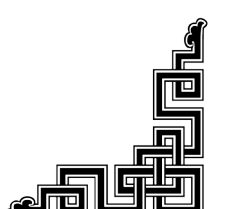


**HANDBOOK**  
**FOR**  
**SUPERVISING EXAMINER**  
(BHSEC, BCSE and LCSC)

**2018 EXAMINATIONS**



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## **THE PURPOSE**

The Bhutan Council for School Examination and Assessment (BCSEA) as an organization for conduct of national examination annually, upholds the principle of fair and successful conduct of the national programme.

For this prime cause, competent conducting officials are deputed by BCSEA spearheaded by Supervising Examiner.

The Supervising Examiner as the custodian of National Examination perform their duties professionally with high integrity.

The clauses laid here are excerpt from Rules and Regulations for the Conduct of Public Examination, 2018 to cater to queries of Supervising Examiner for the smooth, fair and uniform conduct of the Council Examinations.

It may also be noted that though this handbook is comprehensive in nature, Rules and Regulations for the Conduct of Public Examination should be referred for many cases.

Soft copies of this handbook and Rules and Regulations for the Conduct of Public Examination, 2018 can be obtained from [www.bcsea.bt](http://www.bcsea.bt).



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# **CHAPTER 1 INTRODUCTION**

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The Bhutan Council for School Examinations and Assessment has a role in maintaining education standards by ensuring the integrity of assessment processes through fair conduct of Council Examination.

The process of conduct of examination is categorized under:

- » Before the Examination
- » During the Examination
- » After the Examination

## **1.1 Before Examination**

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### **1.1.1 The Examination Conducting Officers**

The BCSEA involves a number of teachers and education officials each year in the actual conduct and administration of the Council examinations. These teachers and officials involved are designated as follows:

- » Convener (Principal),
- » Supervising Examiner (SE),
- » Assistant Supervising Examiner (ASE),
- » Invigilator,
- » Chief visiting Examiner,
- » Visiting Examiner (VE) and
- » Inspecting Officer (Officials designated by BCSEA)

Duties related to each of these officials are explained below. The Council expects the highest standard of professionalism on the part of each official in the discharge of their duties and responsibilities.

### **1.1.2 Supervising Examiner**

The Supervising Examiner (SE) is the key officer responsible for the overall management during the conduct of examinations in a centre.

#### **Duties and Instructions**

- a) Download the following documents from [www.bcsea.bt](http://www.bcsea.bt) to be used during examination:
  - Letter of undertaking (for examination conducting officials)
  - Conflict of Interest (for examination conducting officials)

- Handing – Taking forms (Convener and Supervising Examiner)
  - Inspection checklist forms
  - Examination timetable
  - Examination Center Report Form (SE checklist)
  - SE checklist (post examination)
- b) Carry out the duties and responsibilities as per the letter of undertaking signed. (refer: APPENDIX 4, Rules and Regulations for conduct of Examinations,2018),
- c) Declare conflict of interest,
- d) Be responsible for coordinating the signing of Letter of Undertaking (LoU) taking, declaration of Conflict of Interest for all the examination conducting officials and the LoU for the NIGHT GUARD.
- e) Collect signed letters of undertaking and declaration of Conflict of Interest from the following and send them to BCSEA in the miscellaneous box:
- (i) Convener
  - (ii) Chief Visiting Examiners (if applicable)
  - (iii) Visiting Examiners
  - (iv) Invigilators
  - (v) ASEs
  - (vi) Night Guard (LoU)
- f) Arrive at the examination Centre as per the office order.
- g) Take over the charge of the examination documents from the Convener on the day of the arrival at the examination centre on official handing-taking over notes,
- h) Physically verify and tally the total number of question papers written on the packets with the list of candidates appearing the different subjects sent by the BCSEA and arrange them in the steel almirah in order of the dates of examinations,
- i) Ensure that the following documents related to the conduct of the examinations enclosed in the consignment:
- Notice to Candidates
  - Invigilation duty form
  - Candidates' attendance sheet

- Examination Center Report Form(inspection Officers' checklist)
- Examination Center Report Form(SE checklist)
- SE checklist (post examination)

*Note: These forms are also available in BCSEA dashboard.(for additional copies if required)*

- j) The SE should update the delivery and proper receipt of examination materials and documents online.
- k) Ensure that the documents are locked securely in a steel almirah provided by the Centre along with the stationery. If an almirah is not available or is not sufficient, a non-portable, lockable, reinforced steel or metal cabinet must be used. The almirah must be in a secure room with a strong door and barred windows and using a new lock for the room is recommended.
- l) SE should be accommodated near the examination documents at the centre and remain vigilant at all times until the end of the examinations; no unauthorized persons (family, friends, staff of the centre etc.) should be allowed in the examination cell.
- m) Take the sole custody of steel almirah and be the only one to handle it. The duplicate key or keys should be sealed in an envelope and kept with the Convener from the day of taking over the documents till the end of the examinations,
- n) The packets of question papers and other examination materials must not be opened until the time fixed for the examination concerned.
- o) BCSEA should be informed immediately if the security of the question papers or other instructions or materials is potentially at risk by fire, theft, loss, damage, unauthorized disclosure or any other circumstances.
- p) Inform the Convener and Invigilators immediately and check the documents jointly, in case one of the keys is lost. If satisfied that the documents have not been tampered with, alternate locking arrangements should be made to store the documents securely.
- q) Conduct a meeting a day before the examination to inform and instruct the invigilators on proper conduct of the examination at the centre(s) and select the ASE from amongst the invigilators; instruct the invigilators/ ASEs regarding the use of social media. Ensure that all doubts (any or subject related) are clarified with BCSEA and not with other examination conducting officers. Subject related issues should be submitted in writing by the Convener to the Supervising Examiners.

- r) Ensure that all the invigilators have carefully read the NOTICE TO CANDIDATES (APPENDIX 11) well in advance of the examinations,
- s) Brief the candidates on the general rules and regulations before the examinations with the assistance of the Convener and Invigilators,
- t) Study the examination hall(s)/room(s) and accordingly prepare seating arrangements (APPENDIX 12),
- u) Ensure that the index numbers are pasted on the desks/tables in an ascending order from the Invigilator's table,
- v) Check and counter-check along with the ASE that the labelled envelopes correctly contain the question papers as indicated just before the examinations,
- w) Appoint local invigilator(s) in case of emergency the SE and Convener in consultation with DEO/TEO can appoint additional invigilators with the written approval from the Controller of Examinations.
- x) Prepare the daily invigilation duty roster and assign the invigilators to their respective examination rooms just before the start of every examination,
- y) Sign on every question paper envelope along with the convener and one of the invigilators and take out the question papers from the envelope and arrange them as per the number of candidates in the examination rooms,
- z) Ensure that the candidates are admitted to the examination rooms/halls 20 minutes before the examination starts so as to help them settle down,
- aa) Ensure that no question paper is given to anyone including the invigilators and subject teachers until the examination is over,

### **1.1.3 Examination Arrangements**

#### **1.1.3.1 Examination Venue**

All candidates must sit for the examination at their respective centres unless arranged otherwise under specific instructions from BCSEA.

#### **1.1.3.2 Examination Room**

Any room in which an examination is conducted must provide candidates with enabling conditions under which to take the examination. Due attention must be paid to the appropriateness of such matters as heating, ventilation, lighting and the level of external noise as far as possible.

Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the subject concerned.

### **1.1.3.3 Display of Unauthorized Materials**

No materials (e.g. maps, diagrams, wall charts) should be visible in the examination room. Particular care must be taken if the examinations are held in laboratories or libraries.

### **1.1.3.4 Time Keeping**

The start and finish times of each examination must be displayed and visible to all candidates and warning bells should be sounded at appropriate intervals.

A reliable clock or some other mechanism for displaying the time must be visible to all candidates in the examination room (such as by writing on the chalkboard). All the clocks in the centre should be synchronized to same time.

### **1.1.3.5 Notice to Candidates and Display of Information**

The Notice to Candidates must be displayed at strategic locations outside the examination room (APPENDIX 11).

### **1.1.3.6 Seating Arrangements**

The seating arrangements must be such that they prevent candidates from looking over the work of others, intentionally or otherwise. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 meters apart (APPENDIX 12).

Wherever possible, for written examinations:

- a) all candidates should face in the same direction;
- b) each candidate should have a separate desk or standard table of sufficient size or sufficient space to accommodate question-answer booklets;
- c) candidates should be seated in the order of their index numbers, with the index number labels pasted on each desk.

Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all the examination regulations can be applied. The candidates' question-answer booklets must be packed separately from the other scripts at the Centre and, prior to posting with the main dispatch of question-answer booklets, advice should be sought from BCSEA.

### **1.1.3.7 Seating Plan**

SEs must prepare and submit the seating plan (not necessarily to scale) of each examination room/hall (APPENDIX 12) to BCSEA with other reports.

### **1.1.4 Invigilation Arrangements**

- a) Invigilators will be appointed by the Dzongkhags/Thromdes.
- b) Invigilators should be stationed within the vicinity of the centre.
- c) The SE and Convener must ensure that invigilators are fully briefed in the meeting prior to carrying out the task of invigilation.
- d) The invigilator is the person in the examination room responsible for the conduct of a particular examination session. Invigilators must give their whole attention to the proper conduct of the examination and must not perform any additional task in the examination room. Use of mobile phones to be strictly limited to contact the SE in emergency.
- e) At least one invigilator should be present for every 25 candidates if the examination is conducted in a hall. In centres where examinations are conducted in classrooms, one invigilator per classroom should be appointed. The arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times. There will be no reliever if a centre uses only the hall, and two class rooms. One reliever if a centre uses three classrooms and two relievers if the centre has more than 200 candidates.
- f) In practical examinations, it is essential that the lab assistant of the subject should be available at the center for support in to deal with technical difficulties that may arise, including matters of safety, and to assist with the VE in general.
- g) Invigilators should be familiar with the rules and regulations contained in the SE handbook and any specific regulations related to the subject being examined.
- h) Invigilators are not entitled to any day-off during the examination.
- i) Centres must keep signed records of the invigilation arrangements for each examination session (APPENDIX 7). This record is required by BCSEA at any time until publication of results.

## **1.2 During the Examination**

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### **1.2.1 At the Beginning of the Examination**

Officials from BCSEA and Dzongkhag Education/Thromde Office will visit the center for inspection and support.

### **1.2.2 Identification of Candidates**

All registered candidates should produce admission cards to gain entry into the examination hall,

The invigilators must be satisfied with the identity of every candidate attending each examination session. The Convener must ensure that arrangements are in place to enable invigilators to carry out checks on the identity of all candidates.

If a candidate fails to produce admission card, the Convener should issue a provisional admission card from the school online dashboard.

Only the persons authorized by the SE are to be allowed in the examination room.

### **1.2.3 Distribution of Question-Answer Booklet**

- a) Candidates index number are already printed on question-answer booklet with name and examination centre. Invigilator must ensure right question-answer booklet is given to the candidate. Make arrangements to resolve any unforeseen problems such as issuance of wrong question paper, shortage of question paper and submit a detailed report to BCSEA,
- b) If a candidate is not registered / wrongly registered in a subject, provision should be made to allow the candidate for the desired subject upon verification from the convener. In such cases, candidate will use the extra question-answer booklet and enter candidate's details (Name, Index number etc...) manually. Such candidates' name should be entered in the last sequence of the attendance sheet. His/her name should be struck off from the wrong attendance list
- c) Ensure that only the initials (not signatures) of the SE or the Invigilators are put on the answer booklets/sheets in the specified space,

### **1.2.4 Attendance Sheet**

Subject wise attendance sheet of candidates and instructions for both theory and practical will be sent to centres before the examination. These sheets for

recording the presence of candidates must be completed in accordance with the instructions printed on them.

*Note: Mark absentees as 'A' with red ink and 'P' with blue/black ink.*

The subject attendance sheet should be checked and signed by the SE at the end of each examination session.

SE must update the attendance of candidates through BCSEA online system daily.

### **1.2.5 Unauthorized Materials**

Candidates may take into the examination room/hall only those articles, instruments or materials which are permitted for the subject of examination.

Candidates should be checked physically before entering the hall/room. The female candidates should be checked by female invigilators.

In case there are no female invigilators, a female school staff could be deputed for the purpose.

Unauthorized materials such as mobile phones, smart watches, earphones, electronic devices, etc., should be left with the invigilators on duty.

### **1.2.6 Stationery, Materials and Other Equipment**

Prior to each examination session, centres will be provided with additional information, which specifies all required materials for each examination. The invigilator must ensure that only the specified items are issued to the candidates. No other writing paper, including paper for rough work, is to be provided.

Candidates must provide themselves with pens, pencils, ink, drawing instruments and erasers. Sharing of materials is not permitted during the examination. Candidates must write their answers legibly in black or dark blue ink. Candidates should be cautioned that the use of pale blue ink contributes to illegibility. Red ink must not be used. Soft pencil (type 2B or HB is recommended) must be used. Candidates should be advised to use only one colour ink to write one specific paper/subject.

### **1.2.7 Starting the Examination**

An examination is deemed to be in progress from the time the candidates enter the examination room until all the scripts have been collected.



- a) Ensure that unauthorized people including the subject teachers are not permitted into the examination hall while the examination is in progress,
- b) Before candidates are permitted to write, the invigilator must:
  - (i) ensure that the candidates are seated in accordance with the prescribed seating plan;
  - (ii) inform the candidates that they are subject to the regulations of the examination;
  - (iii) warn the candidates that any unauthorized material including food and drinks not previously handed in must be handed in;
  - (iv) check that the candidates have all the necessary materials to enable them to complete the examination;
  - (v) draw the candidates' attention to the instructions and information printed on the question-answer booklet, and ask them to check that they have been given the correct examination paper with the correct index number;
  - (vi) any statement made about the instructions may only take the form of a translation of the instructions into other languages if the invigilator sees a need for this;
  - (vii) inform the candidates if there are any erratum notices sent from BCSEA. The invigilator must not give any information to candidates about suspected errors in the question-answer booklet except those stated on any erratum notices received. No other corrections should be entertained;
  - (viii) remind the candidates that they are forbidden to communicate in any way with, seek assistance from, or give assistance to another candidate whilst they are in the examination room;
  - (ix) inform the candidates of the time allowed for the examination and announce clearly that they may begin to write their answers;
  - (x) instruct candidates that;
    - 1) they must write their answer legibly in black or dark blue ink or blue or black ballpoint pen;
    - 2) correcting fluid/pens must not be used;
    - 3) highlighters, colour pencils/pens and glue must not be used unless instructions are given to the contrary on the question-answer booklets ; and

- 4) unless instructions are given to the contrary on the question-answer booklets, all work (including any rough work) must be done on the question-answer booklets.
- (xi) Candidates disclosing their identity through various means including drawing of signs and symbols and use of colored pens on question-answer booklets will be penalized accordingly.

## **1.3 During the Examination**

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### **1.3.1 Supervision of the Candidates**

Invigilators must supervise the candidates throughout the entire examination duration and pay complete attention at all times to this duty.

### **1.3.2 Use of Calculators**

The scientific calculator FX 82 to FX100 is prescribed for use.

A calculator can be used for the following subjects only:

- » Mathematics (Class X, XII)
- » Accountancy (Class XII)
- » Business Mathematics (Class XII)
- » Physics (Class X, XII)
- » Chemistry (Class X, XII)
- » Economics (Class X, XII)
- » Geography (Class X, XII)
- » Environmental Science (Class X, XII)

Where the use of electronic calculators is allowed in examinations, candidates must be informed in advance that:

- » The calculator must be of a size suitable for use on the desk at which the candidate will sit for the examination;
- » The working condition of the calculator is the responsibility of the candidate;
- » The calculator must be in silent mode;
- » A fault in a calculator will not normally be considered as justifying the giving of special consideration to the candidate;
- » Instruction leaflets and formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of candidates during the examination, or must be securely covered if they cannot be removed;

- » External storage device such as card, tape, disk, smart card and plug-in modules, must not be in the possession of candidates during the examination; and
- » Calculators must not be borrowed from other candidates in the course of the examination for any reason.

Calculators with any of the following facilities are prohibited:

- » Graphic display
- » Data banks
- » Dictionaries
- » Language translators
- » Retrieval or manipulation of text or formulae
- » QWERTY keyboards
- » Capability of remote communication with other machines
- » Sound enabled (must not produce sound)

The use of any such calculator with facilities mentioned above will be regarded as malpractice.

### **1.3.3 Use of Topography Maps**

Candidates should use the standard topography maps provided in the question-answer booklets for the BCSE Geography examination.

### **1.3.4 Late Arrival of Candidates**

For those candidates who are late but come within 30 minutes of the writing time are allowed to sit for the examination without being given any extra time. Such candidates should submit a written statement in the presence of parents/guardians and convener to the SE stating the reason for being late after the examination.

On no ground shall a candidate be allowed to enter the examination hall, if he/she arrives after the lapse of 30 minutes from the start of the writing time of the examination to ensure the confidentiality of the paper/subject in progress. The candidate has to write a statement in the presence of parents/guardians and convener for the late arrival leading to not being allowed to appear for the examination. He/she will be treated absent for the missed paper/subject. However, a candidate can sit for the subsequent papers.

Any extreme cases should be reported to BCSEA immediately for further directives.

### **1.3.5 Candidates Arriving After the Examination is Over**

- a) A candidate who arrives after the other candidates have been released from the examination room must be dealt with as an absentee. However, a candidate can sit for the subsequent papers. Such candidates must write a statement in the presence of parents/guardians and convener.
- b) If a candidate arrives late for any paper rescheduled by BCSEA, he/she may be permitted to take the paper again provided it is proven that the candidate had not had any contact with candidates who sat the paper earlier. In such cases, acceptance of the question-answer booklet will be at the discretion of BCSEA.

### **1.3.6 Candidates Falling Sick During the Examination**

- a) If a candidate falls sick during the examination expressing inability to write the examination, immediate arrangement must be made for the medical treatment in consultation with the Convener. One of the invigilators must be sent as an escort.
- b) If the candidate escorted by the invigilator returns from the hospital during the examination time and wants to continue writing the examination, he/she should be allowed to write the examination and the lost time should be compensated by giving additional time.
- c) If the candidate escorted by the invigilator returns from the hospital after the examination time and wants to write the examination, he/she will be allowed to write the examination within the stipulated writing time provided the examination is conducted in the same day. The question-answer booklet along with supporting documents should be enclosed with rest of the question-answer booklets.

### **1.3.7 Leaving the Examination Room**

- a) A candidate who has finished the examination early is allowed to leave the examination room only half an hour before the completion of the stipulated time for the paper.
- b) Candidates who need to visit toilets (preferably staff toilet) must leave the examination room one at a time accompanied by an invigilator.
- c) A candidate who has finished his/her work and been allowed to leave the examination room must hand in his/her question-answer booklets. Work taken out of the room accidentally or intentionally will not be accepted. The candidate is not permitted to re-enter the examination room.

### **1.3.8 Irregular Conduct**

The invigilator should remove and retain any unauthorized material discovered in the possession of a candidate in the examination and report to the SE immediately.

It is the duty of the Convener and SE to ensure that all cases of irregularity or misconduct in connection with the examination are reported to BCSEA as soon as possible. The SE is empowered to expel a candidate from the examination room in consultation with the Convener but such action should only be taken when it is felt that it is essential or when the continued presence of the candidate would cause disruption to other candidates.

Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification should be made jointly by the SE, ASE, and Convener.

For all such cases, written statements from the candidates and reports from the invigilators, SE and Convener should be submitted to BCSEA. The statements must be written in the presence of parents/guardians and convener. The final decision of the candidate's results will be at the discretion of BCSEA.

Special Instructions for Practical Examinations

### **1.3.9 Practical Examinations**

The requirements for practical examinations in Science, Computer, Accountancy and Geography are given in the syllabus. These instructions will be sent to centres before the examinations begin. They must be regarded as confidential and are intended only to enable the subject teacher and a member of staff in charge of the laboratory to undertake proper preparations before the examination session (APPENDIX 10). The centers must ensure that they have sufficient equipment and necessary resources to conduct the practical examinations.

### **1.3.10 Visiting Examiner**

A Visiting Examiner (VE) is a teacher appointed as an external examiner to assess/validate the BHSEC project works in:

- » Geography
- » History
- » Environmental Science

- » Accountancy
- » Science (Biology, Chemistry and Physics).

VE is also responsible for conducting Practical Examinations in:

- » Computer Studies (BHSEC)
- » Computer Applications (BCSE)
- » Accountancy
- » Science subjects

**Notes:**

- *The VE responsible for BCSE and BHSEC Computer Practical examination is also responsible for conducting the Accountancy Practical examination.*
- *In the centers offering Science, the VE responsible for BHSEC Science will validate Environmental Science Project Work.*
- *For those centers not offering Science, Environmental Science teachers will be deputed as VE to validate the Project Work.*
- *Geography and History VEs will perform duties independently and may leave the center before the arrival of the SE.*
- *Science, Geography, History, Accountancy and Environmental Science VEs are mandated to hand over the signed copy of the marks to the Convener to be sent to BCSEA through SE and the original signed copy should be retained at the center for reference.*
- *Science, Computer and Accountancy VEs will assist the SE in the preparation and conduct of the practical examination.*

### **1.3.11 Large Number of Candidates**

#### **Computer Studies and Accountancy**

- » If the number of candidates registered for a practical test at any centre is larger than can be accommodated at one time, the candidates may be divided into groups preferably not exceeding three.
- » All groups must take the test on the same day and there should be minimum possible delay between sessions.
- » Very careful arrangements must be made to keep the groups apart until all candidates have completed the test, and the security of the examination

must be maintained at all times.

- » The center should make arrangement with resources to be able to complete the practical examinations in three sessions.
- » The candidates should be informed about their session time and asked to come accordingly.
- » In no case should the candidates be left in the room unattended. The SE and the respective teachers should be assigned to look after such candidates.

### **Science Subjects**

- » The candidates are divided into batches by the center and these candidates are provided with questions, session wise.
- » A center will have a maximum of three sessions as per the number of candidates.
- » The candidates should be informed about their session time and asked to come accordingly.

### **1.3.12 Invigilation**

In all practical examinations, special care should be taken to prevent communication between the candidates, especially where the arrangements require candidates to move, from time to time, from one part of the laboratory or examination room to another part.

In case of centres having more than two batches of candidates (Accountancy and Computer), the question-answer booklets should be collected back from the candidates and retained by the invigilators until the last batch completes the examination.

It is essential that the laboratory assistant be present at the center at the start of the test and as necessary thereafter to deal with technical difficulties that may arise, including matters of safety, and to assist with the invigilation in general.

The VE should consult the syllabus for specific instructions to SE and must include with the question-answer booklets any information required by BCSEA, for example, the report form attached to the question-answer booklet or to the instructions to SEs.

See APPENDIX 10 for a brief guide to invigilating practical examinations. It is intended to be used as a reminder for VEs and must only be used in conjunction with the regulations contained in this booklet.

### **1.3.13 Finishing the Examination**

Ten minutes before the end of the examination, the invigilator should inform the candidates that there are ten minutes remaining for the examination.

At the end of the examination, candidates should be told to stop writing and to place their pens/pencils on their desks immediately. The invigilator must take away the work of the candidates, if the announcement is not adhered to.

### **1.3.14 Collection of Question-Answer booklets**

Invigilators must ensure that all question-answer booklets are collected, counted and checked before the candidates are allowed to leave the examination room.

Question-answer booklets should be sorted according to the order of candidates' index numbers as shown in the subject wise attendance sheet in an ascending order and checked to make sure that all question-answer booklets are collected.

Invigilators should hand over the question-answer booklets to the SE in the examination cell and kept under lock and key.

## **1.4 After the Examination**

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### **1.4.1 Packing of Question-Answer Booklets**

Great care must be taken in packing the question-answer booklets.

- a) The foreign language papers (Hindi, Bengali, Korean, Malayalam, Tamil, etc.) should be sent in sealed envelopes as soon as the examinations are conducted to the Controller of Examinations, BCSEA through registered post.
  - Each envelop must contain 50 question-answer booklets. However, if the booklets do not fit in the envelop, pack it in counts of 25.
  - Question-answer booklets for different subjects must not be packed in same envelope.
  - Ensure that the number of question-answer booklets enclosed tallies with the number shown by the subject wise attendance sheet and on the front of the question-answer booklets envelope.
  - Ensure no question-answer booklets are left behind in the steel almirah or examination cell.



**Follow the following packing instructions:**

- b) Ensure that the candidates' attendance sheet is packed in the first answer script envelope of each subject.
- c) Pack the practical papers of BHSEC Science subjects in separate boxes and label the boxes citing the subject name along with 'PAPER 2', for example 'BIOLOGY PAPER 2' for the Biology practical paper,
- d) Check all the documents everyday till the end of the examination,
- e) Pack all the unused materials and hand over to the convener along with the other examination materials,
- f) Pack all the used materials (envelopes) and hand over it to the Convener for safety till the results are declared in case there are discrepancies , and
- g) Ensure complete formal handing-taking over of the examination materials to the convener along with signed handing-taking over note. Enclose a copy of it in the miscellaneous box.
- h) Centres are provided with a set of adhesive address labels by BCSEA to be pasted on carton boxes containing question-answer booklets.
- i) SE should fill in the number of boxes in the specified space on the labels (Eg: 1/5, where 5 is the total number of boxes in the center).
- j) On a separate box labeled MISCELLANEOUS BOX, pack the following documents:

|   |   |             |
|---|---|-------------|
| 1 | Seating Plan in an Examination Room/Hall  | APPENDIX 12 |
| 2 | Examination Centre Report form for all national level examinations  | APPENDIX 16 |
| 3 | Candidates Attendance Sheet (only BHSEC Geography Practical/Accountancy Practical/Computer Studies/Computer Applications Practical) | APPENDIX 13 |
| 4 | Declaration Form for Invigilators   | APPENDIX 7  |
| 5 | Inspection check List Form  | APPENDIX 15 |
| 6 | Computer Practical CDs/Storage Devices  |             |

|   |   |  |
|---|---|--|
| 7 | Accountancy Practical CDs/Storage Device  |  |
| 8 | Declaration of Conflict of Interest forms |  |
| 9 | Letter of Undertaking                     |  |

## **CHAPTER 2 CONTINGENCY PLANS FOR DISASTERS AND EMERGENCIES**

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### **2.1 Introduction**

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Emergencies and disasters can come quickly and without warning. To address this it is very important to have a contingency plan. All centres by policy should have a contingency plan which will be adapted during the council examinations by all SEs and officials deputed by BCSEA. The convener as the head of the centre will take over as the Incident Commander; if such situations ever arise.

### **2.2 Contingency Plan**

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A contingency plan is a plan of action designed to provide a framework to first protect students, staff and school facilities, as well as to prepare them for a wide range of emergencies and disaster that may occur.

Such plans will help centres to be self-reliant in handling the crisis during those crucial and urgent times as all will be aware of the protocol and areas of safety identified. Further, it is assumed that staff and students have been drilled and are aware of how one must behave and react in such a situation.

If such situations ever arise during the time of council examinations, BCSEA deputed officials (Convener [Incident Commander]/SE/VEs/Invigilators) are required to adapt the school disaster management plan keeping in view the safety of all stakeholders and security of the examination materials.

### **2.3 Orientation to the SE, Invigilators and Candidates**

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The SE should familiarize and get oriented with the school's disaster management plan by the convener. The SE then orients the invigilators to discuss the adaptation of the plan for the examination purpose. In particular bearing the safety of the candidates they will adapt the evacuation plan and prepare to inform and conduct mock sessions with the candidates and staff.

For other preventive measures the SE and invigilators will inspect all the examination halls and rooms for exit doors, faulty and dangerous electrical wires/ switches, loose beams, loose railings, uneven or rotten floors, etc. Ensure a working fire extinguisher is available in the examination cell.

## **2.4 An Emergency During Examination**

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In case of any unforeseen disaster that might happen during an examination – earthquake, fire, windstorm, etc, the first priority will be to ensure safe evacuation of the students to designated safe place. This will be done by the SE or the convener by either ringing the emergency bell or whistle or as the school disaster procedures and instructions.

While the students evacuate in orderly manner, the SE should be considering the security of the examination materials/documents, depending on the situation and type of disaster. Ensuring evacuation of all candidates and accounting all candidates will be the top priority of the convener, SE and invigilators.

SE and Incident Commander will assess the nature of damage and make a situational analysis to determine the continuity and the conduct of the examination. In extreme cases the Incident Commander should report to Dzongkhag Focal Person for support, recommendation and directives. SE should immediately also report to Controller/Secretary, of the situation and further directives.

The Incident Commander will have the ultimate discretion to determine the status of the examination. The severity of the disaster, availability of alternate option and the wellbeing and readiness of the candidates should be considered while making the next decision.

Management of some emergencies and scenarios are discussed below.

### **2.4.1 Earthquakes / Fire / Windstorm**

Disruption during any of the above mentioned disasters can be minimized by strictly adhering to the school disaster management plan.

- a) By following the safety procedures and guidelines recommended.
- b) Ensure the safety of all candidates first: determine whether it is safe for the candidates to evacuate or remain still till it is safe and better to evacuate to designated place.
- c) Candidates' question-answer booklets can be collected if safe to do so.
- d) Resume examinations if safe to do so.
- e) Report to the BCSEA as soon as possible.
- f) All papers to be administered as planned as far as possible.

- g) A report should be submitted to BCSEA on the options and decisions made by Incident Commander.

#### **2.4.2 In the event of any:**

- » break-in (examination cell/examination materials),
- » breach in the confidentiality of examination documents,
- » candidate behavioral problems and
- » malpractices, refer to Chapter 3, of this handbook

#### **2.4.3 Accidents**

In the event of accidents both within and outside the centre at the time of examination, the following course of action is recommended:

- a) determine the nature and severity of the accident,
- b) seek medical assistance, if required.
- c) think of ways to assist the candidate.
- d) send someone to the accident site and organize assistance, if required.
- e) determine whether the candidate can sit for the examination or not; for time consideration and support refer Chapter 7, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018;
- f) medical reports to be included with the Centre Report (APPENDIX 16).

#### **2.4.4 Candidate Riots**

In the event of a riot developing due to any reason, do the following:

- » Inform the convener.
- » Call the police at once.
- » Report to the BCSEA as soon as possible.
- » Ensure the safety of all examination documents.

Numbers to be contacted in case of emergencies:

- » Police: 113
- » Ambulance: 112
- » Fire: 110
- » Bhutan Council for School Examinations and Assessment Office: 02 322724
- » Contact the Secretary of Examinations at: ...
- » Contact the Controller of Examinations at: 17615342

In dealing with different natural emergencies such as earthquakes, fires, floods, storms, etc. the safety procedures recommended by the Department of Disaster Management, Ministry of Home and Culture Affairs will supersede safety procedures laid down in the contingency plan of the Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018.

## **CHAPTER 3 EXAMINATION MALPRACTICE, OFFENCES AND PENALTIES**

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### **3.1 Introduction**

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Dishonesty, malpractice and maladministration are those deliberate acts of wrong-doing which contravenes the rules and regulations for the conduct of public examinations that may threaten the integrity of BCSEA examinations. It is the responsibility of the Convener, Supervising Examiner, Assistant Supervising Examiner and Invigilators to resolve the cases as far as possible and inform to BCSEA in writing. However, the cases that cannot be resolved at the centre should be immediately reported to BCSEA for advice and action.

*NOTE: All written statement must be affixed with legal stamp.*

### **3.2 Dishonesty, Malpractice and Misconduct by Candidates**

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Possible examples are as follows:

- » taking unauthorized material into the examination room (eg: torn pages of books, electronic devices, etc.);
- » the inclusion of offensive or obscene material in the question-answer booklets;
- » the submission of another person's work as if it were the candidate's own (collusion); impersonation; and
- » obtaining unauthorized access to examination material (break-ins).
- » taking of weapons with the intention to disrupt, threaten and inflict harm on self or others;
- » use of other means of arriving at an answer which is not allowed according to the examination regulation;
- » collusion or attempted collusion with other persons during the examinations;
- » copying from another candidate and allowing other candidates to copy;
- » disruptive behaviour in the examination room;
- » failure to abide by the instructions of an invigilator;
- » failure to abide by the conditions of supervision designed to maintain the security of the examinations;

### **3.2.1 Cases Identified at the Centre:**

#### **3.2.1.1 Disruptive behaviour (causing disorder and disturbance to the candidates) in the examination room/hall.**

If the conduct of a candidate is such that his/her continued presence in the examination room would cause disruption to other candidates, then he/she may be removed from the examination room.

The following course of action should be taken:

- a) If the candidate is able to settle down after a lapse of 45 minutes (15 minutes of reading and 30 minutes of writing time), he/she should be allowed to write the examination with no extra time given;
- b) If the candidate is still agitated after a lapse of 45 minutes, he/she should not be allowed to sit for that particular examination because of the time lapse;
- c) If he/she is in a stable condition the following day, the candidate should be allowed to sit for the rest of the examinations that follow;
- d) It is the discretion of the candidate if he/she would like to discontinue with the examination at the time of the scheduled examination and thereafter. The SE must collect a written statement from the candidate/s in the presence of parents/guardians and Convener;
- e) The discretion of the candidate's result will lie with BCSEA.
- f) Whether or not the candidate was removed from the examination room, should be reported to BCSEA. Reports should include:
- g) A detailed account of the circumstances surrounding the disruptive behavior must include that the written statement from the candidate/s was done in presence of parent/guardian and convener, and a report of any investigation carried out by the centre;
- h) Written statements from the invigilators and other staff concerned;
- i) Written statements from the candidate/s involved or a statement from the candidates indicating that they have been given the opportunity to make a statement; and
- j) Seating plans should be enclosed.



### **3.2.1.2 Impersonation**

This offence involves collusion between two parties or a guilty candidate.

Any person who is not a registered candidate takes the place of one that is registered to sit for any public examination.

The following course of action should be taken:

- a) The impersonator should be handed over to the police by the centre;
- b) The Supervising Examiner must conduct the examination for the day as usual with the least disruption as possible;
- c) The Convener must render full cooperation to the police to complete the investigation; and
- d) BCSEA should be informed immediately by the SE .
- e) Parents/guardians of the candidate/s involved should be informed immediately by the convener.
- f) The candidates and the parents must be informed by the convener that the results of the candidate/s involved in any form of malpractice will be cancelled.

Reports from the Centre following the investigation should include:

- a) a detailed account of the investigation carried out by the centre;
- b) written statements from the invigilators and other staff concerned; and
- c) Seating plans enclosed.

### **3.2.1.3 Break-ins**

Break-ins and stealing of question-answer booklets from the examination cell where the confidential documents are securely kept are criminal acts. People suspected and involved in such an act or assisting an offender in carrying out the crime should be immediately handed over to the police.

Break-ins could happen for the following reasons:

- » To steal the examination question-answer booklets of papers/subjects which have not as yet been conducted,
- » to rewrite the answers for the completed paper/s/subject/s,
- » to steal unused question-answer booklets for malpractice and taking away of written question-answer booklets of papers/subjects already conducted with malicious intentions.

The following course of action should be taken:

- a) The centre should notify the police immediately without disturbing the scene and then BCSEA;
- b) After the preliminary investigation by the police is over, the Supervising Examiner in the presence of Convener must check the confidential documents (whether the question-answer booklets for the papers/subjects which have not been conducted are intact, the question-answer booklets for the completed papers are intact);
- c) In case of tampering of questions papers of papers/subjects which have yet to be conducted, the SE must inform BCSEA immediately;
- d) The tampered question-answer booklets for paper/s/subject/s will be cancelled for the whole country and a reexamination will be held;
- e) The reexamination will be held as soon as the last subject on the examination time table tentatively;
- f) If the question-answer booklets of the paper/subject yet to be conducted are found to be intact, the SE must conduct the examination for the day as usual with the least disruption as possible; and
- g) The Convener must render full cooperation to the police to complete the investigation.

Reports from the Centre following the investigation should include:

- a) A detailed account of the circumstances surrounding the break-in; and
- b) Written statements from the invigilators and other staff concerned.

In case of missing written question-answer booklets, the following procedure will be followed:

- a) BCSEA must be informed immediately;
- b) The police will carry out an investigation with support from BCSEA; and
- c) The SE must submit a detailed report on the circumstances surrounding the missing question-answer booklets.

BCSEA shall conduct a re-examination for the paper/subject as soon as the last subject on the examination time table tentatively for that centre.

#### **3.2.1.4 Intimidation and Physical Assault**

Physical assaults with or without weapons or threats to examination conducting officials such as Supervising Examiners and invigilators under

the influence of psychotropic substance are criminal in nature like break-ins. People suspected and involved in such an act or assisting an offender in carrying out the crime should be immediately handed over to the police.

The following course of action should be taken:

- a) The centre should notify the police and BCSEA immediately;
- b) The SE must conduct the examination for the day as usual with the least disruption as possible; and
- c) The Convener must render full cooperation to the police to complete the investigation.

Reports from the Centre following the investigation should include:

- a) a detailed account of the circumstances surrounding the physical assault; and
- b) written statements from the invigilators and other staff concerned.

In case of severe injury/fear to the SE/Invigilator, the Convener should report to BCSEA for advice and immediate replacement of conducting officials.

### **3.2.1.5 Collusion and Copying**

The dishonest act of using another candidate's work as one's own; reproducing another candidate's work with or without permission and exchanging of notes are acts of collusion.

The following course of action should be taken:

- a) The invigilator/s should warn the candidates with the least disruption as possible; and
- b) The candidates must give written statements about the incident after the examination in presence of parents/guardian and convener and for boarder candidates, the convener to represent the parent/guardian.

The Convener must inform the parents in writing about the case and cancellation of the result.

- c) In the event where the malpractice occurred due to lapses in supervision and not following the specification for seating plan, an appropriate action will be taken against the examination conducting officials by BCSEA Management.

In such cases the report should include:

- a) A detailed account of the investigation carried out by the centre;
- b) Written statements from the invigilators and other staff concerned;
- c) Written statements from the candidate(s) involved or a statement from the candidate(s) indicating that they have been given the opportunity to make a statement;
- d) Seating plans;
- e) The procedures followed by the centre for advising staff and candidates of the BCSEA regulations for the conduct of its examinations; and
- f) Written statements that the candidate(s) involved has been notified of the report and that they are aware of the content of the report.

### **3.2.1.6 Microchip Method**

Microchip method is an act when candidates bring unauthorized materials stored in pieces of papers. The methods used under this malpractice are torn pages of textbooks, prepared notes smuggled in dress and electronic gadgets and materials written on body parts/clothes designed to assist a candidate to pass the examination. If a candidate is caught using any of these methods during the examination, the following course of action should be taken:

- a) The material/s should be immediately seized and the candidate warned with the least disruption as possible;
- b) The candidate can continue writing the examination in progress and subsequent papers;
- c) The candidate must give written statements about the incident after the examination in the presence of parents/guardians and Convener; and for boarder candidates the convener to represent the parent/guardian; the convener must inform the parents in writing about the case and cancellation of the result.
- d) It is the discretion of the candidate if he/she would like to discontinue with the examination at the time of the scheduled examination and thereafter. The Supervising Examiner must collect a written statement from the candidate/s on his/her decision in the presence of parents/guardians and Convener.

In such cases the report should include:

- a) A detailed account of the investigation carried out by the centre;

- b) Written statements from the invigilators and other staff concerned;
- c) Written statements from the candidate(s) involved or a statement from the candidate(s) indicating that they have been given the opportunity to make a statement and has been notified of the report and that they are aware of the content of the report; and
- d) The unauthorized material should be attached/enclosed with the question-answer booklet/s of the candidate/s.

### **3.2.1.7 Cases Identified by the Candidates**

If candidates have identified some cases of malpractice at the centre such as candidates copying, colluding, taking cheat notes, using electronic gadgets and any other malpractices similar in nature where the SE or the invigilators are not aware of, the procedures for reporting are given below:

The following course of action should be taken:

- a) The candidate/s with support from convener should submit a written report to the SE;
- b) The SE should further investigate the matter and get written statements from the concerned people;
- c) If the case requires immediate action, the SE should contact BCSEA immediately;
- d) BCSEA will further investigate the case and take appropriate actions; and
- e) If the malpractice is proven true, the candidate is required to submit a written statement in the presence of parents/guardians and Convener; and for boarder candidates the convener to represent the parent/guardian; the convener must inform the parents in writing about the case and cancellation of the result. He/she may reappear the examination the following year as a private candidate.
- f) If the cases are proven false, administrative action will be taken against the reporting candidate by the school as per the directives of BCSEA Management.

In such cases the report should include:

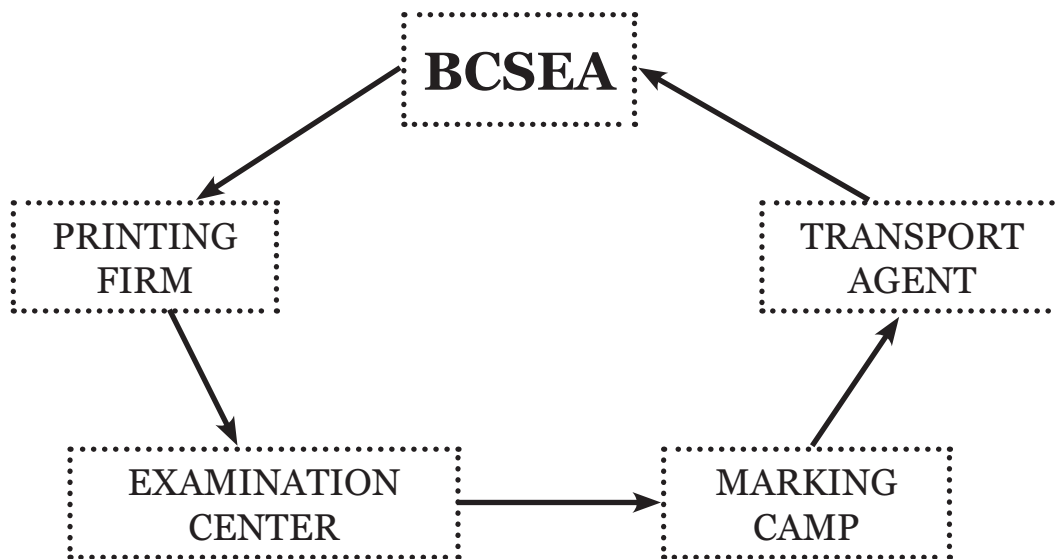
- a) A detailed account of the investigation carried out by the centre;
- b) Written statements from the invigilators and other staff concerned; and
- c) Written statements from the candidate(s) involved or a statement from the

candidate(s) indicating that they have been given the opportunity to make a statement and has been notified of the report and that they are aware of the content of the report.

### 3.2.1.8 Leakage of Question Paper

The final question papers for the BCSE, BHSEC, LCSC X and LCSC XII examinations are prepared, printed and delivered involving persons at various stages.

Usually it may involve one or more of the following:



Any individual/agency dishonestly secretes, makes away with or dispose of such documents or part thereof or makes a copy of such documents or part thereof, shall be guilty of offence.

Convener and SE, ASE and invigilator (at the time of handing and taking over and conduct). Any person except with lawful authority, whereof the burden of proof shall lie on him, who has the possession, or distributes or sells or offers for sale or distribution, any confidential document or a copy thereof or part of such document or copy or what is purported to be a confidential document or a copy of thereof or part of such document or copy, shall be guilty of malpractice.

In such cases, the incident should be immediately reported to police by BCSEA for further investigation.

The following course of action will be taken:

- a) The leaked paper/subject will be cancelled for the whole country and a reexamination will be held; and

- b) The re-examination will be held as soon as the last subject on the examination time table is conducted tentatively;

The lapses of the agencies leading to leak will be governed by the clauses in the contract agreement.

### **3.3 Mal-administration and Malpractice**

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Any non-compliance with the Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018, (see Chapter 2), will be deemed as maladministration or malpractice. The following are forms of malpractice which can happen before the conduct, during the conduct and after the conduct of any public examination.

#### **3.3.1 Centre Staff**

Any centre's staff charged with the receipt, custody or dispatch of confidential documents, or any question-answer booklet, statement of marks, certificates or other documents relating to public examinations in hard and soft copies, who fraudulently breaks open or destroys any sealed packet, package, box, safe, data bank or other receptacle containing any such documents or takes out any such documents or part thereof there from, will be guilty of an offence.

The SE should report to BCSEA immediately for further directives. In such suspected cases of mal-administration or malpractice by a centre's staff the SE must have report in writing for submission to BCSEA.

The procedures are similar to other cases of malpractice reports.

- a) The Convener and the SE will be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted;
- b) If in the case the Convener is involved, the SE will be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted;
- c) On the basis of the evidence received, BCSEA Management will consider each case and decide on the action to be taken; and
- d) BCSEA will endeavor to ensure that candidates are neither advantaged nor disadvantaged as a consequence of malpractice or mal-administration by staff.

### **3.3.2 Supervisory Staff**

#### **3.3.2.1 Malpractice by Supervisory Staff**

Any official conducting or supervising any public examination like the supervising examiner, visiting examiner and invigilator, who fraudulently or dishonestly, aids or assists, directly or indirectly, any candidate to answer any question or any part therein at such examination shall be guilty of malpractice.

The Convener/ASE should report to BCSEA immediately for further directives. In such suspected cases of mal-administration or malpractice by a Supervisory staff the Convener/ASE must have report in writing for submission to BCSEA.

The procedures are similar to other case of malpractice reports.

- a) If in the case the Supervising Examiner is involved, the Convener will be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted;
- b) on the basis of the evidence received, BCSEA management will consider each case and decide on the action to be taken; and
- c) BCSEA will endeavor to ensure that candidates are neither advantaged nor disadvantaged as a consequence of malpractice or mal-administration by staff.

#### **3.3.2.2 Misconduct by Supervisory Staff**

Any official conducting or supervising any public examination like the supervising examiner, visiting examiner and invigilator who exhibits unprofessional conduct such as:

- » Misconduct with the candidates,
- » Absence from the duties,
- » Anti-social activities,
- » Negligence on discharge of duties and
- » Under influence of intoxicating substance.

The Convener should report to BCSEA immediately for further directives. In such suspected cases of mal-administration or malpractice by a centre's staff the convener must have report in writing for submission to BCSEA.



The following actions should be taken:

- a) The Convener should notify BCSEA/ Dzongkhag Education Officers immediately for replacement.
- b) The concerned parent school principal should be informed.
- c) The Convener must submit a report with written statement from invigilators and other staffs concerned.
- d) The involved officials conducting the public examinations may be debarred from involvement in the administration of BCSEA examinations and other activities; and
- e) The police and other relevant authorities may be informed and engaged, if necessary.
- f) The guilty person/s must be instructed to leave the marking centre (refer Clause 8.b, Chapter 12 ).

## **CHAPTER 4 SPECIAL ARRANGEMENT AND SPECIAL CONSIDERATION**

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### **4.1 Introduction**

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This section is designed to help those centres presenting candidates who are physically challenged or who suffer from medical conditions which affect their performance at the time of the examinations.

The following sections deal with special arrangement and consideration cases.

- » Definition of Special Arrangements and Special Consideration
- » Principles Governing Special Arrangements and Special Consideration
- » How to Apply for Special Arrangements
- » Guidance on Particular Challenges
- » Regulations Governing the Use of Amanuenses

### **4.2 Definition of Special Arrangements and Special Consideration**

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Special Arrangements are made to allow candidates who are physically challenged to gain access to the examination and to demonstrate their attainment in the best possible examination conditions. Special Arrangements include extra time allowance, the provision of specially adapted papers, assistance with reading or writing, etc.

### **4.3 Principles Governing Special Arrangements and Special Consideration**

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- a) All candidates are assessed according to the same marking criteria, so that grades and certificates are comparable.
- b) All candidates are assessed for what they know and can do, not for what they might have achieved, had circumstances been different.
- c) Special Arrangements and Special Consideration must not give the candidate an advantage over other candidates.

## **4.4 How to Apply for Special Arrangement**

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- a) Permission to allow the candidate(s) Special Arrangements listed under section 7.2 above must be requested to BCSEA by the Convener three months before the examinations providing all the details of the requirements. BCSEA can be intimated online under the “special needs column” at the time of registration.
- b) No applications will be accepted directly from candidates or their parents/guardians.

## **4.5 Guidance on Particular Challenges**

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### **4.5.1 Candidates with Physical Challenges**

- a) The needs of most candidates with physical challenges will be met by an additional time allowance of up to 25% of the total writing time. The SE may recommend additional extra time in cases of severe physical challenges, but it should be noted that providing too much time can be counter-productive.
- b) Candidates with severe disabilities may require a supervised rest-break. The timing of the examination should be stopped and re-started when the candidate is able to continue. The candidate must remain under supervision at all times.
- c) No Special Arrangements may be made unless BCSEA has given its written consent. In emergencies for cases such as temporary handicaps (e.g. broken arm), centres should consult with the Controller of Examinations on the day of the examination for an approval to grant Special Arrangements. A detailed report should be sent to BCSEA along with the centre report.

### **4.5.2 Candidates with Visual Impairment**

- a) The needs of most candidates with a visual impairment will be met by an additional time allowance of up to 25% of the total writing time.
- b) Supervised rest breaks may also be required. The timing of the examination should be stopped and re-started when the candidate is able to continue. The candidate must remain under supervision at all times.
- c) If the candidate cannot read independently or use Braille, an application to use a reader should be submitted. The centre is responsible for selecting an appropriate reader/writer.

- d) A separate room should be arranged for candidates using Braille which is under supervision at all times.
- e) If the candidate cannot write independently, an application to use an amanuensis (scribe/ writer) should be submitted. The centre is responsible for selecting an appropriate amanuensis and the regulations governing the use of Amanuenses (see 7.6) must be observed.
- f) Papers can be provided in the following formats:
  - (i) Braille papers-visual information will be simplified or removed and presented as verbal information. Diagrams may be presented in a tactile form. The application must indicate whether contracted or uncontracted Braille is required;
  - (ii) enlarged papers in A3 size - the normal paper is enlarged to A3 size. This is not appropriate where scaled diagrams have been used;
  - (iii) modified enlarged papers - the paper is modified so that visual information is enlarged. The paper is re-printed in 18 point bold print on A4 sheets. This is the most appropriate paper for candidates with severe visual impairment or for subjects where scaled diagrams may be required.

### **4.5.3 Candidates with Hearing Impairment**

Candidates with hearing impairment may use extra time allowance of up to 25% of the total writing time, if their literacy difficulties reduce the speed at which they read and comprehend written questions.

## **4.6 Regulations Governing the Use of Amanuensis**

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An amanuensis is a scribe (writer) who in an examination, writes down, types or word-processes a candidate's dictated answers to questions. Candidates are eligible to use amanuenses if they suffer from long-term or temporary physical challenges that prevent them from communicating by any other means.

- a) Written permission for the use of an amanuensis must be obtained from BCSEA three months prior to the examinations.
- b) The use of an amanuensis should not give an unfair advantage or disadvantage to the candidate.
- c) The use of an amanuensis must not modify the requirements for the subject being examined, or the specific subject requirements.

- d) Additional time will be permitted for the use of an amanuensis and will normally be up to 25% of total writing time of the examination.
- e) An amanuensis must be a responsible adult who is able to produce an accurate record of the candidate's answers; who can write legibly, type or word process at a reasonable speed; and, in the case of a scientific, mathematical or technical subject, should ideally have a working knowledge of that subject.
- f) Person who is to act as the amanuensis must be acceptable to the Convener and he/ she is accountable to the Convener.
- g) An amanuensis should not normally be the candidate's own teacher but there may be circumstances in which it is necessary to use the candidate's own teacher in that capacity; in such cases, BCSEA must be specifically consulted. On no account may a relative or friend of the candidate be used as an amanuensis.
- h) A candidate using an amanuensis must be positioned/placed in such a way that no other candidate is able to hear what is being dictated. A separate room and separate invigilation will be required. The amanuensis should not act as the invigilator.
- i) A candidate should, wherever possible, have adequate practice in the use of an amanuensis. BCSEA should be consulted in advance about any candidate who will require an amanuensis.
- j) The need for an amanuensis may not arise until immediately before or during an examination. The centre should provide an amanuensis, alternative accommodation and supervision and ensure that the regulations governing the use of amanuenses are observed. The situation must be reported immediately to BCSEA.
- k) During the examination an amanuensis must:
  - (i) neither give factual help to the candidate nor offer any suggestions;
  - (ii) not advise the candidate regarding which questions to do, when to move on to the next question, or the order in which the questions should be done;
  - (iii) write down, type or word process answers exactly as they are dictated;
  - (iv) draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions;
  - (v) write, type or word process a correction on a typescript or Braille

sheet if requested to do so by the candidate;

- (vi) at the candidate's request read back what has been recorded;
- (vii) not expect to write throughout the examination as the candidate may require supervised rest breaks during the working of the examination;
- (viii) immediately refer any problems in communication during the examination to the invigilator. If in doubt, always ask the SE.

It should be noted that failure to comply with these regulations could result in the candidate being disqualified and or action taken against the amanuensis.

- l) The transcription produced by an amanuensis must be dispatched to BCSEA as instructed. A copy of BCSEA's letter of acceptance for the use of an amanuensis should also be attached to the transcript.
- m) If the Convener considers that the arrangements made have not, for any reason, enabled the candidate to demonstrate his/her attainment in the examination, a request for Special Consideration should be submitted to BCSEA with an explanation of the difficulties experienced by the candidate. The subject coordinator concerned in BCSEA will advise a proposed line of action.

## **CHAPTER 5 COURSES**

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### **5.1 Bhutan Certificate of Secondary Education**

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#### **5.1.1 Part I- External Examination**

External examination consists of compulsory and optional subjects.

##### **5.1.1.1 Compulsory Subjects**

- a) Dzongkha (any other second languages for foreign students)
- b) English
- c) Mathematics
- d) Science
  - Paper 1     Physics
  - Paper 2     Chemistry
  - Paper 3     Biology
- e) History, Civics and Geography
  - Paper 1     History and Civics (HCG 1)
  - Paper 2     Geography (HCG 2)

##### **5.1.1.2 Optional Subjects**

The candidates should take a sixth subject, which may be ANY ONE of the following: (However, it should be noted that all high and middle secondary schools do not offer all the options listed below).

- a) Economics
- b) Computer Applications (Paper 1 and 2)
- c) Environmental Science
- d) Vocational Skill Development Courses (No BCSEA external examination)
- e) Agriculture for Food Security (No BCSEA external examination)

Note: Candidates are allowed to study only one optional subject.

## **5.2 Bhutan Higher Secondary Education Certificate**

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### **5.2.1 Part I- External Examination**

External examination consists of compulsory and elective subjects.

#### **5.2.1.1 Compulsory Subjects**

- a) English
- b) Dzongkha (For Bhutanese)

#### **5.2.1.2 Elective Subjects**

- a) Rigzhung
- b) History (Project Work 20%)
- c) Geography (Project Work - viva 20%, Practical 10%)
- d) Economics
- e) Commerce
- f) Accountancy (Project Work - viva 10%, Practical 10%)
- g) Mathematics
- h) Physics (Project Work 10%, Practical 20%)
- i) Chemistry (Project Work 10%, Practical 20%)
- j) Biology (Project Work 10%, Practical 20%)
- k) Computer Studies (Practical 100%)
- l) Business Mathematics
- m) Literature in English
- n) Media Studies (Internal assessment 50%)
- o) Agriculture for Food Security (AgFS) (Internal assessment 50%)
- p) Second Language (for foreign students)(Only one paper)
- q) Environmental Science (Project Work 20%)



## **5.3 Language And Culture Studies Certificate (LCSC X)**

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### **5.3.1 External Examination**

External examination consists of major and minor subjects.

#### **5.3.1.1 Major Subjects**

- » Dzongkha
- » Ngagdroen (Orthographical Dictionary)
- » English or Khordey Lam Sum (Samsara, Nirvana and the Path Distinguishing Cultivation and Avoidance)

#### **5.3.1.2 Minor Subjects**

In addition to the major subjects, the candidates should take two minor subjects as listed below:

- » Nyer Khoi Nam Shed (Explanations of Essential Symbols of Bhutan)
- » Ka-Ned Selwai Melong (Mirror of Removing Problems or Controversial Issues)

## **5.4 Language And Culture Studies Certificate (LCSC XII)**

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### **5.4.1 Part I - External Examination**

#### **5.4.1.1 Compulsory Subjects**

- a) Dzongkha
- b) English/ Kheyjug (Virtue)
- c) ChoeJug (Engaging in the Bodhisattva Conduct or Practices/ A Guide to Bodisattva Practice)
- d) Ngagdren-Tagjuk (Grammar)
- e) Nyenngag (Poetry/prosody)

#### **5.4.1.2 Elective subjects: candidates should take any one of the following subjects:**

- a) Gyelrab (History)
- b) Tsi ( Astrology)
- c) Nyenchha (Music) (Internal assessment 50%)
- d) Driglam ( Bhutanese Ettiquette)
- e) Agriculture for Food Security

f) Media Studies (Internal assessment 50%)

g) Environmental Science

Candidates once registered for a particular elective subject cannot change or sit for another subject.

## **CHAPTER 6 SPECIAL FEATURES 2018 EXAMINATION**

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The SE should be aware of the following for implementation and notice to the candidates:

- » BHSEC History has two sets of papers, old and the new curriculum. Ensure distribution of the question-answer booklet as per the registration status of the candidates.
- » BHSEC English II has ONLY one set of paper with both old and new curriculum. Candidates should choose the drama text questions **applicable** to them under Section D.
- » Answer scripts for foreign second language paper will be provided by BCSEA.
- » The question answer booklet for low vision candidates will be provided in A4 size.

*Note: BCSEA officials will be visiting the centers to monitor and provide support during the examinations.*

## Examinations 2018: Special Needs List

(Note: BCSEA has sent letters to the respective centres granting relevant considerations. The Conveners have been advised to share the letters with the Supervising Examiners for information and necessary action.)

| Sl. | Student Code      | School                 | Category                                 | Accommodations   | Subjects  | Remarks  |
|-----|-------------------|------------------------|--|--|---|--|
| 1   | 18100100<br>(X)   | Jigme Sherubling<br>CS | Visual<br>Impaired                       | Need separate room with heater<br>facility   | Eng, Dzo, HCG, Maths,<br>Science and Eco                  | <i>Braille</i><br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins.   |
| 2   | 18100102<br>(X)   | Jigme Sherubling<br>CS | Visual<br>Impaired                       | Need separate room with heater<br>facility   | Eng, Dzo, HCG, Maths,<br>Science and Eco                  | <i>Braille</i><br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins.   |
| 3   | 18100113<br>(X)   | Jigme Sherubling<br>CS | Visual<br>Impaired                       | Need separate room with heater<br>facility   | Eng, Dzo, HCG, Maths,<br>Science and Eco                  | <i>Braille</i><br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins.   |
| 4   | 18100104<br>(X)   | Jigme Sherubling<br>CS | Low Vision                               | Need separate room from Visual<br>Impaired with led lamp and<br>heater facility  | Eng, Dzo, HCG, Maths,<br>Science and Eco                  | <i>A4 with font size 16</i> , without<br>topo map<br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins.  |
| 5   | 18100118<br>(X)   | Jigme Sherubling<br>CS | Low Vision                               | Need separate room with LED<br>lamp and heater facility.   | Eng, Dzo, HCG, Maths,<br>Science and Eco                  | <i>A4 with font size 16</i> , without<br>topo map<br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins.  |
| 6   | 18120126<br>(XII) | Jigme Sherubling<br>CS | Low Vision                               | Need separate room with bright-<br>er light facility and heater facility.  | Eng, Dzo, Geo, History<br>and Economics                   | <i>A4 with font size 16</i> , without<br>topo map<br>3 hours = extra 45 mins.  |
| 7   | 18100069<br>(X)   | Tendruk CS             | Mild physical<br>disability              | He is slow in writing due to<br>delay in fine motor development.<br>He needs to be provided with<br>additional time as per BCSEA<br>regulation (25% per hour)  | Subjects in which the<br>candidate has registered<br>for. | <i>Regular Paper</i><br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins.   |
| 8   | 18100145<br>(X)   | Tendruk CS             | Physical<br>disability on<br>wheel chair | His room allotment should be<br>in the ground floor and near<br>the door. He also needs to be<br>provided with invigilator to read<br>the questions and additional<br>time as per BCSEA regulation<br>(25% per hour) | Subjects in which the<br>candidate has registered<br>for. | <i>Regular Paper</i><br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins<br><br>This candidate and candi-<br>date 18100143 below to be<br>seated in a separate room<br>to avoid disturbance to other<br>candidates. |
| 9   | 18100143<br>(X)   | Tendruk CS             | Mild hearing<br>and speech<br>impairment | She needs to be provided with<br>invigilator to read the questions<br>and additional time as per BC-<br>SEA regulation (25% per hour)  | Subjects in which the<br>candidate has registered<br>for. | <i>Regular Paper</i><br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins<br>Same as above   |
| 10  | 18100210<br>(X)   | Sarpang CS             | Low Vision                               | Need to increase the font size in<br>question papers   | Subjects in which the<br>candidate has registered<br>for. | <i>A4 with font size 16</i> , with A3<br>size topo map<br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins.   |
| 11  | 18100059<br>(X)   | Shari HSS              | Physical<br>disability                   | (Deformity) Need Extra time for<br>writing.  | Subjects in which the<br>candidate has registered<br>for. | <i>Regular Papers</i><br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins<br>Same as above  |

| Sl. | Student Code      | School          | Category            | Accommodations   | Subjects  | Remarks   |
|-----|-------------------|-----------------|---------------------|--|---|---|
| 12  | 18120067<br>(XII) | Shari HSS       | Physical disability | Deformity of right hand writing with left hand; need extra time for writing.   | Subjects in which the candidate has registered for. | <i>Regular Papers</i><br>For 3 hours = extra 45 mins  |
| 13  | 18120024<br>(XII) | Kelki HSS       | Physical disability | Tandin Dorji has the medical case of accident history in his childhood and is dependent on wheel chair. He needs assistance to move in his wheel chair and has to frequently visit the washroom to empty his drainage bag. In this regard, we would be grateful if BCSEA could consider making arrangement of his Examination seat close to the washroom as we always do in our home examination. Also we request you to make arrangement for visiting toilet whenever required. | Subjects in which the candidate has registered for. | <i>Regular Papers</i><br>For 3 hours = extra 45 mins<br><br>Please make arrangement for this candidate to be seated in the ground floor near the washroom.  |
| 14  | 18100045          | Changangkha MSS | Other               | The school having had observed him for past years has always been giving him accommodation during home exams by: 1. providing him extra time to finish his paper. 2. Assisting him to read and direct the questions if he needs. 3. His answer papers may need accommodation during evaluation. This is because his weak fine motor skill affects his handwriting. 4. He is a repeater. Request: The school highly anticipates for your kind support for Rigdhen.                | Subjects in which the candidate has registered for. | <i>Regular Papers</i><br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins  |
| 15  | 18120124          | Zhemgang CS     | Other               | The candidate cannot sit continuously on the chair for more than 30 mins. He requires a bed or a sofa to lie down for certain period of time. A separate room is required.   | Subjects in which the candidate has registered for. | <i>Regular Papers</i><br>For 2 hours = extra 30 mins.<br>For 3 hours = extra 45 mins  |
| 16  | 18120053          | Nima HSS        | Speech disability   | Speech disorder. His speech is not clear and difficult to understand. So, our concern is that the Geography Visiting Examiner may not understand his speech during viva voce. They need more time comparing to other candidates on viva voce.  | Subjects in which the candidate has registered for. | Inform the Geography Visiting Examiner appointed to your school before hand on the matter with the copy of the letter sent by BCSEA. Provide extra time allowance of 25% of the total time allocated to each candidate for the Geography viva voce. |
| 18  | 18120097          | Nima HSS        | Speech disability   | Speech disorder. His speech is not clear and difficult to understand. So, our concern is that the Geography Visiting Examiner may not understand His speech during viva voce. They need more time comparing to other candidates on viva voce.  | Subjects in which the candidate has registered for. | Inform the Geography Visiting Examiner appointed to your school before hand on the matter with the copy of the letter sent by BCSEA. Provide extra time allowance of 25% of the total time allocated to each candidate for the Geography viva voce. |

## Examination 2018: Timetables

### Bhutan Certificate of Secondary Education Examination (BCSE X)

| DATE              | DAY             | TIME            | SUBJECT / PAPER                              | DURATION FOR WRITING |
|-------------------|-----------------|-----------------|--|----------------------|
| November 28       | Wednesday       | 9.00 a.m.       | Computer Applications Paper 2 (Practical)    | 2 hrs. each batch    |
| November 30       | Friday          | 1.15 - 4.30 p.m | English Paper I (Language)                   | 3 hrs.               |
| December 1        | Saturday        | 1.15 - 4.30 p.m | English Paper II (Reading and Literature)    | 3 hrs.               |
| <b>December 2</b> | <b>Sunday</b>   | <b>BREAK</b>    |  |                      |
| December 3        | Monday          | 1.15 - 4.30 p.m | Mathematics                                  | 3 hrs.               |
| December 4        | Tuesday         | 1.15 - 3.30 p.m | Economics                                    | 2 hrs.               |
|                   |                 | 1.15 - 2.30 p.m | Computer Applications Paper I (Theory)       | 1 hrs.               |
|                   |                 | 1.15 - 3.30 p.m | Environmental Science                        | 2 hrs.               |
| December 5        | Wednesday       | 1.15 - 3.30 p.m | Science Paper 1 (Physics)                    | 2 hrs.               |
| <b>December 6</b> | <b>Thursday</b> | <b>BREAK</b>    |  |                      |
| December 7        | Friday          | 1.15 - 3.30 p.m | Science Paper 2 (Chemistry )                 | 2 hrs.               |
| December 8        | Saturday        | 1.15 - 4.30 p.m | Dzongkha Paper I                             | 3 hrs.               |
|                   |                 | 1.15 - 4.30 p.m | Hindi / Bengali / Malayalam / Tamil / Korean | 3 hrs.               |
| <b>December 9</b> | <b>Sunday</b>   | <b>BREAK</b>    |  |                      |
| December 10       | Monday          | 1.15 - 3.30 p.m | History and Civics (HCG 1)                   | 2 hrs.               |
| December 11       | Tuesday         | 1.15 - 3.30 p.m | Science Paper 3 (Biology)                    | 2 hrs.               |
| December 12       | Wednesday       | 1.15 - 4.30 p.m | Dzongkha Paper II                            | 3 hrs.               |
| December 13       | Thursday        | 1.15 - 3.30 p.m | Geography (HCG 2)                            | 2 hrs.               |

#### NOTE:

1. In addition to the time indicated on the time table for writing the paper, 15 minutes time is given for reading the question paper.
2. The question paper distribution should be completed by 1:15 p.m to enable them to start writing at 1:30 pm
3. November 26, 2018: Supervisors and Computer Practical External Examiners report in the evening to the centres having Computer practical examinations.
4. November 27, 2018: Arrangements for Computer practical examinations.
5. November 28, 2018: All Supervisors and invigilators report to the Conveners in the evening.
6. November 29, 2018: Seating arrangements for the written examinations.

## Bhutan Higher Secondary Education Certificate Examination (BHSEC XII)

| DATE              | DAY           | TIME              | SUBJECT / PAPER   | DURATION FOR WRITING |
|-------------------|---------------|-------------------|---|----------------------|
| November 15       | Thursday      | 8.45 a.m.         | Geography Paper 2 (Practical)                                       |                      |
| November 17       | Saturday      | 7:00 a.m          | Physics Paper 2 (Practical)   | 3 hrs. each batch    |
| November 19       | Monday        | 7:00 a.m          | Chemistry Paper 2 (Practical)                                       | 3 hrs. each batch    |
| November 21       | Wednesday     | 7:00 a.m          | Biology Paper 2 (Practical)   | 3 hrs. each batch    |
| November 24       | Saturday      | 8.45 a.m          | Computer Studies Paper 2 (Practical)                                | 3 hrs. each batch    |
| November 26       | Monday        | 8.45 a.m          | Accountancy Paper 2 (Practical)                                     | 30 minutes           |
| November 30       | Friday        | 8.45 - 12.00 noon | English Paper I (Language)  | 3 hrs.               |
| December 1        | Saturday      | 8.45 - 12.00 noon | English Paper II (Reading and Literature)                           | 3 hrs.               |
| <b>December 2</b> | <b>Sunday</b> | <b>BREAK</b>      |   |                      |
| December 3        | Monday        | 8.45 - 12.00 noon | Mathematics<br>Business Mathematics                                 | 3 hrs                |
| December 4        | Tuesday       | 8.45 - 12.00 noon | Dzongkha Paper I<br>Hindi / Bengali / Tamil / Malayalam / Korean    | 3 hrs                |
| December 5        | Wednesday     | 8.45 - 12.00 noon | Agriculture for Food Security<br>Environmental Science              | 3 hrs.               |
| December 6        | Thursday      | 8.45 - 12.00 noon | Computer Studies Paper 1 (Theory)                                   | 3 hrs.               |
| December 7        | Friday        | 8.45 - 12.00 noon | Biology Paper 1 (Theory)<br>Commerce<br>Geography Paper 1 (Theory)  | 3 hrs.               |
| December 8        | Saturday      | 8.45 - 12.00 noon | Media Studies   | 3 hrs.               |
| <b>December 9</b> | <b>Sunday</b> | <b>BREAK</b>      |   |                      |
| December 10       | Monday        | 8.45 - 12.00 noon | Physics Paper 1 (Theory)<br>Accountancy Paper 1 (Theory)<br>History | 3 hrs.               |
| December 11       | Tuesday       | 8.45 - 12.00 noon | Rigzhung<br>Literature in English                                   | 3 hrs.               |
| December 12       | Wednesday     | 8.45 - 12.00 noon | Chemistry Paper 1 (Theory)<br>Economics                             | 3 hrs.               |
| December 13       | Thursday      | 8.45 - 12.00 noon | Dzongkha Paper II   | 3 hrs.               |

### NOTE:

- In addition to the time indicated on the time table for writing the paper, 15 minutes time is given for reading the question paper.
- The question paper distribution should be completed by 8:45 a.m. to enable them to start writing at 9 a.m.
- Visiting examiners for environmental science, history and accountancy will be sent to the centres for validation of project works. However, reporting of VEs would vary from centre to centre depending on the number of candidates.**
- November 15, 2018: Supervisors report to the centres having Science practical examinations.
- November 16, 2018: Science laboratory arrangements
- November 22, 2018: Supervisors and Computer Practical External Examiners report to the centres having Computer practical examinations.
- November 23, 2018: Computer Lab arrangement.
- November 28, 2018: All Supervisors and Invigilators report to the Conveners in the evening.
- November 29, 2018: Seating arrangements for the written examinations.

**Language and Culture Studies Certificate Examination (LCSC XII)**

| ཚེས།<br>DATE | གཟུགས།<br>DAY        | ཚུ་ཚོད།<br>TIME | ཚོས་ཚན། / ཇི་ཤོགས།              | SUBJECT / PAPER                 | བྱི་ཞི་འདུས་ཡུལ།<br>DURATION FOR WRITING |
|--------------|----------------------|-----------------|---------------------------------|---------------------------------|--|
| 30/11/18     | སྤེན་པ།<br>Friday    | 8.45-12.00 a.m  | » ཡིང་ལི་ཤི་ <sup>1</sup> པ།    | » English paper I               | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |
| 01/12/18     | ཉི་མ།<br>Saturday    | 8.45-12.00 a.m  | » ཡིང་ལི་ཤི་ <sup>2</sup> པ།    | » English Paper II              | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |
| 02/12/18     | ཟླ་བ།<br>Sunday      | Off             |                                 |                                 |  |
| 03/12/18     | མིག་དམར།<br>Monday   | 8.45-12.00 a.m  | » སྟོན་འཇུག།                    | » Choedjug                      | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |
| 04/12/18     | ལྷག་པ།<br>Tuesday    | 8.45-12.00 a.m  | » རྫོང་ཁ་ <sup>1</sup> པ།       | » Dzongkha Paper I              | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |
| 05/12/18     | སྤར་བུ།<br>Wednesday | 8.45-12.00 a.m  | » སོ་ནམ་དང་ཟ་འཐུང་ཉེན་སྲུང་།    | » Agriculture for Food Security | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |
| 06/12/18     | པ་སངས།<br>Thursday   | 8.45-12.00 noon | » སྟེན་པ།                       | » Nyengag                       | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |
| 07/12/18     | སྤེན་པ།<br>Friday    | Off             |                                 |                                 |  |
| 08/12/18     | ཉི་མ།<br>Saturday    | 8.45-12.00 noon | » བད་རྒྱུད་ཚོས་ཚན།              | » Media Studies                 | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |
| 09/12/18     | ཟླ་བ།<br>Sunday      | Off             |                                 |                                 |  |
| 10/12/18     | མིག་དམར།<br>Monday   | 8.45-12.00 noon | » དག་སྟོན་རྟགས་འཇུག།            | » Ngagdon / Tagjug              | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |
| 11/12/18     | ལྷག་པ།<br>Tuesday    | 8.45-12.00 noon | » སྟེན་ཚ / སྟེན་ལམ / རྒྱལ་རབས།) | » Nyencha / Driglam / Gyelrab   | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |
| 12/12/18     | སྤར་བུ།<br>Wednesday | 8.45-12.00 noon |                                 |                                 |  |
| 13/12/18     | སྤར་བུ།<br>Thursday  | 8.45-12.00 noon | » རྫོང་ཁ་ <sup>2</sup> པ།       | » Dzongkha Paper II             | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                   |

- དཔྱད་གསུང་།
1. སྤྱི་ཚེས་ 2018/11/30 གྱི་ཕྱི་ཚུ་ ཚོས་རྒྱལ་སྐོད་དཔྱད་པ་དང་ རོ་དམ་པ་ཚུ་ ཚོས་རྒྱལ་སྐོད་པ་དང་ སྟེན་ལམ་ འབད་དགོ།
  2. སྤྱི་ཚེས་ 2018/12/01 ལུ་ ཞལ་འཛོམས་ཚོགས་ཞི་དང་ ཚོས་རྒྱལ་སྐོད་ལཱ་ལང་མིག་ཚུ་ བཅའ་སྲིག་རྒྱབ་དགོ།
  3. རི་འཕུལ་ཞུང་བདེ་སྟོན་འབད་མི་ཚུ་ཚོད་གསུམ་འདི་ བེ་ཞི་དང་ ཇི་ཤོག་ལྷག་ཞི་འདི་དོན་ལུ་འདུས་ཡུལ་སྐོར་མ་ཟེ་ ཐོབ།
  4. ཇི་ཤོག་ཚུ་ རོ་པ་ཚུ་ཚོད་ 8.45 གི་ནང་འཁོད་བཟུམ་སྟེ་ རོ་པ་ཚུ་ཚོད་ 12 ལས་བེ་ཞི་འདི་བཟུགས་དགོ།



## Language and Culture Studies Certificate Examination (LCSC X)

| ཚེས།<br>DATE | གཟུངས།<br>DAY       | ཚུ་ཚོད།<br>TIME  | ཚོས་ཚན། / རི་ཤོག།            | SUBJECT / PAPER       | བྲི་ཞི་འུ་ལུ་ལྷན།<br>DURATION FOR WRITING |
|--------------|---------------------|------------------|------------------------------|-----------------------|---|
| 30/11/18     | སྤེན་པ།<br>Friday   | 1.15 - 4.30 pm   | » ཡི་འཇུག་ཀྱི་ བ།            | » English paper I     | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                    |
| 01/12/18     | ཉི་མ།<br>Saturday   | 1.15 - 4.30 pm   | » ཡི་འཇུག་ཀྱི་ 2 བ།          | » English Paper II    | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                    |
| 02/12/18     | ཟླ་བ།<br>Sunday     | དལ་གསོ།<br>BREAK |                              |                       |   |
| 03/12/18     | མིག་དམར།<br>Monday  | 1.15 - 4.30 pm   | » རྟམ་སྐྱོན།                 | » Ngagdon             | ཚུ་ཚོད་ 3 ན།<br>3 hrs                     |
| 04/12/18     | ལྷག་པ།<br>Tuesday   | དལ་གསོ།<br>BREAK |                              |                       |   |
| 05/12/18     | སྤར་བ།<br>Wednesday | 1.15 - 4.30 pm   | » དཀའ་གནད་གསལ་བའི་<br>མ་ལོང། | » Kaned Selwai Melong | ཚུ་ཚོད་ 3 ན།<br>3 hrs                     |
| 06/12/18     | པ་སངས།<br>Thursday  | དལ་གསོ།<br>BREAK |                              |                       |   |
| 07/12/18     | སྤེན་པ།<br>Friday   | དལ་གསོ།<br>BREAK |                              |                       |   |
| 08/12/18     | ཉི་མ།<br>Saturday   | 1.15 - 4.30 pm   | » རྫོང་ཁ་ 1 བ།               | » Dzongkha I          | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                    |
| 09/12/18     | ཟླ་བ།<br>Sunday     | དལ་གསོ།<br>BREAK |                              |                       |   |
| 10/12/18     | མིག་དམར།<br>Monday  | 1.15 - 4.30 pm   | » ཉེར་མཁོའི་རྣམ་བཤད།         | » Nyerkhoi Namshed    | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                    |
| 11/12/18     | ལྷག་པ།<br>Tuesday   | དལ་གསོ།<br>BREAK |                              |                       |   |
| 12/12/18     | སྤར་བ།<br>Wednesday | 1.15 - 4.30 pm   | » རྫོང་ཁ་ 2 བ།               | » Dzongkha Paper II   | ཚུ་ཚོད་ 3 ན།<br>3 hrs.                    |

**བྲན་གསོ།**

1. སྤྱི་ཚེས་ 22/11/2018 གྱི་ཕྱི་དུ་ ཚོས་རྒྱལ་སྐོར་དཔོན་དང་ རོ་དམ་པ་ཚུ་ ཚོས་རྒྱལ་སྐོར་བ་ནང་ ལྷན་ལུ་ འབད་དགོ།
2. སྤྱི་ཚེས་ 22/11/2018 ལུ་ ཞལ་འཛོམས་ཚོགས་ཞི་དང་ ཚོས་རྒྱལ་སྐོར་ཁང་མིག་ཚུ་ བཅའ་སྲིག་རྒྱབ་དགོ།
3. རིའུ་མིག་ནང་བད་སྟོན་འབད་མི་ཚུ་ཚོད་གསུམ་འདི་ བྲི་ཞི་དང་ རི་ཤོག་ལྷག་ཞི་འུ་ལུ་ལྷན་སྐྱེས་ཀྱི་ 75 བོབ།
4. རི་ཤོག་ཚུ་ རོ་དམ་ཚུ་ཚོད་ 1.15 གི་ནང་འཁོད་བཟམ་སྟེ་ ཚུ་ཚོད་ 2 ལས་བྲི་ཞི་འུ་ལུ་བཟུགས་དགོ།

