

'ഭരണഭാഷ - മാതൃഭാഷ'

ഹയർ സെക്കന്ററി വിദ്യാഭ്യാസ
ഡയറക്ടറുടെ കാര്യാലയം,
ഹൗസിംഗ് ബോർഡ് ബിൽഡിംഗ്,
ശാന്തിനഗർ, തിരുവനന്തപുരം - 1

No.Ex.II/2/23407/HSE/ 2015 (2)

തീയതി : 09/02/2016

സർക്കുലർ

വിഷയം :- ഹയർ സെക്കന്ററി പരീക്ഷ മാർച്ച് 2016 - പ്രായോഗിക പരീക്ഷാ മൂല്യ നിർണ്ണയം - എക്സ്ട്രേർണൽ എക്സാമിനർമാരുടെ ജില്ലാതലയോഗം - സംബന്ധിച്ച്.

- സൂചന - 1) നോട്ടീഫിക്കേഷൻ നമ്പർ Ex.II-1/19030/HSE/2015 Dated : 17/11/2015.
2) No. Ex. II-2/23407/HSE/2015(1) Dated : 09/02/2016.

സൂചന 1 പരീക്ഷാ വിജ്ഞാപനപ്രകാരം 10/02/2016 മുതൽ 26/02/2016 വരെയുള്ള തീയതികളിൽ നടത്താൻ നിശ്ചയിച്ചിരുന്ന ഹയർ സെക്കന്ററി രണ്ടാം വർഷ പ്രായോഗിക പരീക്ഷ 15/02/2016 മുതൽ 29/02/2016 വരെയുള്ള തീയതികളിൽ നടത്തുവാനായി പുനഃക്രമീകരിച്ചിരിക്കുന്നു. പ്രാക്ടിക്കൽ ചെയർമാൻ/ചീഫ് എന്നിവരുടെ അന്തിമനിയമനപട്ടിക സൂചന 2 ഉത്തരവ് പ്രകാരം പുറപ്പെടുവിക്കുന്നുണ്ട്. ഈ ഉത്തരവിനോടൊപ്പം ഉള്ളടക്കം ചെയ്തിരിക്കുന്ന പരീക്ഷാ നടത്തിപ്പ് സംബന്ധിച്ച മാർഗ്ഗനിർദ്ദേശങ്ങളുടെ പകർപ്പ് എല്ലാ ചീഫ് എക്സാമിനർമാർക്കും നൽകേണ്ടതാണ്. എക്സ്ട്രേർണൽ എക്സാമിനർമാരുടെ ജില്ലാതലയോഗങ്ങൾ ചെയർമാൻ/ജില്ലാചീഫ്/മേഖലാ ചീഫ് - ന്റെ മേൽനോട്ടത്തിൽ 11/02/2016 ന് രാവിലെ 10.00 മണിയ്ക്ക് താഴെ പറയുന്ന കേന്ദ്രങ്ങളിൽ വച്ച് നടത്തുന്നതാണ്. ഈ യോഗത്തിൽ പങ്കെടുക്കുന്നതിനുള്ള നിർദ്ദേശം പ്രാക്ടിക്കൽ വിഷയങ്ങളിലെ അധ്യാപകർക്ക് അതാത് പ്രിൻസിപ്പൽമാർ നൽകേണ്ടതാണ്. കൂടാതെ ഈ സർക്കുലറിനോടൊപ്പം ഉള്ളടക്കം ചെയ്തിരിക്കുന്ന ഐഡന്റിഫിക്കേഷൻ സർട്ടിഫിക്കറ്റിന്റെ പെർഫോമർ പൂരിപ്പിച്ച് നൽകേണ്ടതും, ഡ്യൂട്ടി സർട്ടിഫിക്കറ്റ്, മാർഗ്ഗനിർദ്ദേശങ്ങൾ എന്നിവയുടെ പകർപ്പുകളെടുത്ത് ചീഫ് എക്സാമിനർക്കും എക്സ്ട്രേർണൽ എക്സാമിനർമാർക്കും നൽകേണ്ടതുമാണ്.

Handwritten signature and date:
10.2.16

CENTRE	SUBJECTS
01016 - SMV HSS, Thiruvananthapuram	Physics, Botany, Zoology
01006 - GVG HSS, MANACAUD	Chemistry, Accountancy with Computerised Accounting, Geography
01023 - MODEL HSS, THYCAUD	Computer Science, Computer Application, Communicative English, CIT, Electronics, EST, Home Science, Journalism, Music, Psychology, Social Work, Statistics.

02056 - KRIST RAJ HSS, KOLLAM	Chemistry, Accountancy with Computerised Accounting
02062 - VIMALA HRIDAYA GHSS, KOLLAM	Physics, Botany, Zoology, Geography
02067 - ST. ALOYSIUS HSS, KOLLAM	Computer Science, Computer Application
03015 - SCS HSS, THIRUVALLA, PATHANAMTHITTA	Computer Science, Chemistry, Geography,
03017 - BALIKAMATOM HSS, THIRUVALLA, PATHANAMTHITTA	Botany, Zoology, Computer Application
03016 - MGM HSS, THIRUVALLA, PATHANAMTHITTA	Physics, Accountancy with Computerised Accounting
04044 - LEO XIII HSS, ALAPPUZHA	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Gandhian Studies, Statistics.
04029 - LAJANATHUL MUHAMMADIYA HSS, ALAPPUZHA	Physics, Botany, Zoology, Geography
05061 - MOUNT CARMEL HSS FOR GIRLS, KOTTAYAM	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Communicative English, Gandhian Studies, Home Science, Social Work, Statistics
05073 - HOLY FAMILY HSS, MUTTAMBALAM, KOTTAYAM	Physics, Botany, Zoology, Geography
06023 - ST. GEORGE HSS, VAZHATHOPE	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Physics, Botany, Zoology, Geography
07034 - SRV GOVT. HSS, ERNAKULAM	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Communicative English, CIT, EST, Gandhian Studies, Home Science, Journalism, Statistics.

07069 - ST. THERESA'S CG HSS, ERNAKULAM	Physics, Botany, Zoology, Geography
08137 - GOVT. MODEL VHSS FOR GIRLS THRISSUR	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Communicative English, Geology, Journalism, Music, Psychology, Social Work, Statistics.
08012 - GMB HSS, THRISSUR	Physics, Botany, Zoology, Geography
09009 - GMM GHSS, PALAKKAD	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Electronics, Music, Statistics.
09008 - PMG HSS, PALAKKAD	Physics, Botany, Zoology, Geography
10025 - GOVT. GIRLS HSS, NADAKKAVU, KOZHIKODE	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Communicative English, CIT, Gandhian Studies, Journalism, Psychology, Social Work, Statistics.
10043 - ZAMORINS HSS, CHALAPPURAM, KOZHIKODE	Physics, Botany, Zoology, Geography
11070 - MSP HSS, MALAPPURAM	Chemistry, Accountancy with Computerised Accounting,
11121 - GBM HSS, DOWNHILL, MALAPPURAM	Physics, Geography
11001 - GOVT. GIRLS HSS, DOWNHILL, MALAPPURAM	Botany, Zoology, Communicative English, EST, Geology, Journalism, Psychology, Social Work, Statistics.
11069 - ST. GEMMA'S GIRLS HSS, MALAPPURAM	Computer Science, Computer Application,
12004 - GHSS PANAMARAM, WAYANAD	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Physics, Botany, Zoology, Geography, Journalism, Social Work

13061 - CHOVA HSS, CHOVA, KANNUR	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Communicative English, Electronics, Geology, Home Science, Statistics
13021 - GOVT.HSS, CHALA, KANNUR	Physics, Botany, Zoology, Geography
14049 - GOVT. HSS, HOSDURG, KANHANGAD, KASARGODE	Chemistry, Computer Science, Computer Application, Accountancy with Computerised Accounting, Social Work, Statistics
14021 - DURGA HSS, KANHANGAD, KASARGODE	Physics, Botany, Zoology, Geography

ഒപ്പ്
 ജോയിന്റ് ഡയറക്ടർ
 (പരീക്ഷാ വിഭാഗം)
 &
 സെക്രട്ടറി
 ഹയർ സെക്കന്ററി പരീക്ഷാ ബോർഡ്

HIGHER SECONDARY PRACTICAL EVALUATION FEBRUARY-MARCH 2016

GUIDELINES FOR THE CONDUCT OF PRACTICAL EVALUATION

Ref:- Circular No.EX-II/2/23407/HSE/PE/2016 Dated : 09/02/2016

Duties of Chairman/Chairperson

Chairman/Chairperson who sets Question Papers for Practical Evaluation in their respective subjects shall supervise the conduct of Practical Evaluation in the subjects. He/She shall be responsible for the smooth conduct of the Practical Evaluation of the respective subject in the State and shall see that all instructions issued in this regard are strictly followed. He/She may inspect the Practical Evaluation centres wherever necessary.

Duties of District Chief Examiners

The Chief Examiner shall convene meeting of the external examiners of their subjects in their respective district and monitor all the works related to the conduct of the Practical Evaluation in the Subjects, in his/her district/zone. The Question Paper related to Practical Evaluation shall be delivered to the Principal of the meeting centre and the Chief Examiner shall receive them and distribute the same to the External Examiners at the meeting. The Chief Examiner shall make sure that the External Examiners are well prepared in conducting the Practical Evaluation *without any lapse*. The Chief Examiner shall also attend to complaints, if any and if genuine, make necessary arrangements as per rules and communicate the same to the Secretary, Board of Higher Secondary Examinations for ratification of his/her action. The Chief Examiner shall make surprise visits to the Practical Evaluation centres and supervise or conduct the Practical Evaluation wherever necessary.

Duties of External Examiners

The External Examiners should attend the district-wise meeting scheduled to be held on 11/02/2016 at the district centres noted Circular No. EX-II/2/23407/HSE/PE/2016 Dated : 02/2016. The External Examiners shall be responsible for the smooth conduct of the Practical Evaluation in the Centres assigned to them and shall strictly follow the instructions given to them at the meeting. Separate instruction regarding the conduct of Practical Evaluation is also appended herewith. The External Examiner shall prepare the Time Table in consultation with the Chief Examiner and conduct the Practical Evaluation in consultation with the Chief Superintendent of the Centre. The External Examiner shall report before the Chief Superintendent/Principal of the exam Centre and register their attendance before starting the practical Evaluation. The Practical Evaluation having 3 hour duration should be conducted in two sessions (F.N &

A.N) and the Practical evaluation having 1½ hours shall be conducted in 3 sessions in a day. Violation, if any, shall invite disciplinary action and the Chief Superintendent, Chief Examiner and External Examiner shall be held responsible for any lapse in this regard. The Directorate shall strictly monitor the conduct of Practical Evaluation.

The Chief Superintendent/Principal of the Examination Centre shall make all the necessary arrangements for the smooth conduct of the Practical Evaluation.

Conduct of Practical Evaluation in Higher Secondary Schools which are not Examination Centres

The Principals of the Higher Secondary Schools which are not selected as Examination Centres are directed to inform the concerned Chief Examiner about the main Examination Centre allotted to them for appearing for the Theory Examination. The candidates of such Higher Secondary Schools shall appear for Practical Evaluation at the centre where they are appearing for the Theory Examination. The Principals/Chief Superintendents of the Main Examination Centres are directed to make sufficient arrangement to conduct the Practical Evaluation of such candidates also.

Sub-Centres

Students allotted to sub-Centres should appear for the examination in the main centre.

Exemption from Examination Duty

Exemption from examination duty will not be granted as a rule. In the case of teachers unable to attend duty due to very serious reasons prior permission should be obtained from the Secretary, Board of Higher Secondary Examination for exemption from duty. In the case of a teacher who has applied for maternity leave during the period of Examination or undergoing treatment for serious illness or attending any Public Examination etc, the Principal can give exemption orders.

Instructions regarding the conduct of Practical Evaluation Proforma of Identification Certificate & Duty Certificate are appended herewith. The Principals are directed to issue the printout of the same to the teachers attending the meeting.

The Mark-sheet, covering letter (Appendix - 19), Diary for External Examiners, Students Attendance, Batch-wise list etc. are available in the HSE Management System. The Principal of the Practical Evaluation centre shall generate the forms required for the use of the External Examiners.

INSTRUCTIONS

1. The External Examiners shall attend the district-wise meeting scheduled to be held on 11/02/2016 and receive the duty assignment. On receipt of this assignment they shall confidentially intimate the Chief Superintendents of the centres assigned to them, the date and time of examination in that centre and shall conduct the examination on the specified date.
2. Chief Superintendent shall make all necessary arrangements and make available all necessary materials for the conduct of Practical Evaluation in consultation with the External Examiner. The Principal shall appoint an Internal Examiner and Lab Assistant to assist the External Examiner. The Internal Examiner and the Lab Assistant shall personally be present in the examination hall throughout the examination.
3. Practical Evaluation having 3 hours duration should be conducted in two sessions (Forenoon and After noon) and Practical Evaluation having 1½ hour duration shall be conducted in 3 sessions in a day This instruction should be strictly complied with. District-wise monitoring team shall visit for the strict monitoring of the conduct of Practical Evaluations.
4. Question papers shall be supplied to the Chief Examiner by the Examination Secretary. The Chief Examiner shall issue the same to the External Examiners at the meeting. The External Examiner shall conduct the Practical Evaluation as per the instructions given by the Chairman/Chief Examiner and the sole responsibility of correctness of the evaluation of the performance shall rest with the External Examiner.
5. The mark sheets which shall be generated from HSE Manager shall be prepared in duplicate as soon as the Practical Evaluation is over. Marks shall be entered in figures and words in black ink. In the case of single digit mark, a hyphen shall be put on both sides of the digit. Register Number of absentees should be marked in red ink as ABSENT.
6. One copy of the original mark sheet shall be placed in a cover and that cover shall be sealed and put into another cover and sealed. This cover shall be superscribed as CONFIDENTIAL and sent by speed post on the same day or at the latest by the next working day without fail in the name address of the Secretary (**Dr.K.Mohana Kumar, Joint Director(Exam), Housing Board Boulding, Santhi Nagar, Thiruvananthapuram -1**). The Expenditure in this regard may be met from the fund allotted for the conduct of Examination in the parent school of the examiner. **Centre Code and Name of subject should also be superscribed in the cover.**
7. The External Examiner should keep the duplicate copy of the mark sheets under his/her safe custody in sealed covers, which shall be destroyed only after one year from the date of publication of results or otherwise instructed.
8. As soon as the practical evaluations are over the External Examiner shall hand over all the answer scripts in a sealed cover to the concerned Chief Examiner under proper receipt. **The Chief Examiner shall keep the answer scripts under safe custody for one year from the date of publications of results and produce the same before the authorities if directed.**
9. The External Examiners should keep the scores awarded to the candidates strictly confidential.

HIGHER SECONDARY PRACTICAL EVALUATION FEBRUARY- MARCH 2016
MEETING OF EXTERNAL EXAMINERS /CONDUCTING OF PRACTICAL EVALUATION

IDENTIFICATION CERTIFICATE

It is certified that Sri/Smt. is working as a Higher Secondary School Teacher in (subject) at this School w.e.f..... His/her total approved service as HSST is Years.

Place : Signature of the Principal.....

Date : Name :

School Seal School Address :

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HIGHER SECONDARY PRACTICAL EVALUATION FEBRUARY- MARCH 2016
MEETING OF EXTERNAL EXAMINERS

DUTY CERTIFICATE

It is certified that Sri/Smt. (HSST in)
of Higher Secondary School
..... attended the meeting of External Examiners held at
..... Higher Secondary School
..... on

Place : Signature of the Chief Examiner

Date : Name :

School Seal School Address :

10. Admissible TA/DA and other remuneration as per notification shall be disbursed by the Principal of the centre. The days of duty as External Examiners shall be treated as **on duty** on production of duty certificates from the Chief Superintendent/Principal of the Examination Centre.
11. If an External Examiner is not in a position to attend the work due to any unavoidable circumstances, such as serious illness, death of close relative etc. he/she should immediately intimate the fact to the Chief Superintendent of the centre to which he/she is posted as well as to the Chief Examiner for making substitute arrangements

Sd/-
JOINT DIRECTOR (EXAM)
&
SECRETARY
BOARD OF HIGHER SECONDARY
EXAMINATION

*Copy communicated to all Dtn under 1420
for further necessary action.*

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