

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: The Government of India, 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. Examination and members co-opted by the Executive Committee of the Council.

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 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* for *six* 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. Academic Year

Schools affiliated to the Council are required to begin the academic year between the middle of March and the first week of June, each year.

C. 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.

Such candidates can be entered online for the examination through the Heads of Schools from which the candidates appeared/entered for the examination.
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. Such candidates can be entered for the examination online 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.

D. 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 condoning 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.

Further, the Chief Executive and Secretary may condone the shortage of attendance in the case of candidates whose minimum attendance is below 60% in exceptional cases i.e.:

- (i) on Psychological / Medical Grounds such as serious illnesses requiring a long period of treatment/hospitalisation
- (ii) authorised participation in sports at State or National Level organised by recognised Sports Authorities
- (iii) Other unforeseen and special circumstances

The Chief Executive and Secretary would subsequently report the matter to the Executive Committee of the Council.

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

E. Withdrawal of Candidates

Candidates may be withdrawn online only 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.

F. 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. Puneet Educational Publishers (Pvt.) Ltd., C-58, South Extension – I, New Delhi 110 049. Tel: (011) 23369685, 23363685, 23362985.

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.

G. Scope of Selected Syllabuses

The scope of selected syllabuses of the Indian Certificate of Secondary Education Examination is included in this booklet “Regulations and Syllabuses”.

H. Disqualification

- (i) If any of the Regulations made for the conduct of the examination is not adhered to, the candidate or candidates concerned may be disqualified.
- (ii) In no case the Heads of affiliated schools shall detain *eligible* candidates who meet the pass criteria and have the required attendance from appearing at the ICSE examination.
- (iii) No affiliated school shall endeavour to present candidates who are not on its roll nor will it present the candidates of its unaffiliated branch/school to any of the Council’s examinations.
- (iv) If the Council has reasons to believe that an affiliated school is not following the Regulations mentioned above, the Council shall take necessary action as per Rules and Regulations.

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) A third language from at least Class V to Class VIII (Internal Examination).
- (b) Art (Internal Assessment).
- (c) Socially Useful Productive Work and Community Service (Internal Assessment).
- (d) Physical Education.
- (e) Education in Moral and Spiritual Values.

NOTE ON THE THIRD LANGUAGE

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

Subject to the State requirements, the schools are free to introduce suitable Third Languages, Indian or Foreign, for study from Class V to VIII provided the school has suitably qualified staff and necessary teaching aids that may be needed especially for the teaching of foreign languages as a Third Language.

However students taking a particular Language, Indian or Foreign, cannot offer that Language as a Second Language.

Candidates of Indian nationality

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 (one/two)	80%	20%
3. History, Civics and Geography	80%	20%
GROUP II:		
(Any two/three of the following subjects)		
4. Mathematics	80%	20%
5. Science (<i>Physics, Chemistry, Biology</i>)	80%	20%
6. Economics	80%	20%
7. Commercial Studies	80%	20%
8. A Modern Foreign Language	80%	20%
9. A Classical Language	80%	20%
10. Environmental Science	80%	20%
GROUP III:		
(Any one of the following subjects)		
11. Computer Applications	50%	50%
12. Economic Applications	50%	50%
13. Commercial Applications	50%	50%
14. Art	50%	50%
15. Performing Arts	50%	50%
16. Home Science	50%	50%
17. Cookery	50%	50%
18. Fashion Designing	50%	50%
19. Physical Education	50%	50%
20. Yoga	50%	50%
21. Technical Drawing Applications	50%	50%
22. Environmental Applications	50%	50%
23. 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).
- 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).
- 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.
 - Candidates opting for a Modern Foreign Language in Group III may not opt for the same Language as a Group I and Group II subject.

Internal Examination

- (i) It will be the responsibility of the Head of the school to ensure promotion from Class IX to Class X will be done on the basis of the cumulative achievement level of the student throughout the academic year in the subjects he/she has been registered for. For promotions, a candidate is required to have obtained at least 35% marks in five subjects including English on the cumulative average and a minimum attendance of 75% of the working days. No other criteria will be used for promotion from Class IX to Class X.

Promotions on trial/with re-examination/with grace marks will not be granted from Class IX to X. Transfer Certificate should not be issued

with 'Promoted to Class X' if the student has not met the required promotion criteria.

(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 may offer *one/two* of the languages listed below:

Ao Naga, Assamese, Bengali, Dzongkha, Garo, Gujarati, Hindi, Kannada, Khasi, Kashmiri, Kokborok, Lepcha, Malayalam, Marathi, Manipuri, Mizo, Nepali, Odia, Punjabi, Sanskrit, Tamil, Tangkhul, Telugu, Tenydie, Urdu or any other official Indian language approved by the Council.

OR

One of the Foreign Languages listed below provided the school has the required infrastructure and experienced teachers/ resource persons.

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

(b) **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 may 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.

(c) **Candidates suffering from Specific Learning Disabilities:**

1. In cases of candidates suffering from Dyslexia, Dysgraphia, Dyscalculia, Attention Deficit Hyperactivity Disorder (ADHD) and other learning disabilities, certain concessions/support may be admissible, depending on the nature and degree of the disability and on a case-to-case basis.

The concessions/support available are:-

(i) Exemption from the requirement of the study of a second language in cases that warrant such an exemption because of the severe nature of the learning disability of the candidate(s), certified by a competent authority approved by the State/Central Government and acceptable to the Council.

(ii) **Allowance of additional time:**

(iii) **Use of a Reader / Reader-cum-Writer (Amanuensis)**

(a) The Question Paper may be read out, but not explained in any way to the candidate(s).

(b) Arrangements must be made by the Head of the School concerned in consultation with the Convener and the Supervising Examiner for the candidate(s) who has/have been permitted the use of a Reader/Reader-cum-Writer, by the Council, to write the examination in a separate room adjacent to the main examination hall under the supervision of a Special Invigilator.

(iv) Where permitted, **Casio fx-82 MS (Scientific Calculator) is to be used for Mathematical calculations only.** Calculators of other makes with similar functions are also permitted. Use of calculator with features for retrieval of information during examination is not permitted.

2. Special Difficulty Procedure

Disability, illness or other extra-ordinary circumstance: When a candidate suffers some injury or bereavement or dire unforeseen circumstance which may adversely affect his or her performance in the examination, the Special Difficulty Procedure

is used. A form is forwarded to the Council by the Head of the candidate's school and the candidate's examination answer script is then given special consideration by a Committee, before the issue of the results. The Council's Committee does not give a 'blanket' concession but treats **every case on its merit**, for experience has shown that candidates working under **similar unusual stress** are affected in widely different ways. For this reason the Special Difficulty Form provides for the performance of the affected candidate to be compared with that of his/her other classmates.

On request and submission of relevant medical papers, the Council will permit the omission of Map Work, Diagrams and Practicals by Colour Blind candidates and the Marking Scheme will be adjusted accordingly.

B. Choice of Subjects:

1. (a) All candidates for the examination must enter for a minimum *six* subjects, Group I (Compulsory): English, a Second Language, History, Civics and Geography and two of the subjects listed under Group II and one subject listed under Group III (vide page 3 & 4) and must have been examined by the school in practicals/project work in English, the Second Language, History, Civics and Geography and 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 for such subjects as detailed above.

- (b) (i) Candidates are permitted to take an additional Second Language in Group I where Hindi is one of the Second Languages.
(ii) Candidates are permitted to take an additional subject from Group II.
2. A school may not enter candidates for subjects, for the teaching of which the school makes no provision.
3. No candidate shall be permitted to change his/her subject(s) after his/her registration in Class IX.

4. No candidate shall offer a subject in Class X which he/she has not registered for and studied in Class IX.

C. Awards and conditions for awards:

1. PASS CERTIFICATES will be awarded to candidates who at one and the same examination have entered for *six* 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.
3. STATEMENT OF MARKS will be issued to all candidates who appeared for 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 indicate 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 the prescribed form forwarded by the Head of the School and on payment of the prescribed fee online.
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 online.

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. **Recheck:** 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 online. Such applications must be made in the proforma prescribed online 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 online 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 online to the Head of the School.
- (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. **Main Weakness Report:** 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 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.

CHAPTER III

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 of Candidates:** Candidates must be registered online in Class IX, for the ICSE Examination. Registrations received after the due date will not be accepted.
4. **Correction of Entries:** Schools will be able to view online, the entries of candidates registered from their school in Class IX. Requests for corrections, if required, can be submitted on-line, along with supporting documents, which need to be uploaded and submitted to the Council before 31st December without correction charges. Thereafter, up to the time Admission Cards are issued, all corrections are chargeable per candidate.

5. **Confirmation of Entries:** Schools, after viewing the entries of candidates (who will be taking the Class X Examination) of their school, are required to confirm online that the entries are correct. This needs to be done by 30th of September.
6. **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 but not later than 15th December.
7. **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:
- (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 online Registration Form **or that after satisfying himself/herself of the need to do so he/she has changed the school records** based on a Birth Certificate or any other document issued by a *competent* authority duly authorised to do so.
 - (b) **The onus of responsibility in certifying the necessary changes/corrections lies with the Head of the School who shall be held liable in case of any legal dispute arising in future.**
 - (c) **If for any reason compliance is not possible by the School as per clause 7 (a), then in order to establish the veracity of the request, the candidate is required to produce a declaratory Court order from a Court of competent jurisdiction recording his or her correct name/date of birth. In the event of the court allowing change/correction of name/date of birth, the same shall be carried out by the Council after obtaining a certified copy of the Court order and other relevant documents from the school/candidates.**
8. **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*.
9. **Examination Charges:*** **The scale of charges will be notified separately.** Examination charges are to be paid online by schools. Payment should be made at the time of submitting the Correction of Entries. Candidates will be required to pay for Migration Certificates.
10. **Refunds:** Examination charges are not refundable.
11. **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 put into a separate envelope and put into the main Answer Script envelope 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.

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

12. **Time allowance for Question Papers:** Any time specially allocated for reading through question papers will be stated on the question papers.
13. **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, during any Examination of the Council is prohibited except for Calculators, where permitted.**
14. **Special Consideration:** Heads of Schools may submit school estimates on a Special Difficulty 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.
15. **Statement of Results:** *Special charges are payable to the Council for the issue of a Certifying Statement of an Examination result; this amount should be paid online with the request. The statement will normally be sent to the authority to whom it has to be submitted.*
16. **Textbooks:** *No books are prescribed except those that are mentioned specifically; the Council does not undertake to recommend textbooks.*
17. **Standards in Subjects:** *In every subject, unless otherwise stated, standards will be assessed on the performance in the different papers of the subjects.*
18. **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. Equivalence and Recognition:**
Schools are notified.
- C. 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.
For Assessment of Project Work at the ICSE level, working science models are not necessary and the physical presence of the candidate is not required during the assessment of the ICSE Project Work as no viva-voce is applicable.
- 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 titled '**Internal Assessment: An integral component at the ICSE level**'.