

# BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

## **PART-IV** **EXAMINATION RULE AND REGULATION**

### **Regulations for Secondary and Senior Secondary (Academic) Examinations**

27. **Holding of Examinations** :

- (A) The Board shall conduct the following examinations namely :
- (a) Secondary School Examination (i.e. 10<sup>th</sup> class).
  - (b) Senior Secondary Certificate Examination i.e. 12<sup>th</sup> Class Examination.
  - (c) and such other examinations that the Board may decide to conduct from time to time with prior approval of the Government.
- (B)(i) The examinations shall be held on such dates as may be fixed by the Board.
- (II) Candidate once appeared as regular candidate in a Board examination in an academic year, will be treated as an ex-school candidate when he/she appears for the same examination again under Improvement and Additional subjects categories
- (B) **Additional Examination** :
- (i) Notwithstanding any thing contained in the other Regulations, the Board shall have powers in case of all examinations held by this Board, to hold an additional examination in the same year for special reasons to be recorded in writing.

28.(A) **Regulations for Regular Candidates** :

**Eligibility for the Examinations** :

(i) **Secondary School Examination** :

All regular students of 10<sup>th</sup> class of Government/recognized Secondary/Senior Secondary School who have passed 9<sup>th</sup> class examination as regular student and who have completed not less than 75% of total attendance of class 10<sup>th</sup> and have an Enrolment No. of this Board, only be permitted to take class 10<sup>th</sup> annual examination.

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(ii) **Senior Secondary Certificate Examination :**

All regular students of 12<sup>th</sup> class (+2) of Government/recognized Senior Secondary School who have passed 11<sup>th</sup> class as regular students and have completed not less than 75% of the total attendances should have an enrolment No. of this Board.

In case a candidate does not fulfill the condition of attendances his/her attendance may be counted up to 1<sup>st</sup> day of exam.

(iii) Generally attendance shall be counted from the date of admission up to the 14<sup>th</sup> day preceding the first day of the examination. In case a candidate doesn't fulfill the condition of attendance his/her attendance may be counted up to the first day of the examination. In case of migration of a candidate from one school to another in the State or from another State, the attendances at an institution from which the candidate has migrated will be taken into account while calculating 75% of the attendances.

(iv) If a candidate's attendances at the school up to the date of submission of name falls short of the required attendances, the Head of the School should submit his/her name to the Board provisionally. If the candidate has not completed the required percentage by the 14<sup>th</sup> day preceding the first day of the examination, the Head of the School should report to the Board authorities with a view to his/her admission being disallowed.

To determine the `14<sup>th</sup>` day before the examination, 14 will be subtracted from the figure representing the date on which the examination commences. For instance, if the examination commences on March 17, March 3 will be considered as the `14<sup>th</sup>` day before the examination.

(v) A candidate whose name is struck off the roll of a Govt./recognized school after sending up his/her application ceases to be eligible for the examination. If however, he/she is readmitted up to the 14<sup>th</sup> day before the commencement of the examination, he/she shall automatically become eligible to appear in the examination, provided he/she has completed the required percentage of attendances.

(vi) In the case of a candidate for any examination conducted by the Govt. for public services, the days spent in the examination (i.e. from the Ist to the last paper of the candidate concerned and the traveling connected therewith) shall be counted on production of a satisfactory evidence towards attendance.

**Note** : A certificate of good character duly certified by the Head of the Institution is also essential for all regular candidates to make them eligible for all examinations held by the Board.

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### (B) Regulations for Private Candidates :

1. The regular candidates unable to qualify in the annual examination of this Board shall be given a chance to appear in full subjects as private candidate in next consecutive annual examination.
2. All rules and regulations of Secondary and Senior Secondary (Private) examination shall be followed as applicable for regular examination of that particular Academic Year.
3. Such private candidates shall have to appear in full subjects whether they have already qualified in one or more subjects.
4. The marks obtained in previous examination by such candidates in INA will be taken as an average of theory papers both examination. If a candidate qualified in theory and not qualified in practical examination and vice-versa shall have to appear in both examination. (Board meeting dated 17.07.2018 Para-04)

### 29. Regulations for Ex-Students Candidates :

#### (I) Secondary Examination :

- (a) Candidates who have not qualified or placed under compartment.
- (b) A candidate who has qualified the examination conducted by this Board or has passed any other similar examination from any other Board/University considered equivalent to the examination of this Board, may appear for additional subject/s.
- (C) A candidate who has qualified the examination may appear for partial/full improvement.

#### (II) Senior Secondary Examination :

- (a) Candidates who have not qualified or have been placed under Re-appear.
- (b) A candidate who has qualified the examination conducted by this Board or has passed any other similar examination from any other Board/University considered equivalent to the examination of this Board, may appear for additional subject/s.
- (c) A candidate who has qualified the examination may appear for partial/full improvement.

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### 30. Requirements of Attendance in subjects of Internal Assessment :

- (a) No student from an institution affiliated to the Board shall be eligible to take the examination unless he/she has completed 50%/75% of the attendance counted from the opening of the class VIII, X and XII upto the 14 days before the commencement of examination in the subject of Internal assessment.
- (b) Exemption from Environmental Education may be granted to the candidate by the Secretary on Medical grounds provided the application is supported by a Medical Officer not below the rank of S.M.O. (Senior Medical Officer) of a Govt. Hospital and forwarded by the Head of the Institution.

### 31. Condonation of Shortage in Attendance :

- (a) The Head of the Institution for the reasons recorded in writing may condone up to 15% of shortage of attendance. The Chairman can condone further shortage of attendance up to 10% only in case of Senior Secondary Examination and the Secretary can condone 10% in case of Secondary Examination. The Head of Institution shall refer every case of shortage within the above prescribed limit of condonation in shortage of attendance to the Board, either with his/her recommendation or with valid reasons for not recommending the case.
- (b) The following may be considered valid reasons for recommending a case :
  - (i) Prolonged illness. (ii) Loss of father/mother or some other such incident leading to absence from the school. (iii) Any other reasons of similar serious nature.
- (c) Cases of shortage of attendance falling below 50% shall not be considered and should not be referred to the Board.

**Note:** Authorized participation in recognized tournaments and sports meets or other co-curricular activities organized by Schools/Colleges/ State may be counted towards attendance.

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### 32. Admission to an Examination on false representation :

- (a) If before the Commencement of the examination a candidate appearing in an examination of the Board is found to have made false statement in his/her admission form, he/she may be declared ineligible to appear in the examination by the Secretary.

Provided that the candidate will be given an opportunity to explain his/her position before action is taken against him /her.

- (b) If the false representation relates to a previous examination not actually passed by the candidate, he/she shall be disqualified by the Secretary from appearing in any examination of the Board for a period of two years.
- (c) If the false representation pertains to his/her eligibility to appear in the examination as a ex-student or any other matter not covered in (b) above, he/she shall be disqualified by the Secretary from appearing in any examination for a period of two years.
- (d) If it is found that a candidate or his/her parents or guardian has deliberately given a wrong date of birth in the admission form or in the affidavit accompanying the form, the Secretary shall have the power to declare the candidate ineligible to appear in the examination or in the event of the fact being revealed after the candidate has actually appeared in the examination, to cancel his/her result.
- (e) A candidate guilty of forging another person's signature on the admission form or using a forged document for seeking admission shall be disqualified by the Secretary from appearing/ passing the examination for a period of two years.
- (f) If a candidate presents to the examiner a practical or class work note book which does not be long to him/her, he/she shall be disqualified from passing the examination.
- (g) In such cases, where the school is at fault the appropriate action should be taken against the school by the Secretary as he may deem fit.

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### **33. Additional Subject(s) :**

- (i) Candidates who have qualified the Secondary/ Senior Secondary Examination of the Board (including Open School stream), may appear in additional subject /s not already qualified by them.
- (ii) A candidate who has qualified Senior Secondary examination of this Board or from other Boards/Institutions duly recognized by this Board, shall be eligible to appear in additional subjects/s. of any stream which he/she has not already passed irrespective of the stream, in which he/she has qualified Sr. Sec. Examination. Provided that while appearing in the exam. as candidate of additional subject, such candidate has to choose subjects of only one particular stream at a time
- (iii) In additional subject/s CCE {INA (Internal Assessment)} marks will be added proportionately to the marks obtained in the external examination.

### **34. Admission to an examination for regular candidates :**

- (a) The registration for various examinations viz Secondary & Sr. Secondary will be done via online process only. The e-Form application and guidelines and procedures for filling it by the schools will be made available on the official website of the Board during the scheduled time period, probably during the end of June and beginning of July month, falling in the academic year or as decided by the Board from time to time.
- (b) The application for admission to various examinations viz. Secondary and Senior Secondary Certificate shall be made on the prescribed form accompanied with prescribed fee so as to reach the Secretary by the date prescribed in the regulations for the examination. The Board may, however, change the date in a particular year for special reasons to be recorded in writing.
- (c) The online applications for admission to the above said examinations shall be accompanied by the following certificates :
  - (i) A Certificate of good character.
  - (ii) that the candidate is eligible to appear in the examination under the Regulations prescribed for the examination concerned.
  - (iii) A certificate that the particular candidate has completed the

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required percentage of attendances.

- (iv) One unattested copy of their recent black & white photograph and
- (v) any other certificate required by the Board.

**Note:** In such cases where the name(s) of father or mother of a candidate is not recorded/known, his/her legal guardian name will be recorded in Admission form/Detailed marks certificate of the Board. However, if the parentage of either father/mother is only known, then the name of the father or mother, as the case may be shall be recorded.

### 35. **Admission to an examination for Ex-Student :**

- (a) The registration for various examinations viz Secondary & Sr. Secondary will be done via online process only. The e-Form application and guidelines and procedures for filling it by the schools will be made available on the official website of the Board during the scheduled time period, as decided by the Board from time to time.

It shall be entirely the responsibility of the Ex-Student to see that the form of application for admission to an examination is complete in all respects and that all columns in the forms are filled in neatly and correctly.

The office of the Board is not bound to enter into correspondence to get the form completed or to get the discrepancies removed. If the form is incomplete or if it is evident that the candidate has concealed the information required to be furnished or has distorted facts in order to establish the candidates eligibility, the form is liable to be rejected outright and the candidate shall have no right to claim compensation for damages of any sort.

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(36) **Attesting Officer : (off line process has been replaced with the online system, so it is not relevant at present)**

The admission forms of pupils of Government/recognized/schools shall be attested by the Heads of the Schools concerned. The forms of Ex-students shall be attested by any one of the following :

Heads Govt./recognized Secondary/Senior Secondary Schools

or

Principals of Colleges affiliated to the Universities or Heads of the teaching departments of the Universities

or

Gazetted Officers in the department of Education, Haryana

or

Member and Class 'A' officers of the Board of School Education, Haryana or

Commanding Officers of the Units concerned in case of Military personnel and their dependants

or

Such other persons as may be authorized by the Chairman.

Apart from the above, Sr. Division – NCC Officers, Lecturers of Govt. Senior Secondary Schools affiliated to this Board.

(37) **Punishment for wrong/malafide attestation : (off line process has been replaced with the online system, so it is not relevant at present)**

Any Attesting Officer making a wrong or mala fide attestation on an admission form is liable to be debarred from the attesting admission forms of Ex-Students in future either permanently or for a specified period and may also be debarred from any remunerative work of the Board either permanently or for a specified period according to the nature of the offence. Provided that an opportunity be given to explain his/her position within 10 days.



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### **38. Providing Facilities to candidates who fall in the special needs category (Visually impaired, dyslexic, spastic etc.) :**

(a) An amanuensis will be allowed in the following cases free of cost for writing out the answers in the examination:

(i) Visually impaired Candidates, (ii) Dyslexic and Spastic candidates, (iii) Deaf & Dumb candidates (iv) Permanently disabled for writing with their own hands, (v) Candidates who are temporarily disabled from writing such as fracture/dislocation in the arm used for writing. The certificate of such disability shall be produced by the candidate. The disability certificate issued by the competent medical authority (CMO) at any place shall be accepted. The acceptable percentage of disability shall be 40% or more.

(b) Categories (i), (ii), (iii) and (iv) mentioned in (a) above shall be provided along with the services of amanuensis, compensatory time of 20 minutes per one hour answering each paper.

Provided that, if a candidate belonging to these categories does not want the help of amanuensis, shall be provided compensatory time as mentioned above.

(c) The candidate shall have the discretion of opting for his/her own amanuensis or request the Board for the same. The Board may also identify the amanuensis to make panels at the District/Division/State Levels as per the requirements of the examination. In such instances the candidates shall be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the amanuensis is suitable or not.

(d) There shall be no criteria fixed, like educational qualification, marks scored, age or other such restrictions for the amanuensis for category no. (i), (ii), (iii) and (iv) mentioned in (a) above.

The proper seating arrangements (preferably on the ground floor) shall be made prior to the commencement of examination to avoid confusion or distraction during the day of exam.

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The invigilation system shall be strengthened, so that the candidate using amanuensis does not indulge in malpractices like copying and cheating during the examination.

The amanuensis shall have to provide self details which shall include educational qualification, date of birth, professional qualification, current photo, photo ID, address for communication and permanent address.

The amanuensis shall have to submit a self attested declaration that “he/she neither run any coaching institute for competitive examination nor he/she is teaching in any such institution/school. He/she shall answer the questions as told by the candidates and shall not help the candidate to answer/solve the questions in any manner. The self details provided above are completely true.”

(e) There shall be flexibility in accommodating any change in amanuensis in case of emergency. The candidate shall be allowed to take more than one amanuensis for writing different papers especially for languages. In such case, details and self attested declaration shall have to be submitted by each amanuensis as mentioned in (d) above.

(f) The Visually impaired candidates, if necessary, may be given the option of choosing the mode of taking the examination i.e. Braille or in the computer or in large print or even by recording answers. The application to provide such facilities is to be submitted along with the admission/examination form so that necessary arrangements can be made well before the examination. The Visually impaired candidates shall be allowed to use assistive devices like tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

(g) If an amanuensis is provided by the Board, the amanuensis shall be paid Rs. 50/- per session and the special supervisor according to scheduled rates. The claim of the writer and the supervisor will be included in the bill of supervisors by the superintendent.

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(h) The Board may lay down any other method for assessing the examinee's academic ability and declare his/her result.

### **Note :**

(1) For category no. (v.) mentioned in (a) above i.e. Candidates who are temporarily disabled from writing, the following shall be the criteria for amanuensis:

The amanuensis must be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs.

(2) In each of the above cases, the Medical Certificate will be accompanied by a photograph of the candidate attested by the Medical Officer issuing the certificate. Three attested copies of the photographs of the writer will also be obtained from the Head of the institution to which the writer belongs.

(3) The above concession is allowed by the Board, at its own cost, purely on compassionate grounds and, therefore, the Board is not liable to pay any damage and does not accept any other liability if, for some reasons it fails to supply a writer or the writer appointed by the Secretary does not turn up or does not come up to the expectation of the candidate.

(4) The Assistant Secretary of the concerned examination shall arrange for the appointment for an amanuensis and inform the Superintendent of the centre concerned.

(5) The above said provisions shall be applicable to all examinations conducted by the Board.

### **39. Prisoner serving a term of imprisonment may be allowed if :**

(i) He/She is eligible under regulations for the examination concerned and also under the regulations for private candidates.

(ii) The certificate of good character required under regulations and other Certificates of good conduct is given by the Superintendent of the Jail concerned.

Provided that if such examination is arranged in the jail, the expenditure involved shall be paid to the Board by the Jail authorities.

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40. **Arrangements for serious ill candidates :**

If a candidate falls ill seriously and admitted in Govt. Hospital during the days of examination, special arrangements for his/her examination may be made in the hospital, if

- (i) he/she produces proper evidence to the satisfaction of the Secretary in support of the serious illness, duly certified by the Head of the hospital concerned.
- (ii) arrangements to the satisfaction of the Secretary can be made for holding the examination in the hospital provided that for special arrangements the candidate shall pay an additional charge of Rs. 100/- per paper.

41. **Rustication or expulsion of candidates :**

The Heads of all recognized schools shall notify to the Board the names of students who are expelled or rusticated for serious breach of discipline or Moral turpitude, giving the exact reasons for the action taken, to enable the Board to ensure that the students concerned do not appear in any Board's Examination during the period of rustication or expulsion.

42. **Improvement of Performance (Secondary/Senior Secondary) :**

(A) **Improvement in full subjects**

- (i) A candidate who has passed the Secondary or Senior Secondary Examination of this Board is allowed only one chance for full improvement of his/her previous performance within one year of having passed the examination provided he/she has not passed any next higher examination before appearing for improvement or is not studying in a higher class.

However, professional or Technical Courses such as D.El.Ed. etc. a professional course shall not be considered as higher course of study for purpose of this Regulation.

- (ii) Candidate desirous of improvement of their previous performance shall have to appear in all those subjects except that subject in which they have appeared in supplementary examination as partial improvement candidates. They can avail only one chance in annual examination only within prescribe for one year. But he/she has appeared in a particular subject in September examination, he/she will not be allowed to appear in that subject in annual examination again.

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- (iii) If a candidate succeeds in improving his/her grade point/ total marks he/she shall not be required to return his/her previous certificate and shall issued a revised one. The word 'Improvement' will be printed on the top of the revised certificate. If he/she fails to improve his/her previous performance, his/her old result will stand.

### **Note :**

1. The candidates qualified in the Annual Examination will be eligible for improvement in one subject in the subsequent supplementary examination and will be allowed to appear for improvement in all qualified subjects only in the consecutive annual examination. On the other hand if the student is qualified in supplementary examination, he/she will be allowed to appear for improvement in either one (under Partial improvement category) or all qualified subjects (under full improvement category).

In this way candidate who qualified annual examination will get two chances for improvement in one subsequent academic year, on the other hand candidate who qualified supplementary examination will get one chance in next subsequent examination. (Board meeting dated 17.07.2018 Para-04)

2. The candidate not qualified in optional subject may appear in Annual/Supplementary examination as an additional subject.

In addition all other rules and regulations related to this category will remain same. (Board meeting dated 17.07.2018 Para-04)

### **B. Partial Improvement :**

- (i) A candidate after qualifying the examination, wants to improve his/her performance in one subject, may do so only in the next subsequent examination as the case may be. No other chance shall be granted to him/her for this purpose.
- (ii) A candidate who submits his/her application to improve his/her performance in all the subjects will not be allowed to change his/her option of appearing in one or more subjects. However, a candidate who submits his/her application to appear in one or more subjects will be allowed to change his/her option to full papers only in the annual examination with prescribed one year.
- (iii) If a candidate improves his/her performance in full subjects in the first chance itself, he/she will not be allowed any further chance for improvement.
- (iv) If a candidate improves his/her performance in one subject after availing his/her chance for partial improvement, he/she may avail a chance for improvement in full subjects in annual examination only but this will be limited to the period from the first attempt of passing the examination.

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- (v) A candidate after qualifying the examination, wants to improve his/her performance in additional subject/s, may do so only in the next subsequent annual examination only.

### **Note:**

- (i) Persons appearing under this regulation shall be treated as ex-candidates and shall not be entitled to any scholarship or prize/medals.
- (ii) In case of partial and full improvement, marks already obtained in practical and internal assessment will be carried forward. However if any candidate wants to appear in practical exam again he/she will be allowed to appear in the examination along with the theory of particular subject.
- (iii) In case of improvement (partial or full subjects), the grades will be awarded as per the distribution of marks and their corresponding grades of the main examination in which the candidate had appeared earlier. For instance, if a candidate has qualified his/her examination in February/March-2016, and after that he/she takes the examination as an improvement candidate in August 2016 or later, the grade will be awarded as per the distribution of February/March-2016 examination.
- (iv) The candidates qualified in the Annual Examination will be eligible for improvement in one subject in the subsequent supplementary examination and will be allowed to appear for improvement in all qualified subjects only in the consecutive annual examination. On the other hand if the student is qualified in supplementary examination, he/she will be allowed to appear for improvement in either one (under Partial improvement category) or all qualified subjects (under full improvement category).

In this way candidate who qualified annual examination will get two chances for improvement in one subsequent academic year, on the other hand candidate who qualify examination in 1<sup>st</sup>/3<sup>rd</sup> chance in supplementary will get only one chance in next subsequent examination. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

- (v) The candidate not qualified in optional subject in main examination may appear in next Annual/Supplementary examination as an additional subject.

In addition all other rules and regulations related to this category will remain same. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

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### 43. Admission Fees :

As decided by the Board from time to time.

#### Note :

- (i) Admission fees for regular and ex-students for various examinations conducted by the Board will be uploaded on the Board's website.
- (ii) The Board will spend 2% of the total income received from the admission fee from all regular candidates by way of exempting the poor students as admission fee concession. This will be given to at least one student from each school and maximum 2% of all the students of schools appearing in the Board Examination.
- (iii) Regular candidate of Sr. Secondary examination will have to pay an additional fee (as fixed by the Board from time to time) if he/she opt an additional subject/s.

#### Criteria for Fee concession :

The criteria for the above fee concession will be the same as is applicable to students who are allowed full fee concession on the basis of income of the parents of such students as per Haryana Government instructions issued from time to time.

### 44. Last date for submission of admission forms :

Last date for submission of admission form for Secondary and Senior Secondary Certificate Examination without/with late fee.

- (a) For Pupils of Govt. /Recognized Schools
  - (i) Without late fee Dates as decided by the Board every year.
  - (ii) With late fee of Rs 100/- -do-
  - (iii) With late fee of Rs.300/- -do-
  - (iv) With late fee of Rs. 1000/- -do-
- (b) For Ex-students:
  - (i) Without late fee Dates as decided by the Board every year.
  - (ii) With late fee of Rs 100/- -do-
  - (iii) With late fee of Rs. 300/- -do-
  - (iv) With late fee of Rs. 1000/- -do-

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- (c) In RL/ML cases the dates for receipt of admission form will be as under :

|     |                                |  |
|-----|--------------------------------|--|
| i   | Without late fee               | Within 20 days of the declaration of the result excluding the date of notification.  |
| ii  | With late of fee Rs. 100/-     | Within 27 days after the declaration of the result excluding the date of notification.   |
| iii | With late of fee Rs. 300/-     | Within 34 days of the declaration of the result excluding the date of notification.  |
| iv  | Without late fee of Rs. 1000/- | 30 days before the commencement of the examination/31 <sup>st</sup> December of academic session or as decided by the Board from time to time. |

**Note :** In case a school has submitted the examination admission forms of the students within the prescribed dates for submission of admission forms, but has not deposited the prescribed fee in full, in such cases the amount of fee to be deposited will be calculated as per the schedule of late fee prescribed by the Board on the date the balance of fee is deposited by the concerned school.

### 45. **Cancellation of Admission :**

- (A) The Board shall have the power to exclude any candidate from examination for a specified period if it is satisfied that such candidate is not a fit and proper person to be admitted thereto.
- (B) If a candidate after admission/appearing in an examination
- (a) Commits an immoral act.
- Or
- (b) is discovered to have committed an immoral Act which in the opinion of the Secretary is such that had it come of their knowledge in time they would have excluded him/her from the examination, the Secretary may cancel his candidature /result for that examination and/or disqualify him/her permanently or for a specified period.
- (C) If a candidate, before the issue of roll number or before appearance in an examination is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Assistant Secretary (Examination).
- (D) If a candidate after appearing/passing in the examination is found to be ineligible for the examination, his/her candidature/result shall be cancelled by the Deputy Secretary (Exam.) provided that the candidate/school will be given an opportunity to explain his/her position before any action is taken against him/her.



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### 46. **Withdrawal of Admission Forms** :

An admission form once submitted may be withdrawn by the Head of School only under the following conditions :

- (i) When the name of a candidate has been forwarded provisionally due to shortage of attendances but shortage has not been made up nor condoned in accordance with regulations. (Admission form of a candidate who has completed the required percentage of attendances calculated on the basis of total attendances upto 14<sup>th</sup> day before the commencement of the examination cannot be withdrawn.)
- (ii) When a candidate's name has been struck off the rolls of the institution for non-payment of school dues provided such action has been taken before the commencement of the examination.
- (iii) When a candidate has been rusticated or expelled or his Character Certificate has been withdrawn for misconduct before the commencement of the examination.

In case of cancellation of candidature, the candidate shall be informed through the Head of the institution by registered post.

### 47. **Refund of Fee** :

Refund of examination fee shall be allowed only if :

- (i) The fee of a candidate who has died before the commencement of the examination or during the course of examination without having appeared in any paper shall be refunded to the legal heirs. In such cases application for the same is made within three months of the date of commencement of the examination. In the case of a regular candidate, the refund will be made to the parents or guardian of the candidate through the Head of the institution. In the case of private candidate the refund will be made to the parents or guardian mentioned in the form of application for admission to examination.
- (ii) The fees paid in excess through an oversight may be refunded by the Secretary or any other officer authorized by him provided that the application for refund is made by the candidate within three months of the date of payment.
- (iii) If a woman candidate is unable to appear in the examination for maternity reason, fee may be retained over for the next examination, provided that the application for credit of the fee for the next examination must be made to the Secretary within three months of the termination of the examination concerned and shall be supported by Medical Certificate if so required by the Secretary. The fee may be refunded on request of the candidate if she does not want to appear in the examination.

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- (iv) Refund of fee including late fee, if any, shall be allowed to a candidate irrespective his/her category (Regular or Private or open school) if such a candidate has been declared ineligible to appear in the examination of the Board, by the Board's office, after making deduction of Rs. 100/- as administrative charges. For the purpose of refund of fee, the cost of admission form charges from private/open school candidate shall be considered as examination fee. However, refund of fee shall not be allowed to those candidates, falling under regulation 48 (i) to (iii).

48. **Non Refund of Fees (Regular candidates) :**

- (i) Fee shall not be refunded when a candidate's name is withdrawn for nonpayment of school dues or when his/her name has been struck off the rolls for long continuous absence.
- (ii) When a candidate's name is withdrawn on account of his/her rustication or expulsion from school or on account of misconduct.
- (iii) If permission accorded to him/her to take an examination is subsequently cancelled as a result of misstatement of facts or suppression of important facts or for want of any relevant information in his/her examination admission form.
- (iv) If the candidate obtained admission to an examination by making a false statement of facts in his/her admission form and the same is proved and consequently his/her candidature is cancelled.
- (v) If a candidate fails to present himself/herself for examination.
- (vi) If a candidate has appeared in an examination provisionally and is subsequently declared ineligible by the Secretary or an officer authorized by him.

**Ex-students :**

No fee will be refunded to Ex-students in any case.

49. **Commencement of Examinations :**

In March/September exam or dates to be decided by the Board every year.

50. **Submission of Migration Certificate :**

A candidate who has passed the qualifying examination from any Other Board/University will be required to submit a Migration certificate from the concerned board/University

In case the Migration Certificate is not received at least fifteen days before the commencement of the examination, his/her candidature will be cancelled. In the absence of the Migration Certificate the admit card/Roll No. slip for appearing at the examination centre will not be issued withheld by the Board.

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### 51. CHANGE OF CENTRE :

- (a) A candidate shall have to take the examination at a centre allotted to him/her by the Board, provided that change of centre can be allowed by the Secretary or any other officer authorized by him/her. In case of migration of a candidate from one institution to another, the change of centre can be allowed up to one month before the commencement of the examination.
- (b) In the case of Ex-students, change of centre will not be allowed. However, in parents transfer cases, the Assistant Secretary will have the power to change the centre of a candidate by giving reasons to be recorded in writing. However in unavoidable circumstances, Secretary will have the power to allow change of centre of such candidates.

For the change of centre an application on the prescribed proforma alongwith fee prescribed by the Board shall be made to the Secretary at least one month prior to the commencement of the examination.

### 52. MEDIUM OF EXAMINATION (FOR ALL EXAMINATIONS) :

The medium of examination in various subjects shall be as follows:

|        | <u>SUBJECT</u> | <u>MEDIUM</u>    |
|--------|----------------|------------------|
| a) (i) | Hindi          | Hindi            |
| (ii)   | Sanskrit       | Sanskrit & Hindi |
| (iii)  | Punjabi        | Punjabi          |
| (iv)   | Urdu           | Urdu             |
| (v)    | English        | English          |

- b) For all other subjects the question paper will be set in both English and Hindi.
- c) The candidates shall write their answer :
- In English in the case of English.
  - In the language concerned in the case of Modern Indian and Oriental Languages except in Sanskrit paper in which the answers may be written either in Hindi or Punjabi and ;
  - In English and/or in Hindi in the case of other subjects.

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### 53. INTERNAL ASSESSMENT RETURNS :

Every school shall forward to the office of the Board a consolidated report of Internal Assessment in 10<sup>th</sup>/12<sup>th</sup> class. This assessment will be based on tests conducted by the school from time to time and will reflect the pupils performance in these tests. These Internal Assessment will be shown into grades and must reach the Board's office before the commencement of examination concerned without fail. Internal Assessment grades will be shown separately on the Certificate of a successful candidate but will have no bearing on the result or division of a candidate. In case Internal Assessment reports are not submitted by a school in time, the responsibility for delay in the dispatch of Certificate will be that of the Head of the school concerned.

There will be no Internal Assessment for Ex-students and in their case marks obtained in external examination will be converted into grades on five point scale grades obtained in External examination. Grading will be done on five point scale as follows :

| Letter Grade | Description | Marks Range     |
|--------------|-------------|-----------------|
| A+           | Excellent   | 80% and above   |
| A            | Very Good   | 60%to below 80% |
| B            | Good        | 50%to below 60% |
| C            | Fair        | 33%to below 50% |
| D            | Poor        | Less than 33%   |

### Notes :

1. The returns showing the grades obtained by the student in Environmental Education will have to be submitted to the Board's office before the commencement of the examination or the date prescribed by the Board from time to time.
2. A student must obtain at least grade 'C' to pass the examination in the subject of any other subject.
3. No Correction in the grade will be allowed under any circumstances. However, in exceptional cases Secretary is empowered to consider such cases on reasonable grounds.

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### 54. GRADING :

- (A) Relative grading has been introduced in Secondary and Senior Secondary classes w.e.f. February-March, 2006 Examination.
- (i) The following scale has been adopted for major subjects of all the classes.

| Letter Grade   | Percentage of students |     |
|--|------------------------|-----|
| A+   | Top 2%                 | 20% |
| A  | Next 6%                |     |
| A-   | Next 12%               |     |
| B+   | Next 15%               | 50% |
| B  | Next 20%               |     |
| B-   | Next 15%               |     |
| C+   | Next 12%               | 30% |
| C  | Next 10%               |     |
| C-   | Next 8%                |     |
| D  |                        |     |
| All such candidates who secure less than 33% marks in a subject placed in 'D' Grade. |                        |     |

- (ii) Relative grading for all subjects of external examination will be as per the following table :

| Relative Grade | Description | Grade Point Value | Relative Grade | Description        | Grade Point Value |
|----------------|-------------|-------------------|----------------|--------------------|-------------------|
| A+             | Outstanding | 10                | B-             | Above Average      | 5                 |
| A              | Excellent   | 9                 | C+             | Average            | 4                 |
| A-             | Very Good   | 8                 | C              | Below Average      | 3                 |
| B+             | Good        | 7                 | C-             | Marginal           | 2                 |
| B              | Fair        | 6                 | D              | NQ (Not Qualified) | 1                 |

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55. (A) **SEMESTERIZATION** : Deleted  
{No. 1/30-2005SE(5) Dated Panchkula 03.06.2015, ;kfn Øekd 1/30-2005 1'Of'k0 %5½ fnukd i:pd:lyk 28-06-2017] ;kfn Øekd 1/30-2005 1'Of'k0 %5½ fnukd i:pd:lyk 01-09-2017 and Vide Board meeting dated 05.12.2016 and 06.12.2016 Para 24}  
w.e.f. 2016-2017 (Exam is not conducted at present)

### (B) **CRITERIA FOR QUALIFYING**

#### **I. SECONDARY**

In order to earn the Certificate of Qualification, a candidate will have to qualify in the following five subjects of external examination separately :

- i) Hindi (First Language),
- ii) English (Second Language),
- iii) Mathematics,
- iv) Social Science and
- v) Science and Technology.

In order to qualify in a subject, he/she will have to obtain at least 33% marks (marks in external examination + marks in Internal Assessment {(INA) as the case may be} + marks in Practicals provided that he/she obtains at least 33% marks separately in the external examination obtains at least 33% marks separately in Practicals, if any there will be no minimum pass marks for Internal Assessment (INA) (For the subject in which there is only internal assessment, grades will be shown in the certificate but there will be no minimum grade required for qualifying) (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

#### **Note :**

1. If a candidate qualifies in all the 6 subjects, then the best scoring 5 subjects of external examination will be counted for determining aggregate marks/Grade Point Average, i.e. the subject in which one has obtained the least marks will not be counted. In case more than one subject has the same least marks, then the subject not to be counted will be in the following order of priority: Social Science, Science & Technology, Mathematics, Hindi, English.
2. If a candidate does not qualify either in theory paper or practical paper and vice-versa, he will have to reappear only in the particular paper i.e. if he has failed in theory paper his practical marks attained previously will be considered as such and vice-versa.
3. In case of best five formula, marks not grades will be considered only of the five subjects in which candidate has attained maximum marks.
4. Further, if a candidate does not qualify in Hindi, but qualifies in Sanskrit as sixth subject, then Sanskrit can replace Hindi for earning the certificate of Qualification.

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### **I. GRACE**

1% grace (per subject appeared) will be given for qualifying (i.e. for getting 33% marks) in as many subjects as possible, and not for improving grade. (Other provisions that exist in the Regulations regarding Grace will remain in force as such)

### **II. Compartment**

Candidates will be placed under compartment in one subject in which they do not qualify. However, they will be given three chances in the next three subsequent examinations i.e. in Supplementary, Annual and next supplementary to clear the examination.

If he/she does not clear the subject of compartment in all three chances, he/she shall be declared 'not qualified' and will not be allowed to compartment. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

Note : If the student cleared the 10<sup>th</sup> class in 3<sup>rd</sup> attempt only then the student will be eligible to take the re-admission in 11<sup>th</sup> class. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

### **II. SENIOR SECONDARY**

In order to earn the Certificate of Qualification, a candidate will have to qualify in all five subjects of external examination separately.

In order to qualify in a subject, he/she will have to obtain at least 33% marks in the aggregate of external examination, INA & Practicals provided that he/she obtains at least 33% marks separately in the external examination obtains at least 33% marks separately in Practicals, if any there will be no minimum pass marks for INA (For subjects in which there is only internal assessment, grades will be shown in the certificate but there will be no minimum grade required for qualifying)

#### **Note :**

1. In case one qualifies in all 6 subjects (including additional subject), then the marks obtained in the best scoring 4/5 subjects (excluding the compulsory subjects, i.e. Hindi and/or English depending on the stream) will be counted for determining GPA/Aggregate marks, i.e. the main optional subject in which one has obtained the least marks will be replaced by the Additional subject.
2. If a candidate does not qualify either in theory paper or practical paper and vice-versa, he will have to reappear only in the particular paper i.e. if he has failed in theory paper his practical marks attained previously will be considered as such and vice-versa

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3. In case of best five formula marks not grades will be considered only of the five subjects in which candidate has attained maximum marks.

### **I. GRACE**

1% grace (per subject appeared) will be given for qualifying (i.e. for getting 33% marks) in as many subjects as possible, and not for improving grade. (Other provisions that exist in the Regulations regarding Grace will remain in force as such)

### **II. Compartment**

- (i) Candidates will be placed under compartment in one subject in which they do not qualify. However, they will be given three chances in the next three subsequent examinations i.e. in Supplementary, Annual and next supplementary to clear the examination. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (ii) If a candidate does not qualify in more than one subject. He will be declared not qualified in the whole examination.
- (iii) If he/she does not clear the subject of compartment in all three chances, he/she shall be declared 'not qualified'. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

### **56. Compartment :**

#### **(A) Secondary School Examination :**

- (i) A candidate who does not qualify in one subject excluding General Awareness & Life Skills, shall be placed under compartment. He/she shall be able to earn the certificate of qualification if he/she qualifies in that subject. A candidate fails in one compulsory and one elective subject then he has to qualify compulsory subject only within subsequent two chances to declare pass. Further, if he/she wants to clear that elective subject also he/she has to appear in that subject as an additional subject in any further examination.
- (ii) A candidate who does not qualify the subject of General Awareness & Life Skills in both the chances of compartment (Internal assessment) shall be treated as not qualified in the whole Examination.
- (iii) A candidate who gets compartment in one subject may get admission provisionally to the 11<sup>th</sup> class. Such candidates who do not qualify in two subsequent chances shall have to take admission in class 10<sup>th</sup> afresh. While their admission and result of class 11<sup>th</sup> will be treated as cancelled.



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- (iv) If a candidate is not qualified in a subject having practical, his/her previous marks in practical part shall be carried forward, if he/she has passed in the practical part of the subject previously. This will also be applicable to candidates appearing for Improvement.
  - (v) If a candidate is placed under compartment category his/her marks in internal assessment (INA) already secured shall be carried forward. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
  - (vi) Candidates who do not qualify in more than one compulsory subject shall be declared as not qualified. Such candidates either go for re-admission in the same class or may appear through Haryana Open School under CTP category in next annual session at first time. Such, candidates will not be eligible to take provisional admission to the next class.
  - (vii) If a candidate does not qualify compartment in three consecutive chances he/she will be declared not qualified (fail). (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (B) Senior Secondary Certificate Examination (Academic) :**
- (i) A candidate who does not qualify in one subject excluding General Awareness & Life Skills shall be placed under compartment. He/she shall be given two chances to clear the consecutive examination.
  - (ii) If a candidate is placed under compartment in a subject practical, his/her previous marks in practical part shall be carried forward, if he/she has qualified in the practical part of the subject previously. This will also be applicable to candidates appearing for improvement.
  - (iii) If a candidate is placed under compartment category his/her marks in internal assessment (INA) already secured shall be carried forward.
  - (iv) Candidates who do not qualify in more than one compulsory subject shall be declared as not qualified. Such candidates either go for re-admission in the same class or may appear through Haryana Open School under CTP category in next annual session at first time. Such, candidates will not be eligible to take provisional admission to the next class.
  - (v) If a candidate does not qualify compartment in two consecutive chances he/she will be declared not qualified (fail).

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### **57. GRACE MARKS :**

1. Grace Marks will be given only if a candidate does not qualify in theory paper/s completing the deficiency of required percentage of minimum pass marks.
2. Grace marks up to 1% of the aggregate will be awarded to all such candidates who could qualify.
3. In order to qualify a candidate shall be awarded the required grace marks subject to the following conditions :
  - (i) If a candidate does not qualify in one or more subject/s excluding General Awareness and Life skills and the total deficiency is not more than 1% of the aggregate of marks, he/she will be awarded the required grace marks (which can be distributed among any number of subjects). Provided the grace marks awarded in practicals do not exceed the marks actually obtained by the candidate in the practical examination.
  - (ii) A candidate appearing in a subject(s) for improvement in his previous performance, will not be entitled to grace marks.
  - (iii) A candidate appearing in one or more additional subjects shall also be eligible for grace marks up to 1%.
  - (iv) There is no provision of grace marks in the internal assessment.
  - (v) Grace marks will also be awarded in INA, provided the grace marks awarded in INA do not exceed the marks actually obtained by the candidate in the INA.
  - (vi) The award of grace marks shall not entitle candidate to earn merit for scholarship of prize/medal. In such cases corresponding of Grade/Marks shall be deducted from other subject(s).

### **58(A) EXTRA CHANCE(S) :**

- (i) Where the chances of a candidate to clear an examination are limited, and he/she is disqualified from appearing in it for a fixed period, he/she may be allowed one more chance to appear in the examination after the period of disqualification subsequently in lieu of the chance or chances missed by him/her during the period of disqualification.
- (ii) Where the chances of a candidate to clear an examination are limited, the Chairman shall have the authority to grant an extra chance, for valid reasons, in lieu of one or more chances missed by a candidate. This extra chance shall be immediately next to the last admissible chance.
- (iii) A candidate against whom a complaint/case regarding use of unfair means, is registered and who in this process is prevented from appearing in an examination, may be given one more chance immediately next to the last admissible chance in lieu of the chance or chances missed by him/her.

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### **(B) LIMITATIONS FOR EXTRA CHANCE :**

- (I) A candidate who has already passed an examination of this Board or an equivalent examination of any other Board shall not be permitted to reappear in that or a corresponding examination.
- (II) A candidate appearing in any of the Board's examination with full subjects cannot simultaneously appear in another examination of this Board or of another University/Board, in the same academic year except for improvement. The bar shall not apply to a compartment candidate appearing in a lower examination of the Board to clear the exam to become eligible for admission to a higher class.

### **59. COMPLAINTS ABOUT QUESTION PAPERS**

- (A) If any complaint is received from the Head of a recognized school in regard to any particular paper, a committee appointed by the Chairman consisting of the Vice-Chairman, the Secretary, the Assistant Secretary (Examination), one member of the Board representing schools and one Expert in the Subject concerned shall hold a meeting immediately, if necessary, to determine if any action is to be taken. Whether the meeting of this Committee is necessary is to be decided by the Chairman.
- (B) All complaints against the question papers from the Heads of the recognized schools must reach the Secretary, by name, under registered cover within five days of the examination in that paper. After that no complaint will be entertained.
- (C) The Committee appointed under (a) above, shall consider and determine in consultation with the Paper Setter objections raised to question set at any examination held by the Board. Provided that if  
the Committee and the Paper Setter are not able to agree upon the course to be adopted the decision of the committee shall be subject to the confirmation of the Chairman and if the Chairman does not confirm the decision of the Committee the matter shall be referred to the Board whose decision shall be final.

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### **60.(A) DECLARATION OF RESULT :**

- (I) Before the declaration of the result of examination, together with a statement of pass percentage in the whole examination and in each subject for the current and the three preceding years, shall be submitted to the Chairperson. The Chairperson after looking into the statement of pass percentage of the examination as a whole and individual subjects shall authorize declaration of results. If however, owing to sharp disparity, as compared with the previous years, in the pass percentage in a particular examination or in a particular subject, the Secretary will refer the case to the Chairman and may consider any special action necessary, he/she may take such steps as he/she may deem fit.
- (II) For calculating Qualifying marks fixed by the regulations for each examination if a fraction of marks each half or more it shall be rounded off to the next high figure. And if a fraction is less than one half, it shall be ignored.
- (III) Eight weeks after the termination of the examination or as soon there after as possible, after approval of the Chairperson, the Secretary shall publish a list of the candidates who have qualified, showing the division in which they have qualified, a list of those who have qualified in additional subjects and a list of those who have qualified in qualifying subjects. Each successful candidate shall be granted a Certificate showing the division in which he/she has passed the examination and marks obtained in each subject.
- (IV) The lists of the names of successful candidates, showing in each case the Grade/Grade Point marks and the division obtained, shall be simultaneously communicated to the institution presenting the candidates.
- (V) Failure statements of the examinees, showing the subject or subjects in which they have not qualified to obtain the prescribed minimum Grade, shall be prepared by the Secretary and it shall be his/her duty to communicate the same to the institutions concerned within one week of the publication of results. Grades obtained in each subject shall be supplied to unsuccessful candidates also.

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### **(B) CONFIDENTIAL RESULT :**

Provision for Confidential Result : In case any candidate or Institution/organization makes a formal request for the release of result before official declaration {Secondary or Senior Secondary class {Academic/Open School) Examinations} the Board provide confidential result either to the candidate or the institution in a sealed cover on payment of a prescribed fee of Rs. 500/- or fixed by the Board from time to time for each class. In case the same result is required by more than one time the fee of Rs. 500/- shall be charged each time separately.

### **61. RECTIFICATION OF RESULTS :**

- (A) The Chairman shall have the power to quash the result of a candidate after it has been declared, if
- (i) he/she is disqualified for using unfair means in the Examination; or
  - (ii) a mistake is found in his/her result; or
  - (iii) he/she is found ineligible to appear in the examination; or
  - (iv) he/she is a person against whom action under regulation 45 i.e.

Cancellation of Admission could have been taken, had the facts come to the notice of the Board earlier.

### **Note :**

- (A) Before cancellation of the result or making any change in the result already declared, the candidate would be given the opportunity to explain his position against the proposed action of the Board.
- (B) The Deputy Secretary (Exam.) shall have the power to rectify all mistakes in the results except from Qualified to Needs proficiency Enhancement (N.P.E.) Partial Achievement /cancelled for which the approval of the Secretary will be necessary.

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### **62.1 Rechecking of Answer books :**

- (A) A candidate shall be entitled to have his/her answer books re-checked on payment of a fee of Rs. 250/- per answer book, subject to the following or as decided by the Board from time to time.
- (i) Re-checking form duly filled in with prescribed fee for re-checking is received in the Board's office within 20 days of the, date on which the result is declared by the Board.
- (ii) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been assessed by the examiner. If no mistake is found, the Assistant Secretary will order the case to be filed and the candidate will be informed accordingly.

### **Note :**

- (A) For calculating 20 days the date of declaration of result will not be counted for the purpose e.g. if a result is declared on 30<sup>th</sup> May, the last date would be 19<sup>th</sup> June. No consideration will be given to this plea that compartment card/pass certificate has been received late etc.
- (B) If any mistake is detected after re-checking of answer book, as provided for in (A) above, the Deputy Secretary will have power to rectify the result. Re-checking fee of those candidates whose answer books remain unchecked by the office, due to non-availability of answer book will be refundable.
- (C) In case a re-checking form is rejected by the office for having being received after the expiry of the last date in such a case fee will not be refunded.

### **62.2 Re-evaluation of Answer Books (Secondary/Senior Secondary Examination) :**

- I) Re-evaluation System will be introduced in all the subjects of Secondary/Senior Secondary (Academic) of both semesters examination. The candidates getting 90% or more marks also will be allowed to get a chance of re-evaluation in that subject/s.
- II) Application form for re-evaluation must be submitted within 20 days from the date of declaration of result.
- III) A fee of Rs. 1000/- will be charged for re-evaluation per subject (for BPL candidate Rs. 800/-) and 50% (Fifty Percent) fee will be

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refundable in case of the increase is 10% and above of maximum marks.

- IV) Re-evaluation will be permitted for theory papers only and there will be no re-evaluation for practical examination.
- V) Applications along with requisite fee which are not received by the stipulated date and which are found incomplete in any respect will not be entertained and will be summarily rejected without further notice.
- VI) Re-evaluation shall be done by an examiner other than the one who has done the first evaluation.
- VII) If the increase/decrease in marks on first re-evaluation is above 10% of the maximum marks, a second re-evaluation will be made and the average of the marks of these two re-evaluations will be awarded to the candidate.
- VIII) If after re-evaluation an increase in marks observed, the student will be given the benefit of increase marks. If after re-evaluation decrease in marks observed than the original previous marks will stand as it is. (Board meeting dated 17.07.2018 Para-04)

### 63. MERITS AWARDS :

The Board shall award annually one time Merit Awards on the basis of results of :

- (i) Secondary School Examination (S.S.E.),
- (ii) Senior Secondary Certificate Examination (S.S.C.E.) (Academic),
- (iii) Private (with full subjects Secondary & Senior Secondary),
- This will be known as 'Annual Merit Awards'. The eligibility conditions and other details are as under :

- (a) There shall be one award for each complete unit of one thousand candidates or part thereof on the basis of the result of the Examination concerned. In addition, one hundred merit awards shall be awarded every year category-wise as detailed below :

|  |    |                 |
|--|----|-----------------|
| For Scheduled Castes   | 21 |                 |
| For Backward classes A Block                                 | 17 |                 |
| For Backward classes B Block                                 | 12 |                 |
| For Blind/Dyslexic/Spastic/Physically handicapped categories | 25 | 6 each in the 4 |
| For General Category   | 25 | in (c) below    |

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|           |     |                            |
|-----------|-----|----------------------------|
| one extra |     | and in category<br>c (iii) |
|           | 100 |                            |

- (b) Only such students who have obtained at least 60% marks in aggregate in the concerned Annual Examination will be eligible for these Merit Awards.
- (c) These awards shall further be divided equally category-wise as detailed below :
- (i) Government Schools/Colleges/Institutions (in urban area).
- (ii) Private Aided/Unaided Schools/Colleges/Institutions (in urban area).
- (iii) Govt. Schools/Colleges/Institutions (in rural area).
- (iv) Private Aided/Unaided Schools/Colleges/Institutions (in rural area).
- (d) Along with a Merit Certificate, there will be cash awards as detailed below :

(e)

|      |  |          |
|------|--|----------|
| (i)  | Secondary School Examination regular             | Rs. 2000 |
| (ii) | Senior Secondary Certificate Examination regular | Rs. 2500 |

- (e) The Merit Awards reserved for Scheduled Castes/Backward classes (A & B Block), Blind/Dyslexic/Spastic/Physically handicapped will be awarded on submission of documentary proof regarding their caste/disability issued by the authority competent to issue such certificates. These awards will not be transferable from one category to another. In case the number of eligible candidates from the reserved category is less than the number of awards reserved for that category, the remaining awards shall be deemed to have been ceased.

### **Note:**

- (i) Norms for Blind/Dyslexic/Spastic/Physically handicapped will be the same as prescribed by the Govt. from time to time for the purpose of providing employment to such persons.
- (ii) If two or more candidates secure equal marks, at the end of the last awardee they will be bracketed together and each one of them shall be entitled to the award irrespective of their age and the number of awards shall be increased accordingly. However, in the merit list, they will be shown in the increasing order of their ages i.e. the youngest one will be shown first, then the next older one and so on.



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- (iii) The grant of these Merit Awards shall not debar a student from grant of full or half fee concession by the Schools/Colleges/Institutions.
- (iv) Each awardee shall be informed of his/her having been granted a Merit Award. He/she will receive the cheque/draft of the award amount through the Head of the institution from where he/she has passed his/her examination. Haryana Open School candidates will receive their cheques/drafts at their correspondence addresses given in their admission/examination forms.
- (v) It shall be the responsibility of the Head of the institution concerned to obtain a receipt in token of the money received by the awardee. Haryana Open School students will acknowledge receipt directly to the Board.
- (vi) There will be no condition of income limit for the grant of these Merit Awards.
- (vii) There will be no condition as to whether an awardee joins a School/College/Institution for higher studies after passing the examination on the basis of which he/she has been granted Merit Award.

### **64. AWARD OF MEDALS AND PRIZES :**

- (A) The Board will award one gold plated silver medal with a bank draft of Rs. 51000/- (Rupees Fifty One Thousand only) and one silver medal with a Bank Draft of Rs. 31000/- (Rupees Thirty One Thousand Only) each to the candidates getting first and second positions out of all the Schools (Government/Private/Recognised) and out of only Government School in Secondary and in Senior Secondary (in all the three groups– Science, Commerce and Humanities separately) on the basis of result of the examination. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (B) Medals shall be awarded on the basis of the cumulative results of the examinations in Academic. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (C) Only those candidates who take and pass the examination in the first attempt/chance shall be entitled to the award of medals.
- (D) When two or more candidates secure equal marks they will be bracketed together and each one of them shall be awarded the same kind of medal and the number of medals shall be increased accordingly.

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(E) **Sushila and Rakesh Smriti Nakal Unmulan Award** :

For the contribution in stopping/restricting (Nakal Unmulan) copying during examination teachers are awarded with Sushila Smriti and Rakesh Smriti Awards of Rs. 5100/- (Rupees Fifty One Hundred only)/per award. The Chairman is competent to fix the criteria for selection such teacher. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

65. **KALPNA CHAWLA MEMORIAL MEDAL** :

One gold plated silver medal "Kalpna Chawla Memorial Medal" with a bank draft of Rs. 51000/- (Rs. Fifty One Thousand only) will be awarded in the Secondary and Senior Secondary (Art, Commerce, Science group separately) School Examination to the female candidate standing first amongst girls candidates (In Academic). In case, two or more candidates secure equal marks, they will be bracketed together and each one of them shall be awarded the same medal and amount.

66. **ISSUE OF DUPLICATE CERTIFICATE** :

- (A) Duplicate Certificate with respect to any Examination conducted by the Board will be issued on receipt of an application form for obtaining duplicate certificate duly attested by the concerned head of the Government/recognized High./Senior Secondary School/College from which the candidate has passed his/her examination as a regular student. The candidate who has passed his/her examination as a private candidate can submit application form duly attested by the head of a recognized Government/High, Senior Secondary School/College last attended or a Gazetted Officer of Education Department or a Head of Department of any University or class 'A' officer of the University or the Board or a Member of the Board along with the fee prescribed by the Board.

The detailed marks certificate will be issued only if the record of marks is available in the office.

- (B) No person shall be entitled to apply for issue of duplicate certificate of another person or to receive another person's certificate personally from the office on behalf of that person. Normally certificates are to be sent to the candidates by post under registered cover.
- (C) No attestation shall be required for detail marks certificates.

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67. **TEMPERING WITH A CERTIFICATE AND OBTAINING A CERTIFICATE ON FALSE REPRESENTATION :**

The Chairman shall have power to disqualify a person who is found guilty of :

- (i) Tempering with his/her own certificate; or
- (ii) Obtaining or attempting to obtain a certificate to which he/she is not entitled;

The period of disqualification will be determined by the Chairman/Vice-Chairman.

68. **CONDUCT OF EXAMINATIONS :**

Subject to the Regulations, rules and directions framed by the Board, the Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

69. **CREATION/RETENTION OF EXAMINATION CENTRES :**

The examination shall be held in India at such centres as may be constituted by the Board. The Board may, however, allow a centre in any other country also where arrangements to the satisfaction of the Secretary can be made.

- (i) Examination centres shall be created/retained purely on administrative grounds according to the needs of the Board. When the Board considers it necessary to create/retain a centre to meet its requirements, all costs will be borne by the Board.
- (ii) Suitability of the school building as to the adequate seating accommodation and absence of noise and other sources of disturbance and such factors as may facilitate prevention of use of unfair means will be taken into consideration while creating a centre.
- (iii) The Board shall have the power to abolish a centre which it finds unsuitable for holding examinations, for whatever reasons, or which cannot be justified by the number of candidates appearing there.
- (iv) If in an area the Board finds that examinations can be conducted more smoothly and conveniently in a school other than the one where there is already a centre and that the candidates of schools from which students used to appear at the existing centres will not be put to inconvenience if shifted to the proposed centre, then the old centre shall be abolished and a new one created at the place judged to be the better one for the purpose. Convenience of candidates, however, will be disregarded in case where it is discovered that there is large scale copying in the existing centres.

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- (v) If there is a dispute between two schools as to which of them should have an examination centre, the Secretary and/or an officer or officers deputed by him will inspect both the schools and submit a report to the Board which shall decide as to which of the two schools be selected for creation/ retention of a centre.

### 70. Creation of New Centres :

- (A) Requests for creation of new centre at school where the Board has not on its own considered necessary to locate a centre, may be considered on the following conditions :
- I. The Head of the institution desirous of a centre being created at his/her school must apply on the prescribed form along with a sketch of the school building so as to reach the Board's office by the 30<sup>th</sup> September of the year preceding the examination.
  - II. The written consent of the Head/s of other school/s opting for centre applied for must accompany the application.
  - III. The option of school/s to sent their candidates to new centre does not adversely affect an already existing centre.
  - IV. The school applying for creation of the centre shall pay the following fees along with the application. Secondary and Senior Secondary Examination :
    - (i) Inspection fee (non-refundable)  
: Rs. 3000/- or as decided by the Board from time to time.
    - (ii) Centre creation fee (to be refunded if centre is not created)  
: Rs. 12000/- or as decided by the Board from time to time.
  - V. No application for creation of centre of Examination will be considered unless the minimum number of candidates likely to appear in the centre is as stated below :

|                              |                  |
|------------------------------|------------------|
| Secondary Examination        | = 200 Candidates |
| Senior Secondary Examination | = 150 Candidates |
- (B) The school where the centres are newly created shall have to provide the following arrangements at their own cost :
- (i) to construct a boundary wall 5 ft. high all around the school building
  - (ii) to provide all the rooms interconnected for examination purpose.
  - (iii) to wire-gauze all the windows and ventilators of the rooms to be used for examination;
  - (iv) to provide two urinal/s for use of the candidates close to the examination rooms for boy's and girl's separately.

## **BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

- (v) to provide furniture/desk etc. (single seated according to the specification laid down by the Board) for all the candidates appearing at the centre.
- (vi) To provide electricity to the rooms used for examination centre and in the absence of electricity other arrangement such as Gas, Lamps and Candle etc.
- (vii) To provide kanats Shamianas if so required for smooth running of the centre.
- (C) The Board reserves the right to abolish the centre after it has been created if it is found that the conditions laid down have not been fulfilled or the centre is not working to the satisfaction of the Board.

71. **Appointment of Centre Superintendents :**

The Superintendent of each centre shall be appointed by the Secretary at least 15 days before the date fixed for commencement of the examination. In case of emergency, when there is a vacancy, owing to the refusal or inability of a superintendent to act or due to any other cause, the Secretary is empowered to make the appointments.

72. **Appointment of Deputy Superintendents :**

The Secretary may, where he considers it necessary, in case of any examination centre, appoint one or more Deputy Superintendent, Assistant Superintendents and Invigilators.

73. **Appointment of Supervisors :**

Every recognized/Govt. Institution shall provide online staff statement to the Board for appointment of H.E./S.E./Centre Superintendent/Supervisor etc.

74. **Directions for the Examinees :**

The directions for the guidance of the candidates will be framed by the Secretary with the sanction of the Board.

75. **Provision for the Re-examinations :**

A candidate whose answer book is lost, after having been received by the Superintendent of the examination or by one of his Assistant, may be permitted by the Secretary to re-appear in that one answer book/s which is lost, on a date to be fixed by the Secretary, in the case of dispute as to whether a candidate's answer book was duly received or not, the finding of the Secretary, subject to confirmation by the Chairman, shall be final.

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76. **Rules for the Centre Superintendents and Supervisory Staff etc. :**

The rules relating to the following shall be framed by the Board :

- (i) The strength of the supervisory staff under a Centre Superintendent;
- (ii) The qualifications and duties of the Centre Superintendent and supervisory staff;
- (iii) The strength of such staff as laboratory Assistant, Daftri, Night & Day Chowkidars, Waterman, Sweeper etc., and their qualifications and functions;
- (iv) Rates of remuneration to be paid to the staff mentioned in (i), (ii) and (iii) above.
- (iii) Correction in date of birth etc.

77. **Help from the District Administrations :**

- (A) Whenever it is deemed necessary, District Examination Committees may be constituted in order to ensure smooth functioning of centres. The procedure for constituting these Committees, their duties and rate of honorarium to be paid to members of these Committees shall be laid down by the Board.
- (B) The Board shall also lay down rules relating to appointment of centre inspector, observers etc., their functions and rates or remuneration to be paid to them.

78. **Appointment of H.E./S.E./Single Examiners :**

- (a) The appointment of H.E.'s and S.E.'s/Single Examiners are made by the computer on the basis of seniority from the staff statement received from the schools with the examination forms.
- (b) The Chairman/Secretary, in very special circumstances, shall have the power to cancel the appointment of an examiner who is shown to be unable to perform the work or to conform to the directions of the Board.
- (c) The rules relating to the duties, the quantum of work to be assigned to various categories of examiners and time allotted therefore, and remuneration of examiners and others associated with the work, shall be made by the Board.
- (d) The Board shall issue such general instructions for the guidance of the examiners as it considers necessary for the proper discharge of their duties and shall prescribe forms for the purpose.

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79. **Eligibility for Head Examiners :**

The following persons shall be eligible for appointment as Head Examiners in Secondary and Senior Secondary :

(A) **Secondary Examination :**

(I) **For Head Master** : A headmaster must have minimum 15 years teaching experience including the experience of a master. He/she must be teaching the relevant subject in the Government or recognized school and completes the qualifications stipulated by the Government.

(II) **For Lecture/Master** : A master having minimum 20 years teaching experience in a subject in any Government/recognized school is eligible for appointment as Head examiner and must have requisite qualifications stipulated by the Government. **{PGTs (lecturers) are also eligible for appointment of Head Examiner}**

**Special Attention** : In the subjects like Home Science, Music, Agriculture and Animal Husbandry etc. where the Head Examiners having requisite qualifications are not available, the Head examiner can be appointed by giving relaxation in the experience.

(B) **Senior Secondary Examination**

**For Principal** : He/she must have minimum five years experience on the post of Principal in any Government/recognized school and must be teaching the relevant subject. He/she must also complete the prescribed qualifications laid down by the Government for the post of Principal.

**For PGT(lecturer)** : He/she must have ten years teaching experience as a lecturer in any Government/recognized school and must also be teaching the subject. He/she must also complete the prescribed qualifications laid down by the Government for the post of Lecturer.

**Special attention** : In the subjects like Home Science, Music, Agriculture, Military Science, Psychology, Philosophy, Dance, Fine Arts/Commercial Arts/Type writing/Computer Science etc., where the Head examiners having requisite experience are not available, the Head examiner/s can be appointed by giving relaxation in experience.

**Note:**The Board vide para-10 of its meeting held on 07.02.2004 has discontinued the registration system of the H.E./S.E. as the Head examiners/sub examiners are to be appointed by the Computer on the basis of seniority out of the staff statement received from the schools.

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80. No person shall be appointed as a head-examiner in any subject unless he/she has passed his/her degree examination in that subject and has taught that subject at least for five years ; provided that the requirement of the teaching experience can be relaxed to three years in the subjects like Home Science, Fine Arts and Agriculture etc.
81. In the subject of Animal Husbandry, persons with the following qualifications and having ten years experience will be eligible for appointment as head examiners :
- (A) Veterinary doctors with B.V.Sc. qualification;
  - (B) B.Sc. in Agriculture, B.Sc. Animal Sciences and M.Sc. Animal Sciences.
82. Persons working in specialized agencies of the State Bureau of Counseling and Guidance, Evaluation Unit, Science Unit, State Institute of Education, State Institute of English shall be eligible for appointment as examiners, head-examiners for the Secondary Examination if otherwise eligible provided their services are allocated to Haryana.
83. **Eligibility for Sub-Examiners :**  
The following persons shall be eligible for appointment as sub examiners in Secondary and Senior Secondary Examination:  
**Secondary Examination :**  
**For sub examiners :**  
He/she must have the requisite qualification for the post of a lecturer/master prescribed by the Government and must have minimum three years teaching experience in the subject in which he is to be appointed as sub examiner, Lecturer/Master working on adhoc/temporary/contract basis are not eligible to be appointed as sub examiner.  
**For single examiner :**  
He/she must have the requisite qualifications prescribed by the Government for the post of a Master and have minimum five years teaching experience in the subject in which he is to be appointed as single examiner.



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(B) **H.E./S.E./Single Examiners in the subject of Health and Physical Education (P.H.E.) in Secondary Examination :**

As per staff statement received from the schools the subject of P.H.E. is being taught by D.P.E.s/P.T.I.s upto Secondary classes, so P.T.I.'s will be eligible for appointment as H.E./S.E./Single Examiners in this subject.

(C) **Senior Secondary Examination :**

**For sub-examiners :**

He/she must have qualifications required for the appointment of a lecturer by the Govt. and must have minimum three years teaching experience. Lecturers working on adhoc/temporary/contract basis are not eligible to be appointed as sub examiners.

**For single examiners :**

He/she must have the qualifications laid down by the Government for the appointment of a lecturer. He/she must have minimum five years teaching experience in the subject in which he/she is to be appointed as a single examiner.

**H.E./S.E./Single Examiners in the subject of Health & Physical Education in Senior Secondary Examination :**

There are no lecturers for the subject of health and Physical education in the schools. D.P.E.'s are teaching this subject as per staff statement received from the schools. As such D.P.E.'s will be eligible for appointment as Sub/Single/Head Examiners in this subject.

84. As a rule, only teachers having three years teaching experience in the subject concerned in Government/recognised Secondary /Senior Secondary Schools will be appointed as sub-examiners, but in the subjects like, Animal Husbandry, Home Science, etc. this may not be insisted upon.
85. Those who have passed Prabhakar, Giani or Shastri Examinations shall be eligible for appointment as sub-examiners in the Secondary Examination if they solemnly declare that they possess the working knowledge of English and fulfill other requirements.
86. Retired teachers can also be considered for appointment as examiners if teachers in service are not easily available for appointment as Examiners in any particular subject/s.

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- 87.(A) Teachers who are working in a Middle Schools or those in Secondary/Senior Secondary Schools who work exclusively in the Middle Department of the school are not eligible for appointment as examiner in Secondary /Senior secondary examination.
- (B) Teachers who have worked in Secondary/Senior Secondary Schools and attained the requisite teaching experience in recognized Secondary/Senior Secondary classes and in between shifted to Middle Schools for some time and again joined Secondary/Senior Secondary Schools but have not been teaching that subject for the last three years may also be declared eligible for appointment as sub-examiners if they have again been assigned the teaching work of Secondary/Senior Secondary Classes in the subject concerned.
- 88.(i) A student who is on the rolls of an affiliated college shall not be appointed as an examiner.
- (ii) Persons working in Central Schools, Sainik Schools, Government Basic Training Schools, D.I.E.Ts. or institutions imparting D.Ed. Training are not eligible for appointment as examiners, but teachers of I.T.I.'s in Haryana State can be appointed examiners in practical examinations of manual work, craft, etc.
- 89.(i) In the subject of Animal Husbandry persons with the following qualifications will be eligible for appointment as sub-examiner :
- (a) Veterinary doctors with B.V.Sc. Qualification ;
  - (b) B.Sc. in Agriculture ;
  - (c) L.V.P. Diploma in Veterinary Sciences and Diploma Holders in Veterinary Sciences ; and
  - (d) B.Sc. Animal Sciences and M.Sc. Animal Sciences.
- (ii) In the subject of Agriculture only B.Sc. in Agriculture will be eligible for appointment as sub-examiner.

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90.(A) Persons who are teaching a subject at present or have taught the subject during the last three years shall be considered eligible for appointment in the Secondary Examination in that subject.

Provided that the person so selected has qualified in that subject at the degree stage and also passed it as a special teaching subject in B.T./B.Ed. Examination. This will apply to practical examinations also.

- (B) The following shall be eligible for appointment as examiners for Science Practical :
- (i) Science teachers/lecture (Physics, Chemistry and Biology) working in Government/recognized Secondary/Senior Secondary Schools with three years teaching experience in the subject concerned, provided that they have passed in the subject in the Degree Examination and have taken it as a teaching subject in B.T./B.Ed. Examination.
  - (ii) Person having M.Sc. degree in the subject concerned and working in an affiliated college having one year teaching experience.
  - (iii) Demonstrator working in affiliated college in the subject concerned having at least one year experience.

### 91. **ELIGIBILITY FOR APPOINTMENT FOR SENIOR SECONDARY (VOCATIONAL) :**

Not conducted at present.

### 92. **CHECKING ASSISTANTS TO HEAD-EXAMINERS :**

- (a) **Qualifications for appointment of Checking Assistant :**  
Person having a graduation degree (in any stream) or equivalent qualification and serving in Government/ Semi. Government/Department/Institution recognized by the Government, will be eligible for appointment as checking assistant.
- (b) The following categories of persons are not eligible for appointment as Checking Assistants to Head-examiners :
- (i) An examiner ;
  - (ii) A person having relation with the head examiner ;
  - (iii) A student on the rolls of an institution ;
  - (iv) A person whose relative is appearing in the examination concerned;
  - (v) A disqualified person; and
  - (vi) A person already working as checking assistant with another head examiner.

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93. **Eligibility for Appointment of Examiner in the subject of Drawing for Secondary Examination :**

The qualifications for appointment of examiners in the subject of Drawing in the Secondary Examination shall be as under :

(i) **For Sub Examiner :**

Diploma Holders in Arts from any of the recognized Arts Schools with usual teaching experience of three years.

(ii) **For Head Examiner :**

Drawing teachers working in Higher Departments of Government /recognized Secondary Schools or Technical or Industrials Institutions with ten years teaching experience.

94. **DISQUALIFICATION OF EXAMINERS :**

If the Secretary finds that the work and conduct of an examiner is unsatisfactory he/she may disqualify him/her for appointment as examiner for a specific period or take such other action as he/she may deem fit.

95. (A) **DISQUALIFICATION AND OTHER PENALTIES :**

The following penalties may be imposed on persons appointed as head examiners/sub-examiners/single-examiners/checking assistants etc., for mistakes or neglect in the discharge of their duties or for unsatisfactory work and for other reasons which in the opinion of the Secretary are sufficient for imposing penalties :

**HEAD-EXAMINERS :**

|  |  |
|--|--|
| I. In case of concealment of any information/fact by the H.E. and the facts come to the notice of the authorities at a later stage.  | Disqualified for one year. (Board meeting dated 17.07.2018 Para-04)  |
| II. On any other change in which the opinion of the Secretary involves misconduct.   | As deemed fit by the Secretary. (Board meeting dated 17.07.2018 Para-04)   |
| III. If a question attempted by candidate is left unmarked by Sub-examiner and also escapes from the H.E. (if H.E. has also checked that answer book) checking assistant, and this omission is discovered at a later stage on rechecking the answer book of the candidate. | Rs. 100/- for each wrong entry in award list or leaving one/few pages unmarked in answerbook. (Board meeting dated 17.07.2018 Para-04) |

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|   |   |
|---|---|
| IV. In case of delay in submission of award list. | An amount of 10% will be deducted from remuneration. (Board meeting dated 17.07.2018 Para-04)             |
| V. Delay in submission of payment chart.          | Warning will be issued for such delay and unsatisfactory answer. (Board meeting dated 17.07.2018 Para-04) |

Provided that the Secretary may sanction extension in time allotted to a Head/Sub-examiner and condone delay in respect of (iv) and (v) above on the merit of each case.

### SUB-EXAMINERS/SINGLE EXAMINERS :

|  |   |
|--|---|
| I. In case of concealment of any information/fact in the acceptance form/Staff statement form etc. | Disqualified for one years. (Board meeting dated 17.07.2018 Para-04)  |
| II. If the number of mistakes is more than 10, the following will be considered as mistakes :      | -----   |
| (a) Question left unmarked (it may lead to disqualification besides usual fine),                   | (a) Rs. 100/- for mistake for wrong entry of marks in award list and leaving one/few pages unmarked in answerbooklet. (Board meeting dated 17.07.2018 Para-04)  |
| (b) Award of marks more than the maximum allotted to a question,                                   | (b) Rs. 100/- for mistake for wrong entry of marks in award list and leaving one/few pages unmarked in answerbooklet. (Board meeting dated 17.07.2018 Para-04)  |
| (c) Mistakes in total,   | (c) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04) |

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|   |   |
|---|---|
| (d) Marks not entered against relevant Roll numbers,  | (d) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04) |
| (e) Marks in words and figure not tallying,   | (e) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04) |
| (f) Wrong transfer of marks from answer book to award sheet,  | (f) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04) |
| (g) Marks awarded to an answer but not entered in the outer page; against the relevant question number etc; | (g) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04) |
| (h) Award list left unsigned,   | (h) As deemed necessary by the Secretary BOSEH. (Board meeting dated 17.07.2018 Para-04)  |
| (i) Centurial mistakes.   | (i) Disqualified for two year. (Board meeting dated 17.07.2018 Para-04)   |
| III. For enjoying hospitality of institutions, one teacher of students by the examiner.                     | Disqualified for one year. (Board meeting dated 17.07.2018 Para-04)   |
| IV. For accepting gifts from or on behalf of candidates :   | Permanent disqualified. (Board meeting dated 17.07.2018 Para-04)  |

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| <b><u>Checking Assistant</u></b>  |  |
|---|--|
| I. Mistakes in total  | Rs. 10/- per mistake up to 04 mistakes and up to 05-09 mistakes penalty+ disqualified for 03 years and 10 and above mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)           |
| II. Failure to detect omission in evaluation a question or a part there of. | Rs. 10/- per mistake up to 04 mistakes and up to 05-09 mistakes penalty+ disqualified for 03 years and 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)            |
| III. Neglect of duty on other account from time to time.                    | Disqualified for one year. (Board meeting dated 17.07.2018 Para-04)  |
| IV. For every minor mistake detected by office in award lists               | Warning will be issued if satisfactory answer will not be given. (Board meeting dated 17.07.2018 Para-04)  |
| V(i) Marks in words and figure not tallying.                                | IV (i) Rs. 10/- per mistake up to 04 mistakes and up to 05-09 mistakes penalty+ disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04) |
| VI(ii) Wrong transfer of marks from answer book to award sheet.             | IV(ii) Rs. 10/- per mistake up to 04 mistakes and up to 05-09 mistakes penalty+ disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04) |

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A fine of Rs. 200/- shall be imposed in the event of the loss of an answer book by a Head/Sub-examiner.

**Note :**

- (i) Notwithstanding anything contained in the regulation Chairman shall have the power to invoke the provisions of regulation-62 for serious mistake/s detected at the time of Rechecking which results in the revision of result from not qualified/compartments to pass or vice-versa or affect the division of the candidate/s.
- (ii) In case where the division is not affected and there is nominal increase/decrease in marks, the same will be decided keeping in view the merit of the case.

**95.(B) Appeal against the order of penalty/penalties imposed under regulation 95(A) :**

A person on whom penalty/penalties has/have been imposed by the Secretary under regulation-95(A) can appeal to the Chairman within one month from the receipt of letter imposing the penalty/penalties from the Board. The Chairman will take decision on such appeal keeping in view the merit of the case.

**96. CONDITIONS OF ELIGIBILITY FOR APPOINTMENT AS PAPER SETTERS :**

- (i) For setting of question papers of Secondary Examinations retired/working Master/Headmaster/Lecturer/Principal of the concerned subject working in Govt./Aided schools in Haryana who hold at least Graduation/Post Graduation as well as B.Ed. degrees and have a minimum teaching experience of 15 years as a Master/Lecturer shall be eligible for appointment as paper setters. Similarly, for setting of question papers of Sr. Sec. Examinations, Lecturers/Principals of the concerned subject working in Govt./Aided schools in Haryana who hold at least Post Graduation as well as B.Ed. degree with a minimum Teaching experience of 15 years as a lecturer shall be eligible for appointment as paper setter.
- (ii) Retired/working lecturers in college affiliated to the Punjab University, Kurukshetra University/M.D. University, Rohtak, G.J.U. Hisar, Ch. Devi Lal University, Sirsa, C.C.S. Haryana Agriculture University, Hisar, SCERT, Haryana/NCERT etc. with at least ten years experience of teaching the subject concerned and others considered suitable by the Revising Committee shall be eligible for appointment as paper-setters relaxation may be allowed in the case of subjects like Home Science, Crafts, Music, Military Science etc., where qualified teachers are not available.

Officers on administrative posts in Education Department, members and officers of the Board with requisite qualifications and experience in school education, shall also be eligible for appointment as paper-setters.



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Provided further that relaxation may be given in the minimum eligible teaching experience in case of subjects like Home Science, Sociology, Psychology, Fine Arts, Music, Military Science, Urdu, Agriculture, Animal Husbandry etc., where sufficient qualified Lecturers to prepare a panel are not available. College lecturer working in Haryana/Other State/U.T. shall also be considered eligible for appointment as paper setter for these subjects.

- (iii) No one shall be appointed as paper setter if he/she has written a guide or help book relating to that paper of concerned board examination for use of candidates.
- (iv) No person shall be eligible for appointment as paper-setter if any of his/her relation is appearing in the examination. The term relation is defined as under :  
Wife, husband, son, daughter, sister, brother's son and daughter, sister's son and daughter, brother, grand-son, grand-daughter.
- (v) The Secretary shall finalize panel of paper-setters in each subject comprising and eminent school master/headmaster/principal/lecturer. Appointment will be made irrespective of merits of individual paper-setters in view of maintaining high standard of secrecy in setting of question papers. Preference shall be given to those who can prepare question paper in both language (Hindi and English)
- (vi) The term of a paper-setter will ordinarily be three years; but in case of complaints against the paper set by him/her, such as out of course, or too far above or too far below the standard expected of candidates, or such as leakage of the paper or other negligence or misconduct on his/her part, his/her term shall be discontinued with immediate effect. However, the provision to debar/disqualify such erring paper setters exist under clause-97 here under shall also remain in force. Suitable legal action may also be taken against such erring/guilty paper setter/s.
- (vii) Notwithstanding anything contained in any other regulations/rules made there under or/and in any resolutions/orders/directions of the Board or any officer, the entire process and activities involved in the process of setting of question papers, their printing, inviting offers from confidential printers, making payments, appointments of paper setters and subject experts, reports of analysis of question papers etc. shall be kept top secret and no one shall be allowed to have access on the record related to it.

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### 97. DISQUALIFICATION OF PAPER SETTERS :

|  |   |
|--|---|
| I. If the paper is set out of syllabus.  | Disqualification for one year.                              |
| II. If the question paper is leaked.   | Permanent disqualification.                                 |
| III. In case paper setter conceals information/fact in the form any with or without submitted by him/her and the facts come forfeiture of emuneration to the notice of the authorities at a later stage. | Disqualification for 2 years                                |
| IV. On any other charge which involves misconduct.   | As deemed fit by the opinion of the Chairman/Vice-Chairman. |

### 98. (A) QUESTION PAPERS :

For Examinations where the syllabi are identical the questions shall be the same.

### (B) MODERATION AND PUBLICATION OF RESULTS (COMPLAINTS ABOUT QUESTION PAPERS)

- (a) If any complaint is received from the Head of a recognized school in regard to any particular paper, a committee appointed by the Chairman consisting of the Vice-Chairman, the Secretary, the Assistant Secretary (Examination), one member of the Board representing schools and one Expert in the subject concerned shall hold a meeting immediately, if necessary, to determine if any action is to be taken.
- (b) All complaints against the question papers from the Heads of the recognized schools must reach the Secretary, by name, under registered cover within five days of the examination in the paper. After that no complaint will be entertained.
- (c) A committee appointed under (a) above, shall consider and determine in consultation with the paper-setter objections raised to questions set at any examination held by the Board. Provided that if the committee and the paper-setter are not above to agree upon the course to be adopted the decision of the Committee shall be subject to the confirmation of the Chairman and if the Chairman does not confirm the decision of the committee the matter shall be referred to the Board whose decision shall be final.

## **BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

99. **POWERS TO FRAME RULES BY THE BOARD :**

- (A) Notwithstanding anything contained in the regulations, the Board shall exercise such powers as may be necessary for the purposes of conduct of examinations including creation of centers, remuneration, examination fee, date for receipt of forms etc.

Provided further that the Chairman may relax the requirement of the foregoing clauses in case of emergency and in exceptional circumstances to be recorded in writing and such action taken be reported to the Board in its next meeting.

- (B) Subject to the regulation and instructions issued by the Chairman under (A) above, the Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected there with.