

**SSLC EXAMINATION
MARCH 2014**

NOTIFICATION

(ENGLISH VERSION)

**OFFICE OF THE COMMISSIONER FOR
GOVERNMENT EXAMINATIONS
PAREEKSHABHAVAN, POOJAPPURA
THIRUVANANTHAPURAM-12**

No. Ex/CGI(1)65001/2013/CGE

Office of the Commissioner for
Government Examinations,
Pareekshabhavan, Poojappura,
Thiruvananthapuram -12
Dated: 5/10/2013

NOTIFICATION

Sub: SSLC Examination March 2014 - 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. G.O (MS) 148/2007/G.Edn. dtd. 14.08.2007
5. GO No. 2263/09/G.Edn dtd. 09/06/2009
6. Circular No. Y1/10800/10/DPI dtd. 16.02.2010
7. G.O (MS) No. 3787/2011/G.Edn. dtd.03.09.2011
8. GO (Rt) No.4610/2012/G.Edn. dtd. 28.09.2012

The Secondary School Leaving Certificate (SSLC) Examination March 2014 is scheduled to be conducted from **10.03.2014** (Monday) to **22.03.2014** (Saturday). 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. Candidates who have first appeared for the SSLC examination from 2004-05 to 2010-11 and not passed in any of the subjects can appear for the examination in Old Scheme. Those candidates who have first appeared for SSLC examination in 2011-12 can appear for the examination in the New Scheme.

I. Details of the Examination in New Scheme

1. As per the order GO (Rt) No.4610/2012/G.Edn. dtd. 28.09.2012 Information Technology examination will be for 50 marks instead of 40 marks as in the previous years. Theory examination is not conducted as a written examination but it will be along with the practical examination using computer.

2. SSLC Regular students will have to appear written examination for 9 papers as in the previous years. All the papers include continuous evaluation too.
3. The scores for written examination and continuous evaluation for English Mathematics and Social Science papers will be 80 and 20 respectively and for the other papers, except Information Technology, this will be 40 and 10.
4. For Information Technology, the score for continuous evaluation, theory examination and practical examination will be 10, 10 and 30 respectively.
5. The time allotted for the written examination papers with 80 score will be 2½ hours and for papers with 40 score, it will be 1½ hours. All examinations will have 15 minutes as cool off time at the beginning.
6. The grades obtained by a candidate will be recorded in the SSLC card. No score will be recorded.
7. Grades will be awarded in 9 point grading scale.

Details of subjects, score and time are as follows.

| No | Subject | Score | | | | Time (in hours) |
|----|--|-------|------------------------|----|-------|-----------------|
| | | CE | Theory, Practical Exam | TE | Total | |
| 1 | First Language- Paper I | 10 | | 40 | 50 | 1 ½ |
| 2 | First Language- Paper II | 10 | | 40 | 50 | 1 ½ |
| 3 | Second Language-English | 20 | | 80 | 100 | 2 ½ |
| 4 | Third Language- Hindi/ General knowledge | 10 | | 40 | 50 | 1 ½ |
| 5 | Social Science | 20 | | 80 | 100 | 2 ½ |
| 6 | Physics | 10 | | 40 | 50 | 1 ½ |

| | | | | | | |
|----|------------------------|----|-------|----|-----|-----|
| 7 | Chemistry | 10 | | 40 | 50 | 1 ½ |
| 8 | Biology | 10 | | 40 | 50 | 1 ½ |
| 9 | Mathematics | 20 | | 80 | 100 | 2 ½ |
| 10 | Information Technology | 10 | 30+10 | - | 50 | 1 ½ |

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, the candidate should score at least D+ grade (30-39%) for each paper considering the total scores of Continuous Evaluation, Written Examination/Theory and Practical Examination.

II. Details of Examination in Old Scheme

Candidate who have appeared for the SSLC examination in the scheme prevailing from the academic year 2004-05 to 2010-11, and are not eligible for higher studies can appear for the SSLC examination in Old Scheme. Such candidates will have to appear for 10 papers. The score for CE, TE and Practical in the IT examination will be 10, 10 and 20 respectively.

III. Categories of Candidates

Candidates may be of three categories:

A. Regular Candidates

Candidates who appear for the SSLC examination for the first time are included in this category.

There are three sub groups for this category.

i) School Going Candidates (SGC)

Candidates studying in Standard X in Government, Aided and Unaided (Recognised) schools during the academic year 2013-14 and those on the school rolls as on 1/10/2013 and those who have completed the prescribed age limit are eligible for appearing for the examination as Regular Candidates. They should undergo the continuous evaluation process for each paper based on the curriculum of Standard X and should have a minimum of 85% attendance during the academic year.

Age limit

Those who have completed 14 years of age as on 01/06/2013 can appear for the examination.

ii) Attendance Recouped Candidates (ARC)

Candidates who were included in the 'A' list prepared for SSLC examination during the year 2012-2013 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. Such candidates should acquire necessary attendance from the same school where they had studied earlier.

iii) Candidatures Cancelled Candidates (CCC)

Candidates who were included in the 'A' list prepared for SSLC examination during the year 2012-2013 and have acquired required attendance for appearing the examination, but cancelled their candidature as they could not appear for the examination owing to illness or any other valid reason, can appear for the examination as Candidature Cancelled Candidates. They should appear for the IT examination as in the previous year.

B. Betterment of Result Candidates (BT)

If candidates who have qualified for higher studies in the SSLC Examination desire to better their grades, can appear for the examination, subject to the restrictions directed 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)** Candidates can appear for betterment examination within a period of three years from the year of qualifying SSLC. Such candidates will be allowed only one chance. No further chance will be granted.
- (ii)** Such candidates should not have obtained any other higher qualification during this period.
- (iii)** They should appear for all papers in the examination.
- (iv)** They should appear for the same scheme of examination which they have appeared for the SSLC examination.

Those who have attained the eligibility for higher studies by appearing the SSLC examination either compartmentally or on full course are eligible for applying for the betterment of results. The better result attained by the candidates will be considered. 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. Such candidates should clearly mention the scheme for examination (Old/New) in their application.

C. Private Candidates

Those candidates who appeared for the SSLC Examination in the grading system in the previous years and who had not attained the eligibility for higher studies can appear for the examination as Private Candidates. **They can appear for all the papers they are not qualified.** Those candidates who appeared for the SSLC examination having the syllabus with 13 papers which existed in the academic year 2004-05 and had not attained eligibility for higher studies, can appear for the examination in the syllabus with 10 papers as per GO(MS) 148/2007/G.Edn dtd. 04.08.2007.

Private candidates come under two categories:

(i) Private Candidate – Old Scheme (PCO)

Candidates who have appeared for SSLC examination under grading system from 2004-05 to 2010-11 and have not qualified for higher studies can appear for the examination as Private Old Scheme (PCO).

(ii) Private Candidate - New Scheme (PCN)

Candidates who have appeared for SSLC examination from the academic year 2011-12 in the new syllabus and have not qualified for higher studies can appear for the examination as Private Candidates - New Scheme (PCN).

All candidates other than School Going Candidates should submit their application in the prescribed form to the Head of the School in which they intend to appear for the examination. SGC, ARC, CCC, PCN candidates have to appear for the examination based on the present textbooks.

IV. Details regarding IT Examination

As per G.O. (Rt) 4610/2012/G.Edn. dtd . 28.09.2012, the maximum score for IT examination is 50. Of this, 40 score will be for public examination and 10 score will be for continuous evaluation. Of the 40 score for public

examination, 10 score is for Theory examination and 30 score for Practical examination. Theory examination will be conducted along with the Practical examination.

A. General instructions for IT Examination

1. SSLC IT Practical examination March 2014 will be conducted using the free software only.
2. IT Theory examination will be conducted along with the Practical examination.
3. The evaluation of Theory examination will be conducted using the software and the evaluation of Practical examination will be done by the invigilators as in the previous years.

B. Practical Examination

1. The maximum score for IT Practical examination is 30. Of this, 28 score is for evaluating the IT skills of the candidate and 2 score for maintaining the IT Practical Workbook. Practical examination for 28 score conducted using software will be evaluated by the teachers posted as invigilators. The software will have provisions for recording the score awarded by the invigilators and the score for maintaining Practical Workbook.
2. The software working in Linux Operating System will be provided in Malayalam, English, Tamil and Kannada languages for the conduct of the examinations.
3. The maximum time for the practical examination will be 60 minutes (Time taken the invigilator for evaluation will not be included in this). The time taken by the candidate for attending the tasks will be displayed in the examination software.
4. There will be no revaluation for IT Practical examinations.

5. The score awarded to a candidate in the public examination should be confidential. Therefore the score awarded to the candidates for IT Practical examination will not be published at the examination centres.

C. Practical Examination Centres

1. Government, Aided and Unaided (Recognised) schools in the State will be examination centers for IT Practical examination. If any school lacks infrastructural facilities for conducting IT Practical examination, the Secretary to the Commissioner for Government Examinations will notify an exam centre recommended by the Deputy Director of Education and the District Educational Officer concerned.
2. The Commissioner for Government Examinations reserves the authority to declare schools as special IT exam centres considering the number and quality of computers available there even though they may not be the centres for written examination.

D. Directions for candidates who are not eligible for higher studies in the SSLC IT Examination 2012-13

1. Those candidates who have appeared for the SSLC examination March 2014 and are not eligible for higher studies in IT Written examination can appear for the IT written examination this year in the same scheme.
2. The score gained for continuous evaluation and Practical examination during the 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 March 2013 can appear for the practical examination which will be held on 2014 March 24 at selected examination centres in all Educational Districts.

The examination and evaluation for these candidates will be in the same pattern as in 2013 examinations.

V. Save a Year (SAY) Examination

Those candidates who are not eligible for higher studies in the SSLC examination March 2014 are eligible for appearing the Save A Year (SAY) examination which will be conducted during the month of May 2014. Candidates should submit their application for the SAY examination within 5 days on publication of SSLC results. Separate notification in this regard will be issued in due course.

SSLC Examination March 2014 - Timetable

| Date | Day | Time | Subject |
|------------|-----------|-----------------|--|
| 10.03.2014 | 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) |
| 11.03.2014 | Tuesday | 1.45 pm-3.30 pm | First Language Paper 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) |
| 12.03.2014 | Wednesday | 1.45 pm-4.30 pm | Second Language- English |
| 13.03.2014 | Thursday | 1.45 pm-3.30 pm | Third Language Hindi/General Knowledge |
| 15.03.2014 | Saturday | 1.45 pm-4.30 pm | Social Science |
| 17.03.2014 | Monday | 1.45 pm-4.30 pm | Mathematics |
| 18.03.2014 | Tuesday | 1.45 pm-3.30 pm | Physics |
| 19.03.2014 | Wednesday | 1.45 pm-3.30 pm | Chemistry |
| 20.03.2014 | Thursday | 1.45 pm-3.30 pm | Biology |
| 22.03.2014 | Saturday | 1.45 pm-3.00 pm | Information Technology |

For Special Attention

1. The Indian Standard Time should be strictly followed.
2. Under no circumstances the examination should be postponed without the direction from the Commissioner for Government Examinations.
3. The timetable for the examination should be strictly followed even if the Government declares holiday on any of the days notified 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 to write the examination in Saturday evening. They should report with their guardian before the Chief Superintendent at 1.30 pm. Further instructions in this regard will be given in due course.
5. First fifteen minutes of the examination (1.45 to 2.00 pm) will be cool off time. Candidates should not write anything in the answer sheets during cool off time.

General Instructions

I. How to Apply for the Examination

School Going Candidates need not submit applications for SSLC examination. Other category of candidates appearing for the examination should submit their application for examination and fees for the same to the Headmaster of the examination centre they have opted for on or before the prescribed date specified in the notification.

Separate application forms are prescribed for each category.

- The above mentioned forms will not be printed or issued from Pareeksha bhavan. Forms typewritten or handwritten on A4 size paper can be used for the purpose.
- Forms should be prepared in the model as prescribed in this notification.
- Forms should be filled in carefully by the candidatures in their own handwriting.
- Identification Certificate should be submitted along with the application (Appendix A1)

- Private candidates should appear for all the subjects in which they are not eligible for higher studies. These subjects should be mentioned very carefully in their application form and fees should be remitted to the Headmaster of the examination centre.
- Private candidates should choose the same school they first appeared for the examination as their examination centres.
- They should clearly mention, the register number and year of all previous appearances in the SSLC Examination in their application form. They will not be permitted to write the examination if they omit to mention any chance or try to hide any of the facts.
- Attested copies of the previous SSLC card should also be attached along with the application.
- Private candidate should submit an extra copy of the 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 backside 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 not with the payment of the prescribed fees will be summarily rejected.

II. Examination Fee

| Category | Amount |
|--------------------------------------|------------|
| (a) School Going ARC, CCC categories | Rs. 30.00 |
| (b) Private category (For paper) | Rs. 20.00 |
| (c) Betterment of Result category | Rs. 200.00 |
| (d) Fine for late payment | Rs. 10.00 |

Under no circumstances, the examination fees should be remitted to the Pareekshabhavan directly in cash or by cheque, Money Order, Postal Order or in any other form of money transaction. The examination fees should be remitted only through the Head of the examination centre where the candidates propose to appear for the examination. Fees once paid will not be refunded under any circumstances. Neither will it be

adjusted to any subsequent examinations. Belated applications will be summarily rejected.

III Exemption from Examination Fees

1. Candidates belonging to below poverty line families applying for the first time after completing their Standard X course as School Going Candidates from Government or Aided School are exempted from remitting fees (G.O. (Rt) No. 3668/01/G.Edn dated 3.10.2001). BPL certificates issued by the competent authority should be procured from the parents of such candidates and kept in the custody of the Headmaster.
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/G.Edn dated 17/06/1971) The exemption for the second attempt can be availed only if the candidate is appearing for the examination within three years of the first attempt.
3. Candidates belonging to Scheduled Tribe 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 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 the 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 their fees for appearing the examination.

Head of the schools should collect the exam fee 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 future 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 from any category.

IV Cost of SSLC Card

Candidates belonging to all the 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 the amount in the treasury under the Head '0202-01-102-92, other receipts' on or before 21/11/2013. **The original chalan should be kept in the examination centre itself for further verification.**

V. Mode of collection of candidate details

The details of School Going Candidates in Kerala will be collected via 'Sampoorna' an IT@School project. **Correction on the details of candidates if any, should be effected before 5 pm on 31.10.2013.** Corrections in the details of School Going Candidates effected after this

date will not be updated by the Pareekshabhavan. The website of Pareekshabhavan will be open for examine of candidates details from 15.11.2013 to 13.12.2013. The school authorities can download and take a printout copy of the 'A' list and the same can be examined thoroughly and any corrections if identified can be rectified online. The final print of A list after effecting all corrections should be submitted to the concerned District Educational Officer before 13.12.2013.

In case any details in the 'A' list appears to be different from the details in the school records, the heads of schools will be liable and necessary action will be held against such heads.

Print-outs of 'A' list of ARC, CCC, BT candidates and 'B' list of Private candidates should be submitted to the District Educational Officers on or before 30.11.2013. Sample copies of 'A' and 'B' lists are available on the official website of Pareekshabhavan.

While furnishing the details of Private candidates through 'B' list who have registered in the examination centre, make sure that the details of all previous appearances with register numbers and year is furnished clearly. Those who fail to furnish the details of all previous appearances will not be eligible for appearing the examination.

VI. Other Instructions

- a. The Head of schools of Examination centres in Gulf region and Lakshadweep should prepare the 'A' and 'B' lists in the format as in the previous years. **Details of Regular and Private candidates who have applied for appearing the examination should be recorded in the lists. The Heads should submit the lists to the Secretary to the Commissioner of Government Examinations before 30.11.2013. The**

candidate list should be duly signed and attested by the Head of schools. Exam fees and the cost of the cards should also be sent to the Secretary to the Commissioner of Government Examinations as Demand Draft.

- b. While collecting the examination fees of Private candidates, the Head of the examination centres should ensure that no corrections or tampering is done in the SSLC Card produced. **They should also ensure that the details of all previous appearances of the candidates are written in their application.** The Heads of schools should keep the SSLC cards along with the application form in the examination centres. They should return these cards to the candidates along with the new cards immediately on receipt of the same. **Under no circumstances the Original Certificate should be send to the Pareekshabhavan.**
- c. Special care should be taken while issuing the hall ticket to candidates having the same name.
- d. List of examination centres will be published later.
- e. Other relevant forms related to the examination, question paper statement, details of fee remitted etc. should be submitted to District Educational Office along with the 'A' list before 31.12.2013. Specimen copies of these forms are available in the official website of Pareekshabhavan (www.keralapareekshabhavan.in).
- f. Private candidates should apply for the examination through the centre where they first appeared for the SSLC examination. If they need a change in the exam centre prior

sanction should be obtained from the District Educational Officers concerned.

- g. The exam centre once allotted will not be changed under any circumstances.
- h. As per the timetable given, special arrangements will be made in the centres for those categories of students who permitted to write the examination on Saturday night. **Headmasters should furnish the details of such candidates who demand this provision in the form available in the website of Pareekshabhavan and submit the same along with the candidate list issued for scrutiny to the District Educational Officer concerned.** An application from the guardian should also be submitted along with these details. More instructions for such candidates will be given in due course.
- i. Those candidates who are affected with contagious diseases will not be permitted to appear for the examination.
- j. The score for continuous evaluation of all subjects should be submitted to the District Educational Office by the last week of January. More directions in this regard will be issued in time.

VII. Date of remitting exam fee and submitting candidate list

- (a) Date for receiving the application and fee without fine by the Head of exam centres - from 4.11.2013
- to 13.11.2013
- (b) Date of remittance of the fee collected from 4.11.2013 to 13.11.2013 in the treasury - 15.11.2013
- (c) Date for receiving fee and application with fine - from 15.11.2013
to 20.11.2013
- (d) Date of remitting the fee with fine in the treasury - 21.11.2013
- (e) Last date to remit the cost of SSLC card in the treasury by the Heads - 21.11.2013
- (f) Last date of submitting 'A' and 'B' list of candidates other than School Going candidates (Private, ARC, CCC, BT) to the District Educational Officer concerned - 30.11.2013

- Heads of examination centres shall not have the authorization to receive applications from candidates after the prescribed date.
- The fee collected should be remitted to the Treasury on the prescribed date. Any delay in this regard will not be tolerated.
- Original chalan receipts, SSLC cards and applications should be kept at the examination centre for further verification.

VIII. Directions for sending documents of SSLC Examination

A, B lists of ARC, CCC, BT and Private candidate should be enclosed in separate covers/packets on which the Centre Number, Name of the Centre, Name of Educational District, Telephone Number of the centre should be clearly written and addressed to 'The Secretary to the Commissioner for Government Examinations, Poojappura,

Thiruvananthapuram -12'. These covers/packets should be submitted to the concerned District Educational Officers on or before 30.11.2013.

IX. Grace Marks

1. Deserving candidates appearing for SSLC examination will be awarded grace marks subjects to norms.
2. **Grace marks will be awarded to those candidates who are eligible by participating in State School Festival, Arabic/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 Childrens Science Congress and NCC and Student Police Cadet Project. (For details refer to the circulars given in the Appendix.)**
As per G.O (K) No 214/12 Home dtd. 4.8.2012 permission is granted to award grace marks to Student Police Cadets in the same way it is awarded to NCC students. As per G.O. (MS) No. 87/2012/G.Edn Department dtd. 24.03.2012 all students enrolled in NCC and who possess a minimum of 75% attendance are eligible for 5% grace marks and those who have attained national level achievements are eligible for 10% grace mark.
3. Grace marks are awarded to those candidates who win specified positions in state level competitions such as Kerala State Athletic Championship, Kerala School Aquatic Meet/State School Games Festival conducted by the Director of Public Instruction (Appendix-H).
4. Grace marks are awarded to candidates who represent India in International Competitions and in National School Meets.

5. Grace marks for candidates participating in National Children's Science Congress NCC, Sports and Games are awarded by the Director of Public Instruction. Grace marks for other items are sanctioned by the concerned Deputy Director of Education Based on these, 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 the Commissioner of Government Examinations before 28.02.2014.**

X. Concession granted to CWSN in the Examination

Certain special adaptations are allowed in the SSLC examination for CWSN candidates who belong to Visually Impaired, Hearing Impaired, Orthopedically Handicapped, Mentally Retarded, Learning Disabled categories.

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 authorising 40% or more disability, duly attested by a Gazetted officer along with the application for the examination. **The nature of disability (VI, HI, OH, MR) should be clearly mentioned in the Medical Board certificate.**

The original certificate obtained from the medical board need not be sent.

Instead of a Medical Board Certificate, candidates having learning disability (LD) should submit an application in the form given in Appendix C (1). Those schools in which there are no Resource Teachers shall prepare the certificates of students seeking the help of IEDSS Resource Teachers with the support of the DIET concerned.

Applications for concessions/adaptations in the examination for CWSN candidates shall be sent only with proper recommendations of the District Educational Officers concerned. The duly recommended applications should be submitted to the IED section functioning in the Office of the Director of Public Instruction. Applications sent 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 for each hour is allotted to visually impaired candidates. An additional time of 15 minutes for each hour is allotted for those who write the examination using Braille scripts.
- ii. They will be exempted from attending questions based on graphs, drawing, diagrams and geometrical figures. Such questions will be exempted during valuation.
- iii. They will be permitted the assistance of a scribe for writing the answers, if requested and sanctioned.
- iv. If necessary, this category of candidates can exempt appearing for Mathematics paper. Instead they can opt for Computer Education, Rattan Work, Vocal Music, and Instrumental Music.

B. Hearing Impaired Candidates

- i) Considering the difficulties of HI candidates in acquiring language skill, 25% of the total score will be awarded as grace marks in their written examination.
- ii) They are permitted to avoid writing Hindi paper along with first language or second language, if requested. Instead, they can opt for subjects they are interested viz. (a) Computer Education (b) Horticulture (c) Catering (d) Drawing and Printing. As there are two papers for first language they should select two subjects from the above.

- iii) Candidates who seek the help of an interpreter will be permitted.
- iv) An additional time of 10 minutes for each hour is allotted for each paper.

C. Candidates with Locomotor Disability (OH)

- i) Candidates having locomotor disability on their hands due to physical ill-health will be allotted an additional time of 10 minutes for each hour.
- ii) They may be exempted from questions including graphs, diagrams, drawings and geometrical figures, if requested and sanctioned.
- iii) The assistance of a scribe will be permitted only to those who cannot write with their hands.
- iv) The Headmaster concerned should duly certify that the candidate in the OH category needs a scribe because he/she cannot write with their hands (Appendix D).

D. Mentally Retarded Candidates (MR)

All concessions permitted for 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 only be permitted.

E. Learning Disorder (LD)

- Grace marks will not be granted to candidates belonging to this category.
 - Assistance of either a scribe or an interpreter is allowed.
- 1) **Dyslexia:** An additional time of 10 minutes for each hour will be allowed for each paper. Assistance of either a scribe or an interpreter also can be availed if requested.
 - 2) **Dyographia:** An additional time of 10 minutes for each hour will be allowed to candidates in this category. They are allowed to exempt either first language or second language and Hindi, if requested. Instead they can opt for subjects of their interest like: (a) Computer

Education (b) Horticulture (c) Catering and (d) Drawing and Painting. As there are two papers for first language, they should select two subjects from those listed above. In addition to this, a scribe for writing the answers will be permitted, if requested.

- 3) Dyscalculia:** Candidates in this category will be permitted 10 minutes extra time for Mathematics examination. They can either exempt from writing Mathematics examination or request for an interpreter for Mathematics examination only. Candidates who exempt Mathematics examination can attend any one of the subjects viz. Computer Education, Rattan Work, Vocal Music and Instrumental Music. If a candidate in this category writes Mathematics examination, he/she will be permitted to use a simple calculator.

Candidates with learning disabilities should submit the prescribed certificate (Appendix C1) instead of Medical Board Certificate along with the application for availing concessions. Concessions can be availed by those candidates who have procured the learning disability certificate during the year 2013-14. Such certificates should be certified by a clinical psychologist who practices in the same district of the candidate.

An IQ Assessment Report is also to be submitted along with the certificate.

General Instructions

1. The headmaster will duly fill up the form (Appendix D) and get it countersigned by the District Educational Officer and forward it along with the application of the candidate.
2. Candidates who seek exemption from language papers and Mathematics should attempt continuous evaluation in the subjects they have opted for.

3. Examination for the papers opted for instead of language papers and Mathematics will be conducted directly by the Pareekshabhavan in the respective districts after the public examination.
4. Those appointed as scribes should not have higher qualification than the candidate. Remuneration of Rs. 100/- per examination shall be given to those appointed as scribes. (GO (MS) No. 44/2010/G.Edn. dated 25/03/2010). This expenditure can be met from the expenditure head of account of SSLC examination.
5. The Resource teachers appointed by the Director of Public Instruction/SSA will be appointed as interpreters. In the absence of such resource teachers, High School/ UP teachers can be considered. Remuneration for interpreters will be the same as that of invigilators. **Interpreters shall be posted for LD candidates in the ratio of 1:8 and for MR and HI candidates in the ratio 1:4.**
6. Candidates who are permitted with extra time only will not be allowed separate classroom for writing the examination.
7. **Applications and other supporting documents for obtaining concessions/ adaptations should be submitted by the Headmaster to the District Educational Officer before 5 pm on 11.11.2013.**
8. District Educational Officers shall consolidate the list of candidates who are eligible for concessions/adaptations. The consolidated list should be recommended by the District Educational Officers and sent a print-copy along with a CD (list to be prepared in Excel format) to the IED Cell in the Office of the Director of Public Instructions, Thiruvananthapuram on or before 30/11/2013.

9. In case, if any one obtains these concession/adaptations in forgery, the Director of Public Instruction has the power to withdraw such concessions at any time of the examination
10. Belated applications will not be considered at any cost. Details of concessions can be obtained from the website www.education.kerala.gov.in also.

XI. Cancellation of Candidature

If the candidature has to be cancelled under some unforeseen circumstances, application for the same can be submitted in the specified format. (Specimen given in Appendix E) Such applications should reach the Secretary to the Commissioner for Government Examinations before 28.02.2014. 'Application for Cancellation of Candidature' should be written in red ink on the top of the cover containing the application.

The candidature of those who have attended the IT practical examination cannot be cancelled.

XII. Issue of Admission Tickets

(A) Regular Candidates

Admission tickets of Regular candidates with photographs affixed on it will be sent to Chief Superintendent via online as in the previous year.

(B) Private Candidates

Admission tickets for Private Candidates will also be sent via online to the Chief Superintendents. But there will be no photographs affixed on it. So the admission ticket should be issued only after affixing the photographs of the candidates. A copy of the photograph which is affixed in the identify certificate of the candidate should be collected along with the application. Admission tickets should be issued only after proper identification of the

individual. Under no circumstances, the Admission tickets should be issued mistakenly. **The Chief Superintendents will be held responsible for the difficulties and losses suffered by the 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 receiving them and bring to notice of the Chief Superintendent, in case any errors have crept in and get them rectified immediately complaints received after the commencement of the examinations will not be entertained. **A notice to this effect should be placed on the notice board.**
- The Chief Superintendent should maintain a register for the issue of admission ticket.

XIII. Authority for sanctioning expenditure of SSLC examination

The expenditures for the conduct of SSLC examination shall be met by the Chief Superintendent through temporary withdrawal of amount from the School Special Fee Fund. The District Educational Officers are entrusted with the responsibility of issuing admissibility certificate for the amount spent and to provide the allotment for the amount to be recouped (G.O.(MS)No.112/2012/dtd. 10/04/2012). The Chief Superintendents shall submit the filled up forms along with the statements before the end of April every year to the District Educational Officers concerned. Specific directions for the allotment of the expense of examination are provided in circular No. G2/49919/09/CGE dated 11/08/2010 of the Commissioner for Government Examinations.

XIV. Malpractice

If a candidate is either caught for any foul practice or attempt to perform malpractices during the examination, the candidate need not be sent out of the class if he/she gives in writing that he/she shall abide by the decisions taken by the officers in charge of the examination. Such a candidate may be allowed to attend the examination.

The following activities listed are punishable:

A candidate who-

- Copies answers from the answer script of the nearby candidate
- Facilities other candidate to copy from his/her answer scripts
- Talks with each another in the examination 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 practice within the hall or within the school premises or is provoking others do so, such a candidate may be banned from appearing the examinations. Based on the report of the Chief Superintendent, stringent punishments may be imposed upon such candidate/s.

Malpractice like writing the examination during the cool off time, using obscene/bad language or behaving improperly to those involved in examination duties, spilling ink, behaving badly obstructing the way, manhandling or attempting to do so, threatening others inside or outside the school campus are actions liable for punishment. On such occasions, the results of such candidates will be withheld. Moreover criminal cases will be charged against the candidate engaging in such actions based on the intensity and severity of the crime. The decision of the Joint Commissioner will be final in this respect.

XV. Distribution of SSLC cards

(a) **SSLC cards printed with grades obtained will be sent to the respective Heads of schools for distribution through the District Educational Officer concerned. SSLC cards containing wrong information about the candidate incorrect signature, without seal or illegible print are not to be distributed.** The school authorities have to inform the changes to be made to the Secretary, Pareekshabhavan in writing and return the card with defects and take necessary steps to issue the new and correct certificates to the candidates.

(b) The Head of the school will have to enter the details of the SSLC card in the duplicate register or take a photocopy of the card before distributing it to the candidate. **A separate register shall be maintained in the school for obtaining an acknowledgement from the candidates as to the receipt of the SSLC card.** The Head of the school should duly sign towards the bottom of the card in the space provided using **black ink**. The SSLC cards shall be distributed to the candidate only after affixing the name and designation seal of the Head of the schools in the space provided.

(c) **The Head of the school shall put their signature in the SSLC card using black ink. Do not use green ink pens. Such certificates will be treated invalid.**

XVI. Scrutiny, Photocopy and Revaluation of Answer sheets

Candidate can apply via online for scrutiny, photocopy and revaluation of valued answer scripts **within 5 days from the date of publishing the results and handover the print-out copy to the Head of the school.** Fees should be paid in cash along with the application to the Head of the school. Applications and fees in this regard will not be received directly by the Pareekshabhavan.

Conditions for applying for each item are given below:

(A) Scrutiny

- (1) A fee of Rs. 50/- per paper is to be remitted.
- (2) Those who apply for revaluation need not apply for scrutiny.
- (3) Amount once paid will by no means be refunded or considered for any other purpose

(B) Photocopy

- (1) An amount of Rs. 200/- is to be remitted as fees for the photocopy of each answer script.
- (ii) This is to effect any discrepancies occurred in the answer scripts during the tabulation of marks. Such discrepancies may be brought to notice of the Pareeksbhabhavan within two weeks of receipt of this photocopy.

(iii) Application for revaluation after getting the photocopy of the script will not be entertained.

- (iv) Amount once paid will by no means be refunded or considered for any other purpose.

(C) Revaluation

- (i) Candidates can submit applications in the prescribed form for revaluation of answer scripts. Fee for revaluation of each paper is Rs. 400/-
- (ii) Those who apply for revaluation need not apply for scrutiny.
- (iii) The fee paid for revaluation will be refunded to candidate if he/she obtains higher grades in revaluation as per order G.O.(M.S. No.157/08/ G.Edn dated 08/09/2008.
- (iv) Those who procure higher grades in revaluation will be provided fresh certificates with the new grades they have obtained. The fresh certificates will be distributed through the Heads of school. The amount paid for revaluation will be refunded in such cases.

Heads of schools shall upload the details of applications received for scrutiny, photostat and revaluation. A brief report of the applications shall be uploaded to the Pareekshabhavan by the Head of the school.

(D) To know the score details

The score gained in the SSLC examination will not be disclosed to the candidates under any circumstances. But if the score of SSLC examination is required for the admission to higher studies, their numerical marks/score will be communicated confidentially to the Head of the institution, where the candidate seeks admission. Candidates can apply in writing a request for the availability of the score gained. Those who require the score to be send to an institution outside Kerala shall pay Rs. 100 as Demand Draft and to an institution inside Kerala shall pay Rs. 100 as Chalan in the head of account 0202-01-102-92- Other Receipts.

Any candidate is eligible to get the details of the score directly from the Pareekshabhavan after two years of appearing the examination on payment of Rs. 200/-as chalan.

The score gained will be made available for securing employment opportunities also.

(E) Equivalency Certificate/ Qualification Certificate

Those who have passed Standard X and desire to continue their higher studies in other states can obtain Equivalency certificates/Qualification certificates from the Pareekshabhavan. To obtain the Equivalency certificate, the candidate should submit an application in writing affixing a court fee stamp of Rs. 5/- along with an attested copy of their SSLC card/ Certificate.

(F) Migration Certificate

Migration certificate is issued by the Pareekshabhavan to those who have passed Standard X and desire to continue their higher studies in other states. To obtain the Migration certificate the candidate should submit an application in writing on payment of Rs. 50/- as chalan in the head of account 0202-01-102-92 - Other Receipts along with an attested copy of their SSLC card/Certificate.

(G) Remittance of Fees collected at the Examination Centres

The fee for scrutiny, photocopy and revaluation received from the candidate is to be kept in the custody of the Head of schools. After revaluation, if any candidate gains a higher grade than the previous grade, the fee shall be repaid to the candidate. After repayment of such amounts, the balance amount should be remitted to the treasury as chalan in the head of account 0202-01-102-92 - Other Receipts. A copy of the chalan and the statement should be sent to the Pareekshabhavan at the earliest.

The Heads of schools should not fail to follow the instructions provided in this notification for the smooth conduct of the examination.

(Sd/-)

BIJU PRABHAKAR, IAS
Commissioner for Government Examinations

/Approved for issue/

Johns V. John
Secretary

Note : For Annexure, please see Malayalam version