

EXAMINATION BYE-LAWS

1995

(UPDATED UPTO DECEMBER 2004)



**CENTRAL BOARD OF SECONDARY EDUCATION
DELHI**

Examination Bye-Laws

Translation
Kendriya Anuwadh Bureau
Rajbhasha Vibhag, Grah Mantralaya

Paryavaran Bhawan
Eight Floor, B-Block, CGO Complex,
Lodhi Road,
New Delhi-110003

**CENTRAL BOARD OF SECONDARY EDUCATION
DELHI**

CBSE, DELHI-110092

March 1995, 5000 copies
Updated upto January 2001
March 2001, 2000 copies
Updated upto December, 2002
December, 2002, 4000 copies
Updated upto December, 2004
April 2005, 20,000 copies

Price Rs.

Published by : Shri Vineet Joshi, Secretary, CBSE, Preet Vihar, Delhi-110092
Printed at :

CONTENTS

Chapter No./ Rule No.	Contents	Page No.
Chapter 1		
1.	Short Title	01
2.	Definitions	01
3.	Interpretation	02
4.	Jurisdiction to file suits	02
Chapter 2		
5.	Examinations conducted by the Board	03
Chapter 3		
6.	Admission of Students to a School-General Conditions	04
7.	Admission of Students to a school-Specific requirements	05
8.	Admission Procedure	06
Chapter 4		
9.	Admission to Examinations - General	07
10.	Academic qualifications for undertaking examinations	07
11.	Regular candidates - Definition	07
12.	Candidates eligible to take admission to examinations-Regular Candidates	08
13.	Requirement of attendance for Regular course of study	08
14.	Rules for condonation of shortage of attendance	09
15.	Detaining of eligible candidates	10
16.	Private candidates - Definition	10
17.	Persons eligible to appear as "Private candidate" at Delhi Senior School Certificate (Class XII) Examination	10
18.	Persons eligible to appear as "Private candidate" at All India Senior School Certificate (Class XII) Examination	11
19.	Procedure for submission of Application of Private candidates at All India/Delhi Senior School Certificate (Class XII) Examination	11
20.	Persons eligible to appear as "Private Candidate" for Delhi Secondary School Examination	12
21.	Persons eligible to appear as a "Private Candidate" for All India Secondary School Examination	13

22.	Procedure for submission of applications of Private Candidates (Class X)	13
23.	Exemption from Examination in Third Language	14
24.	Exemption to Spastic, Blind, Physically handicapped and Dyslexic Children	14
25.	Use and appointment of Amanuensis	14
26.	Rules for Change in Subject	15
27.	Submission of Migration Certificate by Private / Teacher Candidates for All India/Delhi Senior School Certificate Examination	15
Chapter 5		
28.	Mode of submission of applications for Regular Students	16
29.	Payment of Fees	16
30.	Holding over of Fees	16
31.	Refund of Fee	17
Chapter 6		
32.	General Conditions for fixation of examination centres, appointment of Centre Superintendents etc.	18
33.	Norms for fixation of Examination centres at place other than Delhi/ New Delhi.	18
34.	Norms for appointment of Centre Superintendents / Deputy Superintendents / Asstt. Supdts.	20
35.	Rules for change of examination centre	22
36.	Rules for Unfair Means Cases	22
Chapter 7		
37.	Scheme of Examinations and Pass Criteria - General Conditions	26
38.	Grading	26
39.	Merit Certificates	27
40.	Scheme of Examinations (Senior School Certificate Examinations)	27
41.	Scheme of Examinations (Secondary School Examinations)	29
42.	Compartment Examination for Secondary/Senior School Certificate Examination	30
42-A	Retention of Practical Marks in Respect of Failure Candidates for Secondary/Senior School Certificate Examinations	30
43.	Additional Subject(s)	31
44.	Improvement of Performance	31
45.	Patrachar Vidyalaya Candidates	32
46.	Exemption to Spastic, Blind, Physically Handicapped and Dyslexic Candidates	32

Chapter 8

47.	Confidential Works - General	33
48.	Qualifications for Appointment of Paper Setters, Moderator / their duties/ Disqualification / Instructions for Paper Setters, Moderators, Head Examiners, Examiners etc.	33
49.	Receipt of Answer-Books	36
50.	Chief Secrecy Officers/Secrecy Officers	36
51.	Evaluation	36
52.	Marking Scheme	37
53.	Head Examiners	37
54.	Additional Head Examiners	37
55.	Examiners	38
56.	Team Evaluation	38
57.	Award List	38
58.	Spot Evaluation "Nodel Centres"	39
59.	Declaration of Results	39
60.	'Result Later' Cases	39
61.	Verification of Marks obtained by a Candidate in a Subject	40
62.	Maintenance of Answer Books	40

Chapter 9

63.	Passing Certificate/Marks Statement	41
64.	Provisional Certificate	41
65.	Date of Birth Certificate	41
66.	Migration Certificate	41
67.	Duplicate Pass Certificate	41
68.	Provision of Mother's Name	41
69.	Changes in Board's Certificates	42

Chapter 10

70.	Joint Endowment Scholarship	44
-----	-----------------------------	----

Chapter 11

71.	Equivalences	46
-----	--------------	----

Annexures

	Format of Transfer Certificate (Annexure-1)	57
	Scale of Fee (Annexure-II)	59

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a ¹**[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC]** and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the ²[unity and integrity of the Nation];

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS i CONSTITUTION.**

-
1. Subs. by the Constitution (Forty-Second Amendment) Act. 1976, sec.2, for "Sovereign Democratic Republic (w.e.f. 3.1.1917)
 2. Subs. by the Constitution (Forty-Second Amendment) Act. 1976, sec.2, for 'unity of the Nation (w.e.f. 3.1.1977)

THE CONSTITUTION OF INDIA

Chapter IV A Fundamental Duties

ARTICLE 61 A

Fundamental Duties. It SHALL be the duty of every citizen of India

- (a) to abide the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so;
- (e) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers, wild life and to have compassion for living creatures;
- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and to abjure violence;
- (j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

SHORT TITLE

1. Short Title

- (i) These Bye-Laws shall be called the Examination Bye-Laws of the Central Board of Secondary Education.
- (ii) They are effective from 31st January, 1995

2. Definitions

In these Bye-laws unless the context otherwise requires:

- (i) "Admission Register or Admission & Withdrawal Register" means a register maintained by the school indicating the admission of candidates to various classes in the institution.
- (ii) "Board" means the Central Board of Secondary Education.
- (iii) "Chairman" means the Chairman of the Central Board of Secondary Education.
- (iv) "Controller of Examinations" means the Controller of Examinations of the Central Board of Secondary Education.
- (v) "Examination" means Examinations conducted by the Central Board of Secondary Education.
- (vi) "Examination Committee" means Examination Committee of the Board.
- (vii) "Government" means the Government of India.
- (viii) "Institution" means an educational institution including a school recognised or affiliated to by a Recognised Board/University and/or by the Union Govt. or a State Govt. or the Govt. of an Union Territory.
- (ix) "Migration Certificate" means a certificate issued by the Central Board of Secondary Education at the request of a candidate passing out from Secondary/Senior School Certificate Examination of the Board for seeking admission to the examinations of another Board/University.
- (x) "Major Subject" means a subject where the number of candidates taking examination is 1000 and above.
- (xi) "Near relative" means and includes wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/husband.
- (xii) "Recognised Board" means an education Board recognised by the Central Board of Secondary Education and/or by the Union/State Government in India; and includes Universities recognised as such by the University Grants Commission.

- (xiii) "Regional Officer" means the Regional Officer of the Central Board of Secondary Education.
- (xiv) "Results Committee" means Results Committee of the Board.
- (xv) "Rules" mean the Rules as laid down by the Central Board of Secondary Education.
- (xvi) "School" means a school affiliated to the Central Board of Secondary Education.
- (xvii) "Secretary" means the Secretary of the Central Board of Secondary Education.
- (xviii) "SSC" means Senior School Certificate Examination of the Board.
- (xix) "Teacher" when used as a Paper-setter means a Professor, Reader, Lecturer, Principal/ Vice-Principal of Senior/Secondary School and Post Graduate Teacher.
- (xx) "Transfer Certificate" means a certificate issued to a student by the school on his seeking a transfer to another institution by termination of his studies in the previous institution.
- (xxi) "Ward" means near relative.
- (xxii) Words importing the singular number also include plural number and vice versa.
- (xxiii) Words importing the masculine gender also include the feminine gender.

3. Interpretation

- (i) On any question as to the interpretation of any provision of these Examination Bye-laws, the decision of the Chairman shall be final.
- (ii) On any question pertaining to its interpretation of any provision of these Examination Bylaws, English version shall be treated as correct

4. Jurisdiction to file suits

- (i) The Secretary shall be the legal person in whose name the Board may sue and be sued.
- (ii) The legal jurisdiction for the suits to be filed against the Board shall be the National Capital Territory of Delhi only.

EXAMINATIONS CONDUCTED BY THE BOARD

5.1 The Board shall conduct the following examinations every year ordinarily commencing from the period indicated against each:

- | | | |
|-------|---|--|
| (i) | All India/Delhi Senior School Certificate Examination (Class XII) | First week of March |
| (ii) | All India/Delhi Secondary School Examination (Class X) | First week of March |
| (iii) | All India/Delhi Senior School Certificate Examination (Comptt) (Class XII) | Last week of July/
1st Week of August |
| (iv) | All India /Delhi Secondary School Examination (Comptt.) (Class X) | Last week of July/
1st Week of August |
| (v) | All India Pre-Medical/Pre-Dental Entrance Examination | Last Sunday of April |
| (vi) | All India Engineering / Pharmacy/ Architecture Entrance Examination | 2nd Sunday of May |
| (vii) | Such other Examinations as the Board may decide or may be asked to conduct from time to time. | |

5.2 The period of commencement of the examinations indicated in bye-law 5.1 is only suggestive. The examinations will actually be held on such dates and such time at such centres as may be determined by the Chairman every year.

ADMISSION OF STUDENTS TO A SCHOOL, TRANSFER/ MIGRATION OF STUDENTS

6. Admission: General Conditions:

6.1 A student seeking admission to any class in a 'School' will be eligible for admission to that Class only if he :

- (i) has been studying in a School recognised by or affiliated to this Board or any other recognised Board of Secondary Education in India;
- (ii) has passed qualifying or equivalent qualifying examination making him eligible for admission to that Class;
- (iii) satisfies the requirements of age limits (minimum and maximum) as determined by the State/U. T. Government and applicable to the place where the School is located;
- (iv) produces:
 - (a) the School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and countersigned, if required as provided elsewhere, in these Byelaws;
 - (b) document(s) in support of his having passed the qualifying or equivalent qualifying examination; and
 - * (c) Date of Birth Certificate issued by the Registrar of Birth and Deaths, where-ever existing, as proof of date of birth.

Explanation:

- (a) A person who has been studying in an institution, which is not recognised by this Board or by any other recognised Board of Secondary Education or by the State/ U.T. Government of the concerned place, shall not be admitted to any class of a "School" on the basis of Certificate(s) of such unrecognised institution attended by him earlier.
- (b) 'Qualifying Examination' for the purposes of this Byelaws means an examination the passing of which makes a student eligible for admission to a particular class; and 'equivalent examination' means an examination conducted by any recognised Board of Secondary Education/Indian University or an institution recognised by or affiliated to such Board/University and is recognised by this Board equivalent to the corresponding examination conducted by this Board or conducted by a "school" affiliated to/recognised by this Board.

6.2 No student migrating from a School in a foreign country, other than the School affiliated to this Board, shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from this Board. For obtaining eligibility certificate from the Board, the Principal of the School to which admission is being sought will submit to the Board full details of the case and relevant documents with his own remarks/recommendations. The eligibility certificate will be issued by the Board only after the Board is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of this Board.

* Rule added in the Examination Committee's meeting held on 23.12.2004 and approved by the Governing Body at its meeting held on 30.12.2004.

- 6.3 No person who is under the sentence of rustication or is expelled from any Board/University/ School or is debarred from appearing in the examination for whatever reason by any Board/ University shall be admitted to any class in a School affiliated to this Board.
- 6.4 No student shall be admitted or promoted to any subsequent higher class in any school unless he has completed the regular course of study of the class to which he was admitted at the beginning of the academic session and has passed the examination, at the end of the concerned academic session, qualifying him for promotion to the next higher class.
- *6.5 No student shall be admitted in Class IX and above in a school affiliated with the Board after 31st day of August of the year except with prior permission of the Chairman, CBSE/Competent Authority as may have been defined in the State/Union Territory Education Acts. The application for permission to grant admission after 31st of August shall be routed through the Principal of the school specifying the reasons which are unavoidable. The candidate shall complete the required percentage of attendance (75%) for Class IX, X, XI & XII as per Examination ByeLaws of the Board to make him/her eligible for the examinations. In such cases where the admission by the candidate could not be taken in a higher class by the stipulated date because of the late declaration of result by the Board such permission would not be required, provided the candidate applied for admission within a fortnight of the declaration of the result.

7. Admission: Specific Requirements

- 7.1 Admissions upto Class VIII (i.e. Class VIII and below) shall be regulated by the rules, regulations, orders of the State/U.T. Governments applicable to the place where the School is located.
- 7.2 Admission to Class IX in a school shall be open only to such a student who has passed class VIII examination from an institution affiliated to this Board or to any recognised Board or is recognised by the Education Department of the Government of the State/U. T. in which such an institution is located.
- **7.3 **Admission to Class X :** - As the syllabus prescribed at Secondary level is of two years integrated course, no admission shall be taken in Class X directly. Provided further that admission to Class X in a school shall be open only to such a student who:
- has completed a regular course of study for class IX, and
 - has passed class IX examination from an institution affiliated to this Board.
 - A student who has completed a regular course of study for Class IX and has passed Class IX examination from an institution recognised by/affiliated to any recognised Board in India, other than this Board, can be admitted to a school only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the students the mark sheet and the Transfer Certificate duly countersigned by the Educational Authorities of the Board concerned. In case of such admissions the schools would obtain post facto approval of the Board within one month of admission of the student.
- 7.4 **Admission to Class XI :** - Admission to class XI in a school shall be open only to such a student who has passed :
- Secondary School Examination (Class X examination) conducted by this Board; or
 - an equivalent examination conducted by any other recognised Board of Secondary Education/ Indian University and recognised by this Board as equivalent to its secondary school examination.

* Rule added in the Examination Committee's meeting held on 15.01.2001 and approved by the Governing Body at its meeting held on 18.01.2001.

** Rule amended in the Examination Committee's meeting held on 13.5.2004 and approved by the Governing Body at its meeting held on 18.6.2004.

***7.5 Admission to Class XII :-**

- (i) No admission shall be taken in Class XII directly. Provided further that admission to Class XII in a school shall be open only to such a student who:
 - (a) has completed a regular course of study for class XI; and
 - (b) has passed Class XI examination from a school affiliated to this Board.
- (ii) A student who has completed a regular course of study for Class XI and has passed Class XI Examination from an institution recognised by / affiliated to any recognised Board in India, other than this Board, can be admitted to a school only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the marksheet and the Transfer Certificate duly countersigned by the Educational Authorities of the Board concerned. In case of such admissions the schools would obtain post facto approval of the Board within one month of the admission of the student.

7.6 Notwithstanding any thing contained in paras 1 to 5 of this Byelaws, the admission of students passing qualifying examination from an examining body outside India shall be regulated according to the provisions contained in byelaw 6.2 of this chapter; provided that the condition of completing regular course of study for class IX and XI is satisfied in cases of admission to Class X and Class XII respectively.

8. Admission Procedure

- (i) Admission register in the form prescribed by the State Government concerned/Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti as the case may be, shall be maintained by the "School" where the name of every student joining "the School" shall be entered.
- (ii) Successive numbers must be allotted to students on their admission and each student should retain this number throughout the whole of his career in the school. A student returning to the school after absence of any duration shall resume his original admission number.
- (iii) If a student applying for admission to a school, has attended any other school, an authenticated copy of the Transfer certificate in the format given in Annexure I, from his last school must be produced before his name can be entered in the Admission Register.
- (iv) In no case shall a student be admitted into a class higher than that for which he is entitled according to the transfer certificate.
- (v) A student shall not be allowed to migrate from one "School" to another during the session after his name has been sent up for the examination of the Board. This condition may be waived only in special circumstances by the Chairman.
- (vi) A student leaving his school at the end of a session or who is permitted to leave his school during the session shall on a payment of all dues, receive an authenticated copy of the Transfer certificate up to date. A duplicate copy may be issued if the head of the institution is satisfied that the original is lost but it shall always be so marked.
- (vii) In case a student from an institution not affiliated to the Board seeks admission in a school affiliated to the Board, such a student shall produce a transfer certificate duly countersigned by an authority as indicated in the format given in Annexure-I.
- (viii) If the statement made by the parent or guardian of a student or by the student himself/herself, if he/she was major at the time of his/her admission to a school, is found to contain any wilful misrepresentation of facts regarding the student's career, the head of the institution may punish him/her as per provision of the Education Act of the State/Union Territory or Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti rules, as the case may be, respectively and report the matter to the Board.

* Rule amended in the Examination committee's meeting held on 13.5.2004 and approved by the Governing Body at its meeting held on 18.6.2004.

ADMISSION TO EXAMINATIONS

9. General

Notwithstanding anything contained in these Byelaws, no candidate who has been expelled or is under the punishment of rustication or is debarred for appearing in or taking an examination for any reason whatsoever, shall be admitted to any examination of the Board

All India/Delhi Senior School Certificate/Secondary School Examinations.

10. Academic Qualifications for Undertaking Examinations

10.1 A candidate for All India/Delhi Senior School Certificate Examination should have :

- (a) passed the Secondary School Examination (Class X) of this Board or an equivalent examination from any other recognised Board/University at least two years earlier than the year in which he/she would take Senior School Certificate Examination (Class XII) of the Board; and
- (b) secured a grade higher than grade E in each of the subjects of Internal assessment at Secondary School Examination (Class X) referred to at (a) above.

10.2 A candidate for All India/Delhi Secondary School Examination should have :

- (a) passed the Middle School Examination (class VIII) of a Board or of an affiliated/recognised school at least two years earlier than the year in which he would take Secondary (Class X) examination;
- (b) secured a grade higher than grade E In each of the subjects of internal assessment at the examination referred to at (a) above; and
- (c) passed the third language as per requirement laid down in the scheme of studies.

11. Regular Candidates

Definition

For the purposes of the Byelaws contained in this chapter and chapter 5 unless there is something repugnant in the subject or context, a "Regular Candidate" means a student enrolled in a school, who has prosecuted a regular course of study in a school and seeks admission as such to the All India/Delhi Senior School Certificate/Secondary School Examination of the Board.

Explanation

A Candidate whose name is struck off the rolls of the School after submission of his name/application for admission to the examination to the Board, shall cease to be a regular candidate and as such will not be eligible for admission to or appearing at the examination.

12. Admission to Examinations: Regular Candidates

All India/Delhi Senior School Certificate Examination and Secondary School Examination will be open to such regular candidates who have submitted his duly completed application for admission to the concerning examination, and/or his name in the manner prescribed by the Board, along with the prescribed fee (vide Annexure II), forwarded to the Controller of Examinations by the Head of the Institution/School with the following duly certified by such head :

- (i) that he possesses the academic qualifications laid down in byelaw 11 of these Byelaws;
 - (ii) that he has not passed equivalent or higher examination of any other Board or University;
 - (iii) that he is on the active rolls of the School;
 - (iv) that he has completed a "regular course of study", as defined and detailed in byelaw 13 of these Byelaws, in a school in the subjects in which he would appear in the examination;
 - (v) that he bears a good moral character and is of good conduct; and
 - (vi) that he satisfies all other provisions, applicable to him/her, of the Examination Byelaws and any other provision made by the Board governing admission to the examination concerned, if any.
- *12.1 (i) It is mandatory upon a school affiliated to Board to follow the Examination Bye Laws of the Board in toto.
- (ii) No affiliated school shall endeavour to present the candidates who are not on its roll nor will it present the candidates of its un-affiliated branch/schools to any of the Board's examinations.
- (iii) If the Board has reasons to believe that an affiliated school is not following the sub-section 1 and 2 of this section, the Board will resort to penalties as deemed fit.

13.A Regular Course of Study

- 13.1** (i) The expression "a regular course of study" referred to in these Bye-Laws means at least 75% of attendance in the Classes held; counted from the day of commencing teaching of Classes X/XII upto the 1st of the month preceding the month in which the examination of the Board commences. Candidates taking up a subject(s) involving practicals shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject(s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule.

* Rule added in the Examination Committee's meeting of 6.10.1998 and approved by the Governing Body at its meeting held on 9.10.1998.

** Rule amended in the Examination Committee's meeting of 9.1.1998 and approved by the Governing Body at its meeting held on 2.5.1998.

- (ii) The candidates who had failed in the same examination in the preceding year and who rejoins Classes X/XII shall be required to put in 75% of attendance calculated on the possible attendance from the 1st of the month following the publication of the results of that examination by the Board upto the 1st of the month preceding the month in which the examination of the Board commences.
- (iii) In the case of migration from other institutions, attendance at the institution/school recognised by the Education Department of the State/Union Territory from which the candidate migrates will be taken into account in calculating the required percentage of attendance.

13.2 Requirement of Attendances in Subjects of Internal Assessment

- (i) No student from a School affiliated to the Board shall be eligible to take the examination unless he has completed 75% of attendances counted from the opening of class X/XII upto the first of the month preceding the month in which the examination commences in the subjects of internal assessment.
- (ii) Exemption from W.E./Art Education/P&HE may be granted to a candidate on medical grounds provided the application is supported by a certificate given by a Registered Medical Officer of the rank not below that of Asstt. Surgeon and forwarded by the Head of the School with his recommendations.
- (iii) The Chairman shall have powers to condone shortage of attendances in subjects of internal assessment.

14. Rules for Condonation of Shortage of Attendances

- * (i) If a candidate's attendance falls short of the prescribed percentage, the Head of the School may submit his name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of the examination, the Head of the Institution shall report the case to the Regional Officer concerned immediately. If in the opinion of the Head of the Institution, the candidate deserves special consideration, he may submit his recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendances by the Chairman, CBSE, who may issue orders as he may deem proper. The Head of the School in his letter requesting for condonation of shortage in attendance, should give the maximum possible attendance by a student counted from the day of commencing teaching of Classes X/XII (beginning of the session) upto the 1st of the month preceding the month in which the examination of the Board commences, attendance by the candidate in question during the aforesaid period and the percentage of attendance by such a candidate during the aforesaid period.
- ** (ii) Shortage up to 15% only may be condoned by the Chairman. Cases of candidates with attendance below 60% in class X or class XII, as the case may be, shall be considered for condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, TB or similar serious diseases requiring long period of hospitalization.

* Rule amended in the Examination Committee's meeting of 9.1.1998 and approved by the Governing Body at its meeting held on 2.5.1998.

** Rule amended in the Examination Committee's meeting of 25.6.2003 and approved by the Governing Body at its meeting held on 27.6.2003.

- (iii) The Principal shall refer a case of shortage within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case.
- (iv) The following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed percentage:
 - (a) prolonged illness;
 - (b) loss of father/mother or some other such incident leading to his absence from the school and meriting special consideration; and
 - (c) any other reason of similar serious nature.
 - (d) Authorised participation in sponsored tournaments and sports meets of not less than inter-school level and at NCC/NSS camps including the days of journeys for such participation shall be counted as full attendance.

***15. Detaining of eligible Candidates**

In no case the Heads of affiliated schools shall detain eligible candidates from appearing at the examination.

16. Private Candidates

Definition

For the purposes of the byelaws contained in this chapter and in chapter 5, unless there is something repugnant in the subject or context, a 'Private Candidate' means a person who is not a Regular Candidate but, under the provisions of these byelaws, is allowed to undertake and/or appear in the All India/Delhi Senior School Certificate Examination or All India/Delhi Secondary School Examination of the Board.

17. Persons eligible to appear as 'Private Candidate' at Delhi Senior School Certificate (Class XII) Examination

- (i) A candidate who had failed at the Delhi Senior School Certificate Examination of the Board will be eligible to reappear at a subsequent examination as a private candidate in the syllabus and text books as prescribed for the examination of the year in which he/she will reappear.
- (ii) The following categories of candidates shall also be eligible to appear as private candidates at the Delhi Senior School Certificate Examination of the Board on the conditions laid down in these byelaws:
 - (a) teachers serving in educational institutions affiliated to the Board, who have already passed Secondary or an equivalent examination at least two years before taking the Senior School Certificate Examination. Teacher candidates shall submit his application form alongwith a certificate by the Head of School in which they are serving duly countersigned by the Director of Education of the State/Union Territory concerned to the Regional Officer of the Board of the region in which the teacher is serving;

* Rule amended by the Governing Body at its meeting held on 9.5.2002.

- (b) women candidates who are bonafide residents of the National Capital Territory of Delhi and have passed the Delhi Secondary or an equivalent examination at least two years before appearing at the Senior School Certificate Examination subject to conditions mentioned in byelaw 17(iii); and
 - (c) physically handicapped students having passed the Secondary School Examination or its equivalent at least two years before appearing at the Senior School Certificate Examination on producing reasonable evidence of having deficiency to attend normal institutions for the purpose of studies.
- (iii) Women/handicapped private candidates shall be required to satisfy the following additional conditions:
- (a) that they have privately pursued the prescribed course of studies under proper guidance; and
 - (b) that they are unable to join a Senior Secondary School affiliated to the Board or there are such other reasons compelling them to appear at the examination as a private candidate.

18. Persons eligible to appear as "Private Candidate" at All India Senior School Certificate (Class XII) Examination

- (i) A candidate who had failed at the All India Senior School Certificate Examination of the Board will be eligible to reappear at a subsequent examination as a private candidate in the syllabus and text books as prescribed for the examination of the year in which he will reappear.
- (ii) Teachers serving in educational institutions affiliated to the Board who have already passed Secondary or an equivalent examination at least two years before taking the Senior School Certificate Examination. Teacher candidates shall submit his application form alongwith a certificate by the Head of school in which they are serving duly countersigned by the Director of Education of the State/Union Territory concerned to the Regional Officer of the Board of the region in which the teacher is serving.

19. Procedures for Submission of Applications of Private Candidates at All India/ Delhi Senior School Certificate Examination (Class XII)

- (i) A private candidate must submit to the Regional Officer of the Board within the prescribed limit an application in the form prescribed together with the prescribed fee for the examination (vide Annexure II) and three copies of passport size photographs duly signed by the candidate and countersigned in case of teacher by the authorities mentioned in byelaw 17(ii) (a) or byelaw 18 (ii) and in case of others a member of the Governing Body of the Board or Head of a School affiliated to the Board.
- (ii) If the application of a private candidate is received after the prescribed date, he shall pay late fee as prescribed.
- *(iii) When a private candidate's application for admission to the examination is rejected, the examination fee, including late fee, if any paid by him less Rs. 10/- or the amount as decided by the Chairman from time to time will be refunded to him provided that in the case of candidates whose applications have been rejected on account of the candidate's producing a false certificate or making a false statement in the application, the full amount of fee shall be forfeited.

* Rule amended in the Examination Committee's meeting of 29.10.1999 and approved by the Governing Body at its meeting held on 18.11.1999.

- (iv) Private candidates shall not be allowed to offer for their examination, a subject (even if the subject is recognised for the examination) which is not being taught in an affiliated School.
- (v) Private candidates shall not be allowed to offer such subjects for the examination which involve practical work except in the case of candidates who had failed earlier and who had put in a regular course of study at an institution affiliated to the Board in the previous academic year. However notwithstanding this condition, female candidates may offer Home Science with practical.
- (vi) Those regular candidates who have failed to obtain promotion to class XII of the school affiliated to the Board or any other recognised Board shall not be admitted to the Senior School Certificate Examination of the Board as private candidates.
- (vii) Every year, in the beginning of the session, the Heads of Schools shall send to the Regional Officer concerned, a list of female and handicapped students who have been detained in class XI containing student's name, date of birth, the name of his father or guardian and the place of residence.

20. Persons eligible to appear as Private Candidate for Delhi Secondary School Examination

The following categories of candidates shall be eligible to appear as private candidates at the Delhi Secondary School Examination of the Board in the Syllabus and Courses as prescribed for the examination concerned on the conditions as laid down in these byelaws:

- (a) Candidates who had failed at the Delhi Secondary School Examination of the Board;
- (b) Teachers serving in educational institutions affiliated to the Board;
- (c) (i) Women candidates who are bonafide residents of the National Capital Territory of Delhi; and satisfy the following additional conditions:
 - (a) that they have privately pursued the prescribed course of study under proper guidance; and
 - (b) that they are unable to join a Secondary School affiliated to the Board or there are such other reasons compelling them to appear at the examination as a private candidate.
- (ii) A women student who has left an institution at a stage earlier than or in class IX, shall not be permitted to appear at the examination as a private candidate in a year earlier than in which she would have appeared, had she continued her studies in a recognised institution upto Secondary Examination.
- (d) Physically handicapped students on producing reasonable evidence of having difficulty to attend normal institutions in the subjects not involving practical training/examination.

21. Persons eligible to appear as a Private Candidate for All India Secondary School Examination

- (i) A candidate who had failed at the All India Secondary School Examination of the Board will be eligible to reappear at the subsequent examination as a private candidate in the Syllabus and text books as prescribed for the examination of the year in which he will reappear.
- (ii) Teachers serving in institutions affiliated to the Board.

22. Procedure for Submission of Applications of Private Candidates at All India/Delhi Secondary School Examination

- (i) The application forms for teachers shall be countersigned by the Director of Education of the State/U.T. concerned and those of others by a member of the Governing Body of the Board or by the Head of an institution affiliated to the Board.
- (ii) A private candidate must submit within the prescribed date to the Regional Officer concerned, an application in the form prescribed together with the prescribed fee (vide Annexure II) for the examination and three copies of the passport size photograph duly signed by the candidate and countersigned by one of the authorities mentioned at (i) above.
- (iii) If the application of a private candidate is received after the prescribed date, he shall pay late fee as prescribed.
- * (iv) When a private candidate's application for admission to the examination is rejected, the examination fee, including late fee, if any paid by him less Rs. 10/- or the amount as decided by the Chairman from time to time will be refunded to him provided that in the case of candidates whose applications have been rejected on account of the candidates' producing a false certificate or making false statement in the application, the full amount of fees shall be forfeited.
- (v) Those regular candidates who have failed to obtain promotion to class X of the school affiliated to the Board or any other recognised Board shall not be admitted to the Delhi Secondary School Examination of the Board as private candidates.
- (vi) Every year, in the beginning of the session, the heads of Schools shall send to the Regional Officer, Delhi, a list of female and handicapped students who have been detained in class IX containing student's name, date of birth, name of his/her father or guardian and the place of residence.
- (vii) Women Private candidate under byelaw 20 shall not be allowed to offer Science and Technology with practical work, unless she has put in a regular course of study in an institution affiliated to the Board and produces a certificate to that effect to the satisfaction of the Board. However, not with standing this condition they can offer Home Science with Practical without such a certificate.

* Rule amended in the Examination Committee's meeting held on 29.10.1999 and approved by the Governing Body at its meeting held on 18.11.1999.

- (viii) Private candidates shall not be allowed to offer for their examination a subject (even if the subject is recognised for the examination) which is not being taught in an affiliated institution.

23. Exemption from Examination in the Third Language

Exemption from examination in the third language may be granted to the following categories of students:

- (a) foreign nationals studying in schools affiliated to the Board;
- (b) wards of Indian nationals admitted to class IX after a minimum of two years of stay abroad; .
- (c) students admitted to class IX from school affiliated to State Boards, where only two language formula is in vogue;
- *(d) Dyslexic, Blind students and those suffering from speech or hearing defects.

24. Exemption to Spastic, Blind, Physically Handicapped and Dyslexic Children

- *(i) Blind, Physically Handicapped and Dyslexic student appearing for the Secondary School Examination or Senior School Certificate Examination is permitted to use an amanuensis and shall be allowed an additional one hour (60 minutes) time for each paper.
- (ii) The Board will consider the Physio-therapeutic exercises as equivalent to Physical and Health Education course of the Board.
- *(iii) Dyslexic, Spastic candidates and candidates with visual and hearing impairment have the option of studying one compulsory language as against two. This language should be in consonance with the overall spirit of the Three Language Formula prescribed by the Board. Besides one language any four of the following subjects be offered:

– ***Mathematics, Science and Technology, Social Science, another language, Music, Painting, Home Science and Introductory Information Technology.***

25. Use of Amanuensis and Appointment of Amanuensis

- (i) Amanuensis may be allowed in the following cases:
 - (a) to a blind or physically handicapped or spastic candidate;
 - (b) on sudden illness rendering the candidate unable to write as certified by a Medical Officer of the rank not lower than Asstt. Surgeon.
 - (c) in the case of an accident rendering the candidate unable to write the examination as certified by a Medical Officer of the rank not lower than Asstt. Surgeon.

* Rules amended in the Examination Committee's meeting of 15.5.2001 and approved by the Governing Body at its meeting held on 18.12.2001.

- (ii) The amanuensis must be a student of a class lower than the one for which the candidate is taking the examination.
- (iii) The Superintendent of the examination centre concerned shall choose a suitable amanuensis and forward immediately to the Regional Officer concerned of the Board, a report giving full particulars of the candidate and of the amanuensis for his consideration and approval.
- (iv) The Superintendent shall arrange a suitable room for the candidate for whom an amanuensis is allowed and appoint one special Assistant Superintendent to supervise his examination.
- (v) Such a candidate shall pay fee as may be prescribed for use of amanuensis. However, a blind or physically handicapped or spastic candidate will be provided service of an amanuensis free of cost.
- (vi) The amanuensis shall be paid by the Board a remuneration as prescribed from time to time.

26. Rules for Change in Subject

- (i) Change of subject(s) in class XI may be allowed by the Head of the School but not later than 31st of October of that academic session.
- (ii) No candidate shall be permitted to change his subject of study after passing class IX or XI as the case may be.
- (iii) The candidate shall not offer a subject in class X and XII which he has not studied and passed in class IX and XI respectively.
- (iv) Not with standing anything contained in the rule 26(ii) and (iii), Chairman shall have the powers to allow a change in subject(s) to avoid undue hardship to the candidate provided such a request for change is made before 30th September.

27. Submission of Migration Certificate by Private/Teacher Candidates for All India/Delhi Senior School Certificate Examination

The candidates who have passed the Secondary or equivalent examination from other recognised Boards/Universities shall be required to submit Migration Certificate from the concerned Board/University alongwith the examination form. However, in case a Migration Certificate is not received fifteen days before the commencement of the examination, the candidature of the candidate shall be cancelled and the admit card for appearance at the examination shall not be issued to him by the Board

MODE OF SUBMISSION OF APPLICATIONS, SCALE OF FEES AND REFUNDS

28. Mode of Submission of Applications for Regular Students

- (i) A student shall have his application form prescribed by the Board forwarded through the Head of the School to which he belongs.
- (ii) The application form (combined list of candidates) complete in all respects and with certificates by the Head of the School provided elsewhere shall be sent to the concerned Regional Officer.
- (iii) The application form should reach the Regional Officer concerned within the date prescribed.
- (iv) The application form shall be accompanied with the prescribed fee (Vide Annexure II).
- (v) The form may also be accepted with additional Late Fee as per the prescribed norms.

29. Payment of Fees

- (i) A candidate shall pay fees as prescribed by the Board from time to time (Annexure II).
- (ii) Prescribed fee of candidates of affiliated schools shall be deposited by the candidates in the School and shall be remitted collectively by the Head of the school to the Board.
- (iii) Schools and private candidates from outside Delhi shall remit the amount by Bank Draft (crossed: Payees' account only) drawn in favour of the Secretary, Central Board of Secondary Education, payable on any scheduled bank at the place of the respective Regional Offices. Local schools (i.e. schools located at Delhi) and private candidates shall deposit their fees in the manner that may be prescribed from time to time.
- (iv) Other fees shall be paid in cash in the respective Board's regional office and printed receipt for the same shall be obtained. Fee can also be remitted by a Bank Draft (crossed account payee) drawn in favour of the Secretary, Central Board of Secondary Education on any scheduled Bank at the place of the respective Regional Office. The amount of fee remitted by Money Order, shall not be accepted unless full particulars in regard to the name, roll no. and other particulars of the candidate for whom the fee is being sent and the name of the examination for which the fee is being remitted are given. Fee should be deposited or remitted in the name of the candidate only and not in the name of the parent or guardian.

30. Holding over of Fees

A candidate who fails to pass the examination or is unable to present himself at the whole or part of the examination shall not be entitled to holding over or refund of fee, provided that the Controller of Examinations on an application from a candidate who absented himself from the whole of the examination may hold over the Examination fee paid by him for next examination after satisfying himself that the candidate was prevented from taking

the examination on account of his illness or other sufficient cause. This will be subject to his producing within 15 days of commencement of the examination, in the case of illness, a medical certificate showing that his absence from the examination was due to his illness and in other cases a satisfactory documentary evidence proving that his absence was due to circumstances beyond his control giving full particulars of the same to the satisfaction of the Chairman whose decision shall be final. Fees once held over under this byelaw for the next examination may continue to be held over under similar circumstances for the year following the next, but in no case for more than two consecutive years. Fees once held over under the above byelaw shall in no case be refunded.

31. Refund of Fee

- (i) The Board may refund, on application, the examination fee of a candidate who may be declared ineligible to appear at the examination by the authorities concerned or whose admission is disallowed on account of shortage of the required percentage of attendances, provided such an application is received in the office of the regional office within three months of the date of the commencement of the examination. The fee of a candidate, whose form of application has been rejected on account of the candidate's producing a false certificate making a false statement in the application, shall in no case be refunded.
- (ii) The fee of a candidate who dies before the commencement of the examination may be refunded by the Regional Officer in full, provided that the application for the same is made within three months after the date of commencement of the examination. In the case of a regular candidate, the refund will be made to the parent or guardian of the candidate through the Head of the school. In the case of a private candidate, the refund will be made to the parent or guardian mentioned in the form of application for the examination.
- (iii) Amount paid in excess of the fee prescribed may be refunded by the Regional Officer to the School/candidate concerned provided an application for refund is received in the Board's office within three months from the date of payment. A deduction on account of incidental charges as decided by the Chairman from time to time subject to a minimum of Rs. 10/- in each case may be made while refunding the amount in such cases.

FIXATION OF EXAMINATION CENTRES, APPOINTMENT OF CENTRE SUPERINTENDENTS, ETC. AND RULES FOR UNFAIRMEANS CASES

32. General Conditions

- (i) The examinations of the Board shall be conducted as per schedule approved by the Chairman. Draft scheme of examination centres shall be prepared by the Controller of Examinations and finally approved by the Chairman who shall have powers to revise, modify or amend it.
- (ii) The examinations of the Board shall be held only at the centres approved by the Board and all the examination papers will be administered simultaneously at all centres as per Indian Standard Time (I.S.T.).
- (iii) As provided in clause 13(3) of the Affiliation Bye-Laws, the building and furniture of affiliated school shall be placed at the disposal of the Board for the conduct of any of its examinations and for spot evaluation, free of charge and the management and the Principal shall cooperate with the Board in the conduct of examinations and evaluation of answer scripts.
- (iv) It shall be obligatory on the part of schools to provide teachers for conduct of Examinations and for evaluation of scripts.

33. Norms for Fixation of Examination Centres at places other than Delhi/New Delhi

33.1 General Conditions

- (i) For the purpose of fixing the examination centres, cities will be classified under the following three categories:
 - (a) Single School Cities
 - (b) Multiple School Cities
 - (c) Foreign Countries
- (ii) Examination centres shall be fixed in any school after considering the availability of appropriate facilities like sufficient number of rooms with ventilation, fan, light and furniture.
- (iii) An examination centre shall be created subject to availability of bank/treasury facilities for the safe custody of question papers etc. as per requirement of the Board.
- (iv) Except for Single School Cities, students shall have the examination centre other than their own school, as far as practicable.

33.2 Single School Cities

- * (i) Subject to the fulfilment of conditions as given under clause 33.1 , the school itself may be the examination centre, provided:
 - (a) it presents at least 30 candidates for Class X, if it is affiliated upto secondary stage;
 - (b) it presents at least 50 candidates for classes X and XII taken together, if it is affiliated upto + 2 stage; and
 - (c) the school should complete two years of its affiliation to the Board
- (ii) In respect of such schools, the Centre Superintendent and Supervisory staff shall be appointed from among those who are not employees of the school or the trust running it. Centre Superintendent as far as possible, will not be from the same city.

33.3 Multiple School Cities

- (i) As far as practicable, no school shall be allowed to have the candidates appearing for an examination of the Board at their own school as an examination centre.
- (ii) In case of two or more schools presenting candidates for an examination in a city, the students shall be rotated among different centres, avoiding mutual interchange of students between schools as far as possible.

33.4 Foreign Countries

- (i) In respect of schools in Foreign Countries, as far as possible, the norms applicable to examination centres in India, shall be applicable.

However, the Chairman shall be empowered to create an examination centre in a foreign country keeping in view the number of students, geographical conditions etc.

- (ii) In respect of private/patrachar candidates appearing from foreign countries, the examination centres may be fixed in Embassies/Chancelleries if no school exists in that country/city provided the candidate furnishes willingness of the Embassy/Chancellery to conduct the examination as per Board norms.

33.5 Norms for Fixation of Centres at Delhi/New Delhi.

- (i) Normally, an examination centre should fall within 10 kms. from the location of the school.
- (ii) The examination centres shall be fixed only in such schools which have boundary walls. where public trespassing is not possible and have enough furniture.
- (iii) The examination centres shall be fixed in schools which have 'pucca' buildings and the school is not run In tents/sheds etc.

* Rule amended in the Examination Committee's meeting held on 20.8.2001 and approved by the Governing Body at its meeting held on 18.12.2001

34. Norms for Appointment of Centre-Superintendents, Deputy Superintendents/ Asstt. Superintendents

34.1 Centre Superintendents

- (i) The Principal/Vice-Principal/Senior PGT of a school shall be appointed as the Centre Superintendent of an examination centre provided the students from his/her school are not appearing at that centre.
- (ii) No person whose ward/near relative is appearing in an examination of the Board, shall be appointed for this assignment.
- (iii) A Centre Superintendent shall not leave an examination centre without prior approval of the Board under normal circumstances. In case of an emergency, he/she may hand over the charge to the Deputy Superintendent, where appointed, or to the next senior most person under intimation to the Board.
- (iv) A Centre Superintendent who:
 - (a) leaves an examination centre without prior permission of the Board and proper arrangement;
 - (b) misuses his/her position; or
 - (c) engages himself/herself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examinations;
 shall face such disciplinary action, as may be decided by the Chairman, which may include disciplinary action through departmental agencies or legal action by the Board in public interest.

34.2 Deputy Superintendents

- (i) The Deputy Superintendent shall be appointed at an examination centre having a total of 250 or more candidates - both for All India/Delhi Senior School Certificate Examinations /Secondary School Examinations.
- (ii) The Deputy Superintendent will be appointed by the Centre Superintendent of the Centre under intimation to the Board. In cases, where the Centre Superintendent is from other school, the Deputy Superintendent shall be appointed by the Centre Superintendent in consultation with the Principal or Principal-Incharge of the school.
- (iii) The Deputy Superintendent shall not be below the rank of Vice-Principal/Senior PGT. In case of complaint (s) against the Deputy Superintendent, where in the opinion of the Superintendent, immediate action has to be taken against him/her, the Superintendent shall have the powers to relieve him/her of his/her responsibilities and entrust the work to another suitable teacher. A report of such action, along with circumstances that forced such an action, shall be made to the Board immediately in writing and also by telephone, fax etc.
- (iv) No official shall be appointed as Deputy Superintendent from the school whose candidates are appearing at the examination centre.

34.3 Assistant Superintendents

- (i) As the Centre Superintendent shall be responsible for the smooth conduct of examinations, he/she will be authorised to appoint the required number of Assistant Superintendents, from amongst the teachers of his/her school provided the candidates appearing at the centre do not belong to his/her school.
- (ii) In case the students from the same school are taking examination at the Centre, the Centre Superintendent shall draw up a list of teachers who will work as Asstt. Supdts. from the neighbouring schools in consultation with the Principal of the school. He/she should furnish the list of Asstt. Supdts. with complete details to the Regional Officer of the Board immediately.
- (iii) Persons other than teachers possessing equivalent qualifications (minimum graduation) may also be detailed as Assistant Superintendent in case the adequate number of teachers are not available. However, the appointment of such persons to act as Assistant Superintendent shall be restricted to the minimum and complete details in such cases shall be furnished to the concerned Regional Officer of the Board.
- (iv) The Centre Superintendent shall see that the instructions to Assistant Superintendent(s) are duly noted and observed by them. An undertaking to the effect that no near relation(s) or any other student(s) who has/have been receiving private coaching from him/her, is/ are appearing in the examination at the centre, may please be obtained from each Assistant Superintendent.
- (v) One Assistant Superintendent for every 20 candidates or a part in the hall or big rooms, or two for each room having 40 or less candidates, are to be provided. Care should be taken not to keep the same Assistant Superintendent in the same room or the same part of the examination hall every day/session. The allotment of rooms to the Assistant Superintendent should, therefore, be changed every day/session and it should be done without any previous notice to this effect to the concerned Assistant Superintendent(s). The names of the Assistant Superintendents put in different rooms for various papers should be shown on the seating plan while sending information to the Board.
- (vi) An Assistant Superintendent who engages himself/herself directly or indirectly in using or promoting or abetting use of unfair means shall be dealt with appropriately under the rules of Board.

34.4 Guidelines for Centre Superintendents etc.

Guidelines for Centre Superintendents, Deputy Superintendents and Assistant Superintendents will be issued by the Controller of Examinations with the approval of the Chairman separately for adherence by all concerned.

34.5 Clerical Assistance

The Centre Superintendent shall appoint clerical and class IV staff as per the Guidelines to the Centre Superintendents.

34.6 Appointment of Observers/Inspectors/Flying Squads

The Chairman may appoint Observers/Inspectors/Flying Squads to ensure smooth and fair conduct of examinations at the Examination Centres where necessary.

34.7 In exceptional circumstances where deviation from the Bye-Laws of this chapter is considered necessary, the Chairman shall have the powers to do so for reasons to be recorded.

35. Change of Examination Centres

- (i) Save as provided for, no candidate shall be allowed to appear from an examination centre to which he/she has not been allotted.
- (ii) The Chairman may allow change of an examination centre from one city to another if the student has joined a school in another city, provided that an application is made in writing and is duly forwarded by the Head of the Institution to which a candidate has been admitted.
- (iii) The change of an examination centre from one city to another may be allowed to the candidate by the Chairman only in case of transfer/migration of his/her parents.
No change of centre shall, however, be allowed within one month of the commencement of examinations.
- (iv) A candidate who has appeared at an examination centre not allotted to him/her without prior approval of the Board, shall forfeit his/her eligibility for examination and the Board has the right to declare him/her as 'Not Eligible' for the concerned examination.
- *(v) A candidate appearing for the first chance compartmental examination shall appear from a centre in the same Region from where he/she had appeared at the main examination. However, in case of transfer of the parent from one place to another, the Chairman may allow change of centre subject to fulfilment of the following:
 - (i) the parent produces a valid documentary evidence of his/her transfer from one place to another;
 - (ii) that the request for change of centre is received before 15th of July of the year; and
 - (iii) that the change of centre will be considered only subject to availability of question papers at the requested place of centre.

36. Rules for Unfair Means Cases

36.1 General

- (i) If a candidate is found to have made a wrong statement in his/her application form for admission to the examination or has attempted to secure or has secured admission to any of the examinations of the Board or has secured admission to the examination of the Board by making a false statement or by production of a false document or otherwise, he/she shall be deemed to have used unfair means and his/her results shall not be declared.

* Rule added in the Examination Committee's meeting of 25.8.1995 and approved by the Governing Body at its meeting held on 22.9.1995.

In case where such a candidate has not yet appeared at the examination, his/her form of application shall be rejected and fee paid forfeited. If he/she has completed his/her examination, his/her form of application shall be rejected, fee paid forfeited and his/her examination shall be cancelled.

- (ii) If at any stage a candidate has tampered with any entry in the certificate or statement of marks or migration certificate or any other document that has been issued to him/ her by the Board, he/she shall be deemed to have used unfair means. The Board may cancel the document in question and may even cancel his/her result, if it deems so necessary.
- (iii) In the answer book, a candidate is not permitted to write his/her name or put his/her signature or any sign or mark which may disclose his/her identity to the examiner. A candidate infringing this rule shall be deemed to have used unfair means and his/her result shall not be declared and in addition he/she shall be liable to be punished under the rules.
- (iv) If during the course of examination, a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations, and as such his/her result shall not be declared but shall be marked as UNFAIR MEANS (U.F.M.) :
 - (a) having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned;
 - (b) giving or receiving assistance directly or indirectly of any kind or attempting to do so;
 - (c) writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;
 - (d) tearing of any page of the answer book or supplementary answer book. etc.;
 - (e) contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;
 - (f) taking away the answer book out of the examination hall/room;
 - (g) using or attempting to use any other undesirable method or means in connection with the examination;
 - (h) smuggling out Question Paper or its part; or smuggling out answer book/supplementary answer sheet or part thereof; and
 - (i) threatening any of the officials connected with the conduct of the examinations or threatening of any of the candidates

- (v) A candidate found guilty of any of the unfair means mentioned at (iv) above:
 - (a) may be disqualified by the Board from the examination in that year (i.e. his/her examination for that year may be cancelled);
 - (b) may further be debarred from appearing at any examination of the Board for a period which may extend upto five years; and
 - (c) in serious cases, may permanently be debarred from taking any examination of the Board.

36.2 Identification and Reporting of Unfair Means Cases

- (i) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate, during the course of examination, has been found using or attempting to use unfair means as detailed in rule 36.1 (iv), he/she shall take possession of the answer book of the candidate along with the paper(s) or other material(s) found with him/her, if any, and provide the candidate with a second answer book immediately. The candidate is not to be expelled from the examination centre in that paper. The Centre Superintendent shall record, on the first answer book, the time when it was taken away from the candidate and on the second answer book the time when it was issued. While issuing the second answer book, the candidate shall be asked by the Centre Superintendent to submit his/ her explanation in regard to the allegation against him/her. If the candidate refuses to give an explanatory statement, the fact of refusal should be recorded by two Asstt. Supdts. and attested by the Centre Superintendent on duty at the time of the occurrence. The Centre Superintendent shall call for the statement(s) of the Asstt. Supdt.(s). concerned and forward the same to the concerned Regional Officer of the Board, in a separate sealed cover, the two answer books used by the candidate along with the explanation of the candidate or the attested statement of refusal, the statement(s) of the Asstt. Supdt(s) and his/her own note on the case for further action by the Board.
- (ii) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate has smuggled out an answer book, he/she should call for the student directly or through the Principal of the school concerned and try to secure the answer book. In case of non-availability of the answer book, the matter should be reported to the police and a copy of the report be sent to the office of the Board along with the statements of the Asstt. Supdts. present in the room and also of the candidate. The statements of peon, police constable etc. if any, relevant to the situation should also be forwarded. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book. Efforts made to recover the answer book should also be stated.
- (iii) In case of impersonation, the Centre Superintendent should send to the Board's office, the statement of the person found to be impersonating, the Asstt. Supdts. and that of the real candidate, if possible. The Centre Superintendent shall also report the matter to the police.
- (iv) In case of misconduct of a serious nature, the matter should be reported to the Police, if necessary. Statements of the Asstt. Supdt.(s) and that of the peon/policeman concerned may be obtained and sent to the office of the Board for further action.

- (v) If a candidate is found guilty of communicating or attempting to communicate either directly or indirectly with an examiner or any other person connected with the examination with the object of influencing him/her in any way, he/she shall be deemed to have used unfair means and shall be liable to punishment under the rules.
- (vi) If after the examination, it is found that a candidate has copied the answer either of some candidate or from any other source, he/she shall be treated to have used unfair means and shall be liable to be punished under the rules.
- (vii) Use of abusive language or making derogatory remarks in the answer book shall be treated as use of unfair means.
- (viii) If any examiner notices any case of copying of answer(s) either among two or more candidates or from any other source, he/she should mark the relevant portion(s) of the answer(s) and send the case immediately, alongwith his/her report on the same, to his/ her Head Examiner. The Head Examiner will scrutinize the case and forward it alongwith his/her own remarks, in a sealed cover, to the Controller of Examinations of the Board for necessary action by the Board. If such a case comes to the notice of the Head Examiner himself/herself, he/she should also mark the relevant portion(s) in the answer(s) and forward the same immediately, alongwith his/her remarks in a sealed cover to the Controller of Examinations of the Board for further action.

36.3 Imposition of Penalties

- (i) The results of all candidates who have been reported to have used unfair means in an examination, by an Assistant Superintendent, Deputy Superintendent, Centre Superintendent, members of Raid Parties, Surprise Inspectors, Observers or Examiners/Head examiners, shall be declared as 'Unfair Means (U.F.M.)'.
- (ii) All cases of 'Unfair Means (U.F.M.)' shall be decided within a reasonable time after the declaration of the result.
- (iii) All cases of Unfair Means shall be reported to the Result Committee and the result of such candidates shall be disposed of in a manner and as recommended by the Result Committee of the Board.
- (iv) Before any penalty is imposed, under any of the provisions of these byelaws, on a candidate reported to have used unfair means, he/she shall be given an opportunity for explaining his/her conduct. He/she will be required to appear personally before the Result Committee to explain his/her conduct for consideration of the Result Committee. In case he/she does not avail himself/herself of the opportunity by the given date, ex-parte decision taken by the Result Committee shall be final.
- (v) If the Board is satisfied that the use of Unfair means in a paper or papers has been widespread at a centre, the Board has the right to cancel the result of all candidates of that centre, in the paper or papers concerned or even the entire examination at the centre, if several papers are involved.
- (vi) The names of candidates, who are punished under any of the above rules, shall be communicated to the Universities, Boards and other Organisations which conduct Secondary School, Senior School Certificate Examination, Intermediate or equivalent examinations and to the various State Governments as well as to the different Public Service Commissions in the country.

SCHEME OF EXAMINATIONS AND PASS CRITERIA

37. General Conditions

- (i) The Scheme of Examinations and Pass Criteria for All India/Delhi Senior School Certificate and All India/Delhi Secondary Examinations conducted by the Board, shall be as laid down from time to time.
- (ii) Class XI/IX examinations shall be conducted internally by the schools themselves.
- (iii) The Board will conduct the external examinations at the end of Class XII/Class X.
- (iv) Class XII/Class X examinations will be based on the syllabi as prescribed by the Board for class XII/X respectively from time to time.
- (v) Number of papers, duration of examination and marks for each subject/paper will be as specified in the curriculum for the year.
- (vi) The Examination would be conducted in theory as well as in practicals, depending upon the nature of the subject(s) and the marks/grades allotted shall be as prescribed in the curriculum.
- (vii) Marks/grades shall be awarded for individual subjects and the aggregate marks shall not be given.

38. Grading

- (i) Assessment of theory/practical papers in external subjects shall be in numerical scores. In addition to numerical scores, the Board shall indicate grades in the marks sheets issued to the candidates in case of subjects of external examinations. In case of internal assessment subjects, only grades shall be shown.
- * (ii) Letter grades on a nine-point scale shall be used for subjects of external examinations. However, for subjects of internal examination in Class X the assessment shall be made on a five point scale i.e. A,B,C,D & E.
- (iii) The grades shall be derived from scores in case of subjects of external examination. In case of subjects of internal assessment, they shall be awarded by the schools.
- (iv) The qualifying marks in each subject of external examination shall be 33% at Secondary/ Senior School Certificate Examinations. However at Senior School Certificate Examination, in a subject involving practical work, a candidate must obtain 33% marks in the theory and 33% marks in the practical separately in addition to 33% marks in aggregate, in order to qualify in that subject.

* Rule amended in the Examination Committee's meeting of 18.2.2000 and approved by the Governing Body at its meeting held on 18.1.2001

- (v) For awarding the grades, the Board shall put all the passed students in a rank order and will award grades as follows :

A-1	Top 1/8th of the passed candidates
A-2	Next 1/8th of the passed candidates
B-1	Next 1/8th of the passed candidates
B-2	Next 1/8th of the passed candidates
C-1	Next 1/8th of the passed candidates
C-2	Next 1/8th of the passed candidates
D-1	Next 1/8th of the passed candidates
D-2	Next 1/8th of the passed candidates
E	Failed candidates

Notes :

- (a) Minor variations in proportion of candidates to adjust ties will be made.
- (b) In case of a tie, all the students getting the same score, will get the same grade. If the number of students at a score point need to be divided into two segments, the smaller segment will go with the larger.
- (c) Method of grading will be used in subjects where the number of candidates who have passed is more than 500.
- (d) In respect of subjects where total number of candidates passing in a subject is less than 500, the grading would be adopted on the pattern of grading and distribution in other similar subjects.

39. Merit Certificates

- (i) The Board will award Merit Certificates in each subject to the top 0.1 % of candidates passing that subject, provided that they have passed the examination as per the pass criteria of the Board.
- (ii) The number of Merit Certificates in a subject, will be determined by rounding of the number of candidates passing the subject to the nearest multiple of thousand. If the number of candidates passing a subject is less than 500, no merit certificate will be issued.
- (iii) In the matter of a tie, if one student gets a Merit Certificate, all candidates getting that score will get the Merit Certificate.

40. Scheme of Examinations (Senior School Certificate Examinations)

- (i) The Board shall conduct examination in all subjects except General Studies, Work Experience, Physical and Health Education, which will be assessed internally by the Schools.

- (ii) In all subjects examined by the Board, a student will be given one paper each carrying 100 marks for 3 hours. However, in subjects requiring practical examination, there will be a theory paper and a practical examination as required in the syllabi and courses.
- (iii) In Work Experience, General Studies and Physical and Health Education, the schools will maintain cumulative records of students periodical achievements and progress during the year. These records are subject to the scrutiny of the Board as and when deemed fit.
- (iv) A candidate from a recognised school who has some physical deformity or is otherwise unable to take part in Work Experience and Physical and Health Education, may be granted exemption by the Chairman on the recommendations of the Head of the Institution, supported by medical certificate from a Medical Officer of the rank not below an Assistant Surgeon.
- (v) Private/Patrachar Vidyalaya and candidates sponsored by Adult Schools shall be exempted from Work Experience, General Studies and Physical and Health Education.
- (vi) A candidate may offer an additional subject which can be either a language at elective level or another elective subject as prescribed in the Scheme of Studies, subject to the conditions laid down in the Pass Criteria.

40.1 Pass Criteria (Senior School Certificate Examination)

- (i) A candidate will be eligible to get the Pass Certificate of the Board, if he/she gets a grade higher than E in all subjects of internal assessment unless he/she is exempted. Failing this, result of the external examination will be withheld but not for a period of more than one year.
- (ii) In order to be declared as having passed the examination, a candidate shall obtain a grade higher than E (i.e. atleast 33% marks) in all the five subjects of external examination in the main or at the compartmental examinations. The pass marks in each subject of external examination shall be 33%. In case of a subject involving practical work a candidate must obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.
- (iii) No overall division/distinction/aggregate shall be awarded.
- (iv) In respect of a candidate offering an additional subject, the following norms shall be applied:
 - (a) A language offered as an additional subject may replace a language in the event of a candidate failing in the same provided after replacement the candidate has English/Hindi as one of the languages.
 - (b) An elective subject offered as an additional subject may replace one of the elective subjects offered by the candidate. It may also replace a language provided after replacement the candidate has English/Hindi as one of the languages.
 - (c) Additional language offered at elective level may replace an elective subject provided after replacement, the number of languages offered shall not exceed two.
- (v) Candidates exempted from one or more subjects of internal examination shall be eligible for appearing in external examination and result shall be declared subject to fulfilment of other conditions laid down in the Pass Criteria.

40.2 Eligibility for Compartment in Senior School Certificate Examination

A candidate failing in one of the five subjects of external examination shall be placed in compartment in that subject provided he/she qualifies in all the subjects of internal assessment.

41. Scheme of Examinations (Secondary School Examinations)

- * (i) Assessment in the following subjects will be undertaken by the schools themselves in terms of grades on a five point scale (i.e. A,B,C,D & E)
 - Work Experience
 - Art Education
 - Physical and Health Education
- (ii) The evaluation for subjects of internal assessment shall be based on cumulative record of the candidate during his/her continuous assessment in the school.
- (iii) Schools are expected to maintain regular records of student's achievement and progress. These records are subject to scrutiny by the Board when it deems fit.
- (iv) Rest of the subjects of study not mentioned under subclause (i) shall be externally examined by the Board. Details of question papers, marks and duration will be as per the Scheme of Examinations.
- ** (v) Heads of all affiliated institutions shall be required to issue "Certificate of School-Based Evaluation" covering co-cognitive and other related areas of learning based on continuous and comprehensive evaluation of students who will be completing a course of study of ten years.

41.1 Pass Criteria (Secondary School Examinations)

- (i) A candidate will be eligible to get the Pass Certificate of the Board, if he/she gets a grade higher than E in all subjects of internal assessment unless he/she is exempted. Failing this, the result of the external examination will be withheld but not for a period of more than one year.
- (ii) In order to be declared as having passed the examination, a candidate shall obtain a grade higher than E (i.e. at least 33% marks) in all the five subjects of external examination in the main or at the compartmental examinations. The pass marks in each subject of external examination shall be 33%.
- (iii) No overall division/distinction/aggregate shall be awarded.
- (iv) In respect of a candidate offering an additional subject, the following norms shall be applied:
 - (a) A language offered as an additional subject may replace a language in the event of a candidate failing in the same provided after replacement the candidate has English/Hindi as one of the languages; and
 - (b) The replacement shall satisfy the conditions as laid down in the Scheme of Studies.

* Rules amended in the Examination Committee's meeting of 18.2.2000 and approved by the Governing Body at its meeting held on 18.1.2001.

** Rule added by the Examination Committee in its meeting of 18.2.2000 and approved by the Governing Body at its meeting held on 18.1.2001.

- (v) Candidates exempted from one or more subjects of internal examination shall be eligible for appearing in external examination and result shall be declared subject to fulfilment of other conditions laid down in the Pass Criteria.

***41.2 Eligibility for Compartment in Secondary Examination**

A candidate failing in two of the five subjects of external examination shall be placed in compartment in those subjects provided he/she qualifies in all the subjects of internal assessment.

42. Compartment Examination for Secondary/Senior School Certificate Examination

- ** (i) A candidate placed in compartment may reappear at the compartmental examination to be held in July/August and may avail himself/herself of the second chance in March/April next year and may further avail himself/herself of the third chance at the compartmental examinations to be held in July/August of that year. The candidate will be declared 'Pass' provided he/she qualifies the compartmental subject/subjects in which he/she had failed.

- ** (ii) A candidate who does not appear or fails at one or all the chances of compartment shall be treated to have failed in the examination and shall be required to reappear in all the subjects at the subsequent annual examination of the Board as per syllabi and courses laid down for the examination concerned in order to pass the examination. The candidate shall have the option to appear at the practical examination in the subjects involving practical or retain their previous marks in one more annual examination after the Third Chance Compartment.

- (iii) Syllabi and Courses for the Compartmental candidates in March Examination shall be the same as applicable to the candidates of full subjects appearing at the examination,

- *** (iv) A candidate placed in compartment shall be allowed to appear only in those subjects in which he/she has been placed in compartment at the Second Chance Compartmental Examination to be held in March/April next year.

- (v) For subjects involving practical work, in case the candidate has passed in practical at the main examination he/she shall appear only in theory part and previous practical marks will be carried forward and accounted for. In case a candidate has failed in practical he/she shall have to appear in theory and practical both irrespective of the fact that he/she has already cleared the theory examination.

- *** (vi) The candidate who is placed in Compartment in the Secondary School Examination (Class-X) shall be admitted provisionally to class XI till he takes in first chance Compartmental Examination to be held in July/August of that year. His/her admission shall be treated as cancelled if he/she fails to pass at the first chance Compartmental Examination,

******42A. RETENTION OF PRACTICAL MARKS IN RESPECT OF FAILURE CANDIDATES FOR SECONDARY/SENIOR SCHOOL CERTIFICATE EXAMINATIONS**

A candidate who has failed in the examination in the first attempt shall be required, to re-appear in all the subjects at the subsequent annual examination of the Board. He/she shall appear only in theory part and his/her previous practical marks will be carried forward and accounted for if he/she has passed in practical. In case a candidate has failed in practical he/she shall have to appear in theory and practical both. If he/she fails to pass the examination in two consecutive years, after the first attempt he/she shall have to reappear in all the subjects including practical.

* Rule amended in the Examination Committee's meeting of 18.2.2000 and approved by the Governing Body at its meeting held on 18.1.2001.

** Rules amended in the Examination Committee's meeting of 24.9.2001 and approved by the Governing Body at its meeting held on 18.12.2001.

*** Rule amended in the Examination Committee's meeting of 21.1.2002 and approved by the Governing Body at its meeting held on 9.5.2002.

**** Rules amended in the Examination Committee's meeting of 25.6.2003 and approved by the Governing Body at its meeting held on 27.6.2003.

***43. Additional Subject(s)**

A candidate who has passed the Secondary/Senior School Certificate Examination of the Board may offer an additional subject as a private candidate provided the additional subject is provided in the Scheme of Studies and is offered within SIX YEARS of passing the examination of the Board. **No exemption from time limit will be given after six years.** Facility to appear in additional subject will be available at the annual examination only.

44. Improvement of Performance**44.1 Senior School Certificate Examination**

- ** (i) A candidate who has passed an examination of the Board may reappear for improvement of performance in one or more subject(s) in the main examination in the succeeding year only; however, a candidate who has passed an examination of the Board under Vocational Scheme may reappear for improvement of performance in one or more subject(s) in the main examination in the succeeding year or in the following year provided he/she has not pursued higher studies in the mean time. He /she will appear as private candidate. Those appearing for the whole examination may however appear as regular school candidates also if admitted by the school as regular students. In no case, a candidate shall be allowed more than one chance for improvement of his performance.
- (ii) For subjects involving practical work, in case the candidate has passed in practical at the main examination, he/she shall be allowed to appear in the theory part only and marks in practical obtained at the main examination shall be carried forward and accounted for. In case a candidate has failed in practical he/she shall have to appear in theory and practical both irrespective of the fact that he/she has already cleared the theory examination.
- ** (iii) Candidates who appear for improvement of performance will be issued only Statement of Marks reflecting the marks of the main examination as well as those of the improvement examination.
- *** (iv) A candidate appearing for improvement of performance in one or more subjects can not appear for additional subject simultaneously.

44.2 Secondary Examination

- (i) A candidate who has passed Secondary School Examination of the Board may appear at the examination for Improvement of performance in one or more subjects in the main examination in succeeding year only, provided he/she has not pursued higher studies in the mean time. He/ she shall appear as a private candidate. Those reappearing in the whole examination, may appear as regular school candidates also.
- (ii) A candidate appearing for improvement in subject(s) involving practical shall appear only in theory and previous practical marks shall be carried forward and accounted for.
- ** (iii) Candidates who appear for improvement of performance will be issued only Statement of Marks reflecting the marks of the main examination as well as those of the improvement examination.
- *** (iv) A candidate appearing for improvement of performance in one or more subjects can not appear for additional subject simultaneously.

* Rule amended in the Examination Committee's meeting held on 23.12.2004 and approved by the Governing Body at its meeting held on 30.12.2004.

** Rules amended in the Examination Committee's meeting held on 25.6.2003 and approved by the Governing Body at its meeting held on 27.6.2003.

*** Rules added in the Examination Committee's meeting held on 23.12.2004 and approved by the Governing Body at its meeting held on 30.12.2004

**45. Patrachar Vidyalaya Candidates
For Secondary Examination**

- (i) Patrachar Vidyalaya candidates for Secondary School Examination will be required to offer two languages as laid down in the Scheme of Examination but will be allowed to offer Home Science, Commerce in place of Mathematics and Science & Technology.
- (ii) Patrachar Vidyalaya candidates for Secondary School Examinations from outside Delhi shall not be allowed to offer subjects involving practical work.

46. Exemption to Spastic, Blind, Physically Handicapped and Dyslexic Candidates

Dyslexic, Spastic candidates and candidates with visual and hearing impairment have the option of studying one compulsory language as against two. This language should be in consonance with the overall spirit of the Three Language Formula prescribed by the Board. Besides one language, any four of the following subjects be offered:

Mathematics, Science and Technology, Social Science, another language, Music, Painting, Home Science and Introductory Information Technology.

CONFIDENTIAL WORKS

47. General

- (i) The Board may use multiple sets of question papers for the same examination at the same centre / examination hall if so considered desirable.
- (ii) The Paper setters, Moderators, Secrecy Officers, Head Examiners, Examiners etc. shall be appointed by the Chairman in accordance with the provisions contained in the Regulations and these bye-laws; provided that, notwithstanding anything contained in byelaws 47 to 55, the Chairman shall have the power to appoint persons in relaxation of the provisions of these byelaws for reasons to be recorded.
- (iii) No person shall be appointed to act as a Paper setter, Moderator, Chief Secrecy Officer, Secrecy Officer, Head Examiner and Coordinator whose 'NEAR RELATION' is appearing or has appeared at an examination conducted by the Board in that year. For this purpose 'NEAR RELATION' shall mean and include wife/husband, sons and daughters and members of their family; nephew, niece or similar relations of wife/husband.

48. (A) Qualifications for Appointment of Paper Setter/Moderator

(I) A paper setter shall :

- (i) have a post graduate degree in the concerned subject or allied subject.
- (ii) have a minimum of ten years' experience of teaching the concerned subject at Secondary/Senior Secondary/higher education level; or persons working in the State/National level education agencies set up by the Govt. and are actually involved in the organisation of inservice training programme or research/development of study materials for the Secondary/Senior Secondary students/teachers.

Provided that the Chairman may also appoint other persons in the profession related to the subject as Paper setter in that subject if in the opinion of the Chairman such appointment is desirable.

- (iii) Every person appointed as Paper Setter shall be required to furnish a declaration in the form as may be prescribed by the Chairman, inter alia, stating that:
 - (a) he/she has not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subject;
 - (b) he/she has not been engaging himself/herself in private tuitions and/or coaching at private institutions or carrying out similar other work;
 - (c) none of his/her relations mentioned in these bye-laws is appearing in the Board's examinations in that year.

II) Qualifications of Moderators :

The persons appointed as Moderators:

- (a) shall be a person, other than the Paper setter; and
- (b) shall possess the qualifications prescribed for Paper setters under bye-laws 48 (A) (I) (i) to (iii).

48. (B) Moderation of Question Papers/Duties of Paper Setters and Moderators

- (i) Moderation of question papers may be undertaken by a team of Moderators or individual Moderator as may be decided by the Chairman.
- (ii) Paper setters while setting the question papers and Moderators while moderating the question papers, shall ensure that all sets of question papers are comparable, as far as possible, with regard to the concepts tested, cognitive operation required, the scope of the answer, difficulty level, time limit and conformity with the syllabus.
- (iii) The Moderator/team of Moderators may also be required to prepare additional sets of question papers as per instructions/directions given by the Board.
- (iv) The Paper setters as well as Moderators shall :
 - (a) ensure that each question paper has been set according to the syllabus of the subject, blue print, design and text books/recommended books;
 - (b) prepare a comprehensive marking scheme for each question paper, giving expected answers, value points and distribution of marks;
 - (c) workout themselves the solution to the questions particularly the numerical questions;
 - (d) mention against each question approximate time that may be required for answering the question by an average student who has carefully studied the course and has prepared for the examination methodically;
 - (e) ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey. (Each question should linguistically be unambiguous, clear, accurate and free from all limitations);
 - (f) respectively set and moderate the question paper strictly in accordance with the unit wise weightage given in a curriculum of the subject, keeping the variations of the marks, if any, under different sub-units at the minimum;
 - (g) furnish a certificate that the provisions of sub-clauses (ii) and (iv) have been complied with.

48. (C) Disqualifications of Paper Setters/Moderators/Head Examiners/Examiners/Coordinators

- (a) No person shall be appointed as a Paper setter/Moderator:
- (i) if he/she has written a guide-book, help-book, key or any similar matter, with whatsoever name, relating to the subject;
 - (ii) if he/she has been or is engaging himself/herself in private tuitions and is coaching at private institutions or carrying out similar other activity.
- (b) Where the Chairman is satisfied that a Paper Setter/Moderator/Head Examiner/ Examiner/ Coordinator :
- (i) is unable to perform the work or has not performed the work of the desired standard/quality; or
 - (ii) has not been able to conform to the directions of the Board; or
 - (iii) is suspected to have engaged himself/herself in the activities defying the trust reposed (such as leakage of question papers etc.) and/or in such activities which are unethical, unacademic or undesirable; or
 - (iv) has furnished false declaration or has concealed facts.

he/she may:

- (a) cancel his/her appointment as Paper setter/Moderator/Head Examiner/Examiner/Coordinator; and/or
 - (b) disqualify him/her from all or some of the remunerative work of the Board for a specified period or permanently; and/or
 - (c) forfeit/reduce remuneration payable to him/her; or
 - (d) take any other action;
- as deemed appropriate by him/her in the circumstances of the case.

48. (D) Instructions to Paper Setters/Moderators/Head Examiners/Examiners etc.

The Controller of Examinations, with the approval of the Chairman, shall issue detailed instructions for all examinations work (including Paper setters/Moderators/Head Examiners/ Examiners/ Coordinators) in conformity with these bye-laws;

Provided that if any emergency arises out of the administrative business or otherwise, which, in the opinion of the Chairman require instructions/directions in deviation of these bye-laws, the Chairman may order issuance of such instructions/directions as he/she may deem necessary but the same shall be reported to the appropriate Committees/Governing Body in their next meeting.

- 48. (E)** (i) All question papers shall be in the exclusive custody of the Controller of Examinations and other officers as may be identified by the Chairman.
- (ii) All copy rights in respect of Question Paper set by the Paper Setter and subsequently moderated by the Moderator(s) shall vest with the Board.

49. Receipt of Answer Books

- (i) All answer books from examination centres shall be received by the concerned Regional Officer or by an officer identified and recommended by the Controller of Examinations and approved by the Chairman.
- (ii) All answer books shall be deemed as confidential document and no person(s) other than identified by the Controller of Examinations/Chairman shall be permitted to handle the same.
- (iii) All the answer books received from the examination centres in real roll numbers of the candidate shall be converted into fictitious numbers.
- (iv) The conversion of real numbers to fictitious numbers will be carried out by a team of Secrecy Officers with the overall control of a Chief Secrecy Officer.

50. Chief Secrecy Officers/Secrecy Officers

- (i) The Chairman shall appoint a Professor or a Principal of a College or Reader/Senior Lecturer of a college or such other person of integrity, honesty and experience as Chief Secrecy Officer for an examination of the Board at Delhi and at Regional levels.
- (ii) Each Chief Secrecy Officer will identify his/her own team of persons who will carry out the work under his/her guidance. Such persons shall not be below the rank of lecturer in Colleges.
- (iii) The Chief Secrecy Officer and his/her team shall undertake to maintain the confidentiality of the assignment given to them.
- (iv) No person whose ward or near relative is appearing in any given examination of the Board shall work as a Secrecy Officer.
- (v) Each Chief Secrecy Officer and Secrecy Officer shall be paid remuneration for their work on such rates as approved by Board from time to time.

51. Evaluation

- (i) All answer books bearing fictitious roll numbers shall be evaluated by approved examiners.
- (ii) The Board, under normal conditions, shall get the answer books evaluated at such cities and centres, identified by the Chairman from time to time.
- (iii) Normally the spot evaluation centres shall be situated in schools affiliated to the Board.
- (iv) Under special circumstances the answer books may be evaluated by examiners at their residences.

52. Marking Scheme

- (i) A detailed marking scheme shall be prepared for each question paper by the paper setter alongwith the question paper.
- (ii) The marking scheme shall indicate value points in respect of each answer and the award to be assigned for each of the value points.
- (iii) The original marking scheme may be amended/modified by a group of Head Examiners on the basis of evaluation of sample answer scripts.

53. Head Examiners

- (i) The Chairman shall appoint a senior person in the rank of Principal, Vice-Principal, Post Graduate Teacher of an affiliated school or a lecturer in a college as Head Examiner for a subject/paper.
- (ii) The Head Examiner shall be responsible for ensuring uniform evaluation of answer books as per the final marking scheme. The Head Examiner shall monitor the evaluation and ensure strict implementation of the marking scheme.
- (iii) The Head Examiner shall bring to the notice of the Controller of Examinations, discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.
- (iv) The Head Examiner shall report to the Controller of Examinations in writing the names of such examiners who have not carried out the instructions of the Board or have not maintained punctuality or have not observed the code of conduct for such actions as may be deemed fit by the Board.
- (v) No person whose ward or relation or the ward of whose near relation is appearing in the examination shall be appointed as Head Examiner.
- (vi) The Head Examiner shall be the custodian of all answer books entrusted to him/her for evaluation at the evaluation centre and shall provide such physical and administrative facilities as are necessary to ensure quick, smooth and fair conduct of evaluation.
- (vii) The Head Examiner shall treat all information provided to him/her and all materials supplied to him /her as strictly confidential, and at no stage divulge directly or indirectly any such information to any person other than those authorised by the Board.
- (viii) One Head Examiner shall be appointed for each set of ten to fifteen examiners.

***54. Additional Head Examiners**

- (i) Additional Head Examiner shall be appointed by the Head Examiner if the approved number of examiners is more than five on any day of evaluation. He /she shall assist the Head Examiner in discharging his/her duties and shall also discharge duties as assigned by the Board from time to time.
- (ii) A PGT in the same subject with not less than five years experience is eligible to be appointed as AHE for class XII and a TGT having not less than five years experience in the same subject is eligible to be appointed as AHE for class X.
- (iii) Not with standing anything contained in the rule 54(i) and (ii), the Chairman shall have the powers to appoint Additional Head Examiner(s) in relaxation of the provisions of these Bye Laws for reasons to be recorded.

* Rule re-introduced in the Examination Committee's meeting of 25.6.2003 and approved by the Governing Body at its meeting held on 27.6.2003.

55. EXAMINERS**List of Teachers**

- (i) The Head of the affiliated institutions shall recommend, every year, the names of teachers in their respective institutions, eligible for appointment as an Examiner in accordance with the provisions of these bye-laws

Qualifications of an Examiner

- (ii) An Examiner shall :
- (a) hold at least a post graduate degree in case of Senior Secondary level and a graduate degree in case of Secondary level in the concerned/allied subject;
 - (b) have at least three years' teaching experience at Secondary/Senior Secondary/ higher education level; and
 - * (c) be a practising teacher teaching the same subject in a school affiliated to this Board or any other recognised Board/University/Institution or a person working in the State National level educational organisations set up by the Govt. and are actually involved in the organisation of inservice training programmes/development of study materials for the Secondary/Senior Secondary students/teachers or research work or a retired teacher from a CBSE affiliated school (PGT for Class XII and TGT for Class X) teaching the same subject prior to his/her retirement and has not attained the age of 65 years on 1st of April of the year of evaluation work.
- (iii) No person shall be appointed as an Examiner in a subject if :
he/she has been under suspension from service; and/or a departmental enquiry is either pending or is envisaged against him/her or has earlier been debarred from any work of the Board or his/her integrity is doubtful in the opinion of the Chairman.
- (iv) No person shall be appointed as an Examiner for more than one subject or for more than one examination simultaneously.

56. Team Evaluation

- (i) The Board may adopt individual team approach of evaluation of the answer books.
- (ii) The mode of fixation of team shall be exclusively left to the Board or the Head Examiner as the case may be.
- (iii) The question paper and the marking scheme shall be suitably designed in such cases to facilitate team evaluation.

57. Award List

- ** (i) The award lists shall be prepared in Triplicate.
- (ii) All award lists are confidential documents of the Board.
- (iii) No person except those authorised by the Controller of Examinations shall be permitted to handle the award lists.
- (iv) No person other than the Controller of Examinations or Joint Secretary (Coordination) or Regional Officer is authorised to communicate any change in the awards. All such communications shall be sent in writing duly attested and signed by the concerned officials.

* Rule amended in the Examination Committee's meeting of 24.9.1996 and approved by the Governing Body at its meeting held on 27.9.1996.

** Rule amended in the Examination Committee's meeting of 18.2.2000 and approved by the Governing Body at its meeting held on 18.1.2001

- (v) The award lists of an examination shall be destroyed three months after the declaration of results in the presence of a committee appointed by the Chairman of the Board.

58. Spot Evaluation "NODAL Centres"

A '**nodal centre**' is a school which can provide space, facilities and amenities for evaluation and coordination for a number of specified subjects/schemes and located in the vicinity of about 10 schools. Regional Officers of the Board shall explore the possibilities of setting up a nodal centre at an appropriate central place, especially in areas outside Delhi. A 'nodal centre' shall be fixed, keeping in view, the following points:

- (i) the 'nodal centre' should be centrally located in the neighbourhood of about 10 schools;
- (ii) it should be easily accessible to the staff appointed at the centre;
- (iii) qualified and experienced staff in the nodal as well as the neighbouring schools is available to act as Head Examiners/Examiners/Coordinators;
- (iv) sufficient number of rooms/stores can be provided to keep the bags of answer books and allied confidential material, subject wise, separately;
- (v) it should have appropriate security, transport and communication facilities; and
- (vi) a nodal centre shall be fixed with the approval of the Chairman.

59. Declaration of Results

- (i) All the results of the examinations conducted by the Board shall be declared with the approval of the Chairman.
- (ii) The Board shall not be responsible for non receipt of any communication by a candidate or a school with regard to the declaration of the result.
- (iii) The Board shall not be held responsible for any material or other loss incurred by candidate(s), if the results of the candidate(s) are delayed by the Board due to "Result Later" cases for justifiable reasons and that they are declared within a reasonable period of time as prescribed in the rules.
- (iv) The 'Result' shall indicate the factual position of the candidate with the marks/grades obtained by a candidate alongwith his/her status i.e. Pass/Fail/Comptt. in a 'Gazette' kept in the office of the Board.

60. 'Result Later' Cases

- (i) The Board may declare the result of the candidate(s) as 'Result Later' due to inadequacy of data, lack of information from the candidate, school, examination centre etc.
- (ii) The result of such candidates shall be declared by the Board on availability of data/ information within a reasonable time from the date of declaration of results by the Board. The Board shall not be liable for any loss/damage caused to the candidate for 'Result Later'.

61. Verification of marks obtained by a Candidate in a subject

- (i) A candidate who has appeared at an examination conducted by the Board may apply to the concerned Regional Officer of the Board for verification of marks in any particular subject. The verification will be restricted to checking whether all the answer's have been evaluated and that there has been no mistake in the totalling of marks for each question in that subject and that the marks have been transferred correctly on the title page of the answer book and to the award list and whether the supplementary answer book(s) attached with the answer book mentioned by the candidate are intact. No revaluation of the answer book or supplementary answer book(s) shall be done.
- * (ii) Such an application must be made by the candidate within 21 days from the date of the declaration of result for Main Examination and 15 days for Compartment Examination.
- (iii) All such applications must be accompanied by payment of fee as prescribed by the Board from time to time.
- (iv) No candidate shall claim, or be entitled to, revaluation of his/her answers or disclosure or inspection of the answer book(s) or other documents.
- (v) A candidate shall not be entitled to refund of fee unless as a result of the verification his/her marks are changed.
- (vi) In no case the verification of marks shall be done in the presence of the candidate or anyone else on his/her behalf, nor will the answer books be shown to him/her or his/her representative.
- (vii) Verification of marks obtained by a candidate will be done by the officials appointed by or with the approval of the Chairman.
- (viii) The marks, on verification will be revised upward or downward, as per the actual marks obtained by the candidate in his/her answer book.
- (ix) The communication regarding the revision of the marks, if any, shall be sent to the candidate within a reasonable period of time.
- (x) The Board will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent on the revision of marks or delay in communications for reasons beyond control.
- (xi) The Board shall revise the marks statement in respect of such candidates after the previous marks statement is returned by the candidate.
- (xii) The decision of the Chairman on the result of the verification of marks shall be final.

62. Maintenance of Answer Books

The answer books shall be maintained for a period of three months and shall thereafter be disposed of in the manner as decided by the Chairman from time to time.

* Rule amended in the Examination Committee's meeting of 23.12.2004 and approved by the Governing Body at its meeting held on 30.12.2004.

CERTIFICATION

63. Passing Certificate/Marks Statement

- (i) A candidate who has appeared in an examination of the Board shall be issued a statement of marks/grades.
- (ii) A candidate who has appeared in the examination of the Board and has passed the examination shall be issued a pass certificate. However, candidate who has appeared for an improvement of performance or for an additional subject in a subsequent examination shall not be issued a separate certificate or a combined marks statement. Such candidates shall be given only a statement of marks in that subject(s).

64. Provisional Certificate

- (i) A candidate who has passed the examination may be issued a provisional certificate by the Board on payment of fee prescribed from time to time.
- (ii) A candidate who has been placed in Compartment may be issued a provisional certificate indicating the fact as such.

65. Date of Birth Certificate

- (i) The Date of Birth of the Candidate as admitted in the records of the Board shall be indicated in the pass certificate issued to the candidate at Secondary School level only.
- (ii) A candidate can obtain from the Board a Date of Birth Certificate indicating his date of birth as admitted in the records of the Board on payment of the prescribed fee.

66. Migration Certificate

- (i) A candidate who has appeared in an examination of the Board and has passed the examination may obtain a Migration Certificate on payment of the prescribed fee.
- (ii) A candidate placed in Compartment may also be issued a Migration Certificate indicating his/her status as such.

* 67. Duplicate Pass Certificate

A Candidate may obtain duplicate / triplicate certificate on payment of the prescribed fee and submission of an application on a prescribed form in the event of loss/theft/mutilation of the original certificate provided that an affidavit is filed to that effect before an official not below the rank of a first class Magistrate or a Member of the Governing Body of the Board. Further the person requesting for duplicate or triplicate certificate would notify the loss/theft/mutilation of the certificate through Press Note/advertisement in some leading Newspaper and shall submit the Press Clipping to the Board along with application and the affidavit.

**68 Provision of mother's name

The candidates will have the option either to mention the mother's name or the father's name or both into the records of the Board (Certificate, Marks Statement etc.)

* Rule amended in the Examination Committee's meeting of 26.08.2002 and approved by the Governing Body at its meeting held on 09.12.2002.

** Rule amended by the Governing Body at its meeting held on 18.12.2001

69. Changes in Board's Certificate

69.1 Changes and Corrections in Name

- (i) Correction in name means correction in spelling errors, factual errors, typographical errors in candidate's Name/Surname, Father's Name/Mother's Name to make it consistent with what is given in the school record.

Change in name also includes alteration, addition, deletion to make it different from the school records.

- (ii) Application for correction in name may be considered any time provided that the application of the candidate is forwarded with the following documents:
 - (a) Admission form(s) filled in by the parents at the time of admission.
 - (b) The School Leaving Certificate of the previous school submitted by the parents of the candidate at the time of admission.
 - (c) Portion of the page of admission and withdrawal register of the school where the entry has been made in respect of the candidate.
- (iii) The Board may effect necessary corrections after verification of the Original records of the school and on payment of the prescribed fee.
- (iv) Applications regarding change in name/surname 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 Judicature 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.

69.2 Change/Correction in Date of Birth

- (i) No change in the date of birth once recorded in the Board's records shall be made. However, corrections to correct typographical and other errors to make the certificate consistent with the school records can be made provided that corrections in the school records should not have been made after the submission of application form for admission to Examination to the Board.
- (ii) Such correction in Date of Birth of a candidate in case of genuine clerical errors will be made under orders of the Chairman where it is established to the satisfaction of the Chairman that the wrong entry was made erroneously in the list of candidates/application form of the candidate for the examination.
- (iii) Request for correction in Date of Birth shall be forwarded by the Head of the School alongwith attested Photostat copies of :

- (a) application for admission of the candidate to the School;
 - (b) portion of the page of admission and withdrawal register where entry in date of birth has been made; and
 - (c) the School Leaving Certificate of the previous school submitted at the time of admission.
- (iv) The application for correction in date of birth duly forwarded by the Head of School alongwith documents mentioned in byelaws 69.2(iii) shall be entertained by the Board only within two years of the date of declaration of result of Class X examination. No correction whatsoever shall be made on application submitted after the said period of two years. This will be effective from the examination to be held in March, 1995.

JOINT ENDOWMENT SCHOLARSHIP

70 General Conditions

- (i) Subject to the provision of these byelaws, the Board shall award from time to time scholarships, funded out of various endowments, on the basis of the results of the Secondary Examination conducted by it.
- (ii) The award of scholarships commenced from 1989 examinations.
- * (iii) The number of scholarships to be awarded each year shall be five for Secondary School Examination.
- (iv) Value of each scholarship shall be as Rs 60/- per month tenable for 24 months.
- (v) If a scholarship holder ceases to be eligible for the scholarship, it shall lapse to the Board.
- (vi) The decision of the Chairman shall be final in all matters pertaining to the award of scholarship.

70.1 Selection Procedure

- (i) Students will be ranked according to the number of Merit Certificates in different subjects i.e. first those getting merit certificates in 5 subjects, then in 4 subjects and so on.
- (ii) In case of students getting the same number of Merit Certificates, they will be ranked on the basis of their grades in all the subjects of the external examination.
- (iii) In case of ties in grades the decision will be taken on the basis of the aggregate of numerical scores.
- (iv) In case of ties in the aggregate, the candidates getting higher marks separately in Mathematics and in Science & Technology in that order, will be entitled for the scholarship.

70.2 Eligibility

An awardee shall be eligible for the scholarship on his:

- (a) joining a recognised school, college or other teaching institution in India for prosecuting higher studies;
- (b) maintaining good conduct and satisfactory progress in studies certified by the Head of Institution;
- (c) continuing to be on the rolls of the institution; and
- (d) not receiving any other scholarship.

* Rule amended in the Examination Committee's meeting of 6.10.1998 and approved by the Governing Body at its meeting held on 9.10.1998

Note : He will cease to be awarded a scholarship if he fails in an examination during the course of such Higher studies.

70.3 Mode of Payment

- (i) The payment of scholarship shall not be made direct to the awardee. It will be paid through the Head of the Institution concerned on submission of a bill on the prescribed proforma duly signed by the awardee and countersigned by the Head of the Institution.
- (ii) The payment of scholarship shall not be made for less than one quarter at a time.

70.4 Tenure

The Scholarship will be tenable for a period not exceeding two years after the Secondary School Examination, which was the basis for award of scholarship to the awardee.

EQUIVALENCES

71. The various Boards have given equivalences to each others' examinations and consequently the transfer from one Board to another is possible on a point to point equivalence basis. However, each Board/University is at liberty to put eligibility conditions for the next stage e.g. class XI or the 1st year of college or a professional course. In other words equivalence is only equating two examinations and Eligibility may have additional conditions prescribed by the Board/University.

As regards the foreign qualifications, this Board accepts the recognition/equivalence determined by Association of Indian Universities, AIU House, 16, Kotla Road, New Delhi. AIU have recognised for purpose of admission to higher studies in India the 12/13 years Secondary stage qualifications of about 65 countries all of which are listed countrywise in the AIU publication 'Equivalence of Foreign Degrees'. Once the terminal exams (12/13 years secondary) stand recognised, the lower qualifications are automatically acceptable after verification of the original authenticated certificates/documents.

S.No. Name of the Foreign Examinations Recognised as equivalents to the Examination mentioned against each :

1. **Afghanistan**

- | | | |
|-----|---|----------------------|
| (a) | Military High School (12 years course) Examination conducted by the Ministry of National Defence, Directorate of Training, Kabul. | +2 stage examination |
| (b) | Baccalaureate Certificate awarded by the Ministry of Education, Afghanistan. | -do- |

2. **Algeria**

High School Graduation Diploma of International School, Bethiua, Algeria.	-do-
---	------

3. **Argentina**

12 years High School Diploma of American Community School (Association Escuelas Lincoln), Buenos Aires, Argentina.	-do-
--	------

4. **Australia**

- | | | |
|-----|---|------|
| (a) | Higher School Certificate Exam of (i) Victorian Universities & School Examinations Board, Australia and (ii) Board of Senior School Studies, Sydney, New South Wales. | -do- |
| (b) | Australia Capita Territory Year 12 Certificate conducted by ACT School Authority, Canberra. | -do- |

- (c) 12 years South Australian Matriculation Examination conducted by the Public Examination Board of South Australia, Adelaide. -do-
- (d) Year 12 Higher School Certificate awarded by the Victorian Institute of Secondary Education, Melbourne, Australia. -do-
- (e) Senior Certificate of Board of Secondary School Studies, Queensland, Australia. -do-
- 5. Bahrain**
- Secondary School General Certificate of the State of Bahrain. -do-
- 6. Bangladesh**
- Higher Secondary Certificate Examination of the Boards of Intermediate and Secondary Education in Bangladesh. -do-
- 7. Belgium**
- 12 year High School (Academic) Graduate Diploma of the International School of Brussels, Belgium. -do-
- 8. Bhutan**
- Bhutanese School Certificate Examination conducted by the National Board of Secondary Education of the Royal Government of Bhutan. -do-
- 9. Brazil**
- Higher School Diploma of American School of Brasilia (Brazil) (Escola Americana de Brasilia). -do-
- 10. Britain**
- (a) G.C.E. Examination of U.K. with passes in (i) 5 subjects at least at Ordinary Level and 2 subjects at Advanced Level or (ii) 4 subjects at Ordinary Level and 3 subjects at Advanced level. -do-
- (b) Scottish Certificate of Education awarded by the Scottish Examination Board, Edinburgh, England with passes in 5/4 subjects at the Ordinary Grade and 2/3 subjects at the Higher Grade (7 passes). -do-
- 11. Burma**
- (a) 2 years pre-degree/diploma course with English as one of the subjects of Regional Colleges of Burma conducted by Examination Board of Burma Higher Education Department, Ministry of Education, Board of Colleges, Burma. -do-

- (b) 12 years High School Graduation Diploma of International High School, Rangoon, Burma. -do-

12. Canada

- (a) Secondary School Honour Graduation Diploma of the Secondary Schools in the Province of Ontario, Canada. -do-
- (b) Ontario Secondary School Diploma with 6 Ontario Academic Courses of Ministry of Education, Ontario, Canada. -do-
- (c) Senior Secondary School Graduation, Ministry of Education Government of British, Columbia, Canada. -do-
- (d) Grade 12 Graduation Diploma of Saskatchewan School Programme of the Saskatchewan Department of Education, Canada. -do-
- (e) 12 years Senior High School College preparatory programme of the Province of New Brunswick, Department of Education, New Brunswick, Canada. -do-
- (f) Diploma of Collegial Studies-General Education Programme. (Diploma D'Ethudes Collegial-DEC) of General Colleges (CEGEP) of the Department of Education, Province of Quebec, Canada. -do-
- (g) High School Completion Certificate of the Department of Education, Nova Scotia, Canada. -do-
- (h) 12 years General High School / Advanced High School Diploma of the Province of Alberta, Canada. -do-

13. Sri Lanka

- G.E.C. Examination conducted by the Department of Examinations of the Government of Sri Lanka with passes in (a) five subjects at the ordinary level and two subjects at the Advanced Level or (b) four subjects at the Ordinary Level and three subjects at the Advanced Level. -do-

14. Denmark

- 12 years High School Diploma of Copenhagen International School, Denmark. -do-

15. East African Countries

- (a) East African Advanced Certificate of Education Examination of the University of Cambridge Local Examinations Syndicate in collaboration with East African Examinations Council with a pass in any of the following combinations of subjects: Four Principal subjects; three principal subjects and one subsidiary subject; two principal subjects and two subsidiary subjects. -do-

- (b) Uganda Advanced Certificate of Education Examination conducted by the Uganda National Examination Board, Uganda. -do-

16. Arab Republic of Egypt

- (a) Secondary General Education Certificate (12 years course) awarded by the Ministry of Education, Arab Republic of Egypt. -do-
- (b) High School Graduation Diploma of Cairo American College, Cairo, Egypt. -do-

17. Ethiopia

- Ethiopian School Leaving Certificate (12 years course) awarded by the Ministry of Education & Fine Arts, Ethiopia. -do-

18. Fiji

- (a) Fiji Seventh Form Certificate Awarded by the Ministry of Education, Suva, Fiji. -do-
- (b) Foundation Programme of the University of South Pacific, Fiji. -do-
- (c) 12 years Certificate of Attainment/Fiji School Leaving Certificate of the Ministry of Education, Fiji. -do-

19. France

- New French Baccalaureate Examination. -do-

20. Federal Republic of Germany (FRG)

- (a) Graduation Diploma of International School (Internationale Schule), Hamburg. -do-
- (b) 12 years Graduation Diploma of Bonn American High School, Bonn. -do-
- (c) 'Abitur' Examination of West Germany (FRG). -do-
- (d) High School General Diploma (Academic Transcript issued by Saskatchewan Department of Education, Canada) conducted at the Black Forest Academy, West Germany. -do-
- (e) High School Diploma of Frankfurt International School, Oberursel, Frankfurt, West Germany. -do-

21. Gaza Strip

- General Secondary Education Certificate of Gaza Strip. -do-

22. Greece

12 years High School Diploma of American Community School, Athens, Greece. -do-

23. Hong Kong

Hong Kong Certificate of Education and Higher/Advanced Level Examinations of Hong Kong Examination Authority on the same parity as accorded to GCE 'O' Level/'A' Level examinations of British Examining Authorities. -do-

24. Indonesia

(a) 12-years Higher Secondary Examination (courses offered at the Gandhi Memorial School) conducted by the Board of Secondary Education, Indian Schools, Indonesia. -do-

(b) Secondary School Diploma (College Preparatory Programme) of Jakarta International School, Jakarta, Indonesia. -do-

(c) SMA/SLTA (Senior High School/Secondary School Advanced stage) Examination of Indonesia. -do-

25. Iran

4th year Diploma of Secondary Schools (12 year course offered under the new pattern of school education) awarded by the Ministry of Education, Iran. -do-

26. Iraq

Baccalaureate Examination for Secondary Schools (12 years course) conducted by the Ministry of Education, Republic of Iraq. -do-

27. Ireland

Leaving Certificate Examination (Department of Education), Ireland with higher/honours level passes. -do-

28. Italy

(a) Diploma di Maturita Tecnica Femminile (Diploma of Femmine Technical School Leaving Certificate) awarded by the Provincial Education Authority in Benevento (Italy). -do-

(b) 12 years High School Diploma of American Overseas School, Rome. -do-

(c) High School Graduation Diploma of Marymount International School, Rome. -do-

29. Jordan

- (a) General Secondary Education Certificate (Tawjihi) (12 year course) examination conducted by the Ministry of Education, Jordan. -do-
- (b) General Vocational Secondary Education Certificate (12 year course) awarded by the Ministry of Education, Jordan. -do-
- (c) High School Diploma of American Community School, Amman, .Jordan. -do-

30. Japan

- (a) 12 year Diploma of St. Mary's International School, Tokyo. -do-
- (b) High School Graduation Diploma (Certificate of Graduation) of the International School of the Sacred Heart, Tokyo. -do-
- (c) High School Diploma of Seisen International School, Tokyo. -do-
- (d) 12 years Senior High School Diploma of Marist Brothers International School, Kobe, Japan. -do-

31. Kenya

- (a) Kenya Advanced Certificate of Education Examination conducted by the Kenya National Examinations Council, Kenya. -do-
- (b) 8 + 4 Kenya Certificate of Secondary Education of Kenya National Examination Council with 5(five) passes in A, B, C grades. -do-

32. Korea

- (a) 12 years College Preparatory Diploma of Seoul Foreign School, Seoul. -do-
- (b) 12 years High School Honours Diploma of Pusan American School, Pusan, South Korea. -do-

33. Kuwait

- General Secondary Education Certificate Examination (12 year course) conducted by the Ministry of Education, Kuwait. -do-

34. Lebanon

- (a) 12 year Diploma of American Community School, Beirut. -do-
- (b) Baccalaureate Diploma (Final Part II) of the Ministry of National Education, Lebanon. -do-

35. Libyan Arab Republic

General Secondary Education Certificate awarded by the Ministry of Education, Libyan Arab Republic. -do-

36. Malaysia

(a) Higher School Certificate Examination (13 year course) conducted by the University of Cambridge Local Exams. Syndicate in Collaboration with the University of Malaysia and the University of Singapore. -do-

(b) Sijil Tinggi Persekolahan Examination conducted by the Ministry of Education, Malaysia. -do-

(c) 12 years High School Graduation Diploma of International School of Kuala Lumpur, Malaysia. -do-

(d) Sijil Tinggi Persekolahan Malaysia (STPM) examination with pass in English language paper conducted by the University of Cambridge Local Examinations Syndicate/Malaysian Examination Council, Malaysia. -do-

(e) Matriculation Science Course of the National University of Malaysia. -do-

37. Morocco

High School Graduation Diploma of Rabat -American School, Morocco. -do-

38. Nepal

(a) Inter Arts, Science and Commerce of Tribhuvan University, Kathmandu. -do-

(b) Certificates (Courses offered at the Institutes of Humanities and Social Sciences; Science and Business Administration, Commerce & Public Administration) and Certificate in Agriculture of the Tribhuvan University. -do-

39. Netherlands

High School Diploma of American School of Hague, Netherlands with minimum two science stream credits in Physics, Chemistry, Maths/Biology. -do-

40. New Zealand

New Zealand University Entrance Examination. -do-

41. Nigeria

- (a) Interim Joint Matriculation Board Exam. of the Institute of Education, Ahmadu Bello University, Zaria (Nigeria). -do-
- (b) 2 GCE 'A' Level passes followed by 5 'O' Level passes of the West African Examination Council, Nigeria. -do-
- (c) 12 years High School Graduation Diploma of Hillcrest High School, Jos, Nigeria. . -do-
- (d) 2 years Pre-degree programme of University of Sokoto, Sokoto, Nigeria. -do-

42. Oman

12 years General Secondary School Certificate of the Ministry of Education, Oman. -do-

43. Pakistan

- (a) Higher Secondary School Certificate Examination of the Federal Board of Intermediate & Secondary Education, Islamabad (Pakistan). -do-
- (b) Higher Secondary Certificate Exam. Part II (12 year course) of the Board of Intermediate & Secondary Education, Hyderabad. -do-
- (c) 12 years High School Diploma of International School of Islamabad, Pakistan. ' -do-
- (d) 12 years High School Graduation Diploma of Karachi American School, Karachi (Pakistan) -do-

44. Panama

Graduation Diploma of Balboa High School [Department of Defence (USA) Dependants School], Panama - those who pass with science stream should have obtained minimum credits of 2 units in Science subjects at the High School. -do-

45. Peru

High School Graduation Diploma of the American School of Lima (Franklin Delance Roosevelt), Peru. -do-

46. Philippines

12 years Graduate High School Diploma of International School, Manila, Philippines. -do-

47. Qatar

General Secondary Education Stage Certificate
Examination conducted by the Ministry of Education & Youth
Welfare, Govt. of the State of Qatar. -do-

48. Saudi Arabia

12 years General Secondary Education Certificate with
English as one of the subjects of the Ministry of Education,
Jeddah, Saudi Arabia. -do-

49. Singapore

(a) Singapore-Cambridge General Certificate of Education 'O'
and 'A' Level examinations on the same parity as accorded
to GCE examinations of British Examining Authorities. -do-

(b) Diploma (High School) of Singapore American School,
Singapore. -do-

50. Sudan

(a) Higher Secondary School Certificate Exam. (12 year course)
conducted by the Sudan Examinations Committee, Sudan. -do-

(b) 12 years Secondary School Certificate of the Sudan
Examinations Committee, Ministry of Education, Sudan. -do-

(c) Commercial Technical Secondary School Certificate Examination
of the Sudan Examinations Committee,
Ministry of Education and Guidance, Sudan. -do-

(d) General Secondary Education Certificate of Egyptian
Educational Mission in Sudan. -do-

51. Sweden

School Leaving Certificate courses in Natural Sciences
(12 year courses) offered at Ostermalms and Norra Real Gymnasiums. -do-

52. Switzerland

(a) International Baccalaureate Diploma Examination conducted
by the International Baccalaureate Office, Geneva. (Switzerland). -do-

(b) 12 years Senior Class (High School) Diploma of the
International School of Geneva. -do-

(c) Matura Certificate awarded by the Matura Commission,
Switzerland. -do-

(d) High School Academic Diploma of International School
of Berne, Switzerland. -do-

- 53. Syria**
General Certificate of Secondary Education of the Ministry of Education, Syrian Arab Republic. -do-
- 54. Tanzania**
National Form VI Examination of the Ministry of National Education, United Republic of Tanzania (renamed as Advanced Certificate of Secondary Education of National Examinations Council of Tanzania). -do-
- 55. Turkey**
12 years Graduation Diploma of Ankara American High School Ankara, Turkey. -do-
- 56. Thailand**
- (a) Higher Certificate of Education of the Ministry of Education, Thailand. -do-
 - (b) Mathayom VIII Final Examination of Upper Secondary Education Course, Final Exam. of the Secondary Education Course, Mathayom Suksa 5, Pre-University Final Examination (12 year course) conducted by the Ministry of Education, Thailand. -do-
 - (c) 12 year High School Graduation Diploma of the International School, Bangkok (Thailand). -do-
 - (d) Grade 12 examination of Ruam Rudee International School, Bangkok. -do-
 - (e) 12 year High School Diploma awarded by the Adventist English School, Bangkok (Thailand). -do-
- 57. United Arab Emirates**
General Secondary Education Certificate awarded by the Ministry of Education, United Arab Emirates. -do-
- 58. USA**
- (a) 12 year High School Diploma of USA (Accredited Schools). -do-
 - (b) Independent Study High School Diploma of University of Nebraska (Division of Continuing Studies) USA. Those passing with science stream subjects should provide evidence of having completed minimum 2 units of credits each in science subjects/mathematics at grade 11 and 12 in accredited institutions. -do-

59. Venezuela

High School Diploma of Colegio Internacional de Caracas (Venezuela). -do-

60. Vietnam (Socialist Republic)

High School Final Examination (12 years programme) conducted by the Ministry of Education, Socialist Republic of Vietnam, Hanoi. -do-

61. West Indies (Caribbean Islands)

CXC (Caribbean Examinations Council) Certificate in General Proficiency Grade I or II in five subjects including English and 2 GCE 'A' Level passes from the recognised British Examining Bodies. -do-

62. Yemen Arab Republic

Secondary School Certificate awarded by the Ministry of Education, Yemen Arab Republic. -do-

63. Yemen (Republic of People's Democratic)

General Secondary Certificate Examination conducted by the Ministry of Education of the People's Democratic Republic of Yemen. -do-

64. Zaire (Republic)

(a) 12 year High School Diploma awarded by the American School of Kinshasa. -do-

(b) Diploma D'Etat, D'Etudes Secondaries DU Cycle Long awarded by the Department of Primary and Secondary Education, Republic of Zaire. -do-

65. Miscellaneous

(a) 12 year High School Diploma awarded by the Woodstock School, Mussoorie (UP). -do-

(b) 12 year High School Diploma of Kodaikanal International School, Kodaikanal (Tamil Nadu). -do-

(c) High School Graduation Diploma of the American Embassy School, New Delhi. -do-

FORMAT OF TRANSFER CERTIFICATE

Book No..... SI. No..... Admission No.

1. Name of Pupil
2. Fathers/Guardian's Name
3. Nationality.....
4. Whether the candidate belongs to Schedule Caste or Schedule Tribe.....
5. Date of first admission in the School with class.....
6. Date of birth (in Christian Era) according to Admission Register
(in figures).....(in words).....
7. Class in which the pupil last studied (in figures).....(in words).....
8. School/Board Annual examination last taken with result.....
9. Whether failed, if so once/twice in the same class.....
10. Subjects Studied : 1.....2.....3.....4.....5.....
11. Whether qualified for promotion to the higher class.....
If so, to which class (in fig.).....(in words).....
12. Month upto which the (pupil has paid) school dues paid.....
13. Any fee concession availed of : if so, the nature of such concession.....
14. Total No. of working days.....
15. Total No. of working days present.....
16. Whether NCC Cadet/Boy Scout/Girl Guide (details may be given)

17. Games played or extra curricular activities in which the pupil usually took part
(mention achievement level therein).....
18. General conduct.....
19. Date of application for certificate
20. Date of issue of certificate
21. Reasons for leaving the school
22. Any other remarks.....

Signature of
class teacher

Checked by
(state full name and designation)

Principal
SEAL

* Transfer certificate should be issued only under the signatures of the regular Principal/Vice Principal and it should be counter-signed by an officer not below the rank of District Inspector of Schools/Deputy Director of Education/Education Officer of the Education Deptt. of the State/Union Territory concerned. In case of a student migrating from one CBSE affiliated school to another CBSE affiliated school the transfer certificate of a previous school of such a student may be countersigned by the Regional Officer of the Board or the Asstt. Commissioner of the KVS or the Deputy Director, Navodaya Vidyalaya Samiti in India or an officer of the Board at the Head Quarters and by the First Secretary/Attache/Cultural Attache or an equivalent officer of the Embassy/High Commission of India in the concerned country in respect of students studying in an affiliated school of the CBSE situated outside the country and the student shall not be admitted to a school without such a counter signature.

* Rule amended in the Examination Committee's meeting of 7.5.1999 and approved by the Governing Body at its meeting held on 13.5.1999

SCALE OF FEE

The scale of fees prescribed by the Board in respect of the examinations, certificates, duplicate copies of documents etc., will be as under. The fees prescribed are however, subject to revision without Notice by the Board at any time.

	Regular				Private			
	XII		X		XII		X	
	AI	Delhi	AI	Delhi	AI	Delhi	AI	Delhi
1. From each candidate (in India)	300	200	300	200	500	320	450	320
2. Fee for one Compartment subject in India.	150	100	150	100	200	110	200	110
3. Fee for two compartment subjects in India.	-	-	300	200	-	-	400	220
4. Fee for one additional subject	150	100	150	100	200	110	200	110
5. Fee for one Improvement subject in India	150	100	150	100	200	110	200	110
6. Fee for two or more Improvement subjects in India	300	200	300	200	500	320	450	320
7. From each candidate from a foreign country.	2000	-	2000	-	2000	-	2000	-
8. Fee for one Compartment Subject in foreign country.	750	-	750	-	750	-	750	-
9. Fee for two Compartment subjects	-	-	2000	-	-	-	2000	-
10. Fee for one addl/improvement subject from a foreign candidate.	750	-	750	-	750	-	750	-
11. Fee for two or more Improvement subjects from a foreign candidate.	2000	-	2000	-	2000	-	2000	-
12. Additional fee for each subject involving practical	25	20	-	-	25	20	-	-

AI – All India Scheme

Del – Delhi Scheme

13.	Late fee (for all candidates)	
	(i) First 10 days from the last date	Rs. 100/- Per Candidate
	(ii) Next 15 days	Rs. 200/- Per Candidate
	(iii) Next 25 days	Rs. 300/- Per Candidate
14.	Amanuensis charges	Rs. 100/- Per session
15.	Writer	Rs. 100/- Per Candidate

Other Fees (for all the four Examinations)

1.	Fee for scrutiny of marks and re-checking of results of a candidate per subject	Rs. 100.00
2.	Fee for duplicate copy of Admission card	Rs. 20.00
3.	Fee for communicating the marks	Rs. 50.00
4.	Fee for communicating the marks of compartment/ Improvement/Additional subject (upto two subjects)	Rs. 50.00
5.	Fee for duplicate copy of certificate/marks-sheet	Rs. 50.00
6.	Fee for Migration Certificate or a duplicate copy there of	Rs. 50.00
7.	Fee for a date of birth certificate	Rs. 50.00
8.	Fee for duplicate copy of Result Card	Rs. 20.00
9.	Fee for Provisional certificate of passing the examination	Rs. 50.00
10.	Fee for correction in certificate/Marksheet (Date of Birth, Name etc.)	Rs. 500.00
11.	Urgent fees, if required within 48 hours	Rs. 50.00
12.	Fee for duplicate Registration Card	Rs. 50.00