

REGULATIONS

INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

THE COUNCIL

Origin

1. The Council for the Indian School Certificate Examinations was established in 1958 by the University of Cambridge Local Examinations Syndicate with the assistance of the Inter-State Board for Anglo-Indian Education. It is registered under the Societies Registration Act No. XXI of 1860.

Recognition

2. The Delhi Education Act, 1973, passed by Parliament, in Chapter 1 under *Definitions* Section 2 (s), recognises the Council as a body conducting public examinations.

Constituents

3. The Council has been so constituted to secure suitable representation of : Governments responsible for affiliated schools in their States/Territories - the Inter-State Board for Anglo-Indian Education, the Association of Indian Universities, the Association of Heads of Anglo-Indian Schools, the Indian Public Schools' Conference, the Association of Schools for the I.S.C. Examinations and eminent educationists.

Administration

4. The Council is administered by an Executive Committee consisting of the Chairman and four members. The Chief Executive and Secretary of the Council is ex-officio Secretary of the Committee.
5. The Chief Executive and Secretary acts as Secretary to the Council under the authority of the Chairman. Subject to the overall control of the Council and the Executive Committee, the Chief Executive and Secretary exercises all powers of the Council related to the administration of the examinations in accordance with the provisions of the Regulations and of other rules and procedures approved by the Council from time to time and for the time being in force.

Examinations

6. The Council conducts the Indian Certificate of Secondary Education, the Indian School Certificate and the Certificate of Vocational Education Examinations.
7. There is a Committee on Examinations and Subject Committees for drawing up and revising syllabuses and receiving criticisms and suggestions. The Council has its own teams of trained examiners, specialists and advisers.

INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

CHAPTER 1

A. Introduction

1. The **Indian Certificate of Secondary Education Examination** has been designed to provide an examination in a course of general education, in accordance with the recommendations of the New Education Policy 1986, through the medium of English.
2. The Indian Certificate of Secondary Education Examination will ensure a general education and all candidates are required to *enter* and *sit* for *seven* subjects (as detailed on pages 3 and 4) and Socially Useful Productive Work.
3. The Indian Certificate of Secondary Education Examination is a school examination and the standard of the examination presupposes a school course of ten years duration (Classes **I-X**).
4. Private candidates are not permitted to appear for the examination.

B. Conditions of Entry

1. Entry to the examination, in the case of candidates who are being entered for the first time, is restricted to **candidates with a minimum of 75% attendance of the working days during each year of the two year course** at schools affiliated to the Council and registered for the Indian Certificate of Secondary Education

Examination. The last date for computing attendance at school is February 15, for each year of the two-year course.

Candidates can be entered only by the school they are attending.

2. Candidates who were entered as school candidates, in accordance with 1 above, and who were not awarded Pass Certificates *may* be admitted to Class X by 31st July, under intimation to the Council, at an affiliated and registered school, prior to the year of the examination, provided such a candidate fulfils all other conditions as per the Regulations.
3. Candidates entered as school candidates in accordance with 1 or 2 above and who appeared for one or more of the written papers set by the Council, but were not awarded Pass Certificates will be permitted to re-appear for the examination once only in the year following their failure, but not thereafter, without further attendance at an affiliated and registered school.

They must apply on the special form provided for the purpose, which will be obtainable from the Council's office through the Heads of Schools from which the candidates appeared for the examination and were not awarded a Pass Certificate in the previous year.
4. Candidates who have been awarded Pass Certificates will be permitted to enter for a Supplementary Pass Certificate in any/all of the subjects offered earlier by the candidates (provided that the subjects under consideration are still being offered for the examination in the year in which the candidates wish to enter) without further attendance at an affiliated and registered school OR after studying an additional subject(s) for two years. They must apply on the special form for the examination, provided for the purpose, which will be obtainable from the Council's office through the Heads of Schools from which the candidates appeared originally for the ICSE examination.
5. There is no age limit for candidates taking the examination.

C. Minimum Attendance Requirement

Candidates whose attendance is below 75% of the working days are ordinarily *not* eligible to sit for the examination. However, the Chief Executive and Secretary has the authority to condone the shortage of attendance in the case of candidates whose minimum attendance is not less than 60% of the working days in each year of the two year course. This is inclusive of absence due to illness and other special circumstances. Heads of Schools may represent, to the Chief Executive and Secretary, cases of candidates who deserve special consideration for condonation of shortage of attendance in Class IX and / or X, provided that the attendance of such candidates is not less than 60% of the working days, during each year of the two year course.

The last date for computing attendance at school is February 15, of each of the two years.

D. Withdrawal of Candidates

Candidates may be withdrawn at any time prior to the commencement of the examination, provided that, once the entries have been acknowledged as accepted by the Council's office, Heads of Schools may only withdraw candidates:

- (a) on account of illness of the candidates, duly certified by a registered medical practitioner;

OR

- (b) at the express written request of the parents/legal guardians of the candidates.

Applications for withdrawal of Class X candidates will have to be submitted on the special form provided by the Council's office.

E. Syllabuses

The Regulations and syllabuses of the Indian Certificate of Secondary Education Examination are included in this booklet, copies of which are obtainable from: M/s Evergreen Publications, 4738/23, Ansari Road, Daryaganj, New Delhi - 110002. Tel: (011) 23280337, 23264528. Fax 23262183.

NOTE: It is mandatory for the Heads of Schools to ensure that all students registered for the examination are provided with a copy of the

Regulations and Syllabuses for the year of the examination in which the candidate is appearing.

F. Scope of Selected Syllabuses

The scope of selected syllabuses of the Indian Certificate of Secondary Education Examination is included in the booklet "Scope of Syllabuses", copies of which are obtainable from: M/s Evergreen Publications, 4738/23, Ansari Road, Daryaganj, New Delhi -110002. Tel: (011) 23280337, 23264528. Fax 23262183.

NOTE: It is mandatory for the Heads of Schools to ensure that all students registered for the examination are provided with a copy of the Scope of Syllabuses for the year of the examination in which the candidate is appearing.

G. Disqualification

If any of the Regulations made for the conduct of the examination is not adhered to, the candidate or candidates concerned may be disqualified.

CHAPTER II

IMPORTANT NOTE: The responsibility for the correct selection of subjects to meet university requirements of a candidate or candidates will be that of the Head of the School.

A. Subjects of Examination:

Part I: Compulsory

Internal Examination or Internal Assessment

Candidates for the examination are required to have completed satisfactorily, courses in –

- A third language from at least Class V to Class VIII (Internal Examination).
- Art (Internal Assessment).
- Socially Useful Productive Work and Community Service (Internal Assessment).
- Physical Education.
- Education in Moral and Spiritual Values.
- Environmental Education (as per syllabus prescribed).

NOTE ON THE THIRD LANGUAGE

The third language to be studied should be determined as under:

Candidates of Indian nationality

- offering *Hindi* as a compulsory subject for the *External Examination* (see Part II) will be required to study one of the following languages: Ao Naga, Assamese, Bengali, Dzongkha, Garo, Gujarati, Kannada, Khasi, Kashmiri, Lushai, Lepcha, Malayalam, Marathi, Manipuri, Nepali, Oriya, Punjabi, Sanskrit, Tamil, Telugu, Tenydie, Urdu or any other language of an Indian community, approved by the Council.
- offering one of the languages in (i) above other than Hindi, will be required to offer Hindi or any other Indian language approved by the Council.

Candidates of other nationalities may be exempted from the study of a third language from the list given in (i) above, provided that they study an approved language for which provision is made by the school.

Exemption from the study of a third language may be made in special cases: such candidates shall be required to complete a course of studies in another subject approved by the Council.

Part II

Subjects for the Examination at the end of Class X

| | Percentage | Marks |
|--|----------------------|---------------------|
| | External Examination | Internal Assessment |

GROUP I:

(Compulsory)

| | | |
|----------------------------------|-----|-----|
| 1. English | 80% | 20% |
| 2. A Second Language | 80% | 20% |
| 3. History, Civics and Geography | 80% | 20% |
| 4. Environmental Education | 80% | 20% |

GROUP II:

(Any **two** of the following subjects)

| | | |
|---|-----|-----|
| 5. Mathematics | 80% | 20% |
| 6. Science (Physics, Chemistry, Biology) | 80% | 20% |
| 7. Economics | 80% | 20% |
| 8. Commercial Studies | 80% | 20% |
| 9. Technical Drawing | 80% | 20% |
| 10. A Modern Foreign Language | 80% | 20% |
| 11. A Classical Language | 80% | 20% |

| | | |
|---------------------------|-----|-----|
| 12. Computer Science | 80% | 20% |
| 13. Environmental Science | 80% | 20% |
| 14. Agricultural Science | 80% | 20% |

GROUP III:

(Any **one** of the following subjects)

| | | |
|------------------------------------|-----|-----|
| 15. Computer Applications | 50% | 50% |
| 16. Economic Applications | 50% | 50% |
| 17. Commercial Applications | 50% | 50% |
| 18. Art | 50% | 50% |
| 19. Performing Arts | 50% | 50% |
| 20. Home Science | 50% | 50% |
| 21. Cookery | 50% | 50% |
| 22. Fashion Designing | 50% | 50% |
| 23. Physical Education | 50% | 50% |
| 24. Yoga | 50% | 50% |
| 25. Technical Drawing Applications | 50% | 50% |
| 26. Environmental Applications | 50% | 50% |
| 27. A Modern Foreign Language | 50% | 50% |

Note: It is expected that candidates will normally offer both Science and Mathematics from Group II. If they choose to take any other combination of subjects, Heads of Schools must apprise them of the implications. For admission to the I.S.C. XII course, all combinations of subjects will be accepted.

The following subject combinations are not permitted for the ICSE Examination:

- Sanskrit as a Second Language (Group I) and Sanskrit as a Classical Language (Group II).
- Computer Science (Group II) and Computer Applications (Group III).
- Economics (Group II) and Economic Applications (Group III).
- Commercial Studies (Group II) and Commercial Applications (Group III).
- Environmental Science (Group II) and Environmental Applications (Group III).
- Technical Drawing (Group II) and Technical Drawing Applications (Group III).
- Under Modern Foreign Language:
 - Candidates opting for a Modern Foreign Language as a Second Language in Group I, he/she may not opt for the same language

under Modern Foreign Languages in Group II and Group III.

- Candidates opting for a Modern Foreign Language in Group II may not opt for the same Language as a Group I and Group III subject.

Internal Examination

(i) The examination at the end of Class IX will be conducted by the school and the promotion of candidates from Class IX to Class X will be the responsibility of the Head of the School in accordance with the attendance and pass criteria as laid down by the Council for the Indian School Certificate Examinations.

(ii) ***Socially Useful Productive Work and Community Service (Compulsory)***

The assessment in “Socially Useful Productive Work and Community Service” will be made by the school and the result will count towards the award of the Certificate. The school will be required to follow the instructions sent by the Council in the matter of keeping records of the work and the assessment of each candidate in “Socially Useful Productive Work and Community Service”.

NOTE ON SECOND LANGUAGE

(a) Candidates of Indian nationality must offer *one* of the languages listed below:

Ao Naga, Assamese, Bengali, Dzongkha, Garo, Gujarati, Hindi, Kannada, Khasi, Kashmiri, Lushai, Lepcha, Malayalam, Marathi, Manipuri, Nepali, Oriya, Punjabi, Sanskrit, Tamil, Telugu, Tenydie, Urdu or any other language of an Indian community approved by the Council.

(b) Candidates of Indian nationality who have studied abroad for at least three years and have studied a foreign language during that period may be permitted to opt for that foreign language as a Second Language in place of an Indian Language on the basis of recommendation from the Head of the School duly approved by the Council.

(c) Candidates of other nationalities must offer either one of the languages listed above (a), if studied previously for a minimum of three years, or *one* of

the following for which provision is made for teaching by the school:

French, German, Spanish or any other foreign language approved by the Council.

- (d) **Exemption from the requirement of the study of a Second Language:** The Council may grant exemption from the study of a Second Language, to a candidate with special difficulty, provided the case warrants such an exemption, because of the severe nature of the learning disability of the candidate. Such an exemption will be granted only on a recommendation sent by the Head of the School and on provision of the necessary documents certified by a competent authority approved by the State/Central Government and acceptable to the Council.

B. Choice of Subjects:

1. All candidates for the examination must enter and sit for *seven* subjects, Group I (Compulsory): English, a Second Language, History, Civics and Geography, Environmental Education and two of the subjects listed under Group II and one subject listed under Group III (vide page 3) and must have been examined by the school in practicals/project work in English, the Second Language, History, Civics and Geography, Environmental Education, the three subjects of their choice and in Socially Useful Productive Work and Community Service .

Provided that candidates reappearing for the examination without attendance at school, in accordance with the provision given in **Chapter 1, B.3**, will have to enter and sit for such subjects as detailed above.

2. A school may not enter candidates for subjects, for the teaching of which the school makes no provision.

C. Awards and conditions for awards:

1. PASS CERTIFICATES will be awarded to candidates who at one and the same examination have entered and sat for *seven* subjects as detailed in Chapter II, B(1) above and have attained the pass standard in at least *five* subjects which must include the subject *English*.

Provided that no candidate, except as otherwise exempted by the Council, shall be awarded a Pass Certificate unless in addition to fulfilling the conditions above he/she has attained a pass grade in SUPW and Community Service as examined/assessed internally by the school.

2. SUPPLEMENTARY PASS CERTIFICATES will be awarded to candidates who have obtained PASS CERTIFICATES and who appear in a subsequent examination and attain the *pass* standard in *one* or *more* subjects.
2. STATEMENT OF MARKS will be issued to all candidates who appeared for all the entered subjects of the examination.

The pass marks for each subject is 35%.

D. Issue of Results:

All results will be issued through the Heads of Schools to whom the results will be sent as soon as possible after the award has been completed. The result sheets show the result in the examination as a whole and also indicate the standard reached in each subject taken, (except Socially Useful Productive Work and Community Service) by grades ranging from 1 to 9, 1 being the highest and 9 the lowest. *Very good* is indicated by grades 1 and 2. Grades 3, 4 and 5 indicate a *pass with credit*, 6 and 7 indicates a *pass* and 8 and above a *failure*.

The standard reached in Socially Useful Productive Work and Community Service (Internally Assessed) will be shown on the result sheets by grades A, B, C, D or E; A being the highest and E the lowest. A, B, C or D indicate a *pass* and E a *failure*.

E. Certificates etc.:

1. *Pass Certificates/Supplementary Pass Certificates* will be issued through the Heads of Schools as soon as possible after the issue of results.
2. Duplicates of *Pass Certificates/Supplementary Pass Certificates* are *not* issued, instead a statement of examination result may be requested for.
3. Duplicates of *Statements of Marks* will be issued on receipt of prescribed form

forwarded by the Head of the School and on payment of the prescribed fee.

4. *Migration Certificates* will be issued on request, by Heads of Schools concerned, to candidates who have been awarded Pass Certificates and on payment of special charges.

F. Ownership of answer scripts and other material:

All written replies (answer scripts), question papers and any other work done by candidates, during the examination and the copyright therein, are the property of the Council and will not be returned and every application to enter for the examination, (whether through a school or by an individual candidate) will be deemed to constitute an agreement by each candidate entered for the examination with the Council to assign such copyright to the Council.

G. Evaluation of answer scripts:

1. The evaluation of answer scripts and of the other work done by candidates during the examination is within the domestic jurisdiction of the Council and, therefore, no candidate, outside person or authority has jurisdiction to check/scrutinise the answer scripts or other work done by any candidate.
2. The marking of answer scripts and of the other work done by candidates during the examination by the Council or its examiners and the results of such marking shall be final and legally binding on all candidates. The **Chief Executive and Secretary of the Council** will not, except in his absolute discretion, enter into correspondence about results with candidates or their parents or guardians or the person claiming to act *in loco parentis*.

The Council does not undertake to re-evaluate the answer booklets after the issue of the results.

H. Enquiries concerning examination results:

1. All enquires concerning examination results on behalf of the school candidates must be made to **the Chief Executive and Secretary of the Council** by the Head of the School concerned only and must reach the **Council's office**, not later than the specified date.

Schools are asked to bear in mind that a large number of answer scripts are re-marked by Chief Examiners before the award.

Enquiries should be restricted only to results which are *significantly* below the standard suggested by the candidate's school work in the subject.

2. The accuracy of a *subject grade awarded* will be checked on request, in one or more subjects, provided that the Head of the School forwards the application. Such applications must be made in the proforma prescribed by the Council and must be received at the Council's office not later than one month after the declaration of results. Schools will be required to pay the charges for each recheck as prescribed by the Council from time to time.

The recheck will be restricted to checking whether:

- all the answers have been marked;
- there has been a mistake in the totalling of marks for each question in the subject and transferring the marks correctly onto the first cover page of the answer booklet;
- the continuation sheets attached to the answer booklet, as mentioned by the candidate, are intact.

No other re-evaluation of the answer script or other work done by the candidate as part of the examination will be carried out.

- (i) No candidate, person or organisation shall be entitled to claim re-evaluation or disclosure or inspection of the answer scripts or copies of it and other documents as these are treated as most confidential by the Council.
- (ii) The recheck will be carried out by a competent person appointed by the Chief Executive and Secretary of the Council.
- (iii) On rechecking the scripts, if it is found that there is an error, the marks will be revised accordingly.
- (iv) The communication regarding the revision of marks, if any, shall be sent to the Head of the School.

CHAPTER III

- (v) The Council will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent to the revision of marks and no claims in this regard shall be entertained.
- (vi) The Council shall revise the Statement of Marks and Pass Certificate in respect of such candidates whose results have changed and after the previous Statement of Marks and Pass Certificates have been returned by the Head of the School.

The decision of the Chief Executive and Secretary of the Council on the result of the scrutiny and recheck shall be final.

- 3. If the Head of a School considers that the results in any one subject are *significantly* below reasonable expectation, the **Chief Executive and Secretary of the Council** may ask the examiners for special notes on the main weaknesses shown by the work of a few selected candidates from the school. It is necessary to limit such notes *to one subject per school* on any one occasion of examination and to restrict the enquiry to the work of *not more and not less than six* candidates whose work is *significantly* below the standard as suggested by the candidates' school work in the subject. Applications for special notes must be received in the **Council's office** not later than one month after the declaration of results. Charges commensurate with the work involved will have to be paid to the Council by the school.

I. Re-examination:

The **Chief Executive and Secretary of the Council** shall have the power to hold a re-examination or an additional examination, if he is satisfied that such a re-examination or additional examination is necessary.

J. Last date for retaining answer scripts:

The Council does not undertake to retain answer scripts of candidates later than 60 days after the date on which the results are declared.

For *enquiries concerning examination results* attention is invited to paragraph H above.

A. Awarding Committee

There will be an Awarding Committee comprising five members of whom the Chief Executive and Secretary of the Council will act as Convener. The functions and powers of the Awarding Committee will be:

- (i) **to consider all cases of unfair means reported to the Chief Executive and Secretary of the Council by the supervising examiners of the examination centres or by examiners during the marking of scripts or by any other source and;**
- (ii) **to take decisions on such cases in accordance with the provisions of the Regulations of the examination and following the procedures approved by the Council.**

B. Use of unfair means

- 1. If the **Awarding Committee** is satisfied that a candidate has made arrangements to obtain unfair help in connection with the question papers from any person connected with the examination centre or any agency within or outside the examination centre, the candidate is liable to have his/her results in the examination as a whole cancelled.
- 2. (i) Candidates who are detected in giving or obtaining, or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever, relating to the examination, will be reported to the **Chief Executive and Secretary of the Council** and may be expelled from the examination room forthwith and refused admission to subsequent examination papers.
- (ii) The Supervising Examiner or any member of the supervisory staff shall seize the answer scripts in which the use of unfair assistance is detected/suspected.
- (iii) The Supervising Examiner shall send the seized answer scripts with a report giving the details of the evidence and the explanation of the candidates concerned to the **Chief Executive and Secretary of**

- the Council** without delay and, if possible, on the day of the occurrence.
- (iv) In case the candidates concerned refuse to give explanatory statements they should not be forced to do so, only the fact of refusal shall be recorded by the Supervising Examiner and attested by one / two member(s) of the supervisory staff on duty at the time of the occurrence, as the case may be.
- (v) The Supervising Examiner has the discretion to permit such candidates to answer the remaining part of the question paper but on answer sheets that are separate from those in which the use of unfair means was detected/suspected.
3. Candidates found guilty of:
- (i) bringing in answer sheets; or
- (ii) taking out or attempting to take out answer sheets; or
- (iii) substituting answer scripts or getting answer scripts replaced during or after the examination with or without the help of any person connected with the examination centre, or any agency within or outside the examination centre, shall be reported to the **Chief Executive and Secretary of the Council** and their results in the examination as a whole will be cancelled.
4. If it is subsequently discovered and the **Awarding Committee** is satisfied that candidates have either copied from other candidates or given opportunity to other candidates to copy from them or communicated with other candidates, their results in the paper or subject or subjects in question or their results in the examination as a whole will be cancelled.
5. A candidate detected in approaching directly or indirectly an examiner or any member of the staff of the Council with the object of influencing him/her regarding any candidate's examination result shall have his/her result in the examination as a whole cancelled.
6. Candidates found guilty of disorderly conduct or causing disturbance in or near the examination hall are liable to be expelled from the examination hall forthwith and will be refused admission for subsequent examination papers.
7. (i) Candidates are not permitted to have in their possession, while in the examination room, any book, memorandum or pocket book, notes, paper, mobile phones or wireless devices except the correct question paper. Candidates using slide rules as permitted by the Regulations must see that any information (formulae or other data) shown on them is securely covered. They must also return any incorrect question paper to the Supervising Examiner immediately.
- (ii) Candidates are not permitted to have in their possession any object or instrument which may be used as a weapon during the course of the examination.
- (iii) Candidates disregarding the above cautions are liable to have their results in the examination as a whole cancelled.
8. (i) Persons obtaining admission to the examination on false representation shall be expelled from the examination hall forthwith and will be reported to the Police.
- (ii) Candidates who are impersonated shall be reported to the **Chief Executive and Secretary of the Council** and their results in the examination as a whole will be cancelled.
9. (i) The decision in respect of the results of candidates who are detected/suspected of using unfair means may be delayed considerably and their results will not be issued with the results of other candidates.
- (ii) Candidates whose results in the examination as a whole have been cancelled may be debarred from entry to any subsequent examination.
10. A person who commits an offence under these Regulations but is not a candidate, shall be dealt with as under:
- (i) **The Chief Executive and Secretary** of the Council may, if he so decides, hand over the case to the Police.

(ii) In the case of a teacher or a person connected with an institution, his/her misconduct shall be reported to the Governing (or Managing) Body of the institution.

11. Entries for subsequent examinations may not be accepted from a school where any member of the staff has at any time committed any offence under these Regulations.
12. If the **Awarding Committee** is satisfied that the use of dishonest means in a paper or papers has been widespread at a centre, the **Awarding Committee** reserves the right to cancel the results of all candidates of that centre in the paper or papers concerned, or of the entire examination as a whole at the centre if several papers are involved.
13. For cases of use of unfair means not covered by these Regulations, the **Awarding Committee** may enforce penalties according to the nature of the offence.
14. **Provided that no penalty under these Regulations shall be imposed except after –**
 - (i) **giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that regard; and**
 - (ii) **taking the representation, if any, submitted by the candidate within the period allowed to him/her, into consideration.**

C. Power to alter, cancel results, certificates, etc.

1. The **Chief Executive and Secretary of the Council** shall have the power to alter or cancel the results of a candidate after it has been declared, if
 - (i) the candidate is found guilty of having used unfair means;
or
 - (ii) a mistake is found in his/her result;
or
 - (iii) it is observed that an attempt has been made to alter the marks of a candidate by either tampering with the script or any other means.

2. The **Chief Executive and Secretary of the Council** shall have the power to cancel a *Pass Certificate/Supplementary Pass Certificate* which has been defaced or altered in any detail without the authority of the Council or which has been obtained by impersonation or by misrepresentation of facts or by fraudulent or dishonest means of any kind.

CHAPTER IV

A. General Arrangements

1. **Date of examination:** The printed timetable will be made available to all schools well before the examination.
2. **Centres of examination:** Centres for each town or area will be arranged by Heads of Schools concerned in consultation with the office of the Council.
3. **Registration Forms:** Registration forms will be sent to schools in **July** on application for registration to Class IX.
The forms and charges must be sent to the Council, New Delhi, **by the specified date.** *Late entries will not be accepted.*
4. **Correction and Confirmation of Entries for Class X:** Correction of Entries shall be sent to schools in August and Confirmation of Entries in October.
5. **Transfers of Examination Centre:** *The transfer* of a candidate from a centre in one town to a centre in another town will be allowed only within the same examination and for reasons accepted as adequate and on payment of a special charge. An additional charge may be made if it is necessary to send copies of question papers by air to the centre of transfer. Applications, naming the town to which a transfer is desired, should reach the **Council's office** at least two months before the commencement of the examination.
6. **Name/s and date of Birth:** Special attention must be paid to entering correctly the name/s of candidates and their mother's, father's and/or guardian's names. Attention also needs to be paid to entering the correct date of birth of candidates. The Certificate will show the Name/s and 'Date of Birth' as certified by the Head of the School at the time of entry. No subsequent change in the name/s or date of birth will be permitted, except, if:

(i) the **Council's office** makes a mistake in copying the Name/s/Date of Birth from the Registration Form on to the Certificate, and

(ii)(a) the Head of the candidate's school certifies with due justification that he/she made a mistake in entering the Name/s/Date of Birth in the Registration Form **or that after satisfying himself/herself of the need to do so he/she has changed the school records.**

(b) (i) Correction of the Name/s/Date of Birth will be examined by the Council provided the application is made within a period of one year of passing the ICSE Examination.

(ii) If applications are made for correction of names/date of birth after a lapse of one year, they will be considered where such changes have been permitted by a Court of Law and notified in a Government gazette. In the event of Court of Law allowing the change of name of a candidate, the same shall be carried out by the Board after obtaining relevant documents concerning change of name published in an official gazette.

7. **Entries for a Supplementary Pass Certificate:** Candidates who have obtained *Pass Certificates of the Indian Certificate of Secondary Education* may subsequently enter for one or more subjects. A candidate who attains the pass standard in one or more of the subjects offered will receive a *Supplementary Pass Certificate*.

8. **Examination Charges:*** **The scale of charges will be notified separately.** Bank Drafts should be made payable to the *Council for the Indian School Certificate Examinations, New Delhi*. Payment should be sent at the time of submitting the Correction of Entries.

Candidates will be required to pay for Migration Certificates.

9. **Refunds:**

Examination charges are not refundable.

10. **Infectious diseases:** Candidates who have been exposed to any infectious disease cannot

be examined at a centre unless they are out of quarantine.

If a candidate is suffering from an infectious disease and is declared medically fit to sit for the examination he/she may be permitted to appear for the examination after proper arrangements are made for his/her isolation and separate supervision. The scripts of these candidates should be packed in separate envelopes and the school should seek the advice of a registered medical practitioner with regard to the fumigation of the scripts before their dispatch to the Council's office.

11. **Time allowance for Question Papers:** Any time specially allocated for reading through question papers will be stated on the question papers.

12. **Materials to be provided for by candidates:** Candidates must provide themselves with pencils, erasers, mathematical instruments and art materials. They are required to write their answers with **black ink pens**. Fountain pens and ballpoint pens may be used, but pencils may be used only for diagrams. The use of slide rules is permitted in science subjects, but candidates using them should state this on their answer scripts and should be warned of the possible loss of accuracy involved. *Information such as formulae or other data which appears on slide rules must be securely covered before they are taken into the examination room.* Mathematical tables will be provided; candidates are not allowed to take mathematical tables into the examination room. **The use of any electronic device/s, other than the prescribed calculator, during an Examination of the Council is prohibited.**

13. **Special Consideration:** Heads of Schools may submit school estimates on a special form available from the **Council's office** for any candidate for whom special consideration is asked because of illness or other difficulty experienced *during* the course of the examination.

14. **Statement of Results:** *Special charges are payable to the Council for the issue of a*

* The Council reserves the right to increase the charges, should this prove necessary.

certifying statement of an examination result; this amount should be forwarded with the application. The statement will normally be sent to the authority to whom it has to be submitted.

15. **Textbooks:** *No books are prescribed except those that are mentioned specifically; the Council does not undertake to recommend textbooks.*
16. **Standards in Subjects:** *In every subject, unless otherwise stated, standards will be assessed on the performance in the different papers of the subjects.*
17. **Clarity and neatness:** Attention is called to the fact that the ability of candidates to express themselves clearly and to present their answers neatly and accurately is taken into account in assessing their work in all subjects.

B. Special Papers and Alternative Syllabuses

The Council is prepared to consider requests for special papers:

- (i) in a subject for which no provision is made in these Regulations,
- (ii) on a syllabus different from that prescribed in one of the subjects of the examination. Such papers and syllabuses must be of an equal standard with those to which they are proposed as alternatives.

Special charges to cover the extra cost involved will normally be payable for each paper especially made for a small number of candidates. Applications should be made to the *Council at least two years* before the examination is to take place.

C. Equivalence and Recognition:

Schools are notified.

D. Internal Assessment:

All subjects have components of internal assessment, as detailed in Chapter II, that are carried out by schools, on the basis of assignments/project work, practicals and course work. These marks are added to the component of

the external examination set and marked by the Council.

NOTE: It is mandatory for the Heads of Schools to ensure that all students registered for the examination are provided with a copy of the handbook entitled 'Internal Assessment: An integral component at the ICSE level'.