

CERTIFICATE
OF
VOCATIONAL EDUCATION
EXAMINATION YEAR - (12)

THE REGULATIONS

Correspondence to be addressed to :
The Chief Executive & Secretary
COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS
PRAGATI HOUSE 3RD FLOOR
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NEW DELHI – 110 019

THE COUNCIL

Origin

1. The Council for the Indian School Certificate Examinations was established in 1958 by the University of Cambridge Local Examinations Syndicate, Govt. of India and 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 I under *Definitions* Section 2(s), recognise the Council as a body conducting public examinations.

Constituents

3. The Council has been so constituted as to secure suitable representation of Governments responsible for schools (which are affiliated to it) in their State/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 eminent educationists.

Administration

4. The Council is administered by an executive committee consisting of the Chairman and four members elected by the Council. The Chief Executive & Secretary of the Council is the ex-officio & Secretary' of the committee.

5. The Chief Executive & Secretary acts as the Chief Executive & Secretary to the Council under the authority of the Chairman. Subject to the overall control of the Council and Executive Committee, the Chief Executive & Secretary exercises all powers of the Council related to the, administration of the examinations in accordance, with 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 Certificate of Vocational Education and the Indian School Certificate 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.

THE CERTIFICATE OF VOCATIONAL EDUCATION EXAMINATION

CHAPTER I

A. INTRODUCTORY

1. The Certificate of Vocational Education (CVE-12) has been designed as an examination, through the medium of English, in accordance with the recommendations of the Ministry of Human Resource Development through the Joint Council of Vocational Education (JCVE) established under the National Policy of Education 1986, taken by candidates after a two year course of studies beyond the Indian Certificate of Secondary Education (Year-IO) Examination or its equivalent.

This certificate is intended to prepare candidates for particular occupations and provide an alternative to higher education.

2. Private candidates are not permitted to appear for the examination.

B. CONDITIONS OF ELIGILITY FOR ADMISSION TO CLASS XI (VOCATIONAL)

1 (a) Candidates who have been awarded Pass Certificates in the Indian Certificate of Secondary Education Examination with passes in five subjects including English are **eligible** to be admitted for preparation in courses of study leading to the Certificate of Vocational Education Examination

2. (a) The eligibility of the candidates who have been awarded a Pass Certificate in an **equivalent** examination conducted by another Examining Board will be decided by the Chief Executive & Secretary of the Council. The conditions for eligibility are as follows :

(i) The candidate must have been awarded a Pass Certificate in accordance with the requirements of the Board at an equivalent examination taken **at one and the same sittings. Candidates who have passed the Class 10 level examination with compartment will not be eligible.**

(ii) The candidate must have obtained pass marks, in accordance with the regulations of the Board, in English

(b) Heads of Schools may admit **provisionally** to class XI of the CVE course, a candidate who has been awarded a Pass Certificate by another Examining Board. They must submit to the Council immediately on granting provisional admission a certified true copy of the Statement of Marks issued to the candidate by the

Examining Board. If the candidate is eligible the Council will issue an Eligibility Certificate to the head of the School concerned in respect of the candidate. Candidates can be presented from Schools that are affiliated to the Council for the Indian School Certificate Examinations for entry of candidates for the Certificate of Vocational Education Examination.

C. CONDITIONS OF ENTRY

1. Entry to the Certificate of Vocational Education Examination in the case of eligible candidates who are being entered is restricted to candidates with a minimum of 75% attendance of the working days during each year of the two year course at school(s) affiliated to the Council and registered for the Certificate of Vocational Education Examination. The last -date of computing attendance at school is 15 days before the commencement of the examination.

2. Candidates who are entered as school candidates in accordance with (1) above, and who were not awarded **Pass Certificates** may be entered again by a school on the school entry form, provided that such candidates are in attendance at an affiliated and registered school in the year of the examination.

Candidates can be entered only by the school they are attending and, in this respect, the decision of the head of the school is final.

3. Candidates entered as school candidates in accordance with (1) or (2) above and who are 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 Principals of the school from which the candidates appeared for the examination in the previous year and failed.

4. Candidates who have been awarded a Pass Certificate will be permitted to enter for a **Supplementary Pass Certificate** without 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 Principals of the schools from which the candidates appeared originally for the 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 & Secretary has authority to control the shortage in the case of candidates whose minimum attendance is not less than 60% of the working days during each year of the two year course. Heads of schools may represent to the Chief Executive & Secretary cases of candidates who deserve special consideration for condonation, 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 is 15 days before the commencement of the examination.

E. WITHDRAWAL OF CANDIDATES

Candidates may be withdrawn at any time previous to the commencement of the examination:

Provided that once the entries have been acknowledged as accepted by the Council's office, Heads of the Schools may only withdraw candidates:

- (a) on account of illness of the candidates certified by a registered medical practitioner or
- (b) at the express written request of the parents/legal guardians of the candidates.

Application for withdrawals will have to be submitted on the special form to be supplied by the Council's office. .

Refund of fees in the case of candidates duly withdrawn will be made in accordance with the conditions laid down under the heading 'Refund'.

F. SYLLABUSES

The syllabuses for Vocational Courses of the Certificate of Vocational Education Examination are included in this booklet and are obtainable from the Council's office or from booksellers to be notified by the Chief Executive and Secretary of the Council.

G. DISQUALIFICATION

If any of the regulations made for the conduct of the examination is disobeyed, the candidate or candidates concerned may be disqualified.

CHAPTER II

A. SUBJECTS FOR EXAMINATION

Part –1 External Examination

COMPULSORY SUBJECTS

1. English
2. General Foundation, Industrial Sociology & Entrepreneurship
3. Environmental Education

AND

1. COMPUTER THEORY & SYSTEM ANALYST

1. Computer Theory
2. Operating System & application Software
3. Programming Languages
4. Principles of Electronics/Computer Mathematics

2. OFFSET PRINTING TECHNICIAN

1. Printing Processes / Offset Printing.
2. Printing Materials / Paper And Ink
3. Film And Plate / Photo Reproduction
4. Binding / Finishing And Converting

3. GRAPHIC DESIGNING TECHNICIAN

1. Print Design
2. Computer Applications /Colour Processing & Desktop Publishing
3. Graphic Reproduction
4. Film Assembly & Plate Making/ Photo Reproduction

4. CIVIL ENGINEERING TECHNICIAN

1. Construction Technology, Building Material & Practice
2. Geometrical & Building Drawing
3. Construction Estimating Costing, Management & Accounts
4. Engineering Science

5. CRÈCHE & PRE-SCHOOL MANAGEMENT

1. Principles Of Education & Child Development
2. Nutrition, Health & Hygiene & First Aid
3. Child In The Family & Society
4. Organisation And Management Of Child Crèche & Day Care Centres, Pre- School Play Way Methods & Activities.

6. HOSPITALITY MANAGEMENT

- 1 Hospitality Management
2. Front Office Management
3. House Keeping Service & Maintenance
4. Food & Beverages services

7. EXTERIOR & INTERIOR DESIGN

1. Arts & Basic Design, Layout with AutoCad
2. Colour Concept & Furniture Design
- 3 Materials & Services
- 4 Furnishing Fittings & Window Dressing & Accessories

8. MECHANICAL ENGINEERING TECHNICIAN

1. Machinist - Theory And Practice
2. Mechanical Technician's Mathematics
- 3 Geometrical And Mechanical Drawing
4. Engineering Science(Mechanical)

9. TELECOMMUNICATION & ELECTRONIC TECHNICIAN

- 1 Telecommunication technology
2. Principles Of Electricity & Electronics
3. Engineering Science
4. Computer /Technical mathematics.

10 PHYSICAL EDUCATION

1. Sociological Aspect of Physical Education
2. Methods of Physical Education & Recreation
3. Health education & First Aid
4. Physical Efficiency

11. AIR CONDITIONING & REFRIGERATION

1. Basic & Electrical Engineering
2. Refrigeration
3. Air Conditioning
4. Workshop Technology.

12. BUSINESS STUDIES

1. Business Organisation , Business context & Operations Management
2. Human Resources Management
3. Marketing
4. Accounting & Finance in Business.

Part II - Internal Examination (Compulsory)

Socially Useful Productive Work and Community Service

1. Exemption from the Socially Useful Productive Work and Community Service requirement may be made in special cases, by the Chief Executive & the Secretary of the Council.
2. Candidates should have undertaken a project related to their choice of subject and worked on it for a minimum of 50 hours.

B. SCHEME OF EXAMINATION

1. (a) The Syllabuses in English (Compulsory) have not been bifurcated. Questions will be set from the entire syllabus at the year -12 Examination.

(b) The syllabus in General Foundation, Industrial Sociology and Entrepreneurship (compulsory) and in Elective subjects are Prescribed separately for standard XI and Standard XII. The syllabuses prescribed for standard XI will be examined internally by the institution off and the syllabuses for standard XII will be examined externally by the Council.
2. The examination at the end of Standard XI will be conducted by the institutions and the promotion of candidates from Standard XI to Standard XII will be the responsibility of the Heads of Institution and in this respect the decision of the Head of the Institution in final.
3. The prescribed syllabus for Standard XII will be examined externally by the Council on the subject matter of the syllabus for standard XII.
4. The result of the Certificate of Vocational Education (Year-12) examination will be based on the external examination at the end of Standard XII and on Social1). Useful Productive Work and Community Service evaluated internally by the school.

C. CHOICE OF SUBJECTS

All candidates for the Pass Certificate (Vocational) must enter and sit for

- (i) English and
- (ii) General Foundation. Industrial Sociology and Entrepreneurship and
- (iii) Environmental Education

EITHER

1. Computer Theory
2. Operating System & application Software
3. Programming Languages
4. Principles of Electronics/Computer Mathematics

OR

1. Printing Processes / Offset Printing.
2. Printing Materials / Paper And Ink
3. Film And Plate / Photo Reproduction
4. Binding / Finishing And Converting

OR

1. Print Design
2. Computer Applications /Colour Processing & Desktop Publishing
3. Graphic Reproduction
4. Film Assembly & Plate Making/ Photo Reproduction.

OR

1. Construction Technology, Building Material & Practice
2. Geometrical & Building Drawing
3. Construction Estimating Costing, Management & Accounts
4. Engineering Science.

OR

1. Principles Of Education & Child Development
2. Nutrition, Health & Hygiene & First Aid
3. Child In The Family & Society
4. Organisation And Management Of Child Crèche & Day Care Centres, Pre- School Play Way Methods & Activities.

OR

1. Hospitality Management
2. Front Office Management
3. House Keeping Service & Maintenance
4. Food & Beverages services

OR

1. Arts & Basic Design, Layout with AutoCad
2. Colour Concept & Furniture Design
3. Materials & Services
4. Furnishing Fittings & Window Dressing & Accessories

OR

1. Machinist - Theory And Practice
2. Mechanical Technician's Mathematics
3. Geometrical And Mechanical Drawing
4. Engineering Science(Mechanical)

OR

1. Telecommunication technology
2. Principles Of Electricity &Electronics
3. Engineering Science
4. Computer /Technical Mathematics.

OR

1. Sociological Aspect of Physical Education
2. Methods of Physical Education &Recreation
3. Health education &First Aid
4. Physical Efficiency

OR

1. Basic & Electrical Engineering
2. Refrigeration
3. Air Conditioning
4. Workshop Technology .

OR

1. Business Organisation , Business context & Operations Management
2. Human Resources Management
3. Marketing
4. Accounting & Finance in Business.

- Note:**
1. A candidate may not enter for more than six subjects including English.
 2. A school may not enter candidates for subjects for the teaching of which no provision is made by the school.
 3. **The responsibility for the correct selection of subjects to meet professional requirements of a candidate or candidates will be that of the school.**

D. AWARDS AND CONDITIONS FOR AWARDS

1. PASS CERTIFICATE (VOCATIONAL) will be awarded to candidates who at one and the same examination attain the pass standard in **five or more** 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 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 subsequent examination and reach the pass standard in one or more subjects.

3. STATEMENTS OF MARKS will be issued to all candidates who are awarded Pass Certificates/Supplementary Pass Certificates.

The pass mark for each subject is 40%

E. ISSUE OF RESULTS:

All results will be issued through the Heads of Schools to whom the result 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 & Community Service, by Grades from 1 to 9, 1 being the highest 9 being the lowest. 1,2,3,4,5, or 6 indicates a pass with credit, 7 or 8 indicates a pass and 9 a failure. Very good is indicated by 1 or 2.

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

F. CERTIFICATES etc.,

1. Pass Certificates / Supplementary Pass Certificates will be issued through the Head of the Schools as soon as possible after the issue of results.
2. Duplicates of Pass Certificates / Supplementary Pass Certificates are not issued.
3. Duplicates of statements of marks will be issued on application accompanied by a certificate countersigned by the Head of School concerned stating that the original Statement of Marks has been actually lost and payment of the prescribed fee.
4. Migration certificates will be issued at the request of Heads of Schools concerned to candidates who have been awarded Pass Certificates on payment of the prescribed fee.

G. OWNERSHIP OF ANSWER SCRIPTS AND OTHER MATERIALS

All written replies (answer scripts) and other works done by the 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.

H. EVALUATION OF ANSWER SCRIPTS.

1. The evaluation of answer scripts and of other work done by candidates during the examination is within the jurisdiction of the Council and therefore no outside person or authority has jurisdiction to check/scrutinize the answer scripts or other work done by the candidates.

2. The marking of the answer scripts and of other work done by the 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 and the Chief Executive & Secretary of the Council will not, except in his absolute discretion, enter into correspondence about results with candidates or their parents or guardians or other persons claiming to act in **loco parentis**.

1. ENQUIRIES : CONCERNING EXAMINATION RESULTS

1. All enquiries concerning examination results on behalf of school candidates must be made to the Chief Executive & Secretary of the Council by the Principal of the school concerned 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 to results which are significantly below the standard suggested by the candidate's school work in the subject.

2. The accuracy of subject grade awarded will be checked on request in *one subject per candidate only*, provided that the Principal of the School has good reason to believe that a mistake may have been made. Such applications must be made in the *proforma* (See Appendix) prescribed by the Council and must be received in the Council's office not later than one month after the receipt of the results by the schools. Schools will be required to pay a fee for each recheck.

The recheck will be restricted to checking whether all the answers have been marked, and that there has been no mistake in the totaling of marks for each question in the subject and, transferring marks correctly on to the first cover page of the answer book, and whether the continuation sheets attached to the answer book 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 candidates shall claim or be entitled to re-evaluation or disclosure or inspection of the answer scripts or 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 & Secretary of the Council.
- (ii) On rechecking the scripts if it is found that there is an error, the marks will be revised.

- (iii) The communication regarding the revision of marks, if any, shall be sent to the Principal of the school in the case of regular candidates within a reasonable time. In the case of other candidates it will be sent directly to the candidates within a reasonable time.
- (v) The Council will not be responsible for any loss or damage or any inconvenience caused to the candidate consequent on the revision of marks.
- (vi) The Council shall revise the Statement of Marks and Pass Certificate in respect of such candidates whose result has changed after the previous Statement of Marks and Pass Certificate s returned.

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

3. If the Principal of a school considers that the results in one subject are significantly below reasonable expectation the Chief Executive & Secretary of the Council is prepared to ask the examiners for notes on the main weaknesses shown by the work of a few selected candidates. It is necessary to limit such notes to one subject per school on anyone 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 making special notes must be received in the Council's office not later than one month after the receipt of the results by the school. A fee commensurate with the work involved will have to be paid to the Council.

J. RE-EXAMINATION

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

K. LAST DATE OF RETAINING ANSWER SCRIPTS

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

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

CHAPTER III

A. AWARDING COMMITTEE

There will be an Awarding Committee consisting of two Heads of Schools, one of whom will be a member of the Council, and the Chief Executive & Secretary of the Council who will act as the convener. The functions and powers of the Awarding Committee will be:

- (i) to consider all cases of unfair means reported to the Chief Executive & 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 ;**
- (ii) to take decisions on such cases in accordance with the provisions of 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 previous 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 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, will be reported to the Chief Executive & Secretary of the Council and may be expelled from the examination room forthwith and refused admission to subsequent papers.

(ii) The Supervising Examiner or any other member of the Supervisory staff shall seize the answer scripts in which the use of unfair assistance suspected .

(iii) The Supervising Examiner shall send the seized answer scripts with a report giving the details of the evidence and explanation of the candidates concerned to the Chief Executive & Secretary of the Council without delay and, if possible, on the day of the occurrence.

(iv) In case of candidates concerned who refuse to give explanatory statements they should not be forced by the Supervising Examiner and attested by two members of the supervisory staff on duty at the time of occurrence.

(v) The Supervising Examiner has discretion to permit such candidates to answer the remaining part of the question papers but on answer sheets separate from those in which the use of unfair means is suspected.

3. Candidates found guilty of:

- i) bringing in answers sheets, or
- ii) taking out or attempting to take out answer sheets, or
- iii) unlawfully 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 of any agency within or outside the examination centre shall be reported to the Chief Executive & Secretary of the Council and their results in the examination as a whole will be cancelled.

4 If is subsequently discovered and the Awarding Committee is satisfied that candidates have either copies from other candidates or given opportunity to other candidates to copy from them or communicated dishonestly 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 directed in approaching directly or indirectly an examiner or any member of the staff of the Council with the object of influencing him regarding the candidates examination result have his result in the examination hall forthwith and will be refused admission for subsequent papers.

6 Candidates guilty of disorderly conduct or causing disturbance in or near the examination room are liable to be expelled from the examination hall forthwith and will be refused admission for subsequent papers.

7 (i) Candidates are not permitted to have in their possession while in the examination room, any book, memorandum or pocket book, notes or paper whatsoever, except the correct question paper. Candidates using slide rule as permitted by the regulations must see that any information (formulae or other data) shown is securely covered. They must return any incorrect question paper to the Supervisor immediately.

(ii) Candidates disregarding this caution 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 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 cancelled.

9 (i) The decision in respect of the results of candidates who are suspected of using unfair means may be delayed considerably and 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 & Secretary of the Council may, if he so decides, hand the case over to the Police.

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

11 Entries 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 wide spread 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 in the entire examination at the centre if several papers are involved.

13. For cases 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 candidates an opportunity of making such representation in writing as he may wish to make that behalf : and

(ii) taking the representation, if any, submitted by the candidate within the period allowed to him, into consideration.

C. POWER TO ALTER, CANCEL RESULTS, CERTIFICATES, etc. ..

1. The Chief Executive & Secretary of the Council shall have the power to alter or cancel the results of a candidate after it has been declared, that

(i) the candidate is found guilty of having used unfair means;

OR ,

(ii) a mistake is found in his result.

2. The Chief Executive & 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 be obtained by impersonation or by false representation of facts or by fraudulent or dishonest means of any kind.

CHAPTER IV

A. GENERAL ARRANGEMENTS

1. **Date of examination:** The printed time-table 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 Council.

3. **Forms of entry :** Entry forms will be supplied to schools on application.

4. **Transfer :** 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 fee. 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 two months before the commencement of the examination.

5. **Name :** Great care must be taken to ensure that the name of each candidate is entered exactly the same way as it was entered in the ICSE or equivalent Certificate. No subsequent change in the name of the candidate will be permitted.

6. **Entries for less than a certificate :** Candidates who have obtained Pass Certificates of the Vocational Education Examination may subsequently enter for one or more subjects. A candidate who reaches the pass standard in the subject/subjects offered will receive a Supplementary pass Certificate.

7. **Examination fees :** The scale of fees will be notified separately. Bank Draft should be made payable to the Council for the Indian School Certificate Examinations, New Delhi. Payment should be sent at the same time as the forms of entry.

Arrangements for practical examinations and visits of examiners are made by the Head of schools, with the approval of the Council. No fees are payable to the Council for these, but there may be a special local fee to cover the cost.

8. Refunds

(i) Refunds may be made in respect of candidates who may be withdrawn from the examination provided that the Head of the School notifies the Council not later than the specified date. The Council does not undertake to arrange for refunds to be made in cases where notification is received later than that date. No refund can be made for a candidate who has taken any part of the examination.

(ii) The refund will amount to half the amount of the subject fee already paid.

9. **Infectious diseases** : Candidates who have been exposed to any infectious disorder cannot be examined at a centre unless they are out of quarantine.

Provided that a candidate suffering from an infectious disease if declared medically fit to sit for the examination may be permitted to appear for the examination after proper arrangements are made for his/her isolation and separate supervision. The scripts should be packed in separate envelopes and the school should seek the advice of the Medical Officer in charge in regard to the fumigation of the scripts before their despatch to the Council.

10 **Time allowance for question papers** : Any time specifically allocated for reading through question papers or studying maps will be stated on the question papers.

11. **Materials to be provided by candidates** : Candidates must provide pencils, rubber, mathematical and dissecting instruments and painting materials. They are required to write their answers with pens and in black or blue-black ink; fountain pens and ball point pens may be used, but pencils may be used only for diagrams. The use of slide rule is permitted in science subjects, but candidates using it should state this on their scripts and should be warned of the possible loss of accuracy involved. Information such as formulae or other data which appear on the slide rule must be securely covered before it is 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 electronic, hand, desk or other types of calculator is not permitted.

12 **Schools' estimates** : Principals 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 examination.

13. **Statement of result** : A fee is payable to the Council for the issue of a certifying statement of an examination result; this fee should be forwarded with the application. The statement will normally be sent to the authority to whom it has to be produced.

14. **Text –books** : No special editions of books are prescribed except those that are mentioned specifically; the Council cannot undertake to recommend text- books.

15. **Standard in subjects** : In every subject, unless otherwise stated, standards will be assessed on the performance in different papers in the subjects.

16. **Clarity and neatness** : Attention is called to the fact that the ability of candidates to express themselves clearly and to present their answer 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 :

1. in a subject for which no provision is made in these regulations,

2. 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.

A fee 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

Will be notified separately,

Pro forma for a Principal to request for a recheck of Subject grade.

I hereby forward for a recheck in the result of candidate
.....Index no
.....in subject, in
accordance with the regulations. chapter II, I (2) .

The results of the recheck may be communicated to me in due course.

A bank draft for Rs. 400/- drawn in favour of the **Council for the Indian School Certificate Examination Certificate of Vocational Education** is enclosed herewith as fee for the recheck forwarded.

Bank Draft No :.....

Signature of Principal.

Date :.....

Seal

