

REGULATIONS

INDIAN SCHOOL CERTIFICATE EXAMINATION

THE COUNCIL

Origin

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

Recognition

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

Constituents

3. The Council has been so constituted as to secure suitable representation of: Government of India, Governments responsible for affiliated schools in their State/Territories, the Inter-State Board for Anglo-Indian Education, the Association of Indian Universities, the Association of Heads of Anglo-Indian Schools, the Indian Public Schools' Conference, the Association of Schools for the Indian School Certificate (ASISC) Examination and members co-opted by the Executive Committee of the Council.

Administration

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

Examinations

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

INDIAN SCHOOL CERTIFICATE EXAMINATION

CHAPTER 1

A. Introduction

1. The **Indian School Certificate Examination** has been designed as an examination, through the medium of English, in accordance with the recommendations of the New Education Policy 1986, after a two-year course of studies beyond the *Indian Certificate of Secondary Education* (Year-10) Examination or its equivalent.
2. Private candidates are not permitted to appear for the examination.

B. Academic Year

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

C. Conditions of eligibility for admission to Class XI

1. Candidates who have been awarded Pass Certificates in the Indian Certificate of Secondary Education Examination with passes in five subjects including English are eligible to be admitted for preparation in courses of study leading to the Indian School Certificate Examination.
2. (a) The eligibility of candidates who have been awarded Pass Certificates in an equivalent examination conducted by another Examining Board will be decided

by the Chief Executive and Secretary of the Council. The conditions of eligibility are as follows:

- (i) The candidate must have been awarded a Pass Certificate in accordance with the requirements of the Board at an equivalent examination taken at one and the same sitting.
 - (ii) The candidate must have obtained pass marks in accordance with the Regulations of the Board in English and four other written subjects.
- (b) Heads of Schools may **ADMIT PROVISIONALLY** in Class XI, a candidate who has been thus awarded a Pass Certificate by another Examining Board. On granting provisional admission, they must submit online to the Council immediately, certified true copies of the Statement of Marks issued to the candidate by the Examining Board.

The Council will inform the school about the eligibility status of the candidate online.

D. Last date for regularising admission to Class XI of ISC

The last date for regularising admission to Class XI of ISC is August 31, each year.

E. Conditions of Entry

1. Entry to the Indian School Certificate Examination in the case of eligible candidates who are being entered for the first time is restricted to candidates with a minimum of 75% attendance of the working days during **each year** of the two-year course at school(s) affiliated to the Council and registered for the Indian School Certificate Examination. The last date of computing attendance at schools is **January 31**, of each of the two-year course.
Candidates may be entered only by the school they are attending and in this respect, the decision of the Head of the School is final.
2. Candidates who are entered as school candidates in accordance with (1) above, and

who were not awarded *Pass Certificates* may be admitted to Class XII by 31st August, under intimation to the Council, at an affiliated and registered school, prior to the year of the examination, provided such a candidate fulfils all other conditions as per the Regulations.

3. Candidates entered as school candidates in accordance with 1 or 2 above and who are not awarded *Pass Certificates* will be permitted to re-appear for the examination without further attendance at an affiliated and registered school only once in the year following their failure but not thereafter.

Such candidates can be entered online for the examination by the Heads of those Schools from where these candidates had appeared for the examination in the previous year and were not awarded a Pass Certificate.

4. Candidates who have been awarded Pass Certificates will be permitted to enter for a *Supplementary Pass Certificate* in any/all of the subjects offered for the ISC examinations earlier by the candidates (provided that the subjects under consideration are still being offered for the examination in the year in which the candidates wish to enter), without further attendance at an affiliated and registered school OR after studying an additional subject(s) for two years. Such candidates can be entered for the examination online through the Heads of Schools from which the candidates appeared originally for the ISC examination.
5. There is no age limit for candidates taking the examination.

F. Minimum Attendance Requirement

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

special consideration for condonation of shortage of attendance in Class XI and / or XII, provided that the attendance of such candidates is not less than 60% of the working days, during each year of the two year course.

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

- (i) on Psychological / Medical Grounds such as serious illnesses requiring long period of treatment / hospitalization.
- (ii) authorized participation in sports at State or National level organized by recognized Sports Authorities.
- (iii) other unforeseen and special circumstances.

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

The last date for computing attendance at school is January 31st, of each of the two years.

G. Withdrawal of Candidates

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

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

OR

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

H. Syllabuses

The Regulations and Syllabuses of the Indian School Certificate Examination are included in this booklet, copies of which are obtainable from M/s. Evergreen Publications, 4738/23 Ansari Road, Daryaganj, New Delhi – 110002. Telephone: 011-23264528 & 23270431.

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

I. Scope of Selected Syllabuses

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

J. Disqualification

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

- (i) In no case, the Heads of affiliated schools shall detain *eligible* candidates who meet the pass criteria and have the required attendance from appearing at the ISC Examination.
- (ii) **No affiliated school shall endeavour to present candidates who are not on its roll nor will it present candidates of its unaffiliated branch/school to any of the Council’s examinations.**

If the Council has reasons to believe that an affiliated school is not following the Regulations mentioned above, the Council shall take necessary action as per the Rules & Regulations.

CHAPTER II

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

A. Subjects of Examination

Part I - External Examination

Compulsory Subject

1. English

Elective Subjects

2. An Indian Language
3. A Modern Foreign Language
4. A Classical Language
5. Elective English
6. History
7. Political Science
8. Geography
9. Sociology
10. Psychology
11. Economics
12. Commerce
13. Accounts
14. Business Studies
15. Mathematics
16. Physics
17. Chemistry
18. Biology
19. Home Science
20. Fashion Designing
21. Electricity & Electronics
22. Engineering Science
23. Computer Science
24. Geometrical & Mechanical Drawing
25. Geometrical & Building Drawing
26. Art
27. Music (Indian or Western)
28. Physical Education
29. Environmental Science
30. Biotechnology

Note: The following subject combinations are not permitted for the ISC Examination:

- (i) Physics with Engineering Science.
- (ii) Geometrical & Mechanical Drawing with Geometrical & Building Drawing

Part II - Internal Examination

- (i) It will be the responsibility of the Head of the School to ensure that promotion from Class XI is done on the basis of cumulative achievement level of the student throughout the year, in the subjects he/she has been registered for. For promotions, a candidate is required to have obtained at least 40% marks in four subjects including English on the cumulative average and a minimum attendance of 75% of the working days.
- (ii) ***Socially Useful Productive Work and Community Service (Compulsory).***

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

B. Scheme of Examination

1. (a) The syllabuses in English (Compulsory) and in Indian/Foreign/Classical Languages (Elective) have not been bifurcated. **Questions will be set from the entire syllabus for the year-XII examination.**
(b) The syllabuses in Elective subjects (except Indian/Foreign/Classical Languages) are prescribed separately for Class XI and Class XII. The syllabus prescribed for Class XI will be examined *internally* by the school and the syllabus for Class XII will be examined *externally* by the Council.
2. It will be the responsibility of the Head of the school to ensure promotion from Class XI to Class XII will be done on the basis of the cumulative achievement level of the student throughout the academic year in the subjects he/she has been registered for. For promotions, a candidate is required to have obtained at least

40% marks in a minimum of four subjects which must include English, on the cumulative average and a minimum attendance of 75% of the working days. No other criteria will be used for promotion from Class XI to Class XII.

Promotions from Class XI to XII on trial basis, re-examination or awarding of grace marks will not be accepted by the Council. Transfer Certificate should not be issued with 'Promoted to Class XII' if the candidate has not met the required promotion criteria.

3. The prescribed syllabus for Class XII will be examined externally by the Council on the subject matter of the syllabus for each subject.
4. The result of the Indian School Certificate (Year- XII) Examination will be based on the external examination at the end of Class XII and on Socially Useful Productive Work and Community Service, evaluated internally by the School.

C. Choice of Subjects

All candidates for the Pass Certificate must enter and sit for **English** (compulsory), with **three, four or five** elective subjects and must have been evaluated internally by the School and secured a pass grade in Socially Useful Productive Work and Community Service (compulsory).

Note:

1. A candidate may not enter for more than **six** subjects including the compulsory subject English.
2. A School may not enter candidates for subjects for the teaching of which no provision is made by the School.
3. No candidate shall be permitted to change his/her subjects(s) after his/her registration in Class XI.
4. No candidate shall offer a subject in Class XII which he/she has not studied in Class XI.
5. **The responsibility for the correct selection of subjects to meet university or professional requirements of a candidate or candidates will be that of the Head of the School.**
6. Certain subjects have practical papers. Candidates offering such subjects must also take the practical examination; otherwise the subject in question will be considered incomplete.

D. Awards and Conditions for Awards

1. **PASS CERTIFICATES** will be awarded to candidates who at *one and the same examination* attain the pass standard in *four or more* subjects which must include the subject English and have attained a pass grade in SUPW and Community Service as examined/assessed internally by the School.
2. **SUPPLEMENTARY PASS CERTIFICATES** will be awarded to candidates who have obtained **PASS CERTIFICATES** and who appear in a subsequent examination and attain the pass standard in *one or more* subjects.
3. **STATEMENT OF MARKS** will be issued to all candidates who appeared for the examination.

The pass mark for each subject is 40%.

E. Issue of Results

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

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

F. Certificates

1. *Pass Certificates/Supplementary Pass Certificates* will be issued through the Heads of Schools as soon as possible after the issue of results.
2. Duplicates of *Pass Certificates/Supplementary Pass Certificates* are not issued, instead a Certifying Statement of Examination Result may be requested for online.

3. Duplicates of *Statements of Marks* will be issued on receipt of electronic form forwarded by the Head of the School/individual with supporting documents and on payment of the prescribed fee.
4. *Migration Certificates* will be issued on request by Heads of Schools concerned to candidates who have been awarded Pass Certificates and on payment of charges.

G. Ownership of answer scripts and other materials

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

H. Evaluation of Answer Scripts

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

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

I. Enquiries concerning examination results

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

asked to bear in mind that a large number of answer scripts are re-marked before the awards.

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

2. **Recheck:** The accuracy of a *subject grade awarded* will be checked on request, in one or more subjects, provided that the Head of the School/individual submits the application online. Applications for recheck must be submitted online, in the proforma provided by the Council and must be received at the Council's office not later than ten days after the declaration of results. For each recheck, schools/individuals will be required to pay the charges (as prescribed by the Council from time to time), which shall be made online.

The recheck will be restricted to checking whether:

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

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

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

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

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

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

J. Re-examination:

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

K. Last date for retaining answer scripts:

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

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

CHAPTER III

A. Awarding Committee

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

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

B. Use of unfair means

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

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

10. A person who commits an offence under these Regulations but is not a candidate, shall be dealt with as under:

(i) **The Chief Executive and Secretary** of the Council may, if he so decides, hand over the case to the Police.

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

11. Entries for subsequent examinations may not be accepted from a school where any member of the staff has at any time committed any offence under these Regulations.

12. If the **Awarding Committee** is satisfied that the use of dishonest means in a paper or papers has been widespread at a centre, the **Awarding Committee** reserves the right to cancel the results of all candidates of that centre in the paper or papers concerned, or of the entire examination as a whole at the centre if several papers are involved.

13. For cases of use of unfair means not covered by these Regulations, the **Awarding Committee** may enforce penalties according to the nature of the offence.

14. **Provided that no penalty under these Regulations shall be imposed except after –**

(i) **giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that regard; and**

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

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

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

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

or

(ii) a mistake is found in his/her result;

or

(iii) it is observed that an attempt has been made to unfairly alter the marks of a candidate by either tampering with the script or any other means.

2. The **Chief Executive and Secretary of the Council** shall have the power to cancel a *Pass Certificate/Supplementary Pass Certificate* which has been defaced or altered in any detail or which has been obtained by impersonation or by or misrepresentation of facts or by fraudulent or dishonest means of any kind.

CHAPTER IV

A. General Arrangements

1. **Date of examination:** The printed timetable will be made available to all schools well before the examination.

2. **Centres of examination:** Centres for each region will be arranged by the Convener/elected/nominated for the examination year in consultation with the office of the Council. The minimum number of candidates for a School to have an independent examination centre is normally *fifteen*.

3. **Registration of Candidates:** Candidates must be registered online in Class XI, for the ISC Examination. Registrations received after the due date will not be accepted.

4. **Correction of Entries:** Schools will be able to view online, the entries of candidates registered from their school in Class XI. Requests for corrections, if required, can be submitted online, along with supporting documents, which will need to be uploaded and submitted to the Council by 31st August of the following year without correction charges. Thereafter, all corrections would be chargeable per candidate.

5. **Confirmation of Entries:** Schools, after viewing the entries of candidates (who will be taking the Class XII Examination) of their school, are required to confirm online that the entries are correct. Entries are to be confirmed online from 1st July to 31st August online.

6. **Transfer of Examination Centre:** *The transfer* of a candidate from a centre in one town to a centre in another town will be allowed only within the same examination and for reasons accepted as adequate and on payment of a special charge. An additional charge may be made if it is necessary to send copies of question papers by air to the centre of transfer. Applications, naming the town to which a transfer is desired, should reach the **Council's office** at least two months before the commencement of the examination but not later than 15th December.
7. **Particulars of Candidates:** Particulars of each candidate will be carried forward in exactly the same way as they were entered for the ICSE or equivalent Certificate. No subsequent changes in the particulars of the candidate will be permitted.
8. **Entries for a Supplementary Pass Certificate:** Candidates who have obtained *Pass Certificates of the Indian School Certificate* may subsequently enter for one or more subjects. A candidate who attains the pass standard in one or more of the subjects offered will receive a *Supplementary Pass Certificate*.
9. **Examination Charges:*** **The scale of charges will be notified separately.** Examination charges are to be paid online by schools. Payment should be sent at the time of submitting the Confirmation of Entries.
- Arrangements for practical examinations are made by the local conveners, with the approval of the Council. No charges are payable to the Council for these, but there may be a special local fee to cover the cost.
10. **Refunds:** Examination charges are not refundable.
11. **Infectious diseases:** Candidates who have been exposed to any infectious disease cannot be examined at a centre unless they are out of quarantine.

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

12. **Time allowance for Question Papers:** Any time specially allocated for reading through question papers will be stated on the question papers.
13. **Materials to be provided for by candidates:** Candidates must provide themselves with pencils, erasers, mathematical and dissecting instruments and art materials, etc. They are required to write their answers with **blue/black ink pens**. Fountain pens and ballpoint pens may be used, but pencils may be used only for diagrams. The use of slide rules is permitted in science subjects, but candidates using them should state this on their answer scripts and should be warned of the possible loss of accuracy involved. *Information such as formulae or other data, which appears, on slide rules must be securely covered before they are taken into the examination room.* Mathematical tables will be provided; candidates are not allowed to take mathematical tables into the examination room. Candidates are permitted to use Casio fx - 82 MS (Scientific Calculator) or calculators of other makes with similar functions (use of any calculator with features for retrieval of information during examination is not permitted). Use of electronic device/s except the calculator mentioned above, during the examination, is prohibited.

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

14. **Special Consideration:**

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

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

In cases of candidates suffering from Dyslexia, Dysgraphia, Dyscalculia, Attention Deficit Hyperactivity Disorder (ADHD), certain concessions/support are admissible, depending on the nature and degree of the disability and on a case-to-case basis. Requests for such concessions may be forwarded to the Council online along with supporting documents. The concessions/support available are:-

- Allowance of additional time;
- Use of a Reader / Reader-cum-Writer (Amanuensis);
 - (a) The Question Paper may be read out, but not explained in any way to the candidate(s).
 - (b) Arrangements must be made by the Head of the School concerned in consultation with the Convener and the Supervising Examiner for the candidate(s) who has/have been permitted the use of a/Reader/Reader-cum-Writer, by the Council, to write the examination in a separate room adjacent to the main examination hall under the supervision of a Special Invigilator.
- Use of a computer as a typewriter only.

(iii) **Special Difficulty Procedure**

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

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

15. **Statement of Results:** Special charges are payable to the Council for the issue of a certifying statement of an examination result; this amount should be paid online with the request. The statement will normally be sent to the authority to whom it has to be submitted.
16. **Textbooks:** No books are prescribed except those that are mentioned specifically; the Council does not undertake to recommend textbooks.
17. **Standards in Subjects:** In every subject, unless otherwise stated, standards will be assessed on the performance in the different papers of the subjects.
18. **Clarity and neatness:** Attention is called to the fact that the ability of candidates to express themselves clearly and to present their answers neatly and accurately is taken into account in assessing their work in all subjects.

B Equivalence and Recognition:

Schools are notified.