



# **GUIDELINES FOR THE CONDUCT OF THE ICSE & ISC SEMESTER 1 YEAR 2021-2022 EXAMINATIONS**





## INTRODUCTION

The Pandemic situation in India over the last year has not relented. It has disrupted life and thrown all activities off-gear. Every aspect of human life has been impacted, especially the education sector. Children have not physically set foot into the school campus nor entered the classrooms for several months. The gradual reopening of various sectors in society, including the schools, and getting back to normal is a big relief, especially to students and teachers.

From the Examinations point of view, the initial plan of the CISCE was to conduct the Semester 1 Examinations ONLINE, either from HOME or SCHOOL. However, due to the various problems faced by parents, students, and schools, the CISCE has decided to conduct these examinations OFFLINE and in the SCHOOLS.

The CISCE has also decided to conduct **TWO EXAMINATIONS** in the same examination year. This is in keeping to the pattern of holding examinations, as recommended in the National Education Policy (NEP) document. The format of the Question Paper to be used in the Semester 1 Examination is of the Multiple-Choice Questions (MCQ type).

Each candidate registered and confirmed to appear for the ICSE / ISC Year 2022 must appear for:

**Semester 1 Examination** to be held in November/December 2021 and

**Semester 2 Examination** to be held in March/April 2022.

**It is mandatory for a candidate to appear for both of these examinations to qualify for grant of certification for the ICSE / ISC Year 2022 Examination.**

**The candidates will have to offer the same subjects for both the Semester 1 and Semester 2 Examinations.**

## CANDIDATES

In the present context means all candidates in regular attendance, who have been confirmed to appear for the ICSE / ISC Year 2022 Examinations from the CISCE affiliated schools (excluding Type 3 & 4 candidates, for further details, refer to the circular sent by the CISCE on September 2, 2021).

## NEW FORMAT OF THE QUESTION PAPER AND THE ANSWER BOOKLET

As the Semester 1 Examination is in the MCQ format, the candidates will be provided with Question Paper – Cum – Answer Booklets to attempt their paper. The candidates will be required to write on these booklets only and submit the same to the Invigilators at the end of the examination.

The CISCE will be providing sufficient hardcopies of the Question Paper – Cum – Answer Booklets to the Schools presenting candidates for these Examinations. The details regarding dispatch of these will be communicated to all concerned in due course of time.

The Heads of Schools will be responsible for storing the packets containing the Question Paper – Cum – Answer booklets in their respective Banks.

### Sheets for doing Rough Work

Sheets for doing Rough Work have been provided in the Question paper – cum – Answer Booklet for those subjects where calculations, diagrams etc. are required, for example, Mathematics, Physics, Accounts etc. No additional or separate sheets of paper will be provided for rough work.



An extract of the Top - Sheet of the QUESTION PAPER-CUM-ANSWER BOOKLET with the 'Instructions to the candidates' is given below:

1. Candidates must write their Unique ID and Index Number in the space given.
2. Answers to the questions are to be given in the space provided. For example:  
What is the capital of India?  
(a) Mumbai  
(b) Kolkata  
(c) New Delhi  
(d) Chennai  
**Answer:**       (c)
3. The selected choice of the answer must be clearly written in the space provided. Over-writing of the answer must be avoided.
4. Only one option indicating the selected answer should be written in the space given. More than one option, if written, will not be considered for evaluation.
5. Rough work, if any, must be done in the sheets provided in this booklet for Rough Work. No separate sheet should be used for rough work.
6. Candidates seeking, receiving and / or giving assistance during the examination will be disqualified. (Refer to details given on pages 7 - 9 of the document - ISC Year 2022 Regulations & Syllabuses).
7. This Question Paper – cum – Answer Booklet should not be taken outside the Examination Hall / Room.
8. If candidates complete their paper before the completion of the writing duration time, they must remain seated in the Hall / Room till the end of the examination.
9. After completion of the Examination, this Question Paper – cum – Answer Booklet must be handed over by the candidate to the Invigilator.
10. Candidates are advised not to leave their Question Paper – cum – Answer Booklet unattended at any time.
11. The Supervising Examiner will give you permission to leave the Hall / Room only after all the Question Paper – cum – Answer Booklets have been collected from all the candidates present in the Examination Hall / room.

#### **DESPATCH OF QUESTION PAPER – CUM – ANSWER BOOKLETS**

The Question Paper – cum – Answer Booklets would be packed Centre - Wise and sent to the respective Conveners for the Centres located in the following cities/regions:

**Lucknow, Kanpur, Mumbai, Kolkata, Howrah, Hooghly, Barrackpore, Jamshedpur, Dehradun, Mussoorie and Bengaluru.**

For the remaining the Examination Centres, the Question Paper – cum – Answer Booklets will be sent directly to the Heads of Schools concerned.



### ANSWER SCRIPT ENVELOPES

The Heads of Schools will be provided with sufficient number of Answer Script Envelopes. These Envelopes will have to be used for packing the Question Paper – Cum – Answer Booklets of the Semester 1 Examination. In each of these envelopes a maximum of 45 Question paper – cum – Answer Booklets should be packed.

### EXAMINATION READING & WRITING TIME (as per the examination timetable)

#### ICSE

Reading Time - 10:50 am to 11:00 am

Writing Time - 11:00 am to 12:00 noon (60 minutes paper)

11:00 am to 12:30 pm (90 minutes paper)

#### ISC

Reading Time - 1:50 pm to 2:00 pm

Writing Time - 2:00 pm to 3:30 pm

- The Supervising Examiner/s / Invigilators must distribute the Question Paper-cum-Answer Booklets to all the candidates ten minutes before the start of the Examination. The candidates are to be given only 10 minutes of Reading Time.
- For ICSE, at 11:00 am sharp, the Supervising Examiner / Invigilator will permit the candidates to begin writing the examination. The Supervising Examiner / Invigilator should stop the ICSE examination at 12:00 noon sharp for a 60-minute examination or 12:30 pm sharp for a 90-minute examination.
- For ISC, at 2:00 pm sharp, the Supervising Examiner / Invigilator will permit the candidates to begin writing the examination. The Supervising Examiner / Invigilator should stop the ISC examination at 3:30 pm sharp.

### ADMISSION CARDS WITH THE CUSTOMISED TIMETABLE

Admission Cards for all eligible candidates (candidates in regular attendance only) who have been confirmed for the ICSE/ISC Year 2022 Examination will be made available shortly on the CAREERS Portal. The Heads of Schools are required to download and print the same.

Candidates must sign on the Admission Cards in the presence of the Head of the School. Thereafter, the Head of the School is required to sign these and issue the same to the candidates concerned.

### SPECIAL FORM FOR SIGNATURES OF CANDIDATES

The Special Form for Signatures of Candidates (candidates in regular attendance only) who have been confirmed for the ICSE/ISC Year 2022 Examination will be made available on the CAREERS Portal.

The form, duly signed by the head of the school as well as by the candidates, should be handed over to the Chief / Supervising Examiner of the Centre from which the candidates of their school are appearing for the Examination. Heads of schools are requested to ensure that this is done before the commencement of the Examination in order to enable the Chief / Supervising Examiner to obtain the signatures of the candidates in the examination hall, on the first day of the Examination.



## RECORD OF ATTENDANCE OF CANDIDATES

Attendance of candidates confirmed to appear for the Semester 1 Examination is to be submitted to the CISCE in the following manners:

1. Online submission of the Attendance through the CAREERS Portal.
2. Marking the attendance of the candidates on the hard copy of the Attendance List provided by the CISCE.

For the ICSE Examination, schools will be provided with a hard copy of the Attendance List along with the Attendance List Envelope. This envelope is to be used for returning the duly completed Attendance List to the CISCE after the last Examination is taken at the Centre.

For the ISC Examination, schools will be provided with hard copies of Attendance Lists for Practical as well as for Theory Examinations. Envelopes for returning these Attendance Lists will also be provided. These envelopes are to be used for returning the duly completed Attendance Lists to the CISCE after the last Practical / Theory Examination is taken at the Centre.

It may be noted that in the Attendance List meant for Semester 1 Theory Examination, names of candidates appearing without attendance in the school (Type 3 & 4 Candidates) will not appear.

However, the names of these candidates will appear in the Attendance List meant for the **ISC Practical Examination**. For further details, kindly refer to the circular dated September 2, 2021, sent by the CISCE to the Heads of Schools presenting candidates for the Year 2022 Examination.

## TIMETABLE AND DETAILED INSTRUCTIONS FOR THE CANDIDATES

The timetable, along with detailed instructions for the candidates appearing for the ICSE/ISC Year 2021 - 2022 Semester 1 Examinations, have been made available on the official website of the CISCE: [www.cisce.org](http://www.cisce.org)

The Heads of Schools are requested to advise all the candidates of their school, to take a printout of the timetable along with the detailed instructions from the website.

A copy of the same may also be put up on the School's Notice Board.

## SUPPORT TO CANDIDATES WITH SPECIAL DIFFICULTIES

The CISCE being a child-centric Board is sensitive to the special needs of candidates who are differently abled, while ensuring that special consideration with necessary arrangements is made to facilitate their performance in the ICSE (Class X) & ISC (Class XII) Semester 1 Examinations.

Some of the concessions that have been granted to candidates, either singly or in various combinations for these Examinations are given below:

- Allowance of additional time: The candidates have been granted additional 15 minutes for a one-hour paper.
- Use of writer (amanuensis) / reader / reader-cum-writer: The candidates have been permitted an amanuensis / reader/ reader-cum-writer. Normally a fellow pupil of Class IX or a lower class for the ICSE Examination and of Class XI or a lower class for the ISC Examination from the same school is permitted to function as an amanuensis / reader / reader-cum-writer. If fellow pupils cannot be arranged due to the Covid situation, the schools are requested to utilise the assistance of their Primary (Nursery – Class 1) School Teachers.
- Special Question Papers: Special Question Papers have been prepared in select subjects for those candidates who are visually challenged.
- Use of a calculator, magnifying glass, etc. is permitted.



### USE OF UNFAIR MEANS

Candidates seeking, receiving and / or giving assistance during the Semester 1 Examination will be disqualified. (For further details, please refer to the section on 'Unfair Means' as given in the document titled, 'ICSE / ISC Year 2022 Regulations & Syllabuses').

### CERTIFICATION

The candidates who appear for the Examination will be issued a computer-generated Mark Sheet.

This Mark Sheet will only indicate the marks obtained by the candidates in each subject / paper taken by them for the Semester 1 Examination.

**It is mandatory for a candidate to appear for both of these examinations to qualify for grant of certification for the ICSE / ISC Year 2022 Examination.**

The overall result i.e. – Pass Certificate Awarded/ Pass Certificate Not Awarded/ Eligible for Compartment Examination will only be declared after completion of the Semester 2 Examination.

### RECHECK OF RESULTS

Applications for recheck of results must be submitted online and must be received by the Council's office not later than **SEVEN days** from the day of declaration of the ICSE / ISC Year 2021 - 2022 Semester 1 Examination results.

## PERSONNEL RESPONSIBLE FOR CONDUCTING THE SEMESTER 1 EXAMINATIONS

### COORDINATING CONVENER/ CONVENER

The term '**Convener**' means a person who is responsible to the CISCE for local arrangements pertaining to the conduct of the Examinations. The Convener must necessarily be the Head of an affiliated school and preferably with not less than three years' experience as the Head of an affiliated School. The Convener is normally elected or appointed at a meeting convened by the Heads of schools presenting candidates for the CISCE Examinations in a particular town/city or region. Due to the Covid situation, Conveners elected/nominated for the Year 2021 Examinations, have been requested to continue for the Year 2022 Examinations as well.

In big cities, where there are several schools, there are multiple Zonal Conveners. From amongst them, one Convener is elected as a **Co-ordinating Convener**. The main function of the Co-ordinating Convener is to liaison the work with all the Zonal Conveners and ensure uniformity of activities among them.

#### Responsibilities & Duties of the Convener

- The Convener is responsible for conducting meetings of Heads of Schools as and when necessary and making arrangements for the proper conduct of the examination. The **Convener is advised not to leave station** during the examination period.
- The Convener is responsible for ensuring that all necessary arrangements are made for the proper conduct of the Examination in all the Examination Centres under his/her Convener-ship. These include the appointment of the Supervising Examiner/s, Visiting Examiner/s, Invigilator/s, Inspector/s and Special Coordinator/s.
- The Convener must ensure that all Examination Centres under his/her Convener-ship should follow the norms as laid down by the CISCE for the smooth, safe and fair conduct of the Examinations.



- The Convener must ensure that all Examination Centres under his/her Convener-ship have all the arrangements put into place in terms of security, storage of examination stationery, seating arrangements, examination hall/room, drinking water, first-aid, standby generators, toilets, sanitizers, etc.
- The Convener should ensure that all examination centres under his/her Convener-ship strictly adhere to the Covid 19 Safety Guidelines provided by the CISCE for the safe conduct of the examinations. In addition, he/she should also ensure compliance by the Examination Centres under his/ her Convener-ship of the Covid 19 SOPs as laid down by the Central / State / UT Governments.
- The Convener is responsible in reporting to the CISCE, immediately, any irregularity brought to his/ her notice in the Examination Centres under his/ her charge before, during or after the examination.
- In case anything suspicious is reported against a Centre, the Convener is authorized to appoint a Special Coordinator for that Centre in consultation with the Chief Executive & Secretary of the CISCE.
- The Convener is responsible for organizing meetings to disseminate information related to the smooth conduct of the examinations.

### **HEADS OF SCHOOLS**

Refers to the current Head of a CISCE affiliated school presenting candidates for the Semester 1 Examination.

#### **Responsibilities / Duties of the Head of the School**

##### **A. Receipt of Question Paper – cum – Answer Booklets**

- In the conduct of the Semester 1 Examinations, the Head of the School is responsible for receiving the confidential documents from the Convener/CISCE designated courier, pertaining to his/ her respective Examination Centre.
- On receipt of the Confidential documents, the Head of the School must inform the Chief/ Supervising Examiner immediately and hand over the same to him/her for deposit and safe keeping in the respective Bank.
- The parcels containing the packets of the Question Paper – cum – Answer Booklets are to be checked by the Head of the School & the Chief/Supervising Examiner against the Advice Note in the presence of the Bank Manager or his/her authorized representative. The Head of the School or his/her authorized representative and the Chief/ Supervising Examiner will jointly sign the ADVICE NOTE in confirmation of receipt of the parcel and certify that the packets were received intact.
- A copy of the list of packets deposited in the Bank duly authenticated by the Bank Manager must be kept on record at the Examination Centre.
- The Confidential documents, arranged according to the dates of the examinations, must be kept secured in the cupboard in a safe place in the Bank. A copy of the printed Examination Timetable (ICSE/ISC) should be displayed on the steel cupboard. **This steel cupboard is to be kept in the strong room of the Bank/ or a secure place in the Bank, which is properly guarded at ALL TIMES.**

##### **B. Implementation of Covid 19 Protocols and SOPs in the School**

- The Head of the School is responsible for implementing the Covid 19 Protocol & Safety Measures in their respective schools and follow the SOPs / guidelines provided by both the CISCE and the local Health Authorities.
- These measures must be put into place well before the commencement of the Examinations. No compromise will be acceptable by the CISCE, as the health and well-being of the candidates, teaching and non-teaching staff are of utmost priority.
- For further details, please refer to the section, “**Covid 19 Safety guidelines for the conduct of the Examinations.**” in this document.



### **C. Assistance to the Chief/ Supervising Examiner for the conduct of the Examination at the Centre**

- The Head of a School where the Examination Centre is located will take the responsibility for making all the arrangements for the Examination at the Centre in accordance with the rules of the CISCE, including the COVID 19 Safety Guidelines.
- He/ she will provide the Chief/ Supervising Examiner with all the necessary support and cooperation as is required for the proper conduct of the Semester 1 Examinations.
- He/ she is to ensure that security arrangements are in place at the Examination Centre.
- He/ she will extend all assistance to the Chief/ Supervising Examiner/s in matters of emergencies when the need arises.
- The Head of a School or his/ her authorized representative (Vice Principal/ Headmaster/ Bursar) and the Chief/ Supervising Examiner/s of the Centre must collect, on a day-to-day basis, the confidential documents from the Bank. They also need to ensure that the withdrawal of documents from the Bank is made in accordance with the Examination Timetable.
- For short duration storage, confidential materials are to be stored in a steel cupboard, with built-in locking system, made by a standard company as per the procedure given in this document.
- The sealed packet/s containing the Question Paper-cum-Answer Booklets handed over by the Chief/ Supervising Examiner must be dispatched by the Head of the School at which the Centre is located, strictly as per the instructions issued by the CISCE.

### **SUPERVISING EXAMINERS**

The term 'Supervising Examiner' means the Presiding Examiner who is responsible for the proper conduct of the Examination at each Examination Centre.

#### **Guidelines while nominating Supervising Examiners**

- The Supervising Examiner should be a responsible, competent, and impartial person, teaching an academic subject at the level of the Examination, who has no association with the candidates under the examination. The Supervising Examiner should not be a member of the Staff of the school at which the Centre is located.
- The number of candidates that can be supervised by a Supervising Examiner for the Examination at any centre, should not exceed 120. In the event of the centre exceeding 120 candidates, additional Supervising Examiner/s need to be appointed.
- In case a Centre has two or more Supervising Examiners, one of the Supervising Examiners should be designated as the 'Chief Supervising Examiner', who will be responsible for the proper conduct of the Examination at his/her centre.
- In cases where there are two or more schools in the locality, the Conveners must ensure that the teachers nominated as Supervising Examiners must be interchanged from amongst the schools in the region.
- In cases where there is only one school in the locality, the Convener is requested to nominate teacher/s as Supervising Examiner/s / Invigilator/s from the nearest CISCE affiliated schools. Alternatively, the Convener may nominate reliable persons, other than from the school, who are known for their integrity and educational standing, as Supervising Examiners and Invigilators.
- The Supervising Examiners should not be an examiner of any subject/ paper for the ICSE / ISC Semester 1 Examination.





### Responsibilities and Duties of the Chief/ Supervising Examiner

- He/ she is responsible to the Chief Executive & Secretary of the CISCE for the smooth conduct of the Semester 1 Examinations and must be present in the examination hall/ room for the entire duration of each paper.
- He/ she must ensure that all the Rules & Regulations laid down by the CISCE are strictly adhered to for the proper and fair conduct of the Examination.
- The Chief/ Supervising Examiner should contact the Head of the School where the Examination Centre is located, two or three days prior to the commencement of the Semester 1 Examinations, to acquaint himself/ herself with the arrangements made for the smooth conduct of the examinations and to ensure that the arrangements conform to the requirements as laid down by the CISCE. He/ she should also ensure that all arrangements are in place at the Examination Centre in accordance with the 'COVID 19 Safety Guidelines provided by the CISCE / COVID 19 SOPs as laid down by the Central/ State/ UT Governments'.
- He/ She must ensure that Invigilators appointed are not teachers of the subject/s under examination in Classes IX to XII and are not invigilating candidates of their own school. He/ she should also ensure that the invigilators are conversant with the Rules for the Conduct of the Examinations and guide them accordingly.
- He/ she, along with the Head of the School of the Examination Centre are responsible for collecting the sealed parcels of the confidential documents from the Convener / CISCE designated Courier.
- He/ She must ensure that the parcels containing the Question Paper – cum – Answer Booklets packets received from the Convener / CISCE designated Courier are opened in his/ her presence. The Chief/ Supervising Examiner must jointly sign the ADVICE NOTE with the Head of the School, in confirmation of receipt of the contents of the parcel and certify that the packets received were intact.
- The Head of a School or his/ her authorized representative (Vice Principal/ Headmaster/ Bursar) and the Chief/ Supervising Examiner/s of the Centre must collect, on a day-to-day basis, the confidential documents from the Bank. They also need to ensure that the withdrawal of the documents from the Bank is made in accordance with the Examination Timetable.
- Before the start of the examination each day, each Question Paper - cum – Answer Booklet envelope must be opened by the Chief/ Supervising Examiner in the presence of the Invigilators and the candidates, **not more than ten minutes** before the reading time specified and allotted to the candidates.
- Before the Question Paper-cum-Answer Booklets are distributed, he/ she with the help of the Invigilators, must ascertain that the number of Question Paper-cum-Answer Booklets contained in the packet tallies with the number mentioned on the label of the packet. In the event of a disparity, the matter must be brought to the notice of the Head of the School, who will inform the CISCE.
- As soon as the Question Paper-cum-Answer Booklets are handed over to the candidates, he/ she should bring to the candidates' notice the number of printed pages and the number of blank pages contained in the Question Paper-cum-Answer Booklets. He/ she must also read aloud the instructions printed on the Question Paper-cum-Answer Booklets.
- He/ she is responsible for recording the attendance of the candidates on the Attendance Sheets provided by the CISCE. **In addition, he/she is responsible for noting the details of the absentee candidates in the format provided by the CISCE (available on the CAREERS Portal under 'Examination Documents') each day and hand it over to the Head of the Examination Centre to be forwarded to the CISCE online on the same day, if not latest by the following morning.**
- The Question Paper-cum-Answer Booklets should be packed by him/ her in the envelopes provided for the purpose as per the procedure mentioned in this document.
- He/ she must keep a record of the dispatch of these envelopes (subject-wise), in the format provided.



- He/ she will sign on the packed envelopes to ensure that the packets were packed in his/her/their presence and that he/she/they has/have verified the number of Question Paper-cum-Answer Booklets enclosed in the envelope.

### **INVIGILATORS**

The term '**Invigilator**' means a person deputed to work under the guidance of the Chief/ Supervising Examiner and assist in the conduct of the Examination at a Centre. The invigilators should be School Teachers but **will not invigilate the candidates of their own Schools**. Invigilators must be appointed for duty for all papers under examination in every Examination Hall/ room/s. The Chief/ Supervising Examiner must ensure the ratio of **Invigilators to candidates is at least 1:30 for all written papers and 1:15 for practical papers**.

#### **Responsibilities and duties of the Invigilators**

- He/ she must assist the Chief/ Supervising Examiner in the smooth and fair conduct of the Semester 1 Examination.
- They should be acquainted with the rules for the conduct of the Examination at a Centre and with the printed instructions given for them in this document.
- He/ she must assist the Chief/ Supervising Examiner before the distribution of the Question Paper-cum-Answer Booklets in ascertaining that the number of Question Paper-cum-Answer Booklets contained in the packet tallies with the number mentioned in the label of the packet.
- He/ she should not explain the questions, nor read the answers of the candidates.
- At the end of the examination time, he/ she must go to the candidates and collect the Question Paper-cum-Answer Booklets. They will also assist in checking, counting and putting the Question Paper-cum-Answer Booklets into serial order.
- He/ she must ensure that the number of Question Paper-cum-Answer Booklets packed for dispatch **tallies** with the number of candidates who have taken the examination on that particular date.
- He/ she must also ensure that the answer script envelopes are secured in the examination hall/room in their presence.

### **VISITING EXAMINERS**

**The Visiting Examiners are to be appointed for the conduct of ISC Year 2022 Practical Examination and Evaluation of Project Work / Practical File.**

The Visiting Examiner is a subject expert (trained postgraduate in the subject he/ she is appointed for) teaching at least at the level of the examination is responsible for conducting and evaluating the ISC Practical Examination and also for Evaluating the Projects prepared by the Candidates in the subjects concerned.

The details regarding the Conduct of Practical Examination and Evaluation of Project Work have been shared with the Heads of Schools by the CISCE vide its circular dated October 16, 2021.

#### **Responsibilities and duties of Visiting Examiners**

- **The Visiting Examiners are responsible for conducting and evaluating Practical Examinations in certain subjects and / or evaluating Project Work and / or Practical File. The Visiting Examiners are NOT required to 'supervise' the entire examination.**
- **Subject-wise detailed guidelines for the Visiting Examiners related to the conduct of the Practical Examinations have been made available through the CAREERS Portal.**



- The marks for the Practical Paper/s and / or Project Work/ Practical File must be submitted by the Visiting Examiner online, through the CAREERS Portal using their credentials.

### **SPECIAL COORDINATORS**

The term 'Special Coordinator' means a person who is specially appointed by the CISCE in consultation with the local Convener at a newly formed Examination Centre or at a Centre having less than 15 candidates or those involved in unfair means, to oversee the conduct of the examination, with the assistance of the Supervising Examiner/s and Invigilator/s.

The Special Coordinator should be a responsible, competent and impartial person, teaching an academic subject at the level of the Examination, and who has no association with the candidates under examination.

The Special Coordinator should not be a member of the Staff of the school at which the Centre is located.

#### **Responsibilities & Duties of a Special Coordinator**

- He / She must ensure that all arrangements made at the Centre are as per the norms of the CISCE
- He / She should coordinate the work of the Supervising Examiner, Invigilators and Inspector of the Centre.
- He / She should ensure proper, impartial and fair conduct of the Examination at the Centre.
- He / She should supervise the conduct of the Examination at the Centre and ensure that the responsibilities assigned by the CISCE to the Supervising Examiners, Invigilators, etc. are carried out both in letter and spirit.
- He / She should report to the CISCE immediately, in the event of any irregularity noticed.
- He / She is required to submit a report on the conduct of the Examination at the Centre to the CISCE at the end of the Examination.

### **INTERNAL ASSESSMENT EXAMINERS – ICSE (CLASS X) EXAMINATION**

**The Internal Assessment Examiners are to be appointed for the evaluation of the Projects submitted by the candidates for the ICSE (Class X) Year 2022 Examination.**

The Convener is required to instruct Heads of Schools under his/ her Convener-ship to upload details of the Internal Assessment Examiner/s of their respective school, through the Careers Portal. Each school will be responsible for uploading the details of the Internal Assessment Examiners to be appointed at their respective schools.

Internal Assessment Examiners appointed should be subject experts (trained Graduate in the subject they are appointed for), teaching at least at the level of the examination. The Internal Assessment Examiner may be a teacher nominated by the Head of the School who could be from the faculty **but not teaching the subject in the Class/ section**. For example, a teacher of Class VIII may be deputed to be an Internal Assessment Examiner.

#### **INSPECTOR OF CENTRES**

The term '**Inspector of Centres**' means a local person of repute and standing who has no association with the candidates under examination and who is not the Head or teacher at an affiliated School. One Inspector is permitted to inspect only 15 Examination Centres.

#### **Responsibilities and duties of an Inspector of Centres**

- He/ she must ensure that the arrangements for the Semester 1 Examination have been made in accordance with the Rules given in this document, including the COVID 19 Safety Guidelines.
- He/ she should bring to the notice of the Head of the School and the Chief/ Supervising Examiner, any irregularities observed by him/her on inspection of the Centre.



- He/ she must inspect the sealed packets of answer scripts for dispatch, duly signed by the Chief/ Supervising Examiner and the Invigilators. He/ she should also inspect where the Head of the Centre keeps the duplicate keys to ensure that the sealed packet containing them are intact.
- He/ she should enter in his/her report to the Chief Executive & Secretary of the CISCE, in the proforma, 'Inspection Report' provided, a precise record of any deviation in the Centre in the conduct of the examination or breach of security arrangements provided for the safe custody of the Question Paper-cum-Answer Booklets.
- If the Inspector wishes to visit the Bank to check the safe keeping of the confidential documents in the locker, he/ she should visit the Bank with the representative from the school who is an authorized signatory at the Bank. The visit is to be made either before the commencement of the examination or after, on any day of the examination.
- When an Inspector visits a centre for an inspection, he/ she should carry out only the inspection and not any personal work.

## **ARRANGEMENTS FOR THE SEMESTER 1 EXAMINATIONS**

### **Receipt of Question Paper – cum – Answer Booklets**

Parcels containing the Question Paper – cum – Answer Booklets will be despatched by the Council well in advance of the examination by the authorised Courier Agency, where applicable, to the Convener or to the Head of the School (refer to the Page 3 of this document). The Convener/Head of the School will inform the Chief / Supervising Examiner/s of the Centre/s concerned and also the Heads of Schools, where applicable, of the arrival of the Question Papers – cum – Answer Booklets.

The Heads of Schools and the Chief / Supervising Examiner/s of Centres will be responsible for collecting the sealed parcels of Question Papers – cum – Answer Booklets and other examination material received by the Convener.

### **Safe Custody of the Confidential Documents**

#### **Depositing confidential documents with the Bank**

All arrangements for the security of the documents in the Bank are to be ensured well in advance. The letter of authority and specimen signature of the Head of a School or his / her authorised representative (a staff member of the school of the rank of the Vice Principal/ Bursar/ Head of Department) and of the Chief / Supervising Examiner/s should be submitted to the Bank for identification with a copy of the same to the Convener.

#### **Procedure to be followed:**

- a) The Convener (where applicable), on receipt of the parcels containing Question Paper – cum – Answer Booklets, will be responsible for their safe custody till they are handed over to the Chief / Supervising Examiner/s and Heads of Schools where the Examination Centres are located. The Head of a School may depute a staff member of the school (a staff member of the School of the rank of the Vice Principal/ Bursar/ Head of Department) to take responsibility for the safe custody of the confidential documents.
- b) The Heads of Schools/their authorised representatives, where the Examination Centres are located along with the Chief / Supervising Examiner/s will collect the confidential documents from the respective Conveners on a working day, well in time, and take these directly to their respective Banks.

In case, the confidential documents are handed over to the Head of the School directly by the authorized courier, Head of School/his/her authorised representatives along with the Chief / Supervising Examiner/s will take these documents directly to the Bank.



- c) If an Examination Centre is located at a considerable distance from the Convener's School, and the Head of the School/ authorised representative where the Examination Centre is located is unable to deposit the confidential documents in the Bank during the Bank's working hours on the same day, the Head of the School must ensure that:
- the confidential documents are kept secured round the clock.
  - a double locking system as specified under "Procedure for Short Duration Storage of Confidential Documents" is in place for storing the confidential documents.
  - the confidential documents are deposited in the Bank at the earliest on the next bank working day and a receipt obtained from the manager certifying that the documents are sealed and intact and are not tampered.
- d) **Parcels containing Question Paper – cum – Answer Booklets packets received from the Convener/authorized Courier must be opened only in the presence of the Chief/Supervising Examiner/s of the Centre.** The parcels containing Question Paper – cum – Answer Booklets packets are to be checked by the Head of the School at which the Examination Centre is located or his/her authorised representative (a staff member of the school of the rank of the Vice Principal/ Bursar/ Head of Department) and the Chief/Supervising Examiner/s against the advice note and the centre entries in the presence of the Bank manager or his/her authorised representative. **The Head of the School, or his/her authorised representative, and the Chief / Supervising Examiner/s will jointly sign the ADVICE NOTE in confirmation of receipt of the contents of the parcel and certify that the packets were received intact.**
- e) In the event of any irregularity regarding the contents of the parcel(s) (shortfall/excess), or their security, a written report, jointly signed by the Head of the School and the Chief / Supervising Examiner, should be sent immediately to the Council under intimation to the Convener.
- f) After verification, one copy of the Advice Note must be sent to the Convener and the other copy kept in safe custody by the Head of the School under intimation to the Council .
- g) A copy of the list of packets deposited in the Bank duly authenticated by the Bank manager must be kept on record at the Examination Centre.
- h) The confidential documents, arranged according to the dates of examinations, must be kept secured in the cupboard in a safe place in the Bank. If required, a half-size/full size steel cupboard may be provided to the Bank for the period of examination for the purpose of storage of the Question Paper – cum – Answer Booklets packets. **This cupboard is to be kept in the strong room of the Bank/or a secure place in the Bank, which is properly guarded at ALL TIMES.**
- i) The Chief / Supervising Examiner must ensure that the confidential documents are kept in the steel cupboards and not in steel trunks in the strong room of the Bank.
- j) A copy of the printed Examination Timetable (ICSE/ISC) should be displayed on the steel cupboard or in a convenient place where the documents are stored in the Bank.
- k) Question Paper – cum – Answer Booklets packets should be arranged chronologically according to the dates of examinations and placed in the steel cupboard in the Bank.
- l) There might be more than one subject examination on the same day, for example – Urdu and Bengali, the packets containing confidential documents for these subjects should be kept together, before placing them in the cupboard.
- m) The confidential documents should be kept in the Bank where the School's accounts are maintained.
- n) Proper records for the storage of the confidential documents in the Bank are to be maintained by the Head of the School.
- o) A new padlock should be purchased by the Head of the School on the day of receipt of the confidential documents and receipt for the purchase retained for the inspection.



- p) One key of the steel cupboard and one key of the new padlock should be handed over to the Chief / Supervising Examiner/s and the responsibility for the safe custody of these keys will be that of Chief / Supervising Examiner/s of the Centre.
- q) The duplicate key of the steel cupboard and the duplicate key of the new padlock should be securely sealed in a cloth packet duly stitched and sealed, with the signature of the Chief / Supervising Examiner across all stitched flaps of the packet. This sealed packet should then be handed over to the Head of the School of the Examination Centre and kept in the school safe / cupboard to which only the Head of the School has access.

#### **Procedure for Short Duration Storage of Confidential Documents**

- (a) The Question Paper – cum – Answer Booklets packets, and other confidential documents must be kept in a steel cupboard, with a built-in locking system, manufactured by a standard and reputed company. This steel cupboard should be provided by the Head of the School at which the Centre is located. The steel cupboard must have a hasp and staple fitted so that a padlock can also be used, apart from the locking arrangement of the cupboard. A **new** padlock should be purchased by the Head of the School on the day of receipt of the confidential documents and the receipt for the purchase retained for inspection. One key of the steel cupboard and one key of the **new** padlock should be handed over to the Chief / Supervising Examiner who must, under no circumstances, leave them with, or hand them over, to anyone else. The responsibility for the safe custody of these keys is that of the Chief / Supervising Examiner of the Centre from the date and time they are handed over to him/her, after taking charge of the confidential documents. The duplicate key of the steel cupboard and the duplicate key of the **new** padlock should be securely sealed in a cloth packet duly stitched and sealed, with the signature of the Chief / Supervising Examiner across all stitched flaps of the packet. This sealed packet should then be handed over to the Head of the School of the Examination Centre and kept in the school safe / cupboard to which only the Head of the School has access.
- (b) The steel cupboard containing the confidential documents should be kept in the office of the Head of School who is responsible for the security of the cupboard.  
  
There should be a minimum of **two** security guards posted round the clock during the entire period of the examination to ensure the security of the confidential documents.
- (c) The steel cupboard should be opened by the Chief / Supervising Examiner in the presence of the Head of the School, or his/her authorised representative only, for taking out confidential documents required for a particular session or putting back other examination material.
- (d) A copy of the printed Examination Timetable should be pasted on the steel cupboard in which the confidential documents are stored.

**Whenever this steel cupboard is opened it should be in the presence of the Head of the School of the Examination Centre or his/her authorised representative. The Chief / Supervising Examiner and the Head or his/her authorised representative, must sign a statement on the Question Paper Report provided stating the purpose for which the cupboard was opened.**

**A Centre will be inspected by the Inspector to ensure the compliance of the procedures detailed by the Council for the safe custody of the confidential documents.**



### **Possession of documents related to the Examinations**

Chief / Supervising Examiner/s must visit the Centre School three/four days before the commencement of examination to assume the responsibility of securing all the following examination related documents which are in the custody of the Head of the School in which the Examination Centre is located:

- Attendance List/s
- All the Forms to be used during the Examination
- Seating Plan of the Examination Hall/Room
- Envelopes for packing Question Paper – cum – Answer Booklets, attendance lists etc.

### **DESPATCH OF THE ANSWER SCRIPTS**

The details regarding dispatch of Question Paper – cum – Answer Booklets will be shared with the schools in due course of time.

### **DESPATCH OF THE ATTENDANCE LISTS & OTHER DOCUMENTS TO THE CISCE**

Attendance List/s along with other documents must be packed in the envelope/s provided for the purpose and returned to the Council immediately after the last examination has concluded at the Centre.

## **COVID 19 SAFETY GUIDELINES FOR THE CONDUCT OF THE EXAMINATION**

### **INTRODUCTION**

CISCE's COVID – 19 Safety Guidelines have been compiled together as a precautionary measure to be adopted by all CISCE Affiliated Schools during the conduct of the Examination.

CISCE lays utmost priority on the health, wellbeing and safety of all candidates & staff at each of the Examination Centres in India and abroad. Therefore, the safety measures mentioned here need to be strictly adhered to and complied with to ensure a smooth and safe conduct of the ICSE & ISC Examinations.

### **GUIDELINES**

The Head of the Examination Centre is required to make the following arrangements:

#### **1. Pre-examination measures:**

##### *a. Hygiene and Sanitation*

- i. There should be thorough cleaning and disinfection of all areas of the school building/s in the campus, common utility areas using 1% sodium hypochlorite solution with particular attention to frequently touched surfaces.
- ii. Bottles of sanitizers should be placed at common points/locations in the school for the use of candidates and teachers.
- iii. The washrooms at the examination centre should be thoroughly sanitized and cleaned frequently. Handwash/soap should be replenished regularly. An attendant should be deputed outside the washroom to ensure regular cleaning, disinfection and to prevent overcrowding.
- iv. Arrangement for closed dustbins in the examination halls/rooms should be made and they should be cleaned frequently.





- v. The drinking water area should be kept clean. However, candidates should be advised to bring their own drinking water bottles.

*b. Entry and Exit points*

- i. The Head of the centre should ensure that there is staggered movement of candidates at points of entry and exit in accordance with social distancing norms.
- ii. Opening of all gates at the time of entry and exit in case the school has multiple exits shall be done to avoid overcrowding.
- iii. For ensuring queue management, specific markings on the floor with six feet distance may be made at the entry gate. Any form of crowding must be avoided at all costs. Maintaining of Social Distancing is very important in the school premises.
- iv. There should be provision of thermal screening at entry points of the school. Infrared (non-contact) Thermometers must be procured and used at the School Main Gate to check temperature of the candidates and teaching and non-teaching staff before they enter the school and the examination hall/rooms.

*c. Examination halls/rooms*

- i. Additional halls/classrooms are to be utilised so that proper social distancing is maintained between the candidates.
- ii. The Examination Hall/ rooms should be sanitised before and after the conduct of each paper.
- iii. The ratio of Supervising examiners and the candidates is 1:120 for the ICSE & ISC Examinations. However, more teachers are to be appointed as Invigilators to assist the Supervising Examiner/s at the Examination Centres for the smooth and safe conduct of the ICSE & ISC Examinations. In schools, where multiple rooms are being utilised for seating candidates, every room should have at least 1 Invigilator.

*d. Seating Arrangement*

- i. The seating plan in the Examination Hall/rooms should be so arranged that the single individual desks are placed at a gap of at least six feet between two candidates, in all directions.
- ii. For double seaters, only one candidate should be permitted to sit.

*e. Communication*

- i. The Head of the Centre should sensitize candidates, teachers and staff regarding COVID appropriate behavior. There should be sufficient awareness created regarding the need to be vaccinated (for eligible persons), the use of face masks, social distancing by students, teachers and for all stakeholders who will be involved in the conduct of the examination.
- ii. Posters on COVID-19 awareness and its adherence should be put up at prominent places across the Examination Centre and school premises.
- iii. The Head of the Centre should ensure that adequate number of face masks are always available at the Examination Centre to be used in case a candidate/staff is found to have not brought his/her mask.
- iv. The Head of the Centre should inform all the staff members regarding the CISCE Guidelines to be followed for preparations to be made by them at the Examination Centre.

In addition, COVID 19 SOPs as laid down by the Central / State / UT Government should also be communicated and followed.





*f. Ventilation*

- i. Cross ventilation and/or fresh air circulation should be adequate in all examination halls / rooms.

*g. Medical Room*

- i. The medical/sick room should be well stocked with necessary medications and other essential items like face masks, sanitizer, hand wash, clean bed etc.
- ii. The medical room should be disinfected frequently.
- iii. A doctor/nurse may be arranged on call in the case of emergency.

**2. Safety measures on the Examination day:**

*a. Assembly and gathering*

- i. No morning/afternoon assembly should be held on the day of the examination for the candidates.
- ii. Gatherings in groups of any kind should be dissuaded, in and around the Examination Centres.

*b. Safety Measures during examination*

- i. Candidates, teachers and staff should strictly follow COVID 19 safety protocols by ensuring that they wear a face mask, use hand sanitizer frequently, follow respiratory etiquette and avoid touching the face with their hands. The use of gloves in the examination hall / rooms, is optional and may be permitted.
- ii. The body temperature of the candidates and concerned staff should be checked at the entry gate. If the body temperature is normal, the candidates should be allowed to proceed to the examination hall/room. In case the temperature is above the normal, the candidates may be allowed to rest for a while and their temperature should be measured again. If permissible, then the candidate may be allowed to proceed to the allotted examination hall/room else, arrangements will have to be made for the candidate to sit in a separate room if the candidate is willing to appear for the examination.
- iii. Candidates may not be permitted to borrow stationery or share their water bottles with other candidates.
- iv. Suitable safety measures must be taken by all those personnel involved in the conduct of the examinations. The use of masks and sanitisers by the Supervising Examiner/s & Invigilators should be compulsory.
- v. Where the numbers of candidates are large, staggering of entry movement into the examination hall should be done, to avoid crowding at any point of time.
- vi. Separate arrangement must be made for examinees coming from COVID-19 infected areas or containment zones.

*c. Guidelines to be followed in case a student/teacher/staff develops symptoms (fever, cough)*

- i. Self-monitoring of health should be done by all and any feeling of illness should be reported at the earliest to the Supervising Examiner/Invigilator.
- ii. The sick person should be placed in a medical/sick room or an area isolated from others. Adequate space, preferably isolated from other examination areas, at the Examination Centre's premises should be specifically demarcated.
- iii. The patient should remain isolated till examined by a nurse or a doctor.
- iv. A risk assessment should be taken by the designated health authority and accordingly further action needs to be initiated regarding management of the case.
- v. In case a teacher falls ill, he/she should be sent home immediately. If the Invigilator/Supervising Examiner falls ill, the person should be sent home and the Convener should be requested for a suitable replacement under intimation to the Council.



### 3. Post-Examination measures:

#### a. *Packing of Question Paper – cum - Answer Booklets*

- i. At the end of the examination, the Supervising Examiner must ensure that each Question Paper – cum - Answer Booklets envelope is appropriately sanitised and then packed.
- ii. The Supervising Examiner and Invigilator(s) are advised to use gloves while collecting and packing the Question Paper – cum - Answer Booklets.
- iii. All officials must ensure social distancing norms.

#### b. *Staggering Exit*

Movement should be staggered, from the examination hall to avoid crowding at any point of time.

### 4. Safety Instructions to be followed for Conduct of ISC Practical Examination

Schools will conduct the Practical Examinations from October 25, 2021 to February 28, 2022. The Practical Examination will be conducted batchwise for each subject. The entry of marks awarded by the Visiting Examiners must be completed by February 28, 2021. The following COVID safety measures should be strictly administered by the schools:

- a. The Head of the Examination Centre, in consultation with the Visiting Examiner and the Chief Supervising Examiner should decide the number of batches in which the candidates of the Centre would take the Practical Examination, keeping in mind the size of the laboratory and the norms of social distancing, as prescribed by the Central/ State /UT Government. Physical distancing of at least 6 feet between each candidate must be strictly followed.
- b. Schools should prepare proper signage for entry and exits of the candidates based on the location and infrastructure of the laboratory and also ensure that the norms of social distancing are maintained.
- c. Cleaning and disinfection (using 1% sodium hypochlorite) of frequently touched surfaces in the laboratory is mandatory before and after the conduct of Practical Examination for each batch.
- d. As far as possible each candidate of each batch should be assigned a dedicated laboratory equipment for the Practical Examination. The laboratory equipment used by a candidate for an experiment must be properly sanitized before the same is used by another candidate.
- e. Candidates should be instructed to **sanitise their hands using soap and water** before and during the Practical Examination.
- f. Candidates, teachers and staff should follow COVID 19 safety protocols strictly by ensuring that they wear face mask, wash their hands frequently using soap and water, follow respiratory etiquette and avoid touching their face with their hands.
- g. The experiments should be set up in such a manner that the norms of social distancing are maintained.
- h. Cross Ventilation in the laboratory should be adequate and the exhaust fan should be switched on for proper air circulation.
- i. In case a candidate reports that he/she is feeling unwell, his/her examination may be taken separately.



### **Important Instructions to be strictly followed by the candidates appearing for the Examinations**

1. Candidates must reach the examination centre well ahead of time to ensure staggered movement and smooth entry to avoid overcrowding.
2. Candidates must maintain social distancing in their movement from the main school gate to the examination hall.
3. During entry to and exit from the examination hall, candidates are advised to do so in a staggered manner to maintain social distancing norms.
4. Candidates must use face masks/cover and carry their own hand sanitizer. The use of gloves is optional.
5. Candidates are required to bring their own writing stationery and avoid sharing the same with other candidates.
6. Candidates are required to carry their Admission Cards to the Examination Hall.
7. Candidates need to strictly follow all the safety instructions at the examination centre.





## **ATTACHMENTS**

The following documents and forms are attached herewith. Duly filled forms are to be despatched to the Council:

1. Instructions to Invigilators for the conduct of ICSE/ISC Examinations
2. Form for reporting special difficulties of candidates
3. Instructions for bank managers
4. Certificate of supervision
5. Bank record of question paper-cum-answer booklet withdrawal
6. Question Paper – cum – Answer Booklet withdraw from Bank Report
7. Record of despatch of Question Paper – cum – Answer Booklet envelopes
8. Record of absentee candidates
9. Inspection Report for ICSE / ISC Year 2021 – 2022 Semester 1 Examination.

The above attachments may be printed / typed / photocopied for use by the Examination Centres.



## Council for the Indian School Certificate Examinations

## ICSE / ISC Semester I Year 2021 - 2022 Examination

## INSTRUCTIONS TO INVIGILATORS FOR THE CONDUCT OF ICSE/ISC EXAMINATIONS

1. **Do not walk about except to attend to candidates' needs.**
2. Active supervision is essential at all times: do not read, write, attend to calls, text messages on the mobile, knit, sew, etc.
3. Do not read Question Paper-Cum-Answer Booklet except to check the Unique Identification Numbers (Unique ID) and Index Numbers.
4. When requested, please collect Question Paper – Cum - Answer Booklets and arrange them in order of the Index Numbers. (*Candidates must not leave their seats to hand in the Booklet*).
5. Do not answer **any** query relating to the question paper. If in doubt, refer to the Supervising Examiner.
6. Return the remaining Question Paper – Cum - Answer Booklets to the Supervising Examiner **immediately** after distribution. (The extra papers are **not** meant for teachers of various subjects).
7. The Invigilators are to ensure that:
  - (a) Candidates have correctly filled in all the details on the top-sheet of the Question Paper – Cum - Answer Booklet provided to them.
  - (b) All entries on the Question Paper-Cum-Answer Booklet are to be made with Black/Blue ink pen **ONLY**.
  - (c) **No Examination material / paper used or unused is to be taken out of the examination hall/room or brought into the examination hall/room.**
  - (d) *No books, notes, memoranda, or electronic devices, **whatsoever** are allowed in the examination hall/room.*
  - (e) No candidate is permitted to leave the examination hall/room before the conclusion of the scheduled time-
  - (f) Candidates should be seated at their places five minutes before the commencement of the paper.
  - (g) Candidates do not write anything, after the Question Paper-Cum-Answer Booklet is given out until told to do so and **must stop** when told to do so.
  - (h) There should be **no** talking in or **near** the examination hall/room.

*The Chief / Supervising Examiner(s) and the Invigilators must ensure that the Question Paper-Cum-Answer Booklet are collected in the Examination Hall/Room at the end of the Examination and are packed and sealed in their presence. To ensure collective responsibility, the Supervising Examiner and the Invigilator must sign across the sealed answer script envelopes.*

**NOTE:**

1. Candidates are anxious and nervous hence it is advisable to provide a congenial atmosphere. There should be firmness without harshness, kindness without laxity. The fair impartial and disciplined running of the Centre depends on proper invigilation.
2. You are required to sign the “Certificate of Supervision” at the end of each paper that you have supervised. Please ensure that you do this.

# COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

## ICSE / ISC Semester I Year 2021 - 2022 Examination

### FORM FOR REPORTING SPECIAL DIFFICULTIES OF CANDIDATES

(All cases are dealt with centrally by a special committee of the Council).

1. This form is intended for use when there are special difficulties affecting candidate/s **during the examination**, which ought to be considered at the Award stage. Requests for concessions at the time of the examination (e.g. additional time allowance) should be made by a formal letter.
2. As the Award is conducted on a subject basis, a separate form is required for each Subject in which special consideration is being requested, as the Order of Merit in each subject will be different. It is NOT necessary to submit separate forms for individual papers within a subject.
3.
  - i. Reports should be *brief but explicit*. If candidates have to stop writing during an examination, how much time was lost and whether this was made up at the end of the examination.
  - ii. Provided a clear explanation of the handicap is given in Section B, it is not necessary to submit more than one copy of a medical certificate or similar document.
  - iii. It is advisable that a medical certificate or other supporting documents should be stapled with the form.
5. Section C is particularly important as this provides the only means whereby the Committee can estimate to what extent, if any, performance of the candidate has been adversely affected. Keeping this in mind, please record in the column headed 'Class Order of Merit' the class position based on the school performance of the candidate affected and of other candidates, who are not affected. Four other candidates should be included in the order of merit.
6. Mention in the column headed "% marks", the subject examination result which would normally be expected if the candidate was not adversely affected, and the expected result of the other candidates listed.
7. It is important that the completed forms be sent to the following address:

For ICSE	For ISC
The Chief Executive and Secretary Council for the Indian School Certificate Examinations E-4, Sector-1 Noida – 201 301 Uttar Pradesh	The Chief Executive and Secretary Council for the Indian School Certificate Examinations Plot No. 35-36, Sector VI Pushp Vihar, Saket New Delhi 110017

as soon as possible **AND NOT LATER THAN THE END OF THE EXAMINATION PERIOD**. The Council cannot undertake to give consideration to Reports of Difficulties received after the end of that period.

**DO NOT ENCLOSE THE FORMS IN THE ENVELOPE CONTAINING  
QUESTION PAPER – CUM - ANSWER BOOKLETS.**

**THESE FORMS ARE TO BE SENT TO THE COUNCIL IN A SEPARATE ENVELOPE**

**ICSE/ISC -2021 - 2022**

**PART ONE: to be filled in by the Chief/Supervising Examiner.**

**A. Name of the Candidate ..... Unique ID .....**

**Index Number.....**

**Subject .....**

**Paper .....**

**B. REPORT ON SPECIAL DIFFICULTIES OF THE CANDIDATE**


Date: .....

Centre No. ....

Signature of Chief/Supervising Examiner.....

**Note: The Chief/Supervising Examiner must ensure that this form is immediately sent to the Council after the Head of the School concerned provides the required information.**

**C. PART TWO: to be filled in by the Head of School**

The information to be given should be based on the last school examination or school record of normal performance in the Class. Give Unique ID and Index Number Numbers and names of five candidates *including the candidate affected* for comparison (*See notes 5 & 6*). If possible, please indicate the academic performances of candidates who are slightly higher and lower than the concerned candidate.

UID (Unique ID)	Index Number	Name of the Candidate	School Order of Merit	% Marks

Name of School.....

Signature of Head of the School .....Date.....

**D.**

Awarder's recommendations and initials	For Office Use Only

**Council for the Indian School Certificate Examinations**

<b>ICSE / ISC Semester I Year 2021 - 2022 Examination</b>
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**INSTRUCTIONS FOR BANK MANAGERS**

1. Parcels containing Question Paper-Cum-Answer Booklet packets received from the Convener must be opened only in the presence of the Chief / Supervising Examiner/s of the Centre. The parcels containing Question Paper-Cum-Answer Booklet packets are to be checked by the Head of the School in which the Examination Centre is located or his/her authorised representative (a staff member of the school of the rank of the Vice Principal/Bursar/Head of Department) and the Chief / Supervising Examiner/s against the Advice Note and the Centre Entries in the presence of the Bank Manager or his/her authorised representative.
2. The Bank Manager will verify the packets deposited in the Bank and duly authenticate the detailed list of documents deposited in the Bank. The Bank Manager will issue a certificate that the packets received were intact and un-tampered.
3. The confidential documents are to be kept under round the clock security.
4. The cupboard in which the confidential documents are to be stored should be kept in the strong room of the Bank or in a secure place in the Bank, which is suitably guarded at all times.
5. A copy of the printed Timetable is to be displayed on the steel cupboard or in a convenient place where the documents are stored in the Bank.
6. It is to be ensured that only the Head or his/her authorised representative along with the Chief / Supervising Examiner are to be allowed to withdraw Question Paper-Cum-Answer Booklet packets from the Bank as per the Examination Timetable.
7. **Extra care should be taken at the time of withdrawing Question Paper-Cum-Answer Booklet packets from the Bank that the correct packet/s is/are withdrawn on each day of examination.** It is advisable to cross check the subject of the examination with the Examination Timetable.
8. All confidential Question Paper-Cum-Answer Booklet for the day should be collected from the Bank between 9:30 am and 10:00 am for the ICSE Examination and between 12:30 pm and 1:00 pm for the ISC Examination.



**Council for the Indian School Certificate Examinations**

**ICSE / ISC Semester I Year 2021 – 2022 Examination**

**CERTIFICATE OF SUPERVISION**

- N.B.** 1. The Certificate of Supervision must be read and signed by all who assist in the invigilation. The Certificate, duly signed, is to be returned to the Council **immediately** after the Examination is concluded, in the envelope provided for the purpose.
2. A seating plan of the examination hall/ room/s must be attached to this Certificate (see the next page and the foot note on it).

**I. STATEMENT BY THE SUPERVISING EXAMINER**

*Centre Number* \_\_\_\_\_

**ICSE / ISC Examination, Semester I Year 2021 - 2022**

- a) I certify that the examinations were conducted in strict the letter and spirit of the Council's Regulations.
- b) The confidentiality of the Question Papers-Cum-Answer Booklet which I received  
on \_\_\_\_\_ from \_\_\_\_\_ was maintained.
- c) The parcel containing Question Papers-Cum-Answer Booklet was sealed and did not appear to have been tampered with and/or damaged. YES/NO. If otherwise, give details. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) The packets of Question Papers-Cum-Answer Booklet, between the time of their receipt and the time when they were opened and the papers distributed to the candidates, were kept in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e) The following steps were taken: Calling the attention of the candidates to the Regulations on the '**Use of Unfair Means**' printed on the Timetable and to the directions printed on the front page of the Timetable:  
\_\_\_\_\_  
\_\_\_\_\_

- f) I ensured that the COVID 19 Safety Guidelines given by the Council and the Central Government/State Government/Union Territory were strictly followed at the Examination Centre.
- g) Except as provided in the *Guideline for the Conduct of Semester I Examination at the Centre*, no envelope of the Question Papers-Cum-Answer Booklet was opened before the scheduled time on the date of the examination.

h) The candidates were under close supervision throughout and received no assistance from me or to the best of my knowledge, from any other person in the examination hall/room, or from books or notes or electronic device, or from collusion among themselves. Beside the Question Papers-Cum-Answer Booklet used by the candidates in the Examination Centre, they were not permitted to bring any other paper into the examination hall/room nor to take away Question Papers-Cum-Answer Booklet from examination hall/room.

i) **A seating plan\* of the examination hall is attached with this Certificate.**

j) All the persons who assisted in the supervision have signed the Statement given on the following pages.

k) The procedure adopted in despatching the candidates' Question Papers-Cum-Answer Booklet at the end of each day of the examination was as follows: \_\_\_\_\_

l) If the Question Papers-Cum-Answer Booklet were not despatched as per directives and schedule given by the Council, state where they were kept, and when they were despatched?

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*Signature of Supervising Examiner* \_\_\_\_\_

*Permanent Address* \_\_\_\_\_

*Date:* \_\_\_\_\_ *Phone No.* \_\_\_\_\_

**Note:** 1. \* The Seating plan (which need not be drawn strictly to scale) must indicate by the Unique Identification Number (UID) and Index Number, the position of every candidate and must show the direction in which he or she is facing. It must also show the distance between the rows of candidates and between the candidates in each row, together with the position of desks occupied by the Supervising Examiner/s.

2. **There should be no deviation from the seating plan.**

**II. DECLARATION TO BE SIGNED BY INVIGILATORS**

I have read the Council's instructions to Supervising Examiners/Invigilators contained in the *Guidelines for the Conduct of Semester I Examination at a Centre* and have done my best in carrying out my duties.

The candidates received no assistance from myself, or to my knowledge, from any other person in the examination hall or from books or notes, electronic devices or from collusion among themselves.

I believe and affirm that the Council's Regulations for the conduct of the whole examination were strictly observed throughout the Examination.

<b>Date</b>	<b>Subject and Paper</b>	<b>Names of invigilators in Block Capitals</b>	<b>Signature of the Invigilators</b>	<b>Designation</b>	<b>Remarks</b>

Date	Subject and Paper	Names of invigilators in Block Capitals	Signature of the Invigilators	Designation	Remarks

## ICSE / ISC YEAR 2021 -2022 SEMESTER 1 EXAMINATION

### BANK RECORD OF QUESTION PAPER-CUM-ANSWER BOOKLET WITHDRAWAL

A record from the Head of the Examination Centre, Bank Manager and Chief/Supervising Examiner of taking out the Question Paper-cum-Answer Booklet from the bank for **ICSE / ISC YEAR 2021-2022 Semester 1 Examination**.

CENTRE NO.....

DATE	TIME	SUBJECT – Name and Paper Number	Name and Signature		
			Head of the School / Nominee	Supervising Examiner	Bank Manager

The completed form may be photocopied for the School's record.

# ICSE / ISC YEAR 2021- 2022 SEMSETER 1 EXAMINATION

## QUESTION PAPER – CUM – ANSWER BOOKLET REPORT

**CENTRE NO.....**

Given below is a record of the occasions when the steel cupboard, containing Question Paper – cum – Answer Booklet, was opened by the Chief/Supervising Examiner in the presence of the Head of the School or his/her deputy.

The signature of the Chief/Supervising Examiner and the Head of the school or his/her Deputy are to be recorded in the relevant column on each occasion.

An inspection of the cupboard and its contents by the Inspector of Centres should also be recorded here with the relevant signatures of the Inspector of Centre, the Chief/Supervising Examiner and the Head of the Examination Centre or his/her deputy.

Date	Time	Purpose	Name of the Head of Examination Centre	Signature of the Head of the Examination	Name of the Chief/Supervising Examiner	Signature of the Chief/Supervising Examiner	Name of the Inspector	Signature of the Inspector

The completed form may be photocopied for the School's record.

**ICSE / ISC YEAR 2021 – 2022 Semester 1 EXAMINATION**  
**Record of Despatch of Question Paper – cum Answer Booklet Envelopes**

A record of despatch of the Question Paper – Cum – Answer Booklet Envelopes should be maintained by the Supervising Examiner in the format provided below:

Centre No.....

<b>Date of Examination</b>	<b>Subject</b>	<b>Paper</b>	<b>No. of Question Paper – Cum Answer Booklet Envelope/s</b>	<b>Date of Despatch of Envelope/s</b>	<b>Mode of Despatch of Envelope/s</b>

.....  
**Signature of the Chief/Supervising Examiner**

**Date :.....**

# ICSE / ISC YEAR 2021 – 2022 SEMESTER 1 EXAMINATION

## RECORD OF ABSENTEE CANDIDATES

CENTRE NO.: \_\_\_\_\_ SUBJECT: \_\_\_\_\_ PAPER: \_\_\_\_\_

S. NO.	NAME OF THE CANDIDATE	UID No.	INDEX No.
1.			
2.			
3.			
4.			
5.			

Name of the Chief/Supervising Examiner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The Chief Executive and Secretary  
 Council for the Indian School Certificate Examinations  
 E-4, Sector-1  
 Noida – 201 301  
 Uttar Pradesh

**INDIAN CERTIFICATE OF SECONDARY EDUCATION YEAR 2021- 2022 SEMESTER 1 EXAMINATION**

**INSPECTION REPORT ON CENTRE No. .... No. of candidates.....**

1. Arrangements for Safe custody of Question Papers - cum - Answer Booklets in the Examination Centre.  
 .....  
 .....
2. Arrangements in the Bank regarding safe custody of Question Papers – cum – Answer Booklet.  
 .....  
 .....
3. Discipline in the Examination Hall (s)  
 .....  
 .....
4. Whether the candidates were in the place originally allotted to them or was there any rearrangement of places?  
 .....  
 .....
5. The number of Invigilators (excluding the Supervising Examiner) present at the time of visit(s).  
 .....  
 .....
6. Security of Sealed Question Paper – cum - Answer Booklets of Examination before despatch to the Council.  
 .....  
 .....
7. Security and inspection to check proper sealing of the packet containing duplicate keys to the cupboard where Question Paper – cum – Answer Booklets and other examination material is stored.  
 .....  
 .....
8. Compliance of COVID-19 safety protocols.  
 .....  
 .....
9. Any other remarks  
 .....  
 .....

Signature of Inspector of Centre.....

Name in Block Letters. ....

Complete Address.....

.....PIN.....

Contact No's: Landline: (STD code) .....Number ..... Mobile.....

Dated. ....

The Chief Executive and Secretary  
Council for the Indian School Certificate Examinations  
Plot No. 35-36, Sector VI Pushp Vihar, Saket  
New Delhi 110017

**INDIAN SCHOOL CERTIFICATE EXAMINATION YEAR 2021- 2022 SEMESTER 1**

**INSPECTION REPORT ON CENTRE No. .... No. of candidates.....**

1. Arrangements for Safe custody of Question Papers - cum - Answer Booklets in the Examination Centre.  
.....  
.....
2. Arrangements in the Bank regarding safe custody of Question Papers – cum – Answer Booklet.  
.....  
.....
3. Discipline in the Examination Hall (s)  
.....  
.....
4. Whether the candidates were in the place originally allotted to them or was there any rearrangement of places?  
.....  
.....
5. The number of Invigilators (excluding the Supervising Examiner) present at the time of visit(s).  
.....  
.....
6. Security of Sealed Question Paper – cum - Answer Booklets of Examination before despatch to the Council.  
.....  
.....
7. Security and inspection to check proper sealing of the packet containing duplicate keys to the cupboard where Question Paper – cum – Answer Booklets and other examination material is stored.  
.....  
.....
8. Compliance of COVID-19 safety protocols.  
.....  
.....
9. Any other remarks  
.....  
.....

Signature of Inspector of Centre.....

Name in Block Letters. ....

Complete Address.....

.....PIN.....

Contact No's: Landline: (STD code) .....Number ..... Mobile.....

Dated. ....