on the basis of aggregate marks obtained in the subjects offered for the Board Examination as shown below:—

Percentage	Grade
75% or more	Distinction
60% or more, but less than 75%	I st Grade
45% or more, but less than 60%	II nd Grade
35% or more, but less than 45%	Pass Grade

However, the candidates who appear with exemption shall be eligible to get only Pass Grade.

(2) For the purpose of allotting grade the rounding of aggregate marks shall be considered. A candidate securing marks 44.5% or more, but less than 45% shall be eligible for IInd Grade, a candidate securing marks 59.5% or more, but less than 60% shall be eligible for Ist Grade and a candidate securing marks 74.5% or more, but less than 75% shall be eligible for Distinction after rounding up of the grades.

73. *Allowed To Keep Terms (A. T. K. T.)*— A candidate of secondary school certificate examination who has appeared for the whole examination and has been declared as failed shall be allowed to keep terms (A.T.K.T.) for any subsequent standard as per the norms laid down by the Board.

74. *Publication of Results.*— (1) After preparation of the results, the Secretary of the Board shall on careful verification certify before the declaration of result that the results of SSC/HSSC Examinations so prepared are as per the rules and norms of the Board.

(2) The Board shall publish the results of the examinations ordinarily before 4th of June in case of the examinations conducted by it in March/April and 31st of December in case of the examinations conducted in October/November.

(3) The Board shall on the recommendation of the Executive Council amend the results so declared in such manner as shall be according to the true position, if it is established that such result of one or more candidates has been affected by error, malpractice, fraud, improper conduct or other matter of whatsoever nature to make such declaration as it may consider necessary in that behalf.

Provided that, except as provided in clause (4) below, no results shall be amended after the expiry of 90 days from the date of publication of the results.

(4) In any case where the result of the Examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has, in the opinion of the Executive Council been a party to or privy to, or connived at such malpractice, fraud or improper conduct, the Board, on the recommendation of the Executive Council shall have at any time, notwithstanding the issue of the Secondary/Higher Secondary School Certificate or the award of a prize or scholarship, amend the result of such examinee and to make such declaration as it may consider necessary in that behalf.

(5) The answer-books of a candidate found guilty of any malpractice, fraud or any other improper conduct, after due enquiry under sub-rule (4) above, shall be liable to be destroyed alongwith every paper and document in connection with such enquiry, after the expiry of a period of three years from the date on which the final decision of the Board in the matter is communicated to the candidate concerned.

75. *Supply of marks.*— (1) The marks obtained by a candidate in each subject shall be supplied to a candidate in a printed form of statement on

payment of a fee as specified by the Board from time to time. Marks obtained by a candidate for individual questions or sections of a paper shall not be supplied.

(2) Heads of Secondary/Higher Secondary Schools shall be supplied, as soon as possible after the declaration of the results, with a consolidated statement of marks obtained in each subject by the candidates presented by them for the Examination, for School record. The original individual statements of marks for supplying to the candidate concerned on payment of the specified fee (payable to the Board) shall also be supplied to Heads of the Schools alongwith the printed results of the S.S.C./H.S.S.C. Examination concerned. In case the candidates require the Duplicate Copies of their statements of marks they shall obtain the same from the Board's office only, on payment of the specified fees.

76. *Exemption.*— (1) A candidate for SSC/HSSC examination securing not less than minimum passing percentage of the maximum marks assigned to a subject shall be allowed to claim exemption from re-appearing in that subject, for subsequent examination of the Board, if he/she claims such exemption (duly verified and endorsed by the head of the school through which he/she appears) in his/her application for admission to the examination.

(2) The claim of a candidate for exemption in a subject shall stand forfeited if the same is not claimed for the immediate next examination for which he/she appears.

77. *Re-appearing at the Public Examination.* — (1) A candidate once appeared for the S.S.C. or H.S.S.C. Examination of this Board and failed is eligible to appear for the examination again as a repeater candidate on a fresh application with specified fees:

Provided that in his/her case the minimum attendance as stated in rule 15 shall not be compulsory.

(2) A candidate who has failed in the public examination and has been re-admitted in the institution as a regular student to the final standard shall not be eligible to appear as a repeater.

(3) A repeater candidate shall submit his/her application form for admission to the examination

through the head of the school last attended, even if the leaving certificate is obtained by him/her or through any other recognised school if the last attended school is de-recognised and is not in existence.

(4) A repeater candidate wishing to offer any subjects other than those offered by him/her at the earlier examination shall not be required to satisfy the Head of the secondary/higher secondary school last attended that he/she has completed the course specified in the new subject or subjects, which he/she wishes to offer. However he/she shall not offer subject/s involving practical work.

78. Appearing for the SSC/HSSC Examination with isolated subjects.— (1) A candidate who has passed SSC/HSSC Examination shall be eligible to appear for the said examination subsequently with additional subject/s which do not involve practicals, termed as isolated subject/s.

(2) Such candidates shall be issued a statement of marks to that effect and endorsement shall be made on the reverse side of the original passing certificate about the passing of the candidate in additional subject/s as isolated subject/s.

(3) A Candidate desiring to appear for the examination with isolated subject shall submit his/her application through the school from which he/she appeared as a regular student or any other recognised school if the school from which he appeared for the examination is no more in existence or de-recognised.

(4) The candidates appearing under isolated category shall not be entitled for condonation marks, award of prizes, etc.

79. Improvement scheme for S.S.C./H.S.S.C. Examination.— (1) A candidate who has passed S.S.C./H.S.S.C. examination shall be eligible to appear for examination with one or more subjects to improve his/her performance in the Examination provided he/she has passed the examination.

(2) The application for such examination shall be forwarded to the office of the Board through the head of the same institution last attended.

(3) The candidate shall offer only those subjects under improvement which he/she had offered at the attempt of passing SSC/HSSC examination.

No change in the subjects shall be allowed under improvement scheme.

(4) The candidate shall be provided only one chance for improvement within a period of two years from his/her passing the SSC/HSSC examination.

(5) The result of the examination whichever is better i.e. either after improvement or before improvement, shall prevail.

(6) The revised statement of marks and certificates in case of improvement of the result shall be issued only after surrendering of the statement of marks/certificate of passing HSSC issued to the candidate earlier.

(7) The candidate improving his/her performance in HSSC examination shall not be eligible for prizes.

(8) The statement of marks and under improvement scheme of such candidate shall bear a remark that the performance shown is under improvement scheme.

(9) The candidates appearing for examination under improvement scheme shall be eligible to continue their further studies simultaneously.

80. Verification of marks.— (1) The Board shall on receipt of the application in specified form with necessary fees from any candidate who appeared for the examination, if such application is received through the head of the institution, shall verify the answer paper/s of such candidate as regards the correct totalling of marks, transfer of marks on the front page of the answer-books and assessment of all questions and sub-questions.

(2) The application for verification of marks shall be made within four weeks of the declaration of results.

(3) No application shall be entertained for re-assessment of answer book.

(4) The verification shall be done as per the norms specified by the Board.

(5) If as a result of the verification made under this rule it is discovered that there has been either an omission to examine and mark any answer or answers and/or a mistake in the totalling of the

marks, the fee for verification shall be refunded to the candidate. If a mistake is discovered it shall be corrected by the Secretary duly attested and dated, and if as a result of this correction, the candidate's result as already declared is altered in any way, he/she shall be informed of this correct result by a telegram.

(6) The Board shall make refund of fees paid by the candidate with application for verification if there is any change in the marks of the candidates communicated earlier.

(7) The Board shall, on receipt of the application in specified form with necessary fees from any candidate, shall supply photo-copies of his/her answer-books in the subject/s so desired, if such application is received through the head of the institution within ten days of declaration of results, as per the norms specified by the Board.

(8) The verification of marks of any candidates shall be permitted in presence of the candidate vis-à-vis the above mentioned procedure if desiring candidates submits such application to the Board within four weeks of declaration of results along with specified fees. However, such candidate shall produce hall ticket or the authentic documents as an identity for his/her presence at the time of verification of marks.

(9) No persons other than the candidates at the time of verification shall be permitted to be present with him/her. In the event of failure of the candidate to remain present, the verification shall be done in his/her absence.

(10) Any changes effected in the said answer book as a result of verification of marks shall be attested with date by both i.e. verifying officer and the concerned candidate.

(11) If the application for verification of marks is rejected/withdrawn within specified time, the fees paid towards verification of marks shall be refunded after deduction of 50% amount as service charges.

81. *Award of Certificates.*— (1) The Board shall award the certificates of passing to the successful candidates of secondary and higher secondary school certificate examinations in the specified form indicating therein

- (a) the name of the candidate;
- (b) date of birth;

- (c) seat number of the candidate;
- (d) school Index number;
- (e) subjects offered;
- (f) the grade secured by the candidate.

(2) The certificate shall be issued over the signature of Secretary of the Board with seal through the head of the institution. It shall bear the signature of the candidate and the Head of the school with the seal of the school.

(3) In case the date of birth of any candidate appearing for the examination as a private candidate who has declared on his form of application that his date of birth recorded is based on the production of affidavit or a medical certificate, then a mention of the above said source of date of birth may be made on his/her certificate. In such cases, the provision for change in the date of birth made in sub rule (5) of this rule shall not be applicable.

(4) In case of the institution which has presented the candidates for the examination ceases to exist, the certificates of such candidates shall be issued through an officer authorised by the Directorate of School Education.

(5) In the event of an error being discovered in the entry of the name or date of birth in the application of a candidate for admission to the examination and consequently in the certificate, an application for correction of such error shall be admitted only when the name or the date of birth so recorded is not identical with the name or the date of birth of the successful candidate originally entered in the school register.

(6) An application for correction of such error shall be made through the head of the Secondary/Higher Secondary School presenting the candidate for the examination in such form as may be specified by the Board. Such correction when made by the Board shall be indicated on the reverse of the Certificate by an endorsement in such form as may be specified by the Board.

(7) Any error on the certificate detected after issue of the same shall be corrected by the Board by making an endorsement in this regard on a request from the candidate received through the head of the institution through which he/she had appeared for the said examination.

82. *Provisional certificate.*— A candidate who has been declared successful at the examination

It shall be issued a provisional passing certificate on application with the specified fees through the head of the school.

83. *Supply of duplicate passing certificate.*— The Board shall issue a duplicate passing certificate on receipt of application through the head of the institution from which the candidate appeared for the examination on payment of specified fees.

However, in the event of the non-existence of the school through which the candidate/s appeared for the examination, the duplicate certificate to such candidate/s shall be issued directly by the Secretary on production of authentic identity.

84. *Migration certificate.*— A migration certificate shall be issued to a candidate who has passed the secondary or higher secondary examination of the Board on receipt of application from the candidates after paying of specified fees.

85. *Eligibility certificate.*— (1) The Board shall issue Eligibility Certificate to a student seeking admission in any recognised higher secondary school of this Board on his/her application in specified form alongwith required documents and on payment of specified fees. The Board shall issue such certificate as per the norms specified by the Board in this regard.

(2) A student who has passed the qualifying examination from any statutory Board, recognised bodies and Universities other than Board shall be admitted to the institutions recognised only on production of eligibility certificate issued by this Board.

86. *Award of prizes, scholarships and appreciation certificates.*— (1) It shall be competent for the Board to award such prizes and scholarships as the Board may institute from time to time.

(2) It shall be competent for the Board to accept donation to institute awards, prizes, scholarships and merit certificates to the students for

outstanding performance in different subjects on examination and on the recommendation of the Executive Council of the Board.

(3) The Board may also review the conditions and status of these awards, prizes and scholarships as and when felt necessary.

(4) The Board shall specify norms for acceptance of donation and institution of prizes.

87. *Maintenance and disposal of records.*— (1) The office registers pertaining to functioning of the office of the Board and the examination shall be preserved as permanent record.

(2) The other records such as forms of application, school lists, supervisors' reports, examiners' report, mark-lists, correction slips, answer-books and other correspondence pertaining to a particular examination shall be disposed off after 90 days from the date of declaration of results.

(3) The above material shall be disposed off by selling to scrap paper purchaser on the written agreement that such material shall be converted into pulp or tiny pieces which shall not be identifiable and used again for some other purpose.

3. *Amendment of Chapter III.*— In the principal Rules—

(i) existing Chapter III shall be renumbered as Chapter VIII thereof;

(ii) existing rules 44 to 51 of Chapter III as so renumbered shall be renumbered as rules 88, 89, 90, 91, 93, 94, 95 respectively.

4. *Amendment of Appendices.*—For Appendices A and B appended to the principal Rules shall be deleted.

By order and in the name of the Governor of Goa.

Gajanan L. Pernekar, Director of Education.

Alto-Betim, 27th December, 2001.