

S S L C Examination
MARCH - 2012

NOTIFICATION

English Version

No. EX/CGL(1)/41414/2011/CGE

Office of the Commissioner for
Government Examinations,
Pareekshabhavan, Poojappura,
Thiruvananthapuram -12
Dated: 22 /10/2011

NOTIFICATION

Sub : - SSLC Examination March 2012 – reg:

- Ref : -**
1. GO (MS) 200/2006 G.Edn. dtd 14.08.2006
 2. GO (MS) 12/2007 G.Edn. dtd 20.01.2007
 3. GO (MS) 13/2007 G.Edn. dtd 20.01.2007
 4. GO (MS) 148/2007 G.Edn. dtd 04.08.2007
 5. GO No. 2263/09/ G.Edn. dtd 09/06/09
 6. Circular No Y1/10800/10 /DPI. dtd. 16.02.2010
 7. G.O.(MS) No. 3787/2011. GEdn. dtd. 03/09/2011

The Secondary School Leaving Certificate (SSLC) Examination for the academic year 2011 – 2012 is scheduled to be conducted from 12.03.2012 to 24.03.2012. The examination will be held only in Grading System as per the Government orders GO (Ms) 200/2006 G. Edn. dtd. 14.08.2006 and GO(Ms) 12/2007 G. Edn. Dept. dtd. 20.01.2007.

PART A

I. Details of the examination

1. As per the order GO (Ms) 200/2006 G. Edn. dtd 14.08.2006 there have been only ten papers for SSLC Examinations since the academic year 2006-07. All papers will have written examination and continuous evaluation.
2. The scores for written examination and continuous evaluation for English, Mathematics and Social Science papers will be in the ratio 80:20; and for the other papers except Information Technology, the ratio will be 40:10.
3. For Information Technology the ratio for continuous evaluation, written examination and practical examination will be 10:10:20.
4. The time allotted for the written examination papers with 80 scores will be 2½ hours, for papers with 40 scores it will be 1½ hours and for Information Technology paper with 10 scores it will be 1 hour. In addition to this, all examinations will have cool off time of 15 minutes.

5. Only grades (not scores) attained by a candidate will be recorded in the School Leaving Certificate.
6. Grades will be awarded in 9 point scale.

Details of subjects, score and time are as follows.

No.	Subject		Score				Total
			CE	Practical Exam	TE	Time	
1.	First Language - Paper 1		10		40	50	1½ hours
2.	First Language - Paper 2		10		40	50	1½ „
3.	Second Language - English		20		80	100	2½ „
4.	Third Language - Hindi		10		40	50	1½ „
5.	Social Science		20		80	100	2½ „
6.	Physics		10		40	50	1½ „
7.	Chemistry		10		40	50	1½ „
8.	Biology		10		40	50	1½ „
9.	Mathematics		20		80	100	2½ „
10.	Information Technology	Theory	10		10	40	1 „
		Practical		20			45 minutes

Grading Scale

Grade	Range	Grade Value	Grade Position
A+	90 % to 100 %	9	Outstanding
A	80 % to 89 %	8	Excellent
B+	70 % to 79 %	7	Very Good
B	60 % to 69 %	6	Good
C+	50 % to 59 %	5	Above Average
C	40 % to 49 %	4	Average
D+	30 % to 39 %	3	Marginal
D	20 % to 29 %	2	Need Improvement
E	Below 20 %	1	Need Improvement

To be qualified for higher studies, a candidate should score at least D+ grade (30 – 39%) in each paper when considering the total scores of both continuous evaluation and written examination.

II. Candidates are categorised into three

A. Regular Candidates

Candidates who appear the examinations for the first time are included in this category. There are three sub groups in this category.

a) School Going Candidates (SGC)

Students of Government/Aided/ Unaided (Recognised) schools in Standard X during the academic year 2011-12 and on the rolls as on 01/10/2011 and who have completed the prescribed years of age are eligible to appear for the examination as School Going Candidates. They should undergo the continuous evaluation process in each paper as part of the curriculum of Standard X and should have a minimum of 85% attendance at the end of academic year.

Age limit

Those who have completed 14 years of age as on 01/06/2011 can appear for the examination.

The Head of the schools should ensure that only the pupils who have completed the age of 14 as on 01/06/2011 are included in the candidate list. Those who are admitted to Standard X before completing 14 years of age should obtain orders for relaxation of age from the authorities concerned. (The DEO can grant age relaxation up to 3 months and if it is beyond that, it should be sanctioned by the Government.)

b) Attendance Recouped Candidates (ARC)

The candidates who were included in the 'A' list prepared for SSLC Examination for the academic year 2010-2011 and had cancelled their candidature as they could not appear for the examination due to shortage of attendance, can appear for the examination as Attendance Recouped Candidates. For this they should attain the required attendance for appearing the examination from the same school where they studied earlier.

c) Candidature Cancelled Candidates (CCC)

The candidates who were included in the 'A' list prepared for SSLC Examination for the academic year 2010-2011 and had cancelled their candidature as they could not appear for examination owing to illness or any other valid reason, and have attained required attendance for appearing the examination, can appear for the examination this year as Candidature Cancelled Candidates.

B. Betterment of Result Candidates (BT)

Candidates who have already qualified for higher studies in SSLC Examination and want to improve their grades can appear for the examination subject to the restrictions instructed in GO (MS) 98/77/G.Edn. dtd. 07.05.1977 and GO (MS) 8/82/G.Edn. dtd. 19.01.1982. The restrictions are:

- (i) A candidate can appear for the betterment examination within a period of three years from the year of qualification of SSLC
- (ii) He/She should not have obtained any higher qualification during this period
- (iii) They should appear the examination for all subjects

Those who attained eligibility for higher studies by appearing the SSLC examinations either compartmentally or in full course are eligible for applying for the betterment of results. The better result attained by the candidate will be considered for recording in their SSLC card. As per the Government order GO (Rt) 4168/05 dtd. 23.08.2008 the scores obtained in this manner will be considered for higher studies.

C. Private Candidates (PCN)

Those candidates who appeared for the SSLC Examination in the grading system in the previous years and who did not obtain the eligibility for higher studies, can appear for the examination as private candidates.

As per GO (Ms) 148/2007 G.Edn. dtd 04.08.2007, those who were not eligible for higher studies in 2005 under the syllabus having 13 papers can appear for 2012 March SSLC Examination as Private Candidates (PCN) under the syllabus for the regular candidates (10 papers).

The candidates included in ARC/CCC/BT and PCN categories should submit their applications in prescribed form to the Headmaster. They should write the examination on the basis of Text Books existed in the last academic year.

III. Details regarding IT Examination

As per G.O. (MS) 295/04/G.Edn (G) dtd. 17.09.2004 and G.O. (Rt) 4030/2007/ G.Edn dtd. 04.09.2007, the scores for IT examination is 40. Out of this, 30 scores is for public examination and 10 scores for continuous evaluation. Of the 30 scores, 10 scores is for theory and 20 scores for practical.

A. General instructions for IT Examination

1. The SSLC IT practical examination March 2012 is conducted using the free software only.
2. Written and Practical examinations will be conducted separately.
3. IT examinations (written, practical and continuous evaluation) of this year will also be conducted in the same way as in the previous years.
4. The IT practical examination software is tested by the Standardisation Testing and Quality Certification Agency (STQCA) which runs under the Central Government.

B. Practical Examination

1. The maximum scores for IT practical examination is 20. Out of this, 18 scores is for testing the IT skills and 2 scores for IT Practical Workbook. The evaluation of the answers of the 18 score practical examination which is conducted using software will be done by the teachers posted as invigilators of the practical examination. The software will have provision for recording the score obtained in the evaluation by the teachers and the score for the Practical Workbook.
2. The software for examination prepared in Malayalam, English, Tamil and Kannada languages and working in Linux Operating System will be provided for conducting the examination.
3. The maximum time for the practical examination will be 45 minutes. (The time taken for evaluation by the teacher will not be included.) The time taken by the candidates for attending the tasks in the examination will be displayed in the examination software.
4. There will be no revaluation for IT Practical Examination.
5. As the score awarded to a candidate in the public examination has a confidential nature, the IT Practical examination scores awarded to candidates will not published at the examination centres.

C. Practical Examination Centers

1. The Government, Aided, and Recognised unaided schools of the State will be the examination centers. If any school doesn't have the infrastructural facilities for conducting the IT practical examination, the Secretary to the Commissioner for Government Examinations will notify the new exam centres as recommended by the Deputy Director of Education and the DEO concerned.

2. The Commissioner for Government Examinations reserves the authority to declare schools which are not centres for written examination as Special IT Exam centres taking into consideration the number and quality of computers available there.

D. Directions for candidates who have not qualified for higher studies in the SSLC IT Examination, 2010-11

1. Those candidates who appeared for the SSLC Examination March 2011 and not qualified for higher studies and scored D grade or below for IT written examination can appear for the IT written examination this year.
2. The scores gained for continuous evaluation and practical examination during last year will be retained in the case of such candidates.
3. Those candidates who were not able to attend the SSLC IT Practical Examination in 2011 March can appear for the practical examination to be held on **Monday, 26th March 2012** at selected examination centres in the Educational Districts concerned. The examination and evaluation for these candidates will be in the same pattern as in March 2011.

Save A Year (SAY) Examination

Those **Regular Candidates** who are not qualified for higher studies in the 2012 March SSLC Examination are eligible for appearing the Save A Year (SAY) Examination which is proposed to be conducted by May 2012. The candidates should submit their application in this regard within 5 days on publication of results. Separate notification in this regard will be issued in due course.

SSLC Examination March 2012 - Time Table

Date	Day	Time	Subject
12.03.2012	Monday	1.45 pm – 3.30 pm	First Language Part I Malayalam/Tamil/Kannada/Urdu/ Gujarati/ Additional English/ Additional Hindi/Sanskrit(Academic)/ Sanskrit (Oriental) Paper I (for Sanskrit Schools)/ Arabic (Academic)/Arabic Oriental Paper I (For Arabic Schools)
13.03.2012	Tuesday	1.45pm – 3.30 pm	First Language Part II Malayalam/Tamil/Kannada/Special English /Fisheries Science (For Fisheries Technical Schools)/ Arabic Oriental Paper II (for Arabic Schools)/ Sanskrit Oriental Paper II (For Sanskrit Schools)
14.03.2012	Wednesday	1.45 pm –4.30 pm	Second Language - English
15.03.2012	Thursday	1.45 pm –3.30 pm	Third Language - Hindi/General Knowledge
17.03.2012	Saturday	1.45 pm –3.30 pm	Physics
19.03.2012	Monday	1.45 pm –4.30 pm	Mathematics
20.03.2012	Tuesday	1.45 pm –3.30 pm	Chemistry
21.03.2012	Wednesday	1.45 pm –3.00 pm	Information Technology
22.03.2012	Thursday	1.45 pm –4.30 pm	Social Science
24.03.2012	Saturday	1.45 pm –3.30 pm	Biology

For Special Attention

1. The Indian Standard Time should strictly be followed.
2. Under no circumstances, the examination should be postponed without the direction from the Commissioner for Govt. Examinations.
3. The Examination Timetable should be strictly followed even if the Government declares holiday on any of the days specified for the Examination.
4. As per the timetable given, special arrangements in the respective centres shall be made for those categories of students who were permitted previously to write the examination on Saturday evening. They should report with their guardian before the Chief Superintendent at 1.30 pm. Further directions in this regard will be given in due course.
5. First fifteen minutes of the examination will be cool-off time. Candidates should not write anything in the answer sheets during the cool-off time.

PART - B

General Instructions

I. How to Register for the Examination

Students appearing for the examination should submit their application and examination fees to the Headmaster of the examination centre they have opted for on the dates specified in this notification.

Separate application forms are prescribed for each category.

- ◆ The forms mentioned above will not be printed and supplied from this office.
- ◆ Forms typewritten or handwritten on A4 size paper can be made use of.
- ◆ Forms should be prepared in the model prescribed in this notification.
- ◆ Forms should be filled in carefully in the candidate's own handwriting.
- ◆ The Identification Certificate should be submitted along with the application (Appendix A1)
- ◆ Candidates in PCN category should appear for all the subjects in which they are not eligible for higher studies. These subjects should be written very carefully in the application form and the fees should be remitted to the Headmaster of the examination centre.
- ◆ Private candidates should opt their examination centres in the schools they first appeared for the examination.
- ◆ They should record accurately, the register number and year of all SSLC Examination previously appeared, in their application form. They will not be permitted to write the examination if they omit to record any chance or try to hide the facts deliberately.

- ◆ Duly attested copies of all previous SSLC cards should also be submitted along with the application.
- ◆ Private candidates should submit an extra copy of their photograph affixed on the Identification Certificate along with their application. This photograph is for affixing on the admission ticket. The name of the candidate should be written on the back side of the photograph without fail.
- ◆ Care should be taken not to entrust the applications and SSLC Card to any agent or middlemen.
- ◆ Applications which are incomplete and not submitted within the prescribed date and with the fees not fully paid will be rejected summarily.

II. Examination Fee

(a) SGC/ARC/CCC category	Rs. 30.00
(b) Private Candidates - (PCN) (each paper)	Rs. 20.00
(c) Betterment of result category (BT)	Rs. 200.00
(d) Fine for late payment	Rs. 10.00

Under no circumstances, the examination fees should be remitted to this office directly in cash or by cheque, Money Order, Postal Order or any other form of money transaction. The examination fees should be remitted only through the Head of the examination centre in which the candidate propose to write the examination. Fees once paid will not be refunded under any circumstances. Neither will it be adjusted to subsequent examinations.

III. Exemption from Examination Fees

1. Candidates who are placed Below Poverty Line Category and are applying for the first time after completing the Standard X course as School Going Candidates from Government or Aided School are exempted from remitting the fees. (G.O. (Rt) No. 3668/01 G. Edn. dated 03.10.2001). BPL Certificate issued by competent authorities should be collected and kept by the Headmaster from the parents of such candidates.
2. Candidates belonging to SC category and Other Eligible Communities (OEC) are also eligible for exemption of fees for the first two attempts. (G.O. (Rt) 1387/71/S.Edn. dated 17/06/1971). The exemption for the second attempt can be availed only if the candidates are appearing for the examination within three years of the first attempt.
3. Candidates belonging to Scheduled Tribes can attend the examination without paying fees up to 5 years (G.O. (Rt)680/81/G.Edn dated 25.02.1981)
4. Candidates who are inmates of recognized orphanages and Government Welfare Institutions are also exempted from remitting the examination fees.
5. Candidates appearing for examination in ARC/CCC/Betterment categories are not eligible for exemption of fees.

6. As per the conditions stated above in Clause (1) candidates from Mahe and Lakshadweep who have completed their Standard X course will be eligible for fee concession for attending the examination for the first time.
7. All those who have completed their Standard X course from recognized unaided schools (except SC, ST and converted categories including Kudumbi) have to remit fees for appearing for the examination.

Head of the schools should collect the exam fees and should remit it on or before the specified date in the treasury under the Head 0202-01-102-99.

They should keep the original chalan receipt at the school along with the application form for further verification.

In the case of private candidates their original SSLC Card should also be collected. Receipts from the School Fee Receipt Book should be issued for the fee collected under any category.

IV. Cost of SSLC Card

Candidates belonging to all categories should remit Rs. 15/- as the cost of SSLC Card. But as per G.O.(M.S) No. 6/09 G. Edn dated 14/01/2009 applicants who are inmates of recognized Orphanages and Government Welfare Organisations are exempted from remitting the cost of the SSLC Card.

Headmasters should collect the cost of the cards and should remit it in the treasury under the Head **'0202-01-102-92, other receipts'** on or before 21/11/2011. **The original chalan should be kept in the examination centre itself for further verification.**

V. Mode of collection of candidate details

This year the details of School Going Candidates in Kerala will be collected via 'Sampoorna', an IT@School project. Therefore, the manuscript of candidate list furnishing the details of School Going students need not be prepared by schools.

Whereas, the details of candidates belonging ARC/CCC/Betterment of Result and PCN candidates registered at the examination centre will be collected via online through the official website of Pareeksha Bhavan www.keralapareekshabhavan.in. The detailed circular in this will be issued in due course.

In addition to this, manuscript/printout of A & B list and Form 'D' of the candidates belong to these categories should also be prepared in prescribed form and submitted to Pareeksha Bhavan by the head of school. The forms will be available from the DEO.

While furnishing the details of the candidates belong to PCN category via online and in 'B' list, the details of their all previous appearances with register number and year should be furnished clearly and those who do not furnish the details of all previous appearances, will not be eligible for appearing the examination.

Directions regarding the collection of photograph of candidates will be issued in due course.

VI. Other Instructions

- a. The Head of schools of Examination Centres in Gulf region and in Lakshadweep should prepare candidate list in the prescribed format of A & B list used last year. The same has to be submitted **to the Secretary to the Commissioner for Government Examinations before 15/11/2011. The candidate list should be duly signed and attested by the Head of schools.** The exam fees and the cost of the card should be sent as Demand Draft to the Secretary to the Commissioner of Government Examinations.
- b. While collecting the examination fees of PCN candidates, the Head of School examination centres should ensure that no corrections or tampering is done in the SSLC Card. They should also make sure that the details of all previous appearance of the candidates are recorded in their application. The Heads should keep these cards along with the application form in respective examination centres. They should return this card to the candidates along with the new cards immediately on receipt of the same. **Under no circumstances the Original Certificate should be send to Pareeksha Bhavan.**
- c) While issuing admission ticket, special care should be taken if there are more than one student with the same name.
- d) The list of examination centres will be published subsequently.
- e) List of School Going Candidates being prepared by Pareeksha Bhavan with the details collected via 'Sampoorna' will be issued for scrutiny to the schools through DEO concerned during the third week of November. The same has to be submitted back to DEO within one week after verification along with the required document needed for rectifying the mistake if any found. In addition to this other relevant forms related to the examination, (Question Paper Statement, details of fee remitted etc.) should also be submitted along with this. Specimen forms are available in the official website of Pareekshabhavan (www.keralapareekshabhavan.in.)
- f) Private candidates should apply for the examination at the same centres they appeared for the first time. If the exam centre has to be changed, prior sanction should be obtained from the District Educational Officer concerned.
- g) The exam centre once allotted cannot be changed under any circumstances.
- h) As per the timetable given, special arrangements in the respective centres will be made for those categories of students who were permitted to write the examination on Saturday evening during the previous year. Headmasters should furnish the details of students demanding this provision in the form available in the website of Pareeksha

Bhavan and submit the same along with the candidate list issued for scrutiny to District Educational Office. An application from the guardian should also be submitted along with these details. More instructions for such candidates will be given in time.

- (i) In the grading system, the minimum qualification for higher studies is D+ grade. Hence those candidates, who haven't got D+ or higher grades in each of the papers in the SSLC Examination (New Scheme) since 2005 March, can qualify for higher studies if they better their grade in those subjects in which they failed to secure D+ Grade.
- (j) The score of continuous evaluation of all subjects should be submitted to the District Educational Office in the last week of January. More directions in this regard will be issued in time.

VII. Date of remitting exam fees and submitting candidates' list

- | | |
|---|-------------------------|
| (a) Date to receive the application and fee without fine by the Head of exam centers | 16/11/2011 - 23/11/2011 |
| (b) Date of remittance of fee collected from 16/11/2011 to 23/11/2011 in the treasury | 24/11/2011 |
| (c) Date for receiving fee and application along with fine | 25/11/2011 - 29/11/2011 |
| (d) Date of remitting the fee with fine in the treasury | 30/11/2011 |
| (e) Last date to remit the payment for SSLC Card in treasury | 30/11/2011 |
| (f) Last date for online registration of the details of candidates other than School Going Candidates (PCN, ARC, CCC, BT) | 03/12/2011 |

- **The Heads of the examination centres are not permitted to receive the application from the candidates after the prescribed date**
- **The fees collected should be remitted in the treasury on the very same date. Any delay in the matter will not be tolerated.**
- **The original chalan receipt, the SSLC card and the application should be kept at the examination centre for further verification.**

VIII. Directions for sending documents of SSLC Examination

The candidate lists (A & B) Form 'D' related to ARC/CCC/BT/PCN candidate should be enclosed in separate covers/packets on which the Name, Number and Telephone Number of Examination Centre, Name of Educational District and the address 'The Secretary to the Commissioner for Govt. Examinations, Poojappura, Thiruvananthapuram -12' should be recorded. These should be handover to the respective DEOs along with first printout of School Going Candidates issued for verification

IX. Grace Marks

1. Deserving candidates appearing for SSLC examination will be awarded eligible for grace marks subject to criteria.
2. **Grace marks are awarded to those who have secured first place/ grades in State School festival, Arabic festival, Sanskrit festival, Special School Festival, Science Fair, Mathematics Fair, Social Science Fair, Work Experience Fair, IT Fest, Scouts and Guides (Rashtrapati Award/ Rajyapuraskar), Junior Red Cross, National Children's Science Congress and NCC. (For details refer to the Circular No. Y1/10800/DPI dated 16.02.2010 of the Director of Public Instruction given as (Appendix – H)).**
3. Grace marks are awarded to those candidates who win specified places in state level competitions such as Kerala State Athletic Championship/ Kerala School Aquatic Meet/ School Games Festival conducted by the Director of Public Instruction (Appendix - I).
4. Grace marks are awarded to these candidates who represented India in International and National Competitions.
5. Grace marks for National Children's Science Congress, NCC, Sports and Games categories are awarded by Director of Public Instruction. Grace marks for other categories are sanctioned by Deputy Director of Education. Grace marks will be awarded in the SSLC cards issued to the candidates.
6. Orders for awarding grace marks to candidates should reach the Secretary to Commissioner of Government Examination before 28/02/2012.

X. Concessions allowed to CWSN in the Examination

Certain concessions are allowed in the examination for CWSN candidates who belong to the categories: Visually Impaired, Hearing Impaired, Orthopedically Handicapped, Mentally Retarded and Learning Disability.

It is mandatory that the candidates belong to the category of VI, HI, OH, MR should submit a copy of the certificate issued by the Medical board proving that they have 40% or more disability, duly attested by a Gazetted officer along with the application for the examination. The original certificate need not be sent.

Whereas, instead of the Medical Board Certificates candidates with learning disability (LD) should submit the prescribed certificate as given as Appendix C1 in this notification along with their applications.

Application for concessions in the examination with recommendations of the District Educational Officer should be submitted to the IED section functioning in Office of the Director of Public Instruction. Applications send directly by candidates or from schools and vague applications will not be considered under any circumstances.

A. Visually Impaired candidates

- i.** An additional time of 10 minutes per hour per paper. For those who write the examination in Braille scripts, an additional time of 15 minutes is allotted per hour.
- ii.** They will be exempted from attending questions based on graph, drawing, diagrams and geometrical figures. This part of the question will be exempted during valuation.
- iii.** They will be permitted to utilise the assistance of a scribe for writing the answers, if requested.
- iv.** If necessary, candidates of this category can avoid attending the Mathematics paper. Instead they can opt for Computer Education, Rattan Work, Vocal Music or Instrumental Music.

B. Hearing Impaired Candidates

- i)** Considering their difficulties in acquiring language skills, 25% of the total scores in their written examination will be granted additionally.
- ii)** If needed, they may leave out Hindi along with first language or second language. Instead, they can opt for subjects such as (a) Computer Education, (b) Horticulture, (c) catering, (d) Drawing and Painting. As there are two papers for First language they should select two subjects from above subjects.
- iii)** Candidates may seek the help of an interpreter, if necessary.
- iv)** 10 minutes per hour additional time is allotted for each paper.

C. Candidates with Locomotor Disability (OH)

- i. Candidates who cannot move their hands freely due to physical handicapped will be allotted **an additional time of 10 minutes per hour.**
- ii. They will be exempted from questions including graph, diagram, drawing and geometrical figures, if requested.
- iii. The assistance of a scribe will be permitted to only those who cannot write with their hands.
- iv. The Headmaster concerned should certify that the candidate in the OH category needs a scribe because his hand with which he writes are disabled (Appendix C)

D. Mentally retarded candidates

All concessions permitted under A, B and C sections above can be availed by the candidates under this category, if necessary. However the assistance of either a scribe or an interpreter will be permitted.

E. Specific Learning Disorder

Grace marks will not be granted for candidates who belong to this category. Assistance of either a scribe or an interpreter will be permitted.

- i) **Dyslexia:** An additional time of ten minutes per hour will be permitted for each paper. The assistance of an interpreter also can be availed, if necessary.
- ii) **Dysgraphia:** An additional time of ten minutes per hour will be permitted to candidates in this category. They may exempt either first language or second language, and also Hindi, if necessary. Instead they can opt for subjects like (a) Computer Education (b) Horticulture (c) Catering and (d) Drawing and Painting.

As there are 2 papers in first language, any two of the above subjects should be selected instead of them.

In addition to this a scribe for writing the answers will be permitted, if required.

- iii) **Dyscalculia:** Candidates in this category could either be exempted from writing Mathematics paper or allowed the assistance of an interpreter for this paper only.

If a candidate in this category writes Mathematics exam, he/she will be permitted to use a simple calculator.

Candidates desire to exempt Mathematics paper should attend the examination in any one of the subjects from Computer Education, Rattan Work, Vocal Music, and Instrumental Music.

Besides an additional time of 10 minutes per hour per paper will be permitted to them.

Candidates with learning disability should submit the prescribed certificate (Appendix C1) instead of Medical Board Certificate along with the application for availing concessions.

General Instructions

Along with the candidate's application the Headmaster concerned should submit the properly filled up Appendix D getting countersigned by the DEO.

All certificates issued by the Headmaster will be accepted only if countersigned by the District Educational Officer.

The continuous evaluation of candidates (CE) who seek exemption from language papers and Mathematics should be done on the subjects they instead opt for.

Examination in the subjects opted for instead of languages and Mathematics will be conducted directly by the Pareeksha Bhavan in each district after the public examination.

The qualification of those who are appointed as scribes should not be higher than the qualification of the candidate. Remuneration of Rs. 100/- per paper will be given to those appointed as scribe. (G.O(MS) No. 44/2010/G.Edn. dated 25/03/2010). The amount to meet this expense should be met from the Head for examination expenditure.

The Interpreter should be the Resource Teacher appointed by Directorate of Public Instruction or SSA. In the absence of Resource Teachers, other teachers should be considered for being appointed as Interpreters. Those who are appointed as Invigilator are eligible for the remuneration given to Invigilators.

The application for the concessions in examination along with the related documents should be submitted to DEO concerned on or before 25/10/2011.

Consolidated statement of the candidates who deserve concession in examinations with the concessions which are recommended should be submitted in manuscripts and in C.D (Excel format) along with the application should be submitted to IED cell functioning office of the Directorate of Public Instructions.

The Director of Public Instruction has the authority to withdraw the concessions granted at any stage of examination if he convinced that the concession are granted to those who are undeserved.

Belated applications will not be entertained at any cost.

XI. Cancellation of Candidature

If the candidature of a student has to be cancelled under certain circumstances, application for the same should be submitted in the specified format attached. (Appendix E) The application should reach the Secretary to the Commissioner for Government Examinations before 28/02/2012. On the envelope in which the applications are enclosed, it should be noted that “Application for cancellation of candidature” in red ink. **The candidature of those who have attended the IT practical examination cannot be cancelled.**

XII. Issue of Admission Tickets

(A) Regular Candidates

The Admission tickets for the regular candidates with photographs will be issued to Chief Superintendent via online as in the previous year.

(B) Private Candidates

Admission tickets for Private Candidates will also be available via online to the Chief Superintendents. However there will be no photographs in the admission ticket. So the same should be issued after affixing the photographs of the candidates. For this a copy of the photograph affixed in the identity certificate should be collected along with the application. Candidates should be issued the Admission tickets only after ascertaining their identity correctly. **Under no circumstances, the Admission tickets should be issued mistakenly. The Chief Superintendents will be held responsible for all difficulties and losses suffered by candidates in such cases.**

- The admission ticket should be issued at least three days prior to the commencement of the examination.
- The candidate should examine in detail, all the information given in the admission ticket immediately after collecting them and bring to notice any errors that have crept in to the Chief Superintendent concerned and get them rectified immediately. Complaints received after the commencement of the examinations will not be entertained. **A notice to this effect should be published on the notice board.**
- The Chief Superintendent should prepare and keep a register regarding the issue of admission tickets.

XIII. Authority for sanctioning funds for the SSLC examination expenditure

The SSLC examination expenditure should be met by the Chief Superintendents temporarily from the Special Fee Fund of the school. The Deputy Directors of Education are entrusted with the responsibility to issue admissibility certificates for the amount spent and to provide the allotment for the amount to be recouped. For this, the Chief Superintendents have to submit their filled up forms along with the statements before the end of April every year to the Deputy Directors of Education. Specific directions for allotting the amount for examination contingencies are included in circular No. G2/49919/09/CGE dated 11/08/2010 of the Commissioner for Government Examinations.

The related office circulars and Government orders are given in Appendix F, G.

XIV. Malpractices

If a candidate is either caught doing foul practices or attempting to do malpractices during the examination, the candidate need not be made to go out of the class if he/she hands out in writing an agreement that he/she shall abide by the decision taken by the officers in charge of the examination. Such a candidate may be allowed to sit for the remaining time of the exam. The activities listed below are punishable in the board examinations:

If a candidate copies from the answer script of the nearby candidate, facilitates other candidate to copy from his/her answer scripts, talks with one another in the hall, brings in printed or written materials inside the examination hall. If the Chief Superintendent is convinced that a candidate is trying to do some immoral practices within the hall or within the school premises or is provoking others to do so, such a candidate may be barred from appearing for the examinations. Based on the report of the Chief Superintendent, stringent punishments may be given to such candidate/candidates. Activities like writing the examination during the cool-off time provided, using obscene/bad language or behave inappropriately to the invigilator/ spilling ink from ink pens/ misbehaviour/ obstructing the way/ manhandling or attempting to do so/ threatening invigilator inside or outside the school campus are actions liable for punishment. On such occasions, the results of the candidates responsible for this also may be withheld. At the same time, looking into the intensity and seriousness of the crime done, criminal cases can be charged against the candidates. The decision of the Joint Commissioner will be final in this respect.

XV. Distribution of SSLC cards

- (A) **The grade printed S.S.L.C cards will be sent to the respective Heads of schools for distribution. S.S.L.C cards recorded with wrong information regarding the candidate, incorrect signature, without seal or illegible print are not to be distributed.** These have to be informed by the school authorities in writing to the Secretary. Necessary arrangements to issue of correct certificate and to return the undistributed certificate to Pareeksha Bhavan will have to be taken up at the earliest.

- (B) The Head of the schools will have to either enter the details of the SSLC card in the duplicate register or take a photocopy of SSLC Card before distributing it to the candidates. The signatures of the candidates must be collected in a separate register before issuing the SSLC card. **The Head of the school should compulsorily sign below the details entered in the card in black ink. The name and official address of the Head of the school is to be placed beneath the signature and the office (school) seal should be fixed before the distribution of SSLC cards to the candidates.**
- (C) **The Head of the school should sign in black ink in the S.S.L.C card. Green ink should not be used and such certificates will be treated as invalid.**

XVI. Scrutiny, Photocopy and Revaluation of corrected answer scripts

Candidate should apply via online for scrutiny, photocopy and revaluation (of valued answer scripts) and the printout of the same has to be submitted to head of the Examination Centre within 5 days from the date of publication of results. Fees should be remitted in cash along with the application to the Headmaster. The applications and fees will not be received directly by Pareeksha Bhavan. Conditions for application of each item is given below.

(A) Scrutiny

- (1) A fee of Rs.50/- per paper has to be paid.
- (2) The paper for which application for revaluation is submitted need not be scrutinized.
- (3) The amount once paid will by no means be refunded or adjusted for any other related items.

(B) Photocopy

- (i) An amount of Rs.200/- is to be remitted as fees for getting the photocopy of each answer script.
- (ii) This has been brought into effect to correct any discrepancies occurring during the tabulation of marks in the C.V. camps.
- (iii) Application for revaluation after getting the photocopy of the script will not be entertained under any circumstances.
- (iv) The amount once paid will by no means be refunded nor will it be adjusted for any other purpose.

(C) Revaluation

- (i) Candidates have to submit an application in the prescribed form for revaluation of answer scripts. A fee of Rs.400/- per paper is to be paid.

- (ii) Those who applied for revaluation need not apply separately for scrutiny.
- (iii) The fee paid will be refunded to candidates who get higher grades through revaluation as per G.O (M.S) No. 157/08/G.Edn dated 08/09/2008.
- (iv) Fresh certificates including the revised grade will be distributed through to the head of institute to those who procure higher grades. Along with this the amount paid for revaluation will also be reimbursed

Headmasters should upload to Pareeksha Bhavan a synopsis of the applications submitted for scrutiny, photocopy and revaluation in their schools.

(D) For getting the score details

The score secured in the examination will not be disclosed to the candidates under any circumstance. But for those who go for higher studies, if the scores of SSLC examinations are required for admission, their numerical marks will be communicated confidentially to the Head of the institution where he/she seeks admission at the instance of submitting a separate application along with the demand draft worth Rs.100/- in favour of the Secretary to the Commissioner for Government Examinations, Pareeksha Bhavan. For employment purpose also score details will be communciated in this manner.

(E) Eligibility Certificate

Those who have passed Standard X can obtain the eligibility certificate required for continuing their studies in other states To obtain this certificate the candidate should submit an application in white paper affixing a court fee stamp of Rs. 5/- along with their SSLC card/Certificate duly attested by Gazetted Officer.

Care should be taken to follow the instructions provided in this notification for the smooth conduct of the examination.

(Sd/-)

A. SHAJAHAN IAS
Commissioner for Government
Examinations

/Approved for issue/

Johns V. John
Secretary

Annexure-A
S S L C Examination-March 2012
Application form (PCN/BT)

1. Name of centre and centre No. :
2. Name of the candidate :
3. Sex (Boy/Girl) :
4. Address with Phone No. :

5. Religion and caste :
6. Whether eligible for fee concession,
if so; category :
7. Date of birth :
8. Name of guardian :
9. Medium of instruction :
10. Chances of appearance :
11. No. of paper not eligible for higher studies :
12. Details of the papers appearing for :

Sl.No	Name of Subject	Grade obtained
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

13. Details of all previous appearances :-

Sl. No.	Register No.	Year
1		
2		
3		
4		
5		
6		
7		

14. Details of all papers eligible for higher studies :-

Sl. No.	Subject	Grade obtained	Register No.	Year
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

15. Whether appearing for betterment of result : Yes/No

16. Details of fee remitted :-

Fee	Fine	Cost of SSLC Card	Total	Date of remittance of fee

17. Other details, if any :

The details given above are true. I have enclosed duly attested copies of certificate of all appearances along with the application.

Place :

Date :

Signature of Candidate

Annexure-B
S S L C Examination-March 2012
Application form (ARC/CCC)

1. Name of centre and centre Number :
2. Name of the candidate :
3. Admission No. :
4. Sex (Male/Female) :
5. Address with Phone No. :

6. a) Religion and Caste :
- b) Category : SC/ST/OEC/OBC/General
7. Date of birth :
8. Nationality :
9. Name of Father :
10. Name of Mother :
11. Name of Guardian :
12. Medium of instruction :
13. First language Part I :
- Part II
14. Third language :
15. Category of application : ARC/CCC
16. Order No. of cancellation of previous:
appearance (copy of the order to be submitted)
17. Whether attained required attendance: Yes/No
this year, if belong to ARC category
18. Identification Mark :
- i)
- ii)
19. Details of fee remitted :

Fee	Fine	Cost of SSLC Card	Total	Date of remittance of fee

The details given above are true.

Place :

Date :

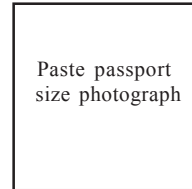
Signature of Candidate

Annexure- A1

Application for S S L C Examination-March 2012

Identification Certificate

(Gazetted officers/Headmasters of training/high schools/M.Ps/M.L.As/ are entitled to attest this certificate)



Identifying officer should sign across photograph
office seal shouldn't be affixed on the photograph

1. Name of the candidate :
2. Date of birth :
3. Address :

4. Name, designation and address of
the attesting officer :

5. Signature of the candidate :
(To be signed in the presence
of the identifying officer)

I,hereby attest the signature and photograph of
Sri/Smt.....
who is a candidate of the SSLC Examination March 2012.

Place:

Signature of the issuing officer

Date:

Office seal

Annexure - C

SSLC Examination - March 2012

Applications for Concession to CWSN

1. Name of Centre and Centre No. :
2. Educational District :
3. Name of the candidate :
4. Admission No. :
5. Name of Guardian :
6. Age & Date of Birth :
7. Address & Phone No. (with STD Code) :

8. Nature of disability :
(give a general description of the disability)
9. Percentage of disability/IQ :
10. Concession applying for
 - i) whether extra time is needed/ :
 - ii) whether exempting Mathematics :
 - iii) if yes, the substitution for the same :
 - iv) whether exempting languages :
 - v) if yes, which are

First Language	:
Second Language	:
Third Language	:
 - vi) Substituted subject

First Language	:	1.....	2.....
Second Language	:	
Third Language	:	
 - vii) whether grace mark is needed
(for HI and MR only)
 - viii) whether service of scribe is needed :
 - ix) whether exempt from graph/drawing/geometrical figures etc...
 - x) whether the service of interpreter is needed
 - xi) whether the service of the interpreter is needed for Mathematics only
11. Name, designation and address of the Hospital :
which issued the Medical Board certificate
(for VI, HI, OH, MR candidates)
12. Whether the candidates having learning disability :
certificate is attached (Appendix C1)

Note: Service of a scribe or an interpreter (any one) will be permitted.

13. Name and address of the Medical Officer issued :
the certificate to get concession

Declaration

I, hereby declare that the above furnished particulars are true to the best of my knowledge and belief. The above mentioned concessions, are essential to the candidate appearing for the SSLC Examination, March - 2012.

Signature of the Candidate

Signature of the guardian

Recommendation of the Headmaster

I am convinced that Master/Kumari. is a student of Standard X of this school, is in need of concessions in the examination and particulars furnished in the application are true. I recommend this application for permission of concession. All relevant documents required as per the notification are submitted herewith.

Place :

Date : (Office Seal)

Signature of the Headmaster.

Recommendation of the District Educational Officer

All relevant documents required as per the notification has been submitted. On the basis of genuiness of the above documents, I hereby recommend the above candidate for concession in SSLC examination.

Place :

Date : (Office Seal)

Signature of the DEO

Annexure - C 1

CERTIFICATE FOR CHILDREN WITH LEARNING DISABILITY

1. Name of the Pupil :
2. Sex and Age :
3. Personal Identification Marks :
 1.
 2.
4. Name of Father/Guardian :
5. Signature/Thumb impression of the Pupil :

After verifying the notebooks, answer sheets of previous examinations and his academic performance including reading and writing and arithmetic calculation skills, it is informed that he/she is having some learning backwardness even after conducting remedial teaching methods.

Signature &
Name of Resource Teacher/Class Teacher

Place:

Date: School Seal

Countersigned by Headmaster
with Office Seal

Kum/Kumari, Std X student of (school) is assessed by me and is certified that he/ she is having intelligence with an IQ of Learning skills assessment shows that he/she is having Learning Disability in the area of (Specify Dyslexia, Dysgraphia or Dyscalculia).

ASSESSMENT REPORT IS ATTACHED HEREWITH.

Place:

Date: Office Seal

Signature
Name & Official Address of Clinical Psychologist
with Reg. No.

On the basis of academic evaluation and assessment report as given above, it is hereby certified that Kum/Kumari....., Std.X student of (School) is having Learning Disability in the area of (Specify Dyslexia, Dysgraphia or Dyscalculia).

He/she may be provided with the following examination concessions in the SSLC March 2012 Examination:

1.
2.
3.
4.
5.

Place:

Date:

Office Seal

Signature

Name & Official Address of Govt. Psychiatrist
(not below the rank of Asst. Surgeon)

**[THIS CERTIFICATE IS ISSUED ONLY FOR AVAILING S.S.L.C. EXAMINATION
CONCESSIONS FOR THE YEAR 2012]**

Annexure- D

SSLC EXAMINATION - MARCH 2012

**CERTIFICATE TO CWSN FOR EXAMINATION CONCESSION
ISSUED BY THE HEAD OF THE SCHOOL**

Signature of the Candidate :.....

I, here by certify that Master/Kumari
is a student of Std. X of
.....School, whose signature is given above.
He/ She is having% I.Q. and disability in
(category of disability) as per the certificate issued by Medical Board/Physician in
Psychiatry from a Governement Hospital.

The following examination concessions are recommended for the candidate :

- 1.
- 2.
- 3.
- 4.
- 5.

Place :
Date :

Office Seal

Signature
Name & Designation of the Head of institution

Place :
Date :

Office Seal

Countersigned
District Educational Officer

Annexure- E
SSLC Examination March 2012
Application for Cancellation of Candidature

1. Centre No. 2. Educational District
3. Name of Candidate :
4. Register No. :
5. Name of School :
6. Reason for cancellation :
7. Documents submitted as proof :
8. Whether removed from the roll :
9. If yes, reason for the same and date of removal :
10. Whether participated in the IT practical examination :
11. Other details if any :
12. Signature of the Guardian

The above mentioned statements are true. Hence, the request to cancel the candidature is recommended.

Place:

Date:

School Seal

Signature of the Headmaster

Note: Application should reach the office of the Secretary to the Commissioner for Government Examinations on or before 28/02/2012.