

# REGULATIONS

## INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

### THE COUNCIL

#### Origin

1. The Council for the Indian School Certificate Examinations was established in 1958 by the University of Cambridge Local Examinations Syndicate with the assistance of the Inter-State Board for Anglo-Indian Education. It is registered under the Societies Registration Act No. XXI of 1860.

#### Recognition

2. The Delhi Education Act, 1973, passed by Parliament, in Chapter 1 under *Definitions* Section 2 (s), recognises the Council as a body conducting public examinations.

#### Constituents

3. The Council has been so constituted to secure suitable representation of Governments responsible for schools (which are affiliated to it) in their States/Territories - the Inter-State Board for Anglo-Indian Education, the Association of Indian Universities, the Association of Heads of Anglo-Indian Schools, the Indian Public Schools' Conference, the Association of Schools for the I.S.C. Examinations and eminent educationists.

#### Administration

4. The Council is administered by an Executive Committee consisting of the Chairman and four members elected by the Council. The Chief Executive and Secretary of the Council is ex-officio Secretary of the Committee.
5. The Chief Executive and Secretary acts as Secretary to the Council under the authority of the Chairman. Subject to the overall control of the Council and the Executive Committee, the Chief Executive and Secretary exercises all powers of the Council related to the administration of the examinations in accordance with the provisions of the Regulations and of other rules and procedures approved by the Council from time to time and for the time being in force.

#### Examinations

6. The Council conducts the Indian Certificate of Secondary Education, the Indian School Certificate

and the Certificate of Vocational Education Examinations.

7. There is a Committee on Examinations and Subject Committee for drawing up and revising syllabuses and receiving criticisms and suggestions. The Council has its own teams of trained examiners, specialists and advisers.

## INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

### CHAPTER 1

#### A. Introduction

1. The **Indian Certificate of Secondary Education Examination** has been designed to provide an examination in a course of general education, in accordance with the recommendations of the New Education Policy 1986, through the medium of English.
2. The Indian Certificate of Secondary Education Examination will ensure a general education without any diversification of studies as all candidates are required to *enter* and *sit* for *seven* subjects as detailed on pages 3 and 4 and Socially Useful Productive Work.
3. The Indian Certificate of Secondary Education Examination is a school examination and the standard of the examination pre-supposes a school course of ten years duration (Classes **I-X**).
4. Private candidates are not permitted to appear for the examination.

#### B. Conditions of Entry

1. Entry to the examination, in the case of candidates who are being entered for the first time, is restricted to **candidates with a minimum of 75% attendance of the working days during each year of the two year course** at schools affiliated to the Council and registered for the Indian Certificate of Secondary Education Examination. The last date for computing attendance at school is February 15, of the year of the Examination.

Candidates can be entered only by the school they are attending and, in this respect, the decision of the Head of the school is final.

2. Candidates who were entered as school candidates, in accordance with 1 above, and who were not awarded Pass Certificates *may* be entered by a school on the document entitled “Confirmation/Correction of Entries”, provided that such candidates are in attendance at an affiliated and registered school in the year of the examination.
3. Candidates entered as school candidates in accordance with 1 or 2 above and who appeared for one or more of the written papers set by the Council, but were not awarded Pass Certificates will be permitted to re-appear for the examination once only in the year following their failure, but not thereafter, without further attendance at an affiliated and registered school.

They must apply on the special form provided for the purpose, which will be obtainable from the Council's office through the Principals of schools from which the candidates appeared for the examination and failed in the previous year.

4. Candidates who have been awarded Pass Certificates will be permitted to enter for a Supplementary Pass Certificate without further attendance at an affiliated and registered school. They must apply on the special form for the examination, provided for the purpose, which will be obtainable from the Council's office through the Principals of schools from which the candidates appeared originally.
5. There is no age limit for candidates taking the examination.

### **C. Minimum Attendance Requirement**

Candidates whose attendance is below 75% of the working days are ordinarily not eligible to sit for the examination. However, the Chief Executive and Secretary has the authority to condone the shortage in the case of candidates whose minimum attendance is not less than 60% of the working days. This is inclusive of illness and other special circumstances. Heads of schools may represent, to the Chief Executive and

Secretary, cases of candidates who deserve special consideration for condonation, provided that the attendance of such candidates is not less than 60% of the working days, during each year of the two year course. Heads of schools are not to refer condonation of attendance in cases of candidates having below 60% attendance. The last date for computing attendance at school is February 15, of the year of Examination.

### **D. Withdrawal of Candidates**

Candidates may be withdrawn at any time prior to the commencement of the examination, provided that, once the entries have been acknowledged as accepted by the Council's office, Heads of schools may only withdraw candidates:

- (a) on account of illness of the candidates, duly certified by a registered medical practitioner;

OR

- (b) at the express written request of the parents/legal guardians of the candidates.

Applications for withdrawals will have to be submitted on the special form to be supplied by the Council's office.

Refunds in the case of candidates duly withdrawn as permissible will be made in accordance with the conditions laid down under the heading ‘Refunds’ on page 9 of these Regulations.

### **E. Syllabuses**

The Regulations and syllabuses of the Indian Certificate of Secondary Education Examination are included in this booklet and are obtainable from: M/s Evergreen Publications, 4738/23, Ansari Road, Daryaganj, New Delhi -110002. Tel: 23280337, 23264528. Fax No. 23262183.

### **F. Scope of Selected Syllabuses**

The Scope of selected syllabuses of the Indian Certificate of Secondary Education Examination is included in the booklet “Scope of Syllabuses” which is obtainable from: M/s Evergreen Publications, 4738/23, Ansari Road, Daryaganj, New Delhi -110002. Tel: 23280337, 23264528. Fax No. 23262183.

### **G. Disqualification**

If any of the regulations made for the conduct of the examination is disobeyed, the candidate or candidates concerned may be disqualified.

## CHAPTER II

**IMPORTANT NOTE:** The responsibility for the correct selection of subjects to meet university or professional requirements of a candidate or candidates will be that of the school.

### A. Subjects of Examination:

#### Part I: Compulsory

#### Internal Examination or Internal Assessment

Candidates for the examination are required to have completed satisfactorily, courses in –

- A third language from at least Class V to Class VIII (Internal Examination).
- Art (Internal Assessment).
- Socially Useful Productive Work and Community Service (Internal Assessment).
- Physical Education.
- Education in Moral and Spiritual Values.
- Environmental Education (as per syllabus prescribed).

#### NOTE ON THE THIRD LANGUAGE

The third language to be studied should be determined as under:

#### *Candidates of Indian nationality*

- offering *Hindi* as a compulsory subject for the *External Examination* (see Part II) will be required to study one of the following languages: Assamese, Bengali, Gujarati, Kannada, Kashmiri, Lepcha, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telugu, Urdu or any other Indian language approved by the Council.
- offering one of the languages in (i) above other than Hindi, will be required to offer Hindi or any other Indian language approved by the Council.

Candidates of other nationalities may be exempted from the study of a third language from the list given in (i) above, provided that they study an approved language for which provision is made by the school.

*Exemption from the study of a third language may be made in special cases: such candidates shall be required to complete a course of studies in another subject approved by the Council.*

## Part II

### Subjects for the Examination at the end of Class X

#### Percentage Marks

	External Examination	Internal Assessment
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#### GROUP I:

##### (Compulsory)

1. English	80%	20%
2. Second Language	80%	20%
3. History, Civics and Geography	80%	20%
4. Environmental Education	80%	20%

#### GROUP II:

##### (Any **two** of the following subjects)

5. Mathematics	80%	20%
6. Science (Physics, Chemistry, Biology)	80%	20%
7. Economics	80%	20%
8. Commercial Studies	80%	20%
9. Technical Drawing	80%	20%
10. A Modern Foreign Language	80%	20%
11. A Classical Language	80%	20%
12. Computer Science	80%	20%
13. Environmental Science	80%	20%
14. Agricultural Science	80%	20%

#### GROUP III:

##### (Any **one** of the following subjects)

15. Computer Applications	50%	50%
16. Economic Applications	50%	50%
17. Commercial Applications	50%	50%
18. Art	50%	50%
19. Performing Arts	50%	50%
20. Home Science	50%	50%
21. Cookery	50%	50%
22. Fashion Designing	50%	50%
23. Physical Education	50%	50%
24. Yoga	50%	50%
25. Technical Drawing Applications	50%	50%
26. Environmental Applications	50%	50%
27. A Modern Foreign Language	50%	50%

**Note:** It is expected that candidates will normally offer both Science and Mathematics from Group II. If they choose to take any other combination of subjects, Heads of Schools must apprise them of the implications. For the I.S.C. XII course, all combinations of subjects will be accepted.

Students offering Environmental Science are not eligible to offer Environmental Applications, and vice-versa.

### **Internal Examination**

#### ***Socially Useful Productive Work and Community Service***

**Note:** The assessment in “Socially Useful Productive Work and Community Service” will be made by the school and the result will count towards the award of the Certificate. The school will be required to follow the instructions sent by the Council in the matter of keeping records of the work and the assessment of each candidate in “Socially Useful Productive Work and Community Service”.

### **NOTE ON SECOND LANGUAGE**

- (a) Candidates of Indian nationality must offer *one* of the languages listed below:

Assamese, Bengali, Gujarati, Hindi, Kannada, Kashmiri, Lepcha, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telugu, Urdu or any other language of an Indian community approved by the Council.

- (b) Candidates of other nationalities must offer either one of the languages listed above, or *one* of the following for which provision is made by the school:

French, German, Spanish, or any other foreign language approved by the Council.

### **B. Choice of Subjects:**

1. All candidates for the examination must enter and sit for *seven* subjects - namely English, a Second Language, History, Civics and Geography, Environmental Education, two of the subjects listed under Group II and one subject listed under Group III (vide page 3) and must have been examined by the school in practicals/project work in English, the Second Language, History, Civics and

Geography, Environmental Education, the three subjects of their choice and in Socially Useful Productive Work and Community Service .

Provided that candidates reappearing for the examination without attendance at school, in accordance with the provision given in **Chapter 1, B.3**, will have to enter and sit for all the *written* papers of all the *seven* subjects.

2. A school may not enter candidates for subjects, for the teaching of which the school makes no provision.

**Note:** The responsibility for the correct selection of subjects to meet university or professional requirements of a candidate or candidates will be that of the school.

### **C. Awards and conditions for awards:**

1. PASS CERTIFICATES will be awarded to candidates who attain the pass standard in at least *five* subjects which must include the subject *English*.

Provided that no candidate, except as otherwise exempted by the Council, shall be awarded a Pass Certificate unless in addition to fulfilling the conditions above he has attained a pass grade in SUPW and Community Service as examined/assessed internally by the school.

2. SUPPLEMENTARY PASS CERTIFICATES will be awarded to candidates who have obtained PASS CERTIFICATES and who appear in a subsequent examination and reach the *pass* standard in *one* or *more* subjects.
3. STATEMENT OF MARKS will be issued to all candidates who appeared for the examination.

**The pass marks for each subject are 35%.**

### **D. Issue of Results:**

All results will be issued through the Heads of schools to whom the results will be sent as soon as possible after the award has been completed. The result sheets show the result in the examination as a whole and also indicate the standard reached in each subject taken, except Socially Useful Productive Work and Community Service by

grades from 1 to 9, 1 being the highest and 9 the lowest. *Very good* is indicated by grades 1 and 2. Grades 3, 4 and 5 indicate a *pass with credit*, 6 and 7 indicates a *pass* and 8 or 9 a *failure*.

The standard reached in Socially Useful Productive Work and Community Service (Internally Assessed) will be shown on the result sheets by grades A, B, C, D or E; A being the highest and E the lowest. A, B, C or D indicate a *pass* and E a *failure*.

#### E. Certificates etc.:

1. *Pass Certificates/Supplementary Pass Certificates* will be issued through the Heads of schools as soon as possible after the issue of results.
2. Duplicates of *Pass Certificates/Supplementary Pass Certificates* are not issued.
3. Duplicates of *Statements of Marks* will be issued on application accompanied by a certificate countersigned by the Head of school concerned stating that the original Statement of Marks has been actually lost, and on payment of special charges.
4. *Migration Certificates* will be issued at the request of Heads of schools concerned to candidates who have been awarded Pass Certificates on payment of special charges.

#### F. Ownership of answer scripts and other material:

All written replies (answer scripts), question papers and any other work done by candidates, during the examination and the copyright therein, are the property of the Council and will not be returned and every application to enter for the examination, (whether through a school or by an individual candidate) will be deemed to constitute an agreement by each candidate entered for the examination with the Council to assign such copyright to the Council.

#### G. Evaluation of answer scripts:

1. The evaluation of answer scripts and of the other work done by candidates during the examination is within the domestic jurisdiction of the Council and, therefore, no outside person or authority has jurisdiction to check/scrutinise the answer scripts or other work done by candidates.

2. The marking of answer scripts and of the other work done by candidates during the examination by the Council or its examiners and the results of such marking shall be final and legally binding on all candidates and the **Chief Executive and Secretary of the Council** will not, except in his absolute discretion, enter into correspondence about results with candidates or their parents or guardians or the person claiming to act *in loco parentis*.

The Council does not undertake to re-evaluate the answer booklets after the issue of the results.

#### H. Enquiries concerning examination results:

1. All enquires concerning examination results on behalf of school candidates must be made to the **Chief Executive and Secretary of the Council** by the Principal of the school concerned and must reach the **Council's office**, not later than the specified date. Schools are asked to bear in mind that a large number of answer scripts are re-marked by Chief Examiners before the award.

Enquiries should be restricted to results which are *significantly* below the standard suggested by the candidate's school work in the subject.

2. The accuracy of a *subject grade awarded* will be checked on request, in one or more subjects, provided that the Principal of the school forwards the application. Such applications must be made in the proforma prescribed by the Council and must be received in the Council not later than one month after the receipt of the results by the schools. Schools will be required to pay the charges for each recheck as prescribed by the Council from time to time.

**The recheck will be restricted to checking whether all the answers have been marked, and that there has been no mistake in the totaling of marks for each question in the subject and transferring marks correctly on the first cover page of the answer book, and whether the continuation sheets attached to the answer book mentioned by the candidate are intact. No other re-evaluation of the answer script or other work done by the candidate as part of the examination will be carried out.**

- (i) No candidate shall claim or be entitled to re-evaluation or disclosure or inspection of the answer scripts or other documents as these are treated as most confidential by the Council.
- (ii) The recheck will be carried out by a competent person appointed by the Chief Executive and Secretary of the Council.
- (iii) On rechecking the scripts, if it is found that there is an error, the marks will be revised.
- (iv) The communication regarding the revision of marks, if any, shall be sent to the Principal of the school in the case of regular candidates within a reasonable time. In the case of other candidates it will be sent directly to the candidates within a reasonable time.
- (v) The Council will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent to the revision of marks.
- (vi) The Council shall revise the Statement of Marks and Pass Certificate in respect of such candidates whose result has changed after the previous Statement of Marks and Pass Certificate are returned.

***The decision of the Chief Executive and Secretary of the Council on the result of the scrutiny and recheck shall be final.***

3. If the Principal of a school considers that the results in one subject are *significantly* below reasonable expectation, the **Chief Executive and Secretary of the Council** is prepared to ask the examiners for notes on the main weaknesses shown by the work of a few selected candidates. It is necessary to limit such notes *to one subject per school* on any one occasion of examination and to restrict the enquiry to the work of *not more than six* candidates whose work is *significantly* below the standard as suggested by the candidate's school work in the subject. Applications for making special notes must be received in the **Council's office** not later than one month after the receipt of the results by the school. Charges commensurate with the work involved will have to be paid to the Council.

## **I. Re-examination:**

The **Chief Executive and Secretary of the Council** shall have the power to hold a re-examination or an additional examination, if he is satisfied that such a re-examination or additional examination is necessary.

## **J. Last date for retaining answer scripts:**

The Council does not undertake to retain answer scripts of candidates later than 60 days after the date on which the results are issued.

For *enquiries concerning examination results* attention is invited to paragraph H above.

## **CHAPTER III**

### **A. Awarding Committee**

**There will be an Awarding Committee consisting of two Heads of schools, one of whom will be a member of the Council, and the Chief Executive and Secretary of the Council who will act as Convener. The functions and powers of the Awarding Committee will be:**

- (i) **to consider all cases of unfair means reported to the Chief Executive and Secretary of the Council by the supervising examiners of the examination centres or by examiners during the marking of scripts or by any other source and;**
- (ii) **to take decisions on such cases in accordance with the provisions of the Regulations of the examination and following the procedures approved by the Council.**

### **B. Use of unfair means**

1. If the **Awarding Committee** is satisfied that a candidate has made previous arrangements to obtain unfair help in connection with the question papers from any person connected with the examination centre or any agency within or outside the examination centre, the candidate is liable to have his results in the examination as a whole cancelled.
2. (i) Candidates who are detected in giving or obtaining, or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever will be

reported to the **Chief Executive and Secretary of the Council** and may be expelled from the examination room forthwith and refused admission to subsequent papers.

(ii) The Supervising Examiner or any member of the supervisory staff shall seize the answer scripts in which the use of unfair assistance is suspected.

(iii) The Supervising Examiner shall send the seized answer scripts with a report giving the details of the evidence and the explanation of the candidates concerned to the **Chief Executive and Secretary of the Council** without delay and, if possible, on the day of the occurrence.

(iv) In case the candidates concerned refuse to give explanatory statements they should not be forced to do so, only the fact of refusal shall be recorded by the Supervising Examiner and attested by two members of the supervisory staff on duty at the time of the occurrence.

(v) The Supervising Examiner has discretion to permit such candidates to answer the remaining part of the question papers but on answer sheets separate from those in which the use of unfair means is suspected.

3. Candidates found guilty of:

(i) bringing in answer sheets; or

(ii) taking out or attempting to take out answer sheets; or

(iii) unlawfully substituting answer scripts or getting answer scripts replaced during or after the examination with or without the help of any person connected with the examination centre, or any agency within or outside the examination centre, shall be reported to the **Chief Executive and Secretary of the Council** and their results in the examination as a whole will be cancelled.

4. If it is subsequently discovered and the **Awarding Committee** is satisfied that candidates have either copied from other candidates or given opportunity to other candidates to copy from them or communicated dishonestly with other candidates, their results in the paper or subject or subjects in question or their results in the examination as a whole will be cancelled.

5. A candidate detected in approaching directly or indirectly an examiner or any member of the staff of the Council with the object of influencing him regarding the candidate's examination result shall have his result in the examination as a whole cancelled.

6. Candidates guilty of disorderly conduct or causing disturbance in or near the examination room are liable to be expelled from the examination hall forthwith and will be refused admission for subsequent papers.

7. (i) Candidates are not permitted to have in their possession, while in the examination room, any book, memorandum or pocket book, notes, or paper whatsoever, except the correct question paper. Candidates using slide rules as permitted by the regulations must see that any information (formulae or other data) shown on them is securely covered. They must return any incorrect question paper to the Supervisor immediately.

(ii) Candidates disregarding this caution are liable to have their results in the examination as a whole cancelled.

8. (i) Persons obtaining admission to the examination on false representation shall be expelled from the examination hall forthwith and be reported to the Police.

(ii) Candidates who are impersonated shall be reported to the **Chief Executive and Secretary of the Council** and their results in the examination as a whole will be cancelled.

9. (i) The decision in respect of the results of candidates who are suspected of using unfair means may be delayed considerably and will not be issued with the results of other candidates.

(ii) Candidates whose results in the examination as a whole have been cancelled may be debarred from entry to any subsequent examination.

10. A person who commits an offence under these regulations but is not a candidate, shall be dealt with as under:

(i) **the Chief Executive and Secretary** to the Council may, if he so decides, hand the case to the Police.

(ii) in the case of a teacher or a person connected with an institution, his conduct shall be reported to the Governing (or Managing) Body of the institution.

11. Entries may not be accepted from a school where any member of the staff has at any time committed any offence under these regulations.

12. If the **Awarding Committee** is satisfied that the use of dishonest means in a paper or papers has been widespread at a centre, the **Awarding Committee** reserves the right to cancel the results of all candidates of that centre in the paper or papers concerned, or in the entire examination at the centre if several papers are involved.

13. For cases of unfair means not covered by these regulations, the **Awarding Committee** may enforce penalties according to the nature of the offence.

14. **Provided that no penalty under these regulations shall be imposed except after –**

(i) **giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and**

(ii) **taking the representation, if any, submitted by the candidate within the period allowed to him, into consideration.**

#### **C. Power to alter, cancel results, certificates, etc.**

1. The **Chief Executive and Secretary of the Council** shall have the power to alter or cancel the results of a candidate after it has been declared, if

(i) the candidate is found guilty of having used unfair means;

or

(ii) a mistake is found in his result;

or

(iii) it is observed that an attempt has been made to unfairly alter the marks of a candidate by either tampering with the script or any other means that is not good practice.

2. The **Chief Executive and Secretary of the Council** shall have the power to cancel a *Pass Certificate/Supplementary Pass Certificate* which has been defaced or altered in any detail without the authority of the Council or which has been obtained by impersonation or by false representation of facts or by fraudulent or dishonest means of any kind.

## **CHAPTER IV**

### **A. General Arrangements**

1. **Date of examination:** The printed timetable will be made available to all schools well before the examination.

2. **Centres of examination:** Centres for each town or area will be arranged by Heads of Schools concerned in consultation with the Council.

3. **Registration Forms:** Registration forms will be supplied to schools in **June/July** on application for registration to Class IX.

The forms and charges must be sent to the Council, New Delhi, **by the specified date.**  
*Late entries will not be accepted.*

4. **Confirmation/Correction of Entries:** Confirmation / Correction of Entries shall be sent to schools in July/August.

5. **Transfers:** *The transfer* of a candidate from a centre in one town to a centre in another town will be allowed only within the same examination and for reasons accepted as adequate and on payment of a special charge. An additional charge may be made if it is necessary to send copies of question papers by air to the centre of transfer. Applications, naming the town to which a transfer is desired, should reach the **Council's office** two



months before the commencement of the examination.

6. **Name and date of Birth:** Special attention must be paid to entering correctly the name and date of birth of candidates. The Certificate will show the 'Date of Birth' as certified by the Principal of the School at the time of entry. No subsequent change in the name or date of birth will be permitted, except, if:

(i) the **Council's office** makes a mistake in copying the Name/Date of Birth from the Registration Form on to the Certificate, and

(ii)(a) the Principal of the candidate's schools certifies with due justification that he made a mistake in entering the Name/Date of Birth in the Registration Form **or that after satisfying himself of the need to do so he has changed the school records.**

(b) **Correction of the Name/Date of Birth will be examined by the Council provided the application is made within a period of one year of passing the ICSE Examination.**

7. **Entries for less than a certificate:** Candidates who have obtained *Pass Certificates of the Indian Certificate of Secondary Education* may subsequently enter for one or more subjects. A candidate who reaches the pass standard in the subject/subjects offered will receive a *Supplementary Pass Certificate*.

8. **Examination Charges:**\* **The scale of charges will be notified separately.** Bank Drafts should be made payable to the *Council for the Indian School Certificate Examinations, New Delhi*. Payment should be sent at the time of submitting the Confirmation / Correction of Entries.

Candidates will be required to pay for Migration Certificates.

Arrangements for practical examinations and visits of examiners are made by the Heads of Schools, with the approval of the Council.

No charges are payable to the Council for these, but there may be a special local fee to cover the cost.

9. **Refunds:**

(a) Refunds may be made in respect of candidates who may be withdrawn from the examination *provided* that the Head of the School notifies the Council not later than the specified date. The Council does not undertake to arrange for refunds to be made in cases where notification is received later than that date. No refund can be made for a candidate who has taken any part of the examination.

(b) The refund will amount to *half* the amount of the *subject charge* already paid.

(c) *Refunds will ordinarily be made in the month following the declaration of results.*

10. **Infectious diseases:** Candidates who have been exposed to any infectious disorder cannot be examined at a centre unless they are out of quarantine.

Provided that a candidate suffering from an infectious disease if declared medically fit to sit for the examination may be permitted to appear for the examination after proper arrangements are made for his/her isolation and separate supervision. The scripts should be packed in separate envelopes and the school should seek the advice of the Medical Officer incharge with regard to the fumigation of the scripts before their dispatch to the Council.

11. **Time allowance of question papers:** Any time specially allocated for reading through question papers or studying maps will be stated on the question papers.

12. **Materials to be provided for by candidates:** Candidates must provide for pencils, eraser, mathematical and dissecting instruments and painting materials. They are required to write their answers with *pens and black ink*; fountain pens and ballpoint pens may be used,

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\* The Council reserves the right to increase the charges, should this prove necessary.

but pencils may be used only for diagrams. The use of slide rules is permitted in science subjects, but candidates using them should state this on their scripts and should be warned of the possible loss of accuracy involved. *Information such as formulae or other data which appears on slide rules must be securely covered before they are taken into the examination room.* Mathematical tables will be provided; candidates are not allowed to take mathematical tables into the examination room. **The use of electronic, hand, desk or other types of calculators is not permitted.**

13. **School estimates:** Principals of schools may submit school estimates on a special form available from the **Council's office** for any candidate for whom special consideration is asked because of illness or other difficulty experienced *during* the examination.
14. **Statement of results:** *Special charges are payable to the Council for the issue of a certifying statement of an examination result; this amount should be forwarded with the application. The statement will normally be sent to the authority to whom it has to be produced.*
15. **Textbooks:** *No special editions of books are prescribed except those that are mentioned specifically; the Council cannot undertake to recommend textbooks.*
16. **Standards in Subjects:** *In every subject, unless otherwise stated, standards will be assessed on the performance in the different papers in the subjects.*

17. **Clarity and neatness:** *Attention is called to the fact that the ability of candidates to express themselves clearly and to present their answers neatly and accurately is taken into account in assessing their work in all subjects.*

## **B. Special Papers and Alternative Syllabuses**

The Council is prepared to consider requests for special papers:

- (i) in a subject for which no provision is made in these regulations,
- (ii) on a syllabus different from that prescribed in one of the subjects of the examination. Such papers and syllabuses must be of an equal standard with those to which they are proposed as alternatives.

Special charges to cover the extra cost involved will normally be payable for each paper especially made for a small number of candidates. Applications should be made to the *Council at least two years* before the examination is to take place.

## **C. Equivalence and Recognition**

Will be notified separately.

## **D. Internal Assessment**

All subjects have components of internal assessment, as detailed in Chapter II, that are carried out by schools, on the basis of assignments/project work, practicals and course work. These marks are added to the component of the external examination set and marked by the Council.