

# **RULES AND REGULATIONS FOR THE CONDUCT OF PUBLIC EXAMINATIONS IN BHUTAN**



**BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS  
AND ASSESSMENT  
ROYAL GOVERNMENT OF BHUTAN**

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## The Purpose

The Bhutan Council for School Examinations and Assessment (BCSEA), with its responsibility of conducting a number of national level examinations every year, believes that the successful conduct of these examinations would depend greatly on the extent to which the individuals involved are aware of their duties and responsibilities. The expectations can also be made clear to all candidates, parents and examination conducting officials. The candidates must be aware of the consequences of their own actions as well as the parents who are involved in preparing their children to face the examinations. Teachers and officials involved in various examination services also must be aware of the consequences of their actions.

The regulations and procedures contained in the booklet apply to all the examinations conducted by the BCSEA. The Rules and Regulations pertain mainly to the officers conducting the examinations namely Conveners, Supervising Examiners (SEs), Assistant Supervising Examiners (ASEs), Invigilators, Visiting Examiners and Inspecting Officers.

It is hoped that the booklet will serve the purpose of enabling each individual involved in the conduct of the various public examinations to carry out his / her duties to the highest standard of professionalism and assist the examinees in doing their part in accordance with the prescribed rules and regulations. It is also hoped that it will serve as information for the general public on the public examinations.

The BCSEA reserves the right to amend or alter any of the provisions of the Rules and Regulations from time to time. Such amendments shall be notified through circulars or notices to Centres and they will take immediate effect.

The BCSEA retains the authority to the provisions in the booklet and its circulars and notices. The Rules and Regulations form a part of the agreement between the BCSEA and Centres.

Softcopy of the booklet can be obtained from: [www.bcsea.bt](http://www.bcsea.bt)



**Jamyang Choeden**

Director

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- Singapore-Cambridge General Certificate of Education Examination, Examinations Branch, Ministry of Education, Singapore.
- Singapore-Cambridge GCE Examination Advanced Level 1998, Instructions for Chief Presiding Examiners and Examiners, Examinations Branch, Ministry of Education, Singapore.
- Council for the Indian School Certificate Examinations, Rules for the Conduct of an Examination Centre, ICSE, ISC, CVE for the use of Conveners, Heads of Schools and Supervising Examiners, 2003, New Delhi.
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## Acronyms

- AIU Association of Indian Universities
- ASE Assistant Supervising Examiner
- BBE Bhutan Board of Examinations
- BCSEA Bhutan Council for School Examinations and Assessment
- BCSE Bhutan Certificate of Secondary Education
- BHSEC Bhutan Higher Secondary Education Certificate
- CAPSD Curriculum and Professional Support Division
- CBA Competency Based Assessment
- CBSE Central Board of Secondary Education
- CE Continuing Education
- CERD Centre for Educational Research and Development
- CISCE Council for the Indian School Certificate Examinations
- COBSE Council of the Boards of School Education in India
- CVE Certificate of Vocational Education
- DCRD Department of Curriculum Research Development
- DEO District Education Officer
- DSE Department of School Education
- EMSSD Education Monitoring and Support Service Division
- GCE General Certificate of Education
- HRC Human Resource Committee
- HRD Human Resource Division
- HSS Higher Secondary School
- ICSE Indian Certificate of Secondary Education
- ILCS Institute of Language and Culture Studies
- INSET In-service Education of Teachers
- ISC Indian School Certificate
- LCSC Language and Culture Studies Certificate
- LSS Lower Secondary School
- LSSC Lower Secondary School Certificate
- MoE Ministry of Education
- MSS Middle Secondary School
- NEA National Education Assessment
- NIVI National Institute for Visually Impaired
- PP Pre-Primary
- PPD Policy and Planning Division
- PTCE Primary Teachers' Certificate Examination
- REC Royal Education Council
- RUB Royal University of Bhutan
- SE Supervising Examiner
- SED School Examination Division
- SLCS School for Language and Cultural Studies
- SUPW Socially Useful Productive Work
- TEO Thromde Education Officer

- VE Visiting Examiner
- ZLT Zhungkha Language Teacher
- ZTCE Zhungkha Teachers' Certificate Examination

# **Bhutan Council for School Examinations and Assessment**

## **Motto**

1. To conduct a fair assessment so that the students get the maximum opportunities to perform their best at the national level examinations and to provide them with evaluation results that give a true picture of their performance.
2. To support schools in use of standardized testing system that guarantees the monitoring and evaluation of the standard of education among pupils.

## **Background**

Schools had some form of written examinations as a dominant feature since the early days of our modern education in the 1960s.

However, the first national examination system was started with the All Bhutan Class 5 Common Examination in 1972 followed by the All Bhutan Class 8 Examination in 1975. Since an examining body was not created at that time, the Department of Education conducted the All Bhutan Common Examinations.

In 1975, an Examination Cell was established as a separate unit headed by a Controller of Examinations under the Directorate of Education to co-ordinate and conduct the All Bhutan Common Examinations. The nomenclature was changed to Bhutan Board of Examinations (BBE) in 1986. The Secretary headed the BBE Secretariat. It was also in 1986, that the Primary School Certificate Examination (PSCE) was started in Class VI which replaced the All Bhutan Common Examination for Class V.

From 1972 to 1981, the question papers for All Bhutan Common Examinations were set outside the country and also the evaluation of the answer scripts. In 1982 and 1983, question papers were still set outside Bhutan but the evaluation was done within Bhutan with the assistance of expatriate chief examiners. From 1984 onwards, both the setting of question papers and evaluation of answer scripts were done within the country.

Since 1974, all the middle secondary and higher secondary schools in the country were affiliated to the Council for the Indian School Certificate Examinations (CISCE) New Delhi with a Memorandum of Understanding signed between the two parties which was renewed annually. The CISCE conducted the Indian Certificate of Secondary Education (ICSE-X) and the Indian School Certificate (ISC-XII) examinations. The answer scripts were evaluated outside the country and the results prepared by the CISCE.

In March 1996, the 1st joint Bhutan Board – Indian Certificate of Secondary Education Examination (BB-ICSE) was held. From 1996 – 2000, the question papers for Dzongkha, History & Civics, Geography and Economics were set and evaluated in Bhutan and the remaining subjects like English, Mathematics, Sciences, Computer Science and Commerce by the CISCE. The results were prepared by CISCE. This examination was preponed from March 2000 to December 1999. In a similar manner,

the ISC Examination was conducted in December 2001. This arrangement facilitated the academic year and training opportunities.

In December 2001, the BBE conducted the first Bhutan Certificate of Secondary Education (BCSE: X) examination based on the national curriculum and modes of assessment. The answer scripts were evaluated in Bhutan and results prepared by BBE.

In early 2000s, the then Education Minister, Lyonpo Thinley Jamtsho initiated the takeover of ISC examinations from the CISCE. Also in 2004, DAHE, MoE requested the Association of Indian Universities (AIU), Delhi to grant equivalence of the BCSE and the Bhutan Higher Secondary Education Certificate (BHSEC: XII) to the 10 Year Secondary School Certificate and 12 Year Senior Secondary/Higher Secondary/Intermediate/Pre-University Certificate of an Indian Board. This was approved by the AIU in the same year.

In 2006, BBE sought recognition from other premier boards of school education in India such as Central Board of Secondary Education (CBSE), an autonomous organisation under the Union Ministry of Human Resource development, Government of India. This was further supported by the recognition of the Bhutanese certificates as equivalent to the certificates of other boards of school education (Secondary and Higher Secondary) in India by Council of Boards of School Education in India, Delhi (COBSE).

In preparation for the takeover, in 2005 the counterparts from CISCE worked with our Bhutanese teachers to set question papers in the various subjects based on the national curriculum and modes of assessment. In December 2006, the BBE conducted the first Bhutan Higher Secondary Education Certificate (BHSEC: XII) examination. The answer scripts were evaluated in Bhutan and the results prepared by the BBE.

For the benefit of the in-service candidates, the Department of Adult and Higher Education (DAHE) started the Continuing Education (CE) program in 2006. The first batch of CE candidates appeared BCSE and BHSEC examinations in 2007 from Kelki HSS, Thimphu. From 2008, Dzongkha Language Institute (DLI) also enrolled CE candidates and conducted the Institute of Language and Culture Studies (ILCS: X & XII) examinations. In 2012, there were 13 CE centres in both government and private schools.

Further, the BBE conducted the Primary Teachers' Certificate Examination (PTCE) from 1979 to 2003 and the Zhungkha Teachers' Certificate Examination (ZTCE) from 1994 till November 2003.

The ILCS Class X examination was conducted by the BBE from 1989 to 2001. The ILCS Class XII examination was conducted by the BBE since 1996. A new curriculum for the class XII was introduced in 1997 in addition to the old curriculum. According to the resolution of the 16th BBE Board meeting in 2006, the examinations in the old curriculum for the Dzongkha teacher candidates was conducted for the last time in 2008 for both classes X and XII. It was renamed as Language and Culture Studies Certificate (LCSC) examination.

In November 1999, the conduct, evaluation and result declaration of the All Bhutan Class VI Common Examination (earlier Primary School Certificate Examination - PSCE) was partially decentralized to the schools with the question papers, model answers and marking schemes being provided by the BBE. It was called the *All Bhutan Class*



*VI examination.* The schools sent the consolidated results and selected answer scripts to the BBE for result analysis and feedback to schools. In 2014, the nomenclature was changed to Competency Based Assessment Test (CBAT-VI) as competency-based assessment was introduced. In 2020, this test was skipped due to the COVID-19 pandemic.

In 2021, the question cum answer scripts booklets and model answers and marking schemes for all subjects were sent as pass word protected documents to the DEOs/TEOs for further delivery to the schools. The tests are conducted as per the time-table issued by the BBE/BCSEA. The same practice of receiving consolidated results from schools for result analysis is followed to gauge the learning outcomes.

The national year-end assessment, CBAT-VI is felt important as it is designed to assess skills, abilities and knowledge of students as they complete the upper primary exit-level.

Similarly, from 2006, the LSSCE (Class VIII) the conduct, evaluation and result declaration was partially decentralized to the schools as per the endorsement of the 9th Annual Education Conference in 2005 and approved by the 16th BBE Board Meeting on 21st April 2006. It was called All Bhutan Class VIII examination. The BBE supplied question papers, model answers and marking schemes. The schools sent the consolidated results and selected answer scripts to the BBE for result analysis and feedback to schools. The examination was conducted as per the time-table issued by the BBE. According to the 19th BBE Board meeting of May 8, 2009, LSSCE was completely decentralized to schools from that year.

As per the decision of the tripartite meeting held amongst BCSEA, DSE and the DCPD the then REC held on 27<sup>th</sup> May, 2021, the conduct of the Competency Based Assessment Test (CBAT) for Class VIII was reintroduced to check the learning standard at the end of Key Stage III which has been specifically mentioned in the Assessment Structure Classes PP-XII, Guidelines for Assessment of Competency-based Learning. The question cum answer scripts booklets and model answers and marking schemes for all subjects were sent as pass word protected documents to the DEOs/TEOs for further delivery to the schools. The tests are conducted as per the time-table issued by the BCSEA. The same practice of receiving consolidated results for result analysis is followed to gauge the learning outcomes.

In 2011, year-end test at class III was introduced for the first time in English, Dzongkha and Mathematics as mandated under the Performance Compact Charter 7 of Accelerating Bhutan's Socio-economic Development. In 2014, the nomenclature was changed to Competency Based Assessment Test (CBAT-III) with the incorporation of competency-based assessment. Similar to the CBAT VI, the schools sent the consolidated results and selected answer scripts to the BCSEA for result analysis and feedback to schools. In 2020, this test could not be conducted due to the COVID-19 pandemic. In 2021, as per instructions from the Ministry of Education, the test was discontinued.

Since 2002, the BBE secretariat was entrusted with the responsibility of spearheading National Education Assessment (NEA) in Literacy and Numeracy for class VI students with the help of a Task Force consisting of members from the Curriculum and Professional Support Division (CAPSD), Education Monitoring and Support Service Division (EMSSD), Centre for Educational Research and Development (CERD) and Policy and Planning Division (PPD). The first nation-wide study on class VI literacy and Numeracy was completed in June 2004. The next study on class VI Dzongkha was

started in 2004 and completed in 2006. The National Education Assessment (NEA) in Literacy and Numeracy for Class-X students started in 2005 and completed in 2007. The next round of NEA in class VI Literacy and Numeracy was conducted in 2011 and the Competency Based Assessments (CBA) in classes III, V, VI, VII, IX and X were also initiated in 2011.

In 2021, NEA for class III was conducted in Dzongkha literacy, English literacy and Mathematics spear headed by the Assessment and Monitoring Division, BCSEA.

The syllabi for BCSE and BHSEC are prepared by the Royal Education Council (REC), in consultation with BCSEA on subject-wise content weightings, modes of assessment and examination rules and regulations.

## **BBE Board**

In 1993, BBE Board was established consisting of eleven permanent members with the representatives of schools changed on a yearly basis. The Director General of Education Department was the Chairperson while the Joint Director of the BBE Secretariat was the member Secretary. It had its 1st BBE Board Meeting on April 10th 1994. Since 1997, the Board has been meeting once a year, to deliberate and decide on issues and policies related to the examinations conducted by the Bhutan Board of Examinations. From 2004, Secretary of the Ministry of Education has been the Chairperson and Secretary of Examinations the Member Secretary.

The functions of the BBE Board were as follows:

1. To approve policy guidelines on the public examinations and certifications. To discuss, direct and endorse all functions related to the public examinations and certifications.
2. To appoint committee/s to review from time to time the public examinations, evaluation and measurement practices.
3. To meet at least once a year and any other time in the event of emergencies.

The BBE became the Associate Member of the Council of Boards of School Education (COBSE) in India in the 1990s.

## **Recognition**

The BCSE (Class X) and BHSEC (Class XII) conducted by the BBE/BCSEA are recognized by the following bodies in India.

1. The Association of Indian Universities (AIU), Delhi
2. The Council of the Boards of School Education in India (COBSE)
3. The Central Board of Secondary Education (CBSE)
4. The Council for the Indian School Certificate Examinations (CISCE)

In Bhutan, The Royal University of Bhutan (RUB) recognized the localization.

The LCSC (Class X) and LCSC Class XII) conducted by the BBE/BCSEA are recognized by the following bodies and organizations:

1. Ministry of Education (MoE), Bhutan
2. Royal University of Bhutan (RUB)

3. Dzongkha Development Commission (DDC)
4. Shedra / Buddhist Institutes (Bhutan)

## **Establishment of BCSEA**

The restructuring of the MOE which included BBE's autonomy was approved by the Cabinet in the 72nd and 100th session of the Lhengye Zhungtshog (Cabinet) and the Royal Civil Service Commission (RCSC) also approved the revised structure.

Accordingly, the government issued the executive order C-2/100/64 on May 26, 2011 approving the autonomy status from July 1, 2011 along with the constitution of a six-member Board of Directors, chaired by the Honourable Minister, Ministry of Education with the term of reference.

## **Mandate**

The BCSEA's mandate includes the BCSEA's vision, mission, values, principles, core business areas, strategic goals, and action steps.

## **Our Vision**

An internationally recognized educational assessment and monitoring agency.

## **Our Mission**

We provide quality assessment and monitoring services, such that relevant education stakeholders are sensitized about educational standards.

## **Our Values**

- Integrity
- Fairness
- Validity and Reliability
- Commitment
- Professionalism

## **Our Principles**

- Excellence
- Continuous Capacity Building
- A Supportive Research Environment
- Collaboration and Networking
- Financial Sustainability

## **Our Core Business Areas**

- Secondary School Examinations and Certification (BCSE, BHSEC, LCSC)
- Assessment and Monitoring (e.g. NEA, ASSL, TNA, TIMMS, PISA, EAA)

- Training Services (in assessment and the use of monitoring tools, for instance)
- Research and Publications (in the areas of examination, assessment, quality of learning, etc.)

### **Strategic Goals**

- To provide reliable and quality examination and certification services for secondary education level
- To provide stakeholders with clear perspectives on and monitor the standard of education in the country
- To develop research literature in the assessment of student learning and teaching competence
- To build reliable and easily accessible information system to support all BCSEA functions
- To explore alternative innovative ways of mobilizing, building and managing resources

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## Chapter 1 Introduction

### 1.1. Affiliation

Categories of schools and institutes (both government and private) affiliated to the Bhutan Council for School Examinations and Assessment (BCSEA) are as follows:

1. Higher Secondary Schools
2. Middle Secondary Schools
3. Central Schools
4. Institutes / Schools for Language and Culture Studies
5. Special Institutes

All schools / institutes affiliated to BCSEA and where public examinations are conducted are known as centres.

#### Conditions and Criteria for Affiliation

1. The newly opened school / institute intending to enrol students for classes X and XII are required to start from classes IX and XI respectively. The BHSEC, BCSE, LCSC X and LCSC XII are two-year courses and the school / institute shall offer the complete courses.
2. The concerned school / institute intending to affiliate to BCSEA have to formally apply for affiliation with a copy of the approval letter from the Ministry of Education. The procedure for affiliation shall be completed by the start of class IX and XI academic sessions.
3. The affiliation shall be granted only upon physical verification and fulfilment of the requirements of the BCSEA.
4. BCSEA shall certify the affiliation of school / institute.
5. The school / institute shall be instructed to follow the procedures given in the Rules and Regulations for the Conduct of Public Examinations in Bhutan.
6. The schools / institutes upgraded to X and XII are required to formally apply to BCSEA for registration of candidates for BCSE or BHSEC or LCSC X or LCSC XII before the start of the academic session.
7. School / institute who would like to discontinue affiliation should formally intimate BCSEA in the beginning of the academic year.

#### Allowances

1. The newly opened or already affiliated school / institute can admit regular / supplementary / private candidates in classes X & XII for subjects it offers in classes IX and XI provided it meets the minimum number of fifteen candidates for a given subject.
2. The newly opened or already affiliated school / institute can admit supplementary and private candidates in classes X and XII even for subjects not offered in classes IX and XI provided it has provision to fulfil the assessment criteria which

have practical and project work assessment and has a minimum of fifteen candidates.

**NOTE: Any institute or school which doesn't comply with the above conditions shall be de-affiliated.**

## 1.2. Categories of Candidates

There are five categories of candidates and under each, there are three types of candidates. The five categories of candidates are:

1. Student Candidate: refers to a candidate who attends regular classes in a school.
2. Continuing Education Candidate (CE): refers to a candidate who is appearing either Class X or XII examinations to upgrade or improve his / her qualification from an approved Continuing Education Centre. He / she can be an in-service candidate from a government, corporate or private organization or a school drop-out. The candidate must fulfil the Department of Adult and Higher Education's (DAHE), Ministry of Education criteria at the time of admission.
3. Teacher candidate: refers to an in-service teacher appearing Class X or XII examinations to upgrade his / her qualification.
4. Non-Formal Education Instructor (NFEI): refers to a BCSE / LCSC X pass candidate or its equivalence appearing Class XII examination to upgrade his / her qualification. The candidate must fulfil the Non-Formal and Continuing Education Division's (NFCED) under DAHE criteria at the time of admission.
5. Students with Disabilities (SwDs) refers to candidates with special needs including those with physical, mental and other types of impairment studying in schools with Special Educational Needs (SEN) programmes.

## 1.3. Types of Candidates

1. Regular Candidate: refers to a candidate who is in regular attendance at an affiliated school and is appearing the BCSE / BHSEC / LCSC (X & XII) examinations for the first time (students / teachers / CE / NFEI/SwDs).
2. Private Candidate: refers to a candidate who entered as a regular candidate and appeared the BCSE / BHSEC / LCSC (X & XII) examinations but was not awarded a Pass Certificate and wishes to reappear at the examination the following year or after a gap of one or more years (students / teachers / CE / NFEI/SwDs).
3. Supplementary Candidate: refers to a candidate who has been awarded a Pass Certificate in BCSE / BHSEC / LCSC (X & XII) examinations but who wishes to reappear the examination to improve his / her result the following year or after a gap of one or more years (students / teachers / CE / NFEI/SwDs).

## 1.4. Responsibilities of Schools

### 1.4.1. Registration of Candidates

#### 1.4.1(a) Regular Candidates

Registration of the candidates for BCSE, BHSEC, LCSC (X & XII) is done by the school / institute online as specified by BCSEA each year.

Teacher candidates need to furnish a letter of approval from the Human Resource Division, Ministry of Education for their registration. The candidate shall process for the approval through his/her parent school which will be forward to the Dzongkhag Education Officer (DEO) / Thromde Education Officer (TEO). Once it is approved, the DEO/TEO will identify the centres for the candidates for registration.

The NFEI candidates need to furnish a letter of approval from the Department of Adult and Higher Education, Ministry of Education for their registration. The candidate shall process for the approval through the respective DEO/TEO. Once it is approved, the DEO/TEO will identify the centres for the candidates for registration.

The Teacher / NFEI candidates have to fulfil all the assessment criteria in the subjects they have registered for which have practical and project works.

The SUPW grade for Teacher / NFEI candidates should be submitted by the school from where they are teaching to the principal of the centre where he / she is registered. The SUPW grade should be based on the performance of the candidate's contribution to the school activities.

The school / institute must ensure that all the entries are accurate (that is, spelling of name and date of birth as given in the citizenship identity card / Nationality Certificate issued by Department of Civil Registration and Census, Ministry of Home and Cultural Affairs). The candidates' details required for registration are directly imported from the EMIS using their student-codes.

It is mandatory for schools to correctly specify the candidates' '**category**' and '**type**' to complete the registration. The Student, CE, Teacher, NFEI, and SwDs candidates are registered under their respective category.

The online registration shall close as specified by BCSEA each year. No new registration shall be entertained thereafter (APPENDIX 19). The schools should comply by the deadline of registration.

The candidates appearing BCSE and LCSC X examinations must abide by the following conditions:

1. candidates must appear in six subjects,
2. after registration a candidate is not permitted to change the 6<sup>th</sup> subject.

The candidates appearing BHSEC and LCSC XII examinations must abide by the following conditions:

1. candidates must appear a minimum of five subjects,
2. after registration a candidate is not permitted to change the subjects.

Candidates wishing to reappear the examination after a gap of one or more years during which a change in curriculum has taken place, he / she shall be required to sit

for the new curriculum examination and fulfil all the continuous assessment criteria in the subjects they have registered for.

#### **1.4.1(b) Private Candidates**

Private candidates for the BCSE, BHSEC, LCSC (X & XII) examinations are registered with the regular candidates. It is mandatory for schools to correctly specify the candidates' 'category' and 'type' to complete the registration.

For BCSE candidates, they must appear in all the subjects they had registered for in the last examination. They are not permitted to change the subjects.

However, for BHSEC and LCSC (XII) candidates, they are permitted to drop one elective subject provided he / she appears for five subjects in the examination.

A private candidate has the option to improve his/her continuous assessment while for candidates opting not to do, the CA marks shall be imported from their last examination. The schools must provide the correct previous index numbers during online registration.

During the change in curriculum or part thereof, private candidates shall be given an option to register for either old or new curriculum based examinations for that particular year on the following conditions:

1. candidate opting for the new curriculum should fulfil every requirement of the new curriculum and all the assessment criteria in the subjects they have registered for.
2. candidate opting for the old curriculum shall appear for the theory paper based on the old curriculum. His/her continuous assessment criteria shall be awarded from the last examinations.
3. once the registration is closed, candidate cannot change his/her registration from old to new or vice versa.

Candidates wishing to reappear the examination after a gap of one or more years during which a change in curriculum has taken place, he / she shall be required to sit for the new curriculum examination and fulfil all the continuous assessment criteria in the subjects they have registered for.

#### **1.4.1(c) Supplementary Candidates**

Supplementary candidates for the BCSE, BHSEC, LCSC (X & XII) are registered with the regular candidates. It is mandatory for schools to correctly specify the candidates' 'category and type' to complete the registration.

For BCSE and LCSC X candidates, they have to re-appear the examination for all the subjects they had registered for in the last examination. They are not permitted to change the subjects.

However, for BHSEC and LCSC (XII) candidates, they are permitted to drop one elective subject provided he / she appears for five subjects in the examination.

A supplementary candidate has the option to improve his/her continuous assessment while for candidates opting not to do, the CA marks shall be imported from their last examination. The schools must provide the correct previous index numbers during online registration.

During the change in curriculum or part thereof, supplementary candidates shall be given an option to register for either old or new curriculum based examinations for that particular year on the following conditions:

1. candidate opting for the new curriculum should fulfil every requirement of the new curriculum and all the assessment criteria in the subjects they have registered for.
2. candidate opting for the old curriculum shall appear for the theory paper based on the old curriculum. His/her continuous assessment criteria shall be awarded from the last examinations.
3. once the registration is closed, candidate cannot change his/her registration from old to new or vice versa.

Candidates wishing to reappear the examination after a gap of one or more years during which a change in curriculum has taken place, he / she shall be required to sit for the new curriculum examination and fulfil all the continuous assessment criteria in the subjects they have registered for.

## 1.5. Registration of Candidates by category and type

Candidate Category	Candidate Type		
Student	Regular	Supplementary	Private
Continuing Education	Regular	Supplementary	Private
Teacher	Regular	Supplementary	Private
Non-Formal Education Instructor	Regular	Supplementary	Private
Students with Disabilities	Regular	Supplementary	Private

### 1.5.1. Change of Centres

If a registered candidate gets transferred to another school, the old as well as the new school should inform the BCSEA with supporting documents immediately and get approval for the transfer (APPENDIX 1).

A school shall admit only those candidates in which the school has provision to provide courses / subjects which the candidate has registered for.

The change of centre is permitted only on the following grounds:

1. parents' transfer
2. medical problem
3. any other special grounds

No request for change of centres shall be entertained after the index number is generated.

## 1.6. Change of Board

If a candidate seeks admission to a school in Class X or XII after passing Class IX or XI from another Examination Board outside Bhutan, the school should forward the case to BCSEA immediately with the original transcripts of class IX for admission to class X and class XI for admission to class XII, and relevant documents for verification

and approval for a provisional admission in the school. The change of board is permitted only on the following grounds:

1. Parents' transfer or
2. Equivalency of certificate and courses from the previous school/board or
3. Any other special grounds such as unforeseen events.

The candidate shall be given a provisional admission and after verifying the transcripts from the previous school, an eligibility certificate (APPENDIX 2) shall be issued to regularize the admission as well as to appear the BCSE / BHSEC / LCSC X & XII examinations.

## **1.7. Withdrawal of a Candidate**

All candidates fulfilling 80% and above attendance requirement of regular instructional days are not allowed to withdraw. The case of a candidate detained / withdrawn only on special grounds (serious illness, accidents, death in family, etc.) approved by the Department of School Education (DSE) must be immediately submitted to BCSEA for information.

## Chapter 2 Conduct of Examinations

### 2.1. Responsibilities of the Centres

All the Centres must adhere to the terms and conditions specified in this booklet. The Centres should take full ownership and accountability of the examinations conducted for their candidates.

The centre must undertake to:

1. inform candidates of every aspect of the examinations on behalf of BCSEA;
2. apply to BCSEA for Special Arrangements and Special Consideration in accordance with Chapter 7 of the Rules and Regulations for the Conduct of Public Examinations in Bhutan;
3. issue to each candidate details of the dates and time of examinations;
4. make arrangements for the conduct of examination as per the directives of BCSEA;
5. ensure that BCSEA is informed of any change on the contact details such as changes in Principals, telephone or fax numbers of the Centre;
6. make arrangements for accommodation of candidates who come from other schools (if any);
7. see that the examinees from other schools are given adequate comfort during their stay at the Centre (if any);
8. put in place a proper examination cell solely dedicated to store the examination documents and materials in steel almirahs in a fixed building preferably on upper floor with concrete walls and secured windows;
9. receive the examination materials well in time before the examinations and ensure its safety;
10. make arrangement for accommodation of Supervising Examiners (SE), Assistant Supervising Examiners (ASE), Visiting Examiners (VE) and Invigilators;
11. seek security support from the Police during the conduct of examinations;
12. ensure full safety and security of the centre by providing security measures (adequate security personnel) for examination materials, candidates and examination conducting officials;
13. be responsible for the proper administration and conduct of public examinations;
14. conduct examinations in close collaboration with the SE, ASE, Invigilators, VE and maintain effective supervision of the candidates in accordance to this booklet;
15. report to BCSEA any suspected or alleged case of dishonesty or malpractice by a candidate or maladministration by a member of staff in the Centre or examination conducting officials;
16. assist any investigation into malpractice suspected by BCSEA with information and advice required by BCSEA;
17. have a disaster management plan for the conduct of examinations; and



18. retain all unclaimed certificates and mark-sheets under secure conditions.

The Centres are required to carry out these responsibilities through the Principal of the school designated as the Convener for the examination purposes.

## **2.2. Examination Centre and Compliance Policy**

BCSEA reserves the right to ask the Centre for explanation or conduct an investigation, should there be:

1. gross negligence in registration procedures such as submission date, entries of candidates, falsification of candidate details,
2. serious lapses in the conduct of examination, handling the examination document and reporting procedures,
3. any case of staff or candidates spreading rumours regarding the examinations,
4. defaming the credibility of the Bhutanese examination system,
5. non-compliance to the other clauses of this booklet.

## **2.3. The Examination Conducting Officers**

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

1. Convener
2. Supervising Examiner (SE)
3. Assistant Supervising Examiner (ASE)
4. Invigilator
5. Visiting Examiner (VE)
6. Inspecting Officer

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.

### **2.3.1. Convener**

The Principal of the school where an examination centre is located shall be known as the Convener for that particular Centre and for additional Centres as might be designated to him / her. The Convener is solely responsible and accountable for the conduct of the examinations. In the event that the principal cannot function as the Convener, a capable school faculty must be authorized to assume the roles and responsibilities of the Convener and intimate BCSEA in writing.

#### **Duties and Instructions**

1. Act as the chief host-officer for the Centre.
2. Carry out the duties and responsibilities as per the Letter of Undertaking signed (APPENDIX 3) and submit duly filled in RCSC Declaration of Conflict of Interest Form.

3. Confirm the centre budget estimate worked out by BCSEA for the conduct of examination at the Centre to BCSEA at the specified time (refer Chapter 13, Financial Management).
4. Arrange adequate and secure steel almirah/s to accommodate the examination documents as per the level/s, number of candidates and streams offered in the Centre.
5. Take over examination materials from the transportation agency as per the delivery schedule with official handing taking over notes and keep them securely under lock and key. A copy of which should be scanned and sent to BCSEA addressed to the Controller of Examinations.
6. Take complete responsibility for the security of the documents until the Supervising Examiner arrives to take over the charge.
7. Make arrangements for accommodation of candidates who come from other schools (if any).
8. See that the candidates from other school/s are given adequate comfort during their stay at the Centre (if any).
9. Provide arrangement of lodging for the officers conducting the examinations.
10. Conduct a meeting with the Supervising Examiner and invigilators to discuss and announce the final arrangements made for the smooth conduct of examination(s) at the Centre.
11. Support in the arrangement of the examination-hall / rooms with adequate furniture, wall clocks, etc., for both the invigilators and the examinees. Must pay attention to conditions such as heating, lighting, ventilation and the level of outside noise.
12. Write to the Bhutan Power Corporation (BPC) to ensure there is no power interruptions during the examinations, especially during the conduct of practical examinations.
13. Re-issue Admit Cards to candidates who have misplaced / lost them.
14. Be responsible for the conduct and behaviour of the candidates in his / her Centre.
15. Make the candidates understand clearly the consequences of resorting to unfair means well in advance of the examinations.
16. Follow the procedures laid down in Chapter 4 in case of malpractice by their candidates.
17. Be present at the centre throughout the entire examination period and guide / assist the officers conducting the examinations in carrying out their duties and responsibilities.
18. Conduct another meeting at the end of the examination to discuss points, if any, for future guidance.
19. Make payments to the officials conducting the examinations as admissible under the financial rules and submit the centre payment accounts to the Assistant Finance Officer, BCSEA immediately after the examination. (Refer Chapter 13, Financial Management)

20. Keep ready the School Disaster Management Plan / Contingency Plan (fire, earthquake, malpractice, etc.) for the Supervising Examiner for reference.
21. Take over as Incident Commander in the event of disasters as given in Chapter 3 of this booklet.
22. Take over the sealed examination documents from the Supervising Examiner with proper handing-taking over notes after the completion of the examination/s.
23. Handover the examination documents to the authorized transportation agency with proper handing-taking over notes. A copy of which should be scanned and sent to BCSEA addressed to the Controller of Examinations.

**NOTE:** The handing-taking of the examination materials after the examinations between the Convener and the transportation agency should take place at the Centre. (Refer clause 13.4.1, Chapter 13)

### 2.3.2. Supervising Examiner

The Supervising Examiner (SE) is the key officer responsible for the overall management in the conduct of examinations in a Centre. He / she is selected by the BCSEA based on the nominations from the school and criteria laid in the Guidelines for Selection of Officials for Public Examination Duties 2020. ([www.bcsea.bt](http://www.bcsea.bt))

#### Duties and Instructions

1. Carry out the duties and responsibilities as per the Letter of Undertaking signed (APPENDIX 3) and submit duly filled in RCSC Declaration of Conflict of Interest Form.
2. Collect signed Letters of Undertaking and Declaration of Conflict of Interest forms from the following and enclose them in the Miscellaneous Box:
3. Convener
4. Visiting Examiner/s
5. Invigilator/s
6. Assistant Supervising Examiner/s
7. Night guard
8. Study carefully all the documents related to the conduct of the examinations.
9. Arrive at the examination centre as per the office order.
10. Should be accommodated near the examination cell at the Centre and no unauthorized persons (family, friends, staff of the centre, etc.) should be allowed in the examination cell.
11. Remain vigilant at all times until the end of the examinations.
12. Take over the charge of the examination documents from the Convener on the day of arrival at the examination centre with official handing-taking over notes.
13. Physically verify and tally the total number of question papers written on the packets with the list of candidates appearing the different subjects from the respective SE dashboard for the centre and arrange them in the order of the dates of examinations in the steel almirah/s; ask for additional furniture for storage if required.

14. Update reporting checklist on the respective SE dashboard.
15. Ensure that the documents are locked securely in the steel almirah/s provided by the Centre along with the stationery. The lock(s) of the examination cell should have never been used before.
16. Take the sole custody of steel almirah/s 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.
17. 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, the lock(s) should be replaced and the process of sealing the duplicate key(s) should be repeated.
18. Study the school disaster management plan and adapt it for examination purposes in the event of an emergency.
19. Keep ready a functional First Aid box with support from the School Health Incharge.
20. Prepare and conduct practical examinations for respective subjects as instructed by BCSEA with support from the Visiting Examiner/s.
21. Conduct a meeting a day before the examination with the Convener to inform and instruct the invigilators on proper conduct of the examination and select the Assistant Supervising Examiner from amongst the invigilators; share the adapted school disaster management plan for emergencies; instruct the invigilators / Assistant Supervising Examiner/s 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 subject teacher to the Supervising Examiners as per the format given in APPENDIX 11.
22. Ensure proper dress code of invigilators and avoid foot wears that are likely to disturb; in cold conditions invigilators maybe allowed to wear warm gear.
23. Ensure that all the invigilators have carefully read the Important Notice to Candidates (APPENDIX 7) well in advance of the examinations.
24. Brief the candidates on the general rules and regulations of examinations and the Important Notice to Candidates before the examinations with the assistance of the Convener and invigilators ahead of the examinations.
25. Study the examination hall / room(s) and accordingly prepare seating arrangements (APPENDIX 8).
26. Ensure that the hall / rooms do not have informative maps, charts or papers hanging / pasted on the walls.
27. Ensure that the index numbers are pasted on the desks / tables in an ascending order from the invigilator's table.
28. Check and counter-check along with ASEs/Invigilators that the labelled envelopes correctly contain the question papers as indicated scheduled for the day.

29. Sign on every question paper envelope along with the Convener and ASE/one of the invigilators, and take out the question papers from the envelope and arrange them as per the number of candidates in the hall / examination rooms.
30. Prepare the daily invigilation duty roster and inform the invigilators just before the start of every examination to avoid collusion and conflict of interest.
31. Ensure that candidates produce their Admit Cards during their examination without fail.
32. Ensure that the candidates are admitted to the examination rooms / hall 20 minutes before the examination starts so as to help them settle down.
33. Ensure that no question paper is given to anyone including the invigilators and subject teachers until the examination is over.
34. Ensure that neither the Supervising Examiner nor the invigilators sign on the question-answer booklets / sheets but use only initials in the specified space on the cover page of the answer booklet.
35. Ensure that neither the Supervising Examiner nor the invigilators write any form of remarks in the answer booklet with signatures / names which could disclose the identity of the Centre; no extra sheet should be given to the candidates; candidates are required to use the Rough Work pages to write their answers with the correct question numbers.
36. Ensure that the candidates receive the correct and complete question paper scheduled for the examination session. Make arrangements to resolve any unforeseen problems such as issuance of wrong question paper, shortage of question paper, pages missing and submit a detailed report to BCSEA.
37. Ensure to take subject-wise attendance of candidates on the sheets provided by BCSEA; update the same on the respective SE dashboard.
38. Ensure that unauthorized people including the subject teachers are not allowed into the examination rooms / hall while the examination is in progress.
39. Deal firmly with any student violating the rules and regulations during the examination or outside but related to the examination as per the Rules and Regulations provided in Chapter 4 with the assistance of the other examination conducting officers, Convener and Inspecting Officers if required and available. A report supported by the signed statements should be enclosed in the Miscellaneous Box.
40. Appoint local invigilator(s) in case of an emergency in consultation with the Controller of Examinations and Dzongkhag / Thromde Education Officers.
41. Ensure that all answer booklets are collected, counted, arranged in ascending order of index numbers, packed in the packing envelopes and sealed as soon as the examination is over with support from the invigilators. The packing envelopes must be filled-in with the correct information and signed. These packets should be kept under lock and key.
42. Ensure that the candidates' attendance sheet is enclosed in the **first** packing envelope for each subject.
43. On a separate box labelled MISCELLANEOUS BOX, pack the following documents:

- Minutes of the meeting conducted at the Centre
- Letter of Undertaking of all examination conducting officials (APPENDIX 3)
- RCSC Declaration of Conflict of Interest forms
- Declaration Forms of Invigilators (APPENDIX 4)
- Examination Centre Report Form (APPENDIX 11)
- Inspection Checklist Form (APPENDIX 10)
- Seating Plan in an Examination Room (APPENDIX 8)
- Invigilation Duty Rosters (prepared by Supervising Examiner)
- Question-answer booklets of absentee candidate/s
- 2 sets of BCSE / BHSEC / LCSC extra question papers (leave the rest at the centre).

**NOTE:** This box should be labelled with the laminated address stickers and numbered like the rest of the cartons containing the question answer booklets.

44. The cartons containing the answer booklets should be labelled with the laminated address label stickers (provided) on both sides of the cartons and numbered in the space given.
45. The foreign language papers (Hindi, Bengali, Korean, Malayalam, Tamil, etc.) should be sent in sealed envelopes on their completion addressed to the Controller of Examinations, BCSEA through registered post.
46. Check all the documents everyday till the end of the examination.
47. Pack all the unused materials (envelopes, stationery, etc.) and hand over to the Convener with the other examination materials.
48. Ensure complete formal handing-taking over of the examination materials with the convener along with signed handing-taking over note. Enclose a copy of it in the miscellaneous box.

**In the event of disaster, the Convener shall take over the examination centre as the Incident Commander and Supervising Examiner shall secure the examination materials.**

**NOTE:** Those Supervising Examiners who are selected as Visiting Examiners must carry out the roles and responsibilities of a Visiting Examiner.

### **2.3.3. Assistant Supervising Examiner**

An Assistant Supervising Examiner (ASE) is an officer responsible for assisting the Supervising Examiner during the conduct of examinations in a Centre.

A Centre having 150 to 299 candidates is entitled to one ASE, two ASEs exceeding 300 candidates and more for larger centres.

#### **Duties and Instructions**

1. Carry out the duties and responsibilities as per the Letter of Undertaking signed (APPENDIX 3) and submit duly filled in RCSC Declaration of Conflict Interest Form.
2. Assist and carry out the duties as assigned by the Supervising Examiner.
3. Act as Supervising Examiner during an emergency.
4. Substitute invigilators as and when required.

### **2.3.4. Invigilator**

An invigilator is any teacher appointed for the conduct of the examinations in a Centre.

#### **Duties and Instructions**

1. Carry out the duties and responsibilities as per the Letter of Undertaking signed (APPENDIX 3) and submit duly filled in RCSC Declaration of Conflict of Interest Form.
2. Report to the Centre as per the office order to assist the Supervising Examiner and Assistant Supervising Examiner in making all the necessary arrangements for the examinations.
3. Study the instructions given in Chapter 2, Rules and Regulations of this booklet carefully in order to assist in the smooth conduct of the examinations.
4. Participate in selecting Assistant Supervising Examiner/s in Centres where they are required.
5. Assist the Supervising Examiner and Assistant Supervising Examiner/s in their duties including informing the candidates of the examination rules.
6. Ensure that the rooms / hall do not have informative maps, charts or papers hanging / pasted on the walls that can unfairly help the candidates in their examinations.
7. Receive and check that the number of question papers issued is correct in terms of number and subject under examination.
8. Ensure that candidates produce their Admit Cards during their examination without fail before entering the examination rooms / hall.
9. Carry out physical checking of candidates as they enter the examination rooms / hall for any unauthorized articles such as electronic gadgets, weapons, cheat notes, etc. that can unfairly help them or disrupt the conduct of the examinations. If there is no female invigilator, a female teacher from the centre can be used to frisk the girls.
10. Ensure that the candidates are seated as per the seating plan.
11. Distribute the answer booklets to the candidates as per their index number on the cover page.
12. Ensure to use your initial and not your signature in the specified space on the cover page of the answer booklet.
13. Take a strategic position in the examination rooms / hall to observe. The invigilators move around in the rooms / hall after the examination starts with a minimum disturbance to the candidates.



14. Mobile phones should be switched off and the use of social media is strictly prohibited.
15. Maintain discipline in the examination rooms / hall.
16. Refrain from responding to questions asked by the students related to the question of the examination or its answer.
17. Report to the Supervising Examiner in writing on all serious actions leading to stopping a candidate from taking the examination.
18. Collect the answer booklets intact at the end of each examination from each desk in the presence of the candidate.
19. Assist the Supervising Examiner and Assistant Supervising Examiner in counting, packing and sealing the answer booklets envelopes at the end of each examination. Answer booklets should be arranged in the ascending order of index number, that is, from first index number to the last.
20. Be on duty every day of the examination and are not entitled to any day-off or medical leave.
21. Inform the Supervising Examiner if he / she is unable to attend the duty assigned.
22. Be dismissed from the centre as per the Letter of Undertaking in the event of non-compliance of the duties assigned.

### **2.3.5. Inspecting Officer**

An Inspecting Officer is an official who visits and inspect the Centres during the examination period to ensure the smooth and fair conduct of the examinations.

Following are the inspecting officers:

1. BCSEA Officials
2. Other relevant officials assigned by BCSEA
3. Dzongkhag / Thromde Education Officers

#### **Duties and Instructions**

1. Prepare for the visit to examination centres assigned during the examination period using the Centre Inspection Procedures and Checklist (APPENDIX 9).
2. Conduct inspection as per the form given in (APPENDIX 10) and submit it to Supervising Examiners and Conveners of the Centres.
3. Immediately solve problems / malpractice, if any, faced by the candidates, invigilating staff or any concerned person during the examination in consultation with the Supervising Examiner and Convener, and if necessary, the Controller of Examinations and Director. A report supported by the signed statements should be sent to BCSEA or enclosed in the miscellaneous box.
4. Advice to report any subject specific problems to the BCSEA and the subject teacher must submit in writing the issue to the Supervising Examiner as per the format given in APPENDIX 11.
5. Advice the Centre on the smooth and fair conduct of the examinations, submit recommendations, if any, for the future guidance to BCSEA.
6. Assist the BCSEA to deal with any emergency situations.



## **2.4. Communication between BCSEA and Centres**

### **2.4.1. Mode of Communication**

Centres must use the mode of communication most appropriate to the subject matter and the urgency of the communication. BCSEA and Centres must always communicate with each other in writing for official purposes. Telephonic communication is not treated as an official communication.

#### **2.4.1(a) Correspondence**

All correspondences from the centres to BCSEA should be signed by the Convener, or the officiating staff, and addressed to:

Email: [controller@bcsea.bt](mailto:controller@bcsea.bt)

Centres may also access examination related information from BCSEA website at: [www.bcsea.bt](http://www.bcsea.bt).

#### **2.4.1(b) Telephone**

For any enquiries over telephone, Centres should contact BCSEA at 02 322724, 326559, 332546, 326558, 333606 and 327527 (AFO). For any information received through telephone, the centres should seek confirmation through written response. BCSEA shall not accept any responsibility for any misinterpretation of information, advice or guidance given over the telephone.

### **2.4.2. Electronic Support Services**

Since 2013 BCSEA has been using its website ([www.bcsea.bt](http://www.bcsea.bt)) to provide information such as time tables, results of examinations, rules and regulations, circulars, notification, forms, past papers, publications, procedure and selection criteria, updates and events, etc. to schools and other stakeholders.

## **2.5. Examination Materials**

### **2.5.1. Copyright**

BCSEA retains the copyright of all the examination materials including data developed by it. Anyone wishing to use the materials for purposes other than educational should seek permission from BCSEA ([director@bcsea.bt](mailto:director@bcsea.bt)). However, no permission shall be given for reproduction of examination materials for commercial purposes.

### **2.5.2. Ownership of Assessed Material**

All materials submitted for assessment shall be the property of BCSEA. Examination answer booklets shall not be returned to the centres. For special circumstances where Centres / agencies need such materials, a written application should be sent to BCSEA ([director@bcsea.bt](mailto:director@bcsea.bt)) explaining specific reasons. BCSEA may consider, at its discretion, to send copies of samples of assessed answer booklets.

### **2.5.3. Copyright of Candidate's Work**

BCSEA reserves the right to use answer booklets for educational purposes such as BCSEA publications, standard setting, training of teachers and examiners, and to demonstrate standards in the process of recognition of BCSEA qualifications by universities and other organizations.

#### **2.5.4. Disclaimer**

Schools / institutes, students and parents may be cautioned against the use of sub-standard materials (such as answers based on BCSEA questions) produced through commercial publications.

BCSEA does not hold responsibility for the consequence of using such sub-standard materials or publications.

### **2.6. Administrative Services provided by BCSEA**

BCSEA shall

1. carry out registration of candidates.
2. provide timetables.
3. appoint and train Supervising Examiners, Visiting Examiners and Inspecting Officers.
4. send all examination related information in advance to all the officers conducting the examinations.
5. provide information on any enquiries related to public examinations.
6. issue a letter of To Whom It May Concern stating the marks and grades of ICSE and ISC examinations conducted by the CISCE upon signing a letter of undertaking from the applicant.
7. attest photocopies of ICSE and ISC examinations' marksheets upon verification of original Statement of Marks and Pass Certificate.
8. issue of admit cards, result, Statement of Mark sheets and Pass Certificates.
9. provide clerical recheck of result.
10. issue migration certificate, equivalency certificate and eligibility certificate upon request.
11. verify and attest public examination transcripts.
12. issue duplicate and replacement documents.
13. issue a letter of To Whom It May Concern stating the marks of PTC, ZTC, LSSC (VIII) and PSCS (VI) examinations upon verification of the details of the applicant.
14. issue a letter of To Whom It May Concern for LCSC (X & XII) applicants confirming their completion of course.
15. issue English Language Proficiency Certificate.

### **2.7. Conversion of Grades to Marks**

The BCSEA is not mandated to convert the grades of other board examinations into marks; it cannot offer this service. Candidates who have completed their Class XII from another board other than India, seeking RGOB / NGO scholarships must have their letter grades conversion of their results done by the parent agency / institute. Therefore, all the concerned stakeholders are requested to adopt the procedures followed as per the standard international norms and practices.

## **2.8. Preparation for the Examinations**

### **2.8.1. Receipt of Examination Materials**

Question-answer booklet packets and examination materials shall be sent in advance of the examination to the Convener. BCSEA shall inform the Centres of the delivery schedule of examination materials. These, upon receipt should be checked carefully and BCSEA should be notified immediately, if:

1. there are discrepancies between the materials received and the dispatch note.
2. the materials received do not meet the centres' requirements.
3. the materials have been significantly damaged in transit.
4. the boxes seem to have been tampered and security of the content questionable.
5. the seal of the envelope containing the question paper is not intact or there is some indication that it may have been tampered with.
6. there is a delay in delivering examination materials.
7. there are other problems / observations.

In case of inconsistencies given above, the transportation agency shall be held accountable as reflected in the Agreement.

The Convener should maintain a handing-taking over note with the transportation agency and send it to BCSEA through the Supervising Examiner for reference.

Supervising Examiners must verify and tally the total number of question papers written on the packets with the list of candidates appearing the different subjects from the respective SE dashboard and arrange them in order of the dates of examinations in the steel almirah/s. This is to ensure that there are no paper shortages and also to prevent from opening wrong subject question-answer booklet packets.

The Supervising Examiner should update the proper receipt of examination materials on their respective SE dashboard.

### **2.8.2. Security of Examination Materials**

1. Question papers must be locked in a place of high security, ideally a strong steel almirah. 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.
2. 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.
3. The packets of question papers and other examination materials must not be opened until the time fixed for the examination concerned, except in circumstances where confidential materials such as instructions for practical examinations are required to be opened in advance of the examination. They must be opened by the Supervising Examiner in the presence of the Visiting Examiners and Convener. Strict precautions must be taken to safeguard them after they have been opened; they must not be removed from the room.

4. The packed answer booklets, etc. must be kept under secure conditions until they are dispatched by the Convener to the transportation agency as directed by BCSEA with the official handing-taking over note.

### **2.8.3. Examination Arrangements**

#### **2.8.3(a) Examination Venue**

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

#### **2.8.3(b) 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 shall provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the subject concerned.

#### **2.8.3(c) Display of Unauthorized Materials**

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

#### **2.8.3(d) 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 at the same time.

#### **2.8.3(e) Important Notice to Candidates and Display of Information**

Important Notice to Candidates must be displayed at strategic locations outside the examination rooms / hall (APPENDIX 7).

#### **2.8.3(f) 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 candidates' chairs **to the other candidates' chairs** must be 1.25 meters apart (APPENDIX 8).

Wherever possible, for written examinations:

1. all candidates should face in the same direction.
2. each candidate should have a separate desk or standard table of sufficient size or sufficient space to accommodate question-answer booklets.
3. if candidates are not working at individual desks, they must be sufficiently far apart from each other so that their work cannot be seen by, and contact cannot be made with other candidates.

4. 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 candidate's question-answer booklets must be packed separately from the other scripts at the Centre and, prior to sending with the main dispatch of question-answer booklets, advice should be sought from BCSEA.

#### **2.8.4. Invigilation Arrangements**

1. 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.
2. Invigilators shall be appointed by the Dzongkhags / Thromdes.
3. Invigilators should be stationed within the vicinity of the Centre.
4. The Supervising Examiner and Convener must ensure that invigilators are fully briefed in the meeting prior to carrying out the task of invigilation.
5. Invigilators should be familiar with the rules and regulations contained in Chapter 2 and the contents of the Important Notice to Candidates (APPENDIX 7), as well as any specific regulations related to the subject being examined.
6. 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.
7. One reliever (invigilator) shall be appointed in a centre with 75 - 149 candidates and an additional 1 reliever for every 150 candidates thereafter. However, there will be no reliever if a centre uses only the hall. For centres in cold regions, one reliever will be provided even if the total number of candidates is less than 75.
8. In practical examinations, it is essential that the laboratory assistant of the subject be present in the examination room at the start of the test and as and when necessary thereafter, to deal with technical difficulties that may arise, including matters of safety, and to assist the Visiting Examiner in general.
9. A checklist for Supervising Examiners / Assistant Supervising Examiners / invigilators is given in (APPENDIX 5).
10. Invigilators are not entitled to any day-off during the examination.
11. Centres must keep signed records of the invigilation arrangements for each examination session (APPENDIX 4). This record may be required by BCSEA at any time until publication of results and issue of certificates.

#### **2.9. At the Beginning of the Examination**

All Centres across the dzongkhags must conduct the BCSEA examinations uniformly as per the time indicated on the timetable.

BCSEA reserves the right to visit the Centres during the period of examinations to monitor and support the arrangements made for the security of the confidential material and for the conduct of the examinations.

### **2.9.1. Identification of Candidates**

All registered candidates should produce Admit Cards before entering the examination rooms / hall, failing which they should obtain one from the Convener.

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 required.

Only the persons authorized by the Supervising Examiner are to be allowed in the examination rooms / hall.

### **2.9.2. Distribution of Question-Answer Booklet**

The index number, name and the centre are pre-printed on the cover page of the question-answer booklet for each candidate. Invigilator must ensure the correct question-answer booklet is given to the right candidate.

### **2.9.3. Attendance**

Subject wise attendance sheet for candidates, and instructions for their use shall 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.

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

The Supervising Examiner must update the online attendance of candidates daily.

### **2.9.4. Seating Plan**

Supervising Examiners must prepare and submit the seating plan (not necessarily to scale) of each examination rooms / hall / (APPENDIX 8) to BCSEA with other reports.

### **2.9.5. Unauthorized Materials**

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

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

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

### **2.9.6. Stationery, Materials and Other Equipment**

Prior to each examination session, Centres shall be provided with additional information, which specifies all required materials for each examination. For practical examinations the instructions are sent to Centres well in advance for the Centres to make arrangements. The invigilator must ensure that only the specified items are issued to the candidates. Other writing paper, including paper for rough work, should not 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 / black or dark blue ballpoint pens. 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.

### **2.9.7. Starting the Examination**

An examination is deemed to be in progress from the time the candidates enter the examination rooms / hall until all the question-answer scripts have been collected.

#### **2.9.7(a) Before candidates are permitted to write, the invigilator must:**

1. ensure that the candidates are seated in accordance with the prescribed seating plan.
2. inform the candidates that they are now subject to the regulations of the examination.
3. warn the candidates that any unauthorized material including food and drinks not previously handed in must be handed in.
4. check that the candidates have all the necessary materials to enable them to complete the examination.
5. issue question-answer booklet to the candidates.
6. draw to the candidates' attention to the instructions and information printed on the cover page of the question-answer booklet, and ask them to check that they have been given the correct examination paper with the correct index number and that no pages are missing.
7. 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.
8. 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 done.
9. 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.
10. inform the candidates of the time allowed for the examination and announce clearly that they may begin to write their answers.
11. instruct candidates that:
  - a. they must write their answer legibly in black or dark blue ink or blue or black ballpoint pen;
  - b. correcting fluid / pens must not be used;
  - c. highlighters, colour pencils / pens and glue must not be used unless instructions are given to the contrary on the question-answer booklets; and
  - d. 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.



**2.9.7(b) Candidates must not write their index number at any other place and must not disclose their identity in any other way.**

Candidates disclosing their identity through various means including drawing of signs and symbols and use of coloured pens on the question-answer booklet shall be penalised appropriately.

## **2.10. During the Examination**

### **2.10.1. Supervision of the Candidates**

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

### **2.10.2. Use of Calculators**

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

A calculator can be used for the following subjects only:

1. Mathematics (Class X, XII)
2. Accountancy (Class XII)
3. Business Mathematics (Class XII)
4. Physics (Class X, XII)
5. Chemistry (Class X, XII)
6. Economics (Class X, XII)
7. Geography (Class X, XII)
8. Environmental Science (Class X, XII)

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

1. the calculator must be of a size suitable for use on the desk at which the candidate will sit for the examination;
2. the power supply for the calculator is the responsibility of the candidate and must be integral to the calculator. Where appropriate, the candidate may bring a spare set of batteries into the examination hall / room;
3. the working condition of the calculator is the responsibility of the candidate;
4. the calculator must be in silent mode;
5. a fault in a calculator shall not normally be considered as justifying the giving of special consideration to the candidate;
6. 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;
7. 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
8. 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:

1. Graphic display
2. Data banks
3. Dictionaries
4. Language translators
5. Retrieval or manipulation of text or formulae
6. QWERTY keyboards
7. Capability of remote communication with other machines
8. Sound enabled (must not produce sound)

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

### **2.10.3. Use of Topography Maps**

Candidates should use the topography map provided in the question-answer booklet for the BCSE Geography examination.

### **2.10.4. Late Arrival of Candidates**

A candidate who arrives within 30 minutes after the start of an examination may be allowed to enter the examination hall / room and to sit the examination without any additional time to compensate for the late arrival. After the examination, he / she should submit a written statement in the presence of parents / guardians and Convener to the Supervising Examiner stating the reason for being late.

In cases where a candidate arrives after 30 minutes from the start of an examination, he / she shall not be allowed to enter the examination hall / room. This is to ensure the confidentiality of the paper / subject in progress. The candidate must write a statement in the presence of parents / guardians and Convener to the Supervising Examiner for the late arrival leading to not being allowed to appear for the examination. He / she shall be treated absent for the missed paper / subject. However, a candidate can sit for the subsequent papers.

The Supervising Examiner should send a full report in writing to the BCSEA regarding the case/s and enclose it in the miscellaneous box with the statements.

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

### **2.10.5. Candidates Arriving After the Examination is Over**

A candidate who arrives after the other candidates have been released from the examination hall / room shall be treated absent for the paper. However, he / she can sit for the subsequent papers. The candidate has to write a statement in the presence of parents / guardians and Convener to the Supervising Examiner for the late arrival leading to not being allowed to appear for the examination.

If a candidate arrives late for an afternoon paper rescheduled for a morning session by BCSEA, he / she may be permitted to take the paper provided the BCSEA is satisfied that there has been no breach of examination security (the candidate had not had any contact with candidates who sat for the paper earlier). In such cases, the candidate must be warned that the BCSEA may not accept the work.

The Supervising Examiner should send a full report in writing to the BCSEA regarding the case/s and enclose it in the miscellaneous box.

#### **2.10.6. Candidates Falling Sick during the Examination**

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.

If the candidate with the escort invigilator returns from the hospital during the examination time and wishes 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.

If the candidate with escort invigilator returns from the hospital after the examination time and wishes to write the examination, he / she shall be allowed to write the examination within the stipulated writing time provided the examination is conducted on the same day. The question-answer booklet should be enclosed with the rest of the question-answer booklets.

The Supervising Examiner should send a full report in writing to the BCSEA regarding the case/s and enclose it in the miscellaneous box with the prescriptions.

#### **2.10.7. Leaving the Examination Room**

A candidate who has finished the examination early is allowed to leave the examination rooms / hall only half an hour before the completion of the stipulated time for the paper.

Candidates who need to visit washrooms (preferably staff washrooms) must leave the examination room one at a time accompanied by an invigilator.

A candidate who has finished his / her work and been allowed to leave the examination room must hand in his / her question-answer booklet and work taken out of the room accidentally or intentionally shall not be accepted. The candidate is not permitted to re-enter the examination room.

#### **2.10.8. Irregular Conduct**

The invigilator should remove and retain any unauthorized material discovered in the possession of a candidate in the examination with the least disruption as possible and report to the Supervision Examiner immediately (refer clause 4.2.1.6 under Chapter 4).

It is the duty of the Convener and Supervising Examiner to ensure that all cases of irregularity or misconduct in connection with the examination are reported to BCSEA as soon as possible. The Supervising Examiner 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 disqualification of the candidate. The decision on disqualification should be made jointly by the Supervising Examiner, Assistant Supervising Examiner and Convener.

For all such cases, written statements from the candidates and reports from the invigilators, Supervising Examiner 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 shall be at the discretion of BCSEA.

### **2.10.9. Emergencies**

The invigilator must take the following actions in the event of an emergency such as fire, earthquake, wind storms, bomb threat, etc.:

1. Any decisions taken should be done in consultation with the Convener (Incident Commander) and Supervising Examiner.
2. Follow the contingency plan.
3. Evacuate the examination room.
4. Attempt to ensure the confidentiality and security of the examination materials.
5. Ensure that the candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion.
6. After the candidates have returned to the examination room and before the examination is resumed, note the time and duration of the interruption.
7. Allow the candidates the full working time prescribed for the examination.
8. Consideration should be given to the possibility of taking the candidates to another place in order to complete the examination if found necessary.
9. Assist the Supervising Examiner to make a full report of the incident and of the action taken for immediate submission to BCSEA.

## **2.11. Special Instructions for Practical Examinations**

### **2.11.1. Practical Examinations**

The requirements for practical examinations in BCSE Technical and Vocational Education Training (TVET) courses are given in the syllabus. Special instructions for TVET practical courses examinations shall be sent to Centres a month before the examination. They must be regarded as confidential and are intended only to enable the Assistant Instructors teaching the courses to undertake proper preparations before the examination session. The Centres must ensure that they have sufficient equipment and necessary resources to conduct the practical examinations.

### **2.11.2. Visiting Examiner**

A Visiting Examiner (VE) is an instructor/assistant instructor from a Technical Training Institute (TTI)/schools offering TVET appointed as an external examiner to conduct practical examinations in BCSE TVET courses where he / she is appointed.

### **2.11.3. Duties and Instructions (BCSE TVET)**

#### **2.11.3(a) Practical Examinations**

Carry out the duties and responsibilities as per the letter of undertaking signed (APPENDIX 3) and submit duly filled in RCSC Declaration of Conflict of Interest Form,

Take the lead role in respective courses in the preparation and conduct of the practical examination as per the instructions from the BCSEA with support from the Supervising Examiner.

#### **2.11.4. Large Number of Candidates**

If the number of candidates registered for a practical examination at any Centre is larger than can be accommodated at one time, the candidates may be divided into batches 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.

For TVET practical examinations the schools should make arrangement with resources to be able to complete the practical examinations in three batches.

The Supervising Examiner and VE may make arrangements for some candidates to begin their work with one question and some with another if this would facilitate the use of the apparatus and materials available.

The candidates should be informed about their session time and asked to come prepared. In no case should the candidates be left in the room unattended. The Supervising Examiner and the respective teachers should be assigned to look after such candidates.

#### **2.11.5. 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.

The question paper for Computer Studies 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 in the examination room 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 the Supervising Examiner 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 Supervising Examiners.

See APPENDIX 6 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.

### **2.12. At the End of the Examination**

#### **2.12.1. 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.

Where candidates with special consideration are permitted the full writing time to complete their examination, such candidates should be allowed to continue after the normal finishing time and told to stop writing after the additional time allowed is over.

### **2.12.2. 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 Supervising Examiner in the examination cell.

## **2.13. After the Examination**

### **2.13.1. Packing of Question-Answer Booklets**

Great care must be taken in packing the question-answer booklets. Question-answer booklets for different subjects must not be packed in the same envelope. The subject-wise attendance sheet should be enclosed in the first packing envelope of the question-answer booklet. Ensure that the number of question-answer booklets enclosed tallies with the number given in the subject-wise attendance sheet and correctly written on the front of the question-answer booklets packing envelope. Ensure no question-answer booklets are left behind in the examination rooms / halls, steel almirah or examination cell.

### **2.13.2. Labels**

Centres are provided with a set of laminated address stickers (APPENDIX 21) by BCSEA to be pasted on carton boxes containing question-answer booklets. The boxes should be numbered in the designated space provided on the stickers.

Other reports, forms and materials (2.3.2, Sl. No. 38) should be put in the Miscellaneous Box, labelled with the laminated address label stickers and numbered like the rest of the carton boxes containing the question-answer booklets.

The Supervising Examiner must hand over all the documents to the Convener with an official handing taking over note. The Conveners must keep all labelled boxes under secure conditions.

**NOTE:** 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.

### **2.13.3. Dispatch of Question-Answer Booklets from the Centre**

The Convener must dispatch the carton boxes containing question-answer booklets and other examination materials according to the directives and the mode specified by BCSEA with the list of official handing-taking over notes with the transportation agency.

## **Chapter 3 Contingency Plans for Disasters and Emergencies**

### **3.1. Introduction**

Under the School Disaster Management Policy, all schools have comprehensive disaster management plans and evacuation strategies to prepare against natural hazards such as earthquakes, fire, windstorms and flood. The goal of such contingency plans is to minimize disruption, keep everyone safe and reduce the damage to property.

### **3.2. Contingency Plan**

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 disasters 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.

#### **Purposes**

An emergency during the conduct of examination is even more challenging as it requires handling two concerns simultaneously, the emergency itself and the conduct of the examination.

One of the main purposes for having a contingency plan for examinations is to minimise disruption. A disruption of the examination can have nationwide implications if not handled efficiently. Failure on the part of one centre to deal with a manageable emergency effectively could have an adverse effect on the whole nation. It could result in the cancellation of the examination throughout the nation and the conduct of re-examination. Issues related to timely declaration of results, reliability and fairness of examinations, and cost and administration would arise.

If such situations ever arise during the time of public examinations, the adapted school disaster management plan must be put into action keeping in view the safety of all stakeholders and security of the examination materials.

### **3.3. Orientation to the Supervising Examiner, Invigilators and Candidates**

The Supervising Examiner must study the school disaster management plan and adapt it for public examinations purposes in the event of a disaster. This plan should be prepared in advance and shared with the candidates, invigilators and school management. In particular bearing the safety of the candidates mock sessions must be conducted.

### **3.4. An Emergency During Examination**

In case of any unforeseen natural disasters that might happen during an examination, the first priority shall be to ensure safe evacuation of the students to designated safe places in an orderly manner and take account of all candidates. This shall be done by the Supervising Examiner and invigilators or the Incident Commander (Convener) as per the school disaster procedures and instructions. The Supervising Examiner must also consider the security of the examination materials / documents, depending on the situation and type of disaster.

Supervising Examiner and Incident Commander shall assess the nature of damage and make a situational analysis to determine the continuity of conduct of the examination.

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

In severe and major disasters, the safety procedures from the Dzongkhag Disaster Focal Person shall supersede all instructions laid in Chapter 3, Rules and Regulations for the Conduct of Public Examinations in Bhutan. The Supervising Examiner should immediately report to the Director / Controller of Examinations of the situation and for further directives.

Some measures to minimise the effects of natural and man-made emergencies are discussed below.

#### **3.4.1. Earthquakes / Fire / Windstorm**

1. Follow the safety procedures and guidelines laid down in the school disaster management plan which are familiar to candidates.
2. Candidates' question-answer booklets to be collected if safe to do so.
3. Secure all other examination documents if safe.
4. Resume examinations if safe to do so.
5. Report to the BCSEA as soon as possible.
6. All other papers to be administered as planned as far as possible.
7. A report should be submitted to BCSEA on the alternative arrangements, the security of the examinations and decisions made by Incident Commander.

#### **3.4.2. Accidents**

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

1. determine the nature and severity of the accident.
2. seek medical assistance, if required.
3. think of ways to assist the candidate.
4. send someone to the accident site and organize assistance, if required.



5. 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 (latest version).
6. write a report stating the case, attach medical reports and enclose in the Miscellaneous Box.

### **3.4.3. Candidate Riots**

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

1. inform the Convener.
2. call the police at once.
3. report to the BCSEA as soon as possible.
4. ensure the safety of all examination documents.

For emergencies such as theft, breach in the confidentiality of examination documents, illness and malpractice, refer to Chapter 4, Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).

Numbers to be contacted in case of emergencies:

1. Police: 113
2. Ambulance: 112
3. Fire: 110
4. Bhutan Council for School Examinations and Assessment Office: 02-322724
5. Contact the Director, BCSEA at: 17223344
6. Contact the Controller of Examinations at: 17615342



## Chapter 4 Examination Malpractice, Offences and Penalties

### 4.1. Introduction

Dishonesty, malpractice and maladministration are those deliberate acts of wrongdoing which contravenes the rules and regulations for the conduct of public examinations thereby threatening the integrity of BCSEA examinations.

It is the responsibility of the Convener, Supervising Examiners and invigilators to make sure the candidates are familiar with the contents of Important Notice to Candidates and more importantly the consequences of using unfair means well in advance of the examinations.

For any suspected cases of malpractice, the Supervising Examiner, Convener and examination conducting officials must follow the procedures laid down in this chapter. They should inform BCSEA immediately and report in writing.

In the event where a candidate has been handed over to the Convener because of malpractice, the BCSEA and examination conducting officials shall not be held responsible thereafter.

**NOTE:** All written statements must be affixed with legal stamp, have witnesses and enclosed in the Miscellaneous box with the question-answer booklet of the concerned candidate.

### 4.2. Malpractice

The following acts are considered to be unfair means:

1. being in possession of unauthorised materials such as typed / hand-written notes, torn pages of books or any material connected or not connected with the examination.
2. carrying and using prohibited electronic devices / equipment during the examination such as mobile phones, Bluetooth, headphones, cameras, pen drives, tablet PCs, laptops, etc.
3. consulting with other candidates and persons inside or outside the examination room during the examination.
4. threatening or physically or verbally abusing or indulging in any form of misbehaviour with other candidates, invigilators and Supervising Examiner in the examination room or outside during the examination.
5. inclusion of offensive or obscene material in the question-answer booklets.
6. use of offensive or obscene language / action to other candidates, invigilators and Supervising Examiners inside and outside the examination hall during the examination.
7. carrying and / or using weapons / knife / scissors with the intention to disrupt, threaten and inflict harm on self or others inside the examination room.
8. carrying and / or consuming food, beverage and alcohol in the examination room.

9. moving from your assigned seat without the permission of the invigilator.
10. theft of examination materials to be stored and facilitating for reproduction and transmission to other candidates.
11. copying from another candidate and allowing other candidate/s to copy.
12. allowing another candidate to write answers in the actual candidate's answer script.
13. submission of another person's work as if it were the candidate's own.
14. persons impersonating an actual candidate.

#### **4.2.1. Cases Identified at the Centre**

##### **4.2.1(a) Disruptive behaviour (causing disorder and disturbance to other 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 proposed course of action can be taken:

1. 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.
2. 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.
3. 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.
4. 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 written statement/s from the candidate/s indicating they have been given the opportunity to make a statement in the presence of parent / guardian and Convener accordingly.
5. The discretion of the candidate's result shall lie with BCSEA.
6. A detailed account of the circumstances surrounding the emergency and any investigation carried out by the Centre should be reported to BCSEA. It should include:
  - a. Written statement/s from the candidate/s.
  - b. Written statement/s from the invigilator/s and other staff concerned.
  - c. Seating plan.

In the event of cancellation of result or the candidate at her / his discretion not wanting to appear the examination, the candidate may reappear the examination the following year as a private candidate.

BCSEA shall consider any statement of mitigating circumstances provided by the Centre and any recommendation as to the penalty the Centre considers appropriate. The final decisions concerning the reported case shall be made by BCSEA management.

#### **4.2.1(b) Impersonation**

This is an act of arranging another person to take an examination on behalf of the registered candidate for a particular paper or the whole examination by providing him / her Admit Card.

The following course of action should be taken:

1. the invigilator should inform the Supervising Examiner immediately.
2. the Convener should hand over the candidate to the police.
3. the Supervising Examiner must conduct the examination for the day as usual with the least disruption as possible.
4. the Convener must render full cooperation to the police to complete the investigation.
5. the Supervising Examiner must inform BCSEA immediately.
6. the Convener should call the parent / guardian of the candidate/s involved immediately and inform them.
7. candidate/s involved shall not be allowed to sit for the rest of the examination and the results shall be cancelled.

Reports to BCSEA from the Centre following the investigation should include:

1. a detailed account of the investigation carried out by the Centre.
2. written statements from the invigilators and other staff concerned.
3. seating plans.

The decision on re-appearing the examination pertaining to the candidate/s involved in the case shall be made by BCSEA management.

#### **4.2.1(c) Break-ins**

Breaking into the examination cells where the confidential documents are securely kept is treated as a criminal act. People suspected and involved in such an act or assisting an offender in carrying out the crime shall be reported and handed over to the police.

Break-ins could happen for the following reasons:

1. to steal the examination question-answer booklets (physically or digitally) of papers / subjects which have not as yet been conducted.
2. to rewrite the answers for the completed paper(s) / subject(s).
3. to steal question-answer booklets of papers / subjects already conducted with malicious intentions.

The following course of action should be taken:

1. The Convener / Supervising Examiner should report to the police immediately without disturbing the scene and BCSEA.
2. The Supervising Examiner in the presence of Convener must check the confidential documents after the police gives clearance to enter the room (to check 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).

**NOTE:** If the break-in takes place before the arrival of the Supervising Examiner to the Centre, the Convener with another teacher must check the confidential documents after the police gives clearance to enter the room.

3. In case of tampering of question-answer booklets and question papers of papers / subjects which have yet to be conducted, the Supervising Examiner must inform BCSEA immediately.
4. The tampered question-answer booklets for paper(s) / subject(s) shall be cancelled for the whole country and a re-examination shall be held.
5. The re-examination shall be held as soon as the last subject on the examination time table tentatively.
6. If the question-answer booklets of the paper(s) / subject(s) yet to be conducted are found to be intact, the Supervising Examiner must conduct the examination for the day as usual with the least disruption as possible.
7. The Convener and the examination conducting officials must render full cooperation to the police to complete the investigation.

Reports from the Centre following the investigation should include:

- A detailed account of the circumstances surrounding the break-in.
- Written statements from the Convener, the examination conducting officials and other staff concerned.

The decision on re-appearing the examination pertaining to the candidate/s involved shall be made by BCSEA management.

In case of missing written 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.

#### **4.2.1(d) Intimidation and Assault**

Assaults or threats with or without weapons to examination conducting officials is considered as criminal acts. People suspected and involved in such an act or assisting an offender should be immediately reported to the police.

The following course of action should be taken:

1. The Convener / Supervising Examiner should report to the police and BCSEA immediately.
2. The Supervising Examiner must conduct the examination for the day as usual with the least disruption as possible.
3. The Convener and the examination conducting officials must render full cooperation to the police to complete the investigation.

The Supervising Examiner must submit a report to the BCSEA following the investigation which should include:

1. a detailed account of the circumstances surrounding the assault or the threat.
2. written statements from the invigilators and other staff concerned.

The decision on re-appearing the examination pertaining to the candidate/s involved shall be made by BCSEA management.

#### **4.2.1(e) Collusion and Copying**

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

The following course of action should be taken:

1. The invigilator/s should report to the Supervising Examiner immediately.
2. The Supervising Examiner should hand over the candidates to the Convener with the least disruption as possible to the other candidates.
3. The Convener should call the parents of the candidates immediately.
4. The candidates shall be kept under the supervision of the Convener until the parent / guardian of the candidates arrive. If the parent / guardian does not arrive before the end of the examination, the Convener may act as the guardian in loco parentis while the candidates write their statement.
5. The candidates must give written statements about the incident in presence of parents / guardian and Convener. For boarder candidates, the Convener and a teacher may represent their parent / guardian.
6. The Convener must inform the parent / guardian in writing about the case and cancellation of the result of the candidate/s.
7. In the event where the malpractice occurred due to lapses in supervision and not following the specifications for seating plan, the matter shall be referred to the concerned agency for appropriate action by BCSEA Management as per the civil service rules.

In such case the report to the BCSEA should include:

1. A detailed account of the investigation carried out by the Centre.
2. Written statements from the invigilators and other staff concerned.
3. 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.
4. Seating plans.
5. The procedures followed by the Centre for advising staff and candidates of the BCSEA regulations for the conduct of its examinations.
6. Written statements that the candidate(s) involved has been notified of the report and that they are aware of the content of the report.

The result of the candidate/s shall be cancelled and the decision on reappearing the examination as a private candidate shall be made by BCSEA management.

#### **4.2.1(f) Unauthorized Materials**

Possession of unauthorized items not approved for an examination is a form of malpractice. 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 to give an advantage to a candidate in the examination. If a

candidate is caught using any of these methods during the examination, the following course of action should be taken:

1. The invigilator/s should seize the material immediately.
2. The SE should be informed immediately.
3. The SE should escort the candidate to the convener with the least disruption as possible to the other candidates.
4. The convener should call the parents of the candidates immediately.
5. The candidate will be kept under the supervision of the convener until the parent(s)/local guardian of the candidate arrives to the centre. If the parent(s)/local guardian does not arrive before the end of the examination, the convener may act as the guardian in loco parentis.
6. The candidate must give written statements about the incident in the presence of parents/guardians and Convener; and for boarder candidates the convener shall represent the parent/guardian; the convener must inform the parents in writing about the case and cancellation of the result.

In such cases the report should include:

- A detailed account of the investigation carried out by the centre;
- Written statements from the invigilators and other staff concerned;
- 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
- The unauthorized material should be attached/enclosed with the question-answer booklet/s of the candidate/s.

The candidate/s result will be cancelled and he/she may reappear the examination the following year as a private candidate.

For any other malpractices identified at the centre but which are not listed above, the invigilator must report to the SE who will report to BCSEA for further directives.

**NOTE:** In the event the Supervising Examiner and other examination conducting officials are required full time to support the investigation for any unfair means by the police, the Convener should report to BCSEA for immediate replacement of examination conducting officials.

#### **4.2.2. Cases Identified at the Evaluation Workshop**

Chief-markers, markers and subject coordinators at the marking camp are asked to identify suspected cases of malpractice in question-answer booklets. These cases may be discussed at the camp by BCSEA officials and a proposal of a possible line of action to be taken for each case be drawn up by the concerned subject coordinator. These proposals shall be referred to the BCSEA Management for taking necessary action.

The following are forms of malpractice identified at the camp:

#### **4.2.2(a) Cheat Notes**

Cheat notes (unauthorized materials such as hand written pieces of papers, torn pages of textbooks, prepared notes found in the question-answer booklet) can be detected either by an answer script Chief Marker / Marker

The following procedures are to be followed in the investigation:

1. If detected by the marker, the chief marker and the subject coordinator must be informed immediately. The cheat note and question-answer booklet must be removed and retained for further investigation.
2. The subject coordinator must take the support of the chief marker to find out which question/s in the question paper and worth how many marks the cheat note would have helped the candidate after the question-answer booklet has been marked in a written statement.
3. The subject coordinator must find out details such as Index number, name of the candidate, the name of the Centre and invigilation roster (to find out who was on duty) with support from the chief manager.
4. The subject coordinator must fill in the Malpractice Form (APPENDIX 12) and attach it with the question-answer booklet and cheat note/s, and submit to the BCSEA management for further discussion.
5. The Examination Data Processing (EDP) and ICT units must be informed to withhold the candidate's result till the outcome of the BCSEA management decision.

BCSEA shall cancel the candidate's result and the decision for him / her to reappear as a private failed candidate the following year shall be made by BCSEA management. The invigilator on duty shall be sent a letter of reprimand by the BCSEA with copies to the Principal and the Dzongkhag Education Officers.

#### **4.2.2(b) Double handwriting**

Double handwriting is usually detected by a marker/s where a question-answer booklet has two or three different styles of handwriting

The following procedures are to be followed in the investigation:

1. If detected by the marker, the chief marker and the subject coordinator must be informed immediately.
2. The question-answer booklet is evaluated and handed over to the subject coordinator.
3. The subject coordinator must find out details such as Index number, name of the candidate, the name of the Centre, invigilation roster (to find out who was on duty) and seating plan of the room where the candidate was taking his / her examination with support from the chief manager.
4. The subject coordinator must get the question-answer booklet of the candidates sitting around the candidate from the seating plan and compare the hand writings of the candidates with the help of the answer script manager.
5. If the hand writings don't match, it may be necessary for the subject coordinator to collect all the question-answer booklets of the candidates sitting in that particular examination room.



6. The subject coordinator must fill in the Malpractice Form (APPENDIX 12) and attach it with the question-answer booklet and submit to the BCSEA management for further discussion.
7. The Examination Data Processing (EDP) and ICT units must be informed to withhold the candidate's result till the outcome of the BCSEA management decision.

BCSEA shall cancel the candidate's result and the decision for him / her to reappear as a private failed candidate the following year shall be made by BCSEA management. The invigilator on duty shall be sent a letter of reprimand by the BCSEA with copies to the Principal and the Dzongkhag Education Officers.

In a case where the hand writings don't match with any of the candidates present in the same examination room, the result should be blocked and the candidate told to report to the BCSEA office to write a statement and actions taken accordingly. If the candidate is not found guilty of malpractice, his / her results shall be declared.

### **4.3. Leakage of Question Paper**

The act of gaining an examination paper by candidates before the paper is officially opened and conducted is termed as leakage of question paper.

In the BCSEA, examination process is an ongoing activity where the final question papers for the BCSE, BHSEC and LCSC (X & XII) examinations are prepared, printed and delivered involving individuals/agencies at various stages. Such an act could occur in any one of the following stages:

1. Test developers / BCSEA staff entrusted with the duty of test development, printing or making manual or mechanical, electronic means any confidential document or other document relating to any public examination, or any person whose duty is to assist such person in his / her duties, who fraudulently or 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.
2. There are several handing-taking over and transportation of confidential documents as listed below:
  - a. Confidential mass printing at the printing press and at the time of transportation of confidential documents from the place of printing to the place of delivery by the confidential printers.
  - b. Handing-taking over between the confidential printers and BCSEA officials at the place of delivery.
  - c. Handing-taking over between the BCSEA officials and the transport agency at the place of delivery and at the time of transportation by the transport agency to the Centres.
  - d. Handing-taking over between the transport agency and Convener.

Any person entrusted with the delivery or transmission of any confidential document or other document relating to any public examination, who fraudulently or dishonestly delivers or transmits such document to any unauthorized person to be delivered or transmitted such document, shall be guilty of an offence.



3. At the time of handing-taking over between the Convener and Supervising Examiner and during the conduct which involves all the examination conducting officials.

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 thereof or part of such document or copy, shall be guilty of malpractice.

In the cases of (1) and (3), the incident should be immediately reported to police by BCSEA for further investigation.

The incident shall also be reported to the concerned agency for appropriate disciplinary action. BCSEA shall debar the involved officials from all BCSEA activities.

In the case of (2), the incident should be immediately reported to police by BCSEA for further investigation. The lapses of the agencies leading to the leak shall be governed by the clauses in the contract agreement.

The following course of action shall be taken:

- a. the leaked paper / subject shall be cancelled for the whole country and a re-examination shall be held.
- b. the re-examination shall be held as soon as the last subject on the examination time table is conducted tentatively.

#### **4.4. Mal-administration and Malpractice**

Any non-compliance with the Rules and Regulations for the Conduct of Public Examinations in Bhutan as laid down in Chapter 2 (latest version) shall 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 examinations.

##### **4.4.1. Centre Staff**

Any Centre 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, shall be guilty of an offence.

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

The procedures are similar to other cases of malpractice reports.

1. The Convener and the Supervising Examiner shall be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted.
2. If in the case the Convener is involved, the Supervising Examiner shall be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted.

On the basis of the evidence received, BCSEA Management shall consider each case and the following actions may be taken:

1. Ask the Convener / Dzongkhag / Thromde Education Officer to take disciplinary action against the staff involved and inform BCSEA accordingly.
2. Issue a warning letter to the Centre with a copy to the DEO / TEO and MoE.
3. The involved members of staff may be debarred from involvement in the administration of BCSEA examinations.
4. The incident should be immediately reported to police by BCSEA for further investigation if required.

BCSEA shall endeavour to ensure that candidates are neither advantaged nor disadvantaged as a consequence of malpractice or mal-administration by staff.

#### **4.4.2. Supervisory Staff**

##### **4.4.2(a) 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.

In suspected cases of mal-administration or malpractice by a Supervising Examiner, the Convener / Assistant Supervising Examiner must report in writing for submission to BCSEA. The Convener / Assistant Supervising Examiner should report to BCSEA immediately for further directives.

In suspected cases of mal-administration or malpractice by an examination conducting official, the Convener / Supervising Examiner must report in writing for submission to BCSEA. The Convener / Supervising Examiner should report to BCSEA immediately for further directives.

The procedure is similar to other cases of malpractice reports.

1. If in the case the Supervising Examiner is involved, the Convener shall be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted.
2. If in the case the examination conducting officials are involved, the Convener / Supervising Examiner shall be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted.

On the basis of the evidence received, BCSEA Management shall consider each case and the following actions may be taken:

1. Ask the Dzongkhag / Thromde Education Officer to take disciplinary action against the staff involved and inform BCSEA accordingly.
2. The concerned parent school principal should be informed.
3. The involved staff may be debarred from involvement in the administration of BCSEA examinations.
4. The incident should be immediately reported to police by BCSEA for further investigation if required.

BCSEA shall endeavor to ensure that candidates are neither advantaged nor disadvantaged as a consequence of malpractice or mal-administration by staff.

#### **4.4.2(b) 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:

1. Misconduct with the candidates
2. Absence from the duties
3. Anti-social activities
4. Negligence on discharge of duties
5. Under the influence of intoxicating substance

The Convener should report to BCSEA immediately for further directives. In such suspected cases of misconduct by any examination conducting official, the Convener must report in writing for submission to BCSEA.

The following actions should be taken:

1. The Convener should notify BCSEA / Dzongkhag / Thromde Education Officers immediately for replacement.
2. The concerned parent school principal should be informed.
3. The Convener must submit a report with written statements from invigilators and other staff concerned.
4. The involved officials shall be debarred from involvement in the administration of BCSEA examinations.
5. The incident should be immediately reported to police by BCSEA for further investigation if required.

#### **4.4.3. Marking Camp Officials**

The BCSE, BHSEC and LCSC (X & XII) examination question-answer booklets are evaluated through a central marking system involving various deputed officials and BCSEA staff. The marking process involves several stages: management and marking of question-answer booklets, data tabulation and result processing.

Any person entrusted with the managing and handling of question-answer booklets / data for any public examination who fraudulently or dishonestly, makes any erasures, interpolations, or any other alterations or unfair award of marks, shall be guilty of malpractice.

Any person entrusted with the marking of question-answer booklets for any public examination who fraudulently or dishonestly, makes any erasures, interpolations, or any other alterations or unfair award of marks in any such question-answer booklet, shall be guilty of malpractice.

Any person entrusted with the duty of preparing, tabulating or checking the marks of candidates for any public examination who fraudulently or dishonestly, makes any erasures, interpolations, or any other alterations or unfair award of marks in any such mark register, shall be guilty of malpractice.

Any person entrusted with the various duties in the marking centre who fraudulently or dishonestly, discloses any information relating to the question-answer booklets or marks for any public examination to any other person who is not a person to whom he / she is authorized to reveal such information shall be guilty of malpractice.

The following course of action should be taken if detected at the marking centre:

1. Any person/s involved in the duties in the marking centre who detect such offences should inform the BCSEA management immediately.
2. A detailed investigation must be carried out by the BCSEA management.
3. The offender/s must give written statements about the incident.

The following actions may be taken by BCSEA Management:

1. The BCSEA shall determine the payment to be made to the staff/s till the date they were on duty.
2. Ask the TEOs / DEOs to take disciplinary action against the staff involved and inform BCSEA accordingly.
3. The involved officials may be debarred from involvement in the activities of BCSEA.
4. The incident should be reported to police by BCSEA for further investigation if required.

## 4.5. Alteration of Examination Documents

Any person who uses as genuine any schedule of results, pass list, or other document (Admit Card, Pass Certificate and Statement of Marks) issued by BCSEA, which has been altered, defaced, or otherwise tampered with, shall be guilty of malpractice.

Any person who uses as genuine a certificate or other document purporting to be certificate or other document issued by BCSEA and which is not a genuine certificate or other document so issued, shall be guilty of forgery.

Such cases shall be forwarded to the police as it is criminal in nature.

## 4.6. Administrative support to BCSEA Official

BCSEA management shall provide administrative and legal support as per BCSR 2018 clauses under administrative and legal support to its staff who deal with high stakes examinations. Any issues related to the media should be dealt by the HR/ADM of the agency and not by the concerned official.

Clauses from BCSR 2018 on Administrative and legal support to civil servants:

- 19.14.2 *Agency shall provide administrative and legal support to a civil servant in the event he is accused and prosecuted for actions and decisions taken in good faith in the interest of Agency's mandates, laws, rules and regulations, and overall national vision. The support shall be as follows:*
  - 19.14.2.1 *If prosecuted by Government / Government Agency, all expenses related to the defence of charge(s) shall be processed and reimbursed by the Working Agency in the event he is acquitted. However, he shall be represented by a Bhutanese law firm / lawyer only; and*

- 19.14.2.2 *If prosecuted by others related to official function, Agency concerned shall depute its Legal Officer or request the Office of Attorney General to represent him in the Court.*
- 19.14.3 *No legal proceeding or suit shall lie against the civil servants in respect of official duties, which is done in good faith or intended to be done pursuant to the provisions of the CSAB 2010. Such immunity shall not cover corrupt acts committed by any civil servants in connection with the discharge of their duties or cover other valuables in consideration to act in a particular manner.*
- 19.14.4 *The Agency concerned shall through proper media coverage reveal facts leading to acquittal of a civil servant by the court of law on the charges lodged against him.*
- 19.14.5 *In the event, a civil servant charged for corruption case related to official function is proven innocent in a court of law, he shall be eligible for a refund of expenses for the legal process if any with proper documentary evidence.*

If a BCSEA official is prosecuted by an agency / individual for an official function, the BCSEA Management should provide support by taking the following steps:

1. BCSEA Management should discuss and study the case.
2. hear from the concerned official and take it in writing.
3. form an investigation team to study the case concerned.
4. take appropriate decisions and steps to support the concerned official.

#### **4.7. Measures to prevent Conflict of Interest by officers of the BCSEA who have children appearing the public examinations**

The examination process involves various stages such as test development, moderation and finalization of the question papers, and result processing.

To maintain confidentiality and eliminate all risks linked to the breaches of security at each level, the following procedure are followed:

##### **4.7.1. Test Development and Moderation**

The officials of the SED are assigned specific subjects offered in the public examinations. One of their core responsibilities is to prepare and finalize the public examination question papers.

In the year the child appears the public examination, the concerned official/s shall prepare and submit two sets of both hard and soft copies of the question paper/s and the model answers & marking scheme to the BCSEA management committee enclosed securely in labelled envelopes. The committee will be responsible for choosing the final question paper/s to be conducted for that year. The officer shall not maintain any such copies submitted to the management. The respective official will sign a letter of undertaking abiding by the clauses enshrined on it.

Prior to result processing, the marks of the child/ren will be recorded and later validated with their result. The records of which will be maintained by the Controller of Examinations.

For officials involved in the moderation of the final and standby question papers, they shall not moderate the levels/streams in which their child is appearing the public examinations in.

#### **4.8. Result Processing**

For officials involved in the result processing system, the marks of the child/ren will be recorded and later validated with their result. The records of which will be maintained by the Controller of Examinations.

All the official/s shall also submit signed Letter of Undertaking and the RCSC Declaration of Conflict of Interest forms at every stage.

## Chapter 5 Examination Results

### 5.1. Examination Results

#### Announcement of Results

1. Results of Public Examinations shall be prepared within the stipulated time and they shall be announced through the media such as radio, television, Internet, sms and newspapers. However, BCSEA reserves the right not to declare all or part of the results of individual candidates or Centres through the media if it is convinced of the reasons not to do so.
2. Details of the results are sent to the Centres as soon as the results are declared. Centres can access their school results through the school dashboard. Results shall not be sent to any other parties.
3. Except for the official analysis of the results done by BCSEA, it does not take any responsibility for the interpretations of the results done by the media or any other party.
4. Centres must distribute Pass Certificates and Statement of Marks to candidates as soon as they receive from BCSEA. Unclaimed Statements of Marks / Certificate should be retained by the Centre under secure conditions. BCSEA does not send Statements of Marks / Certificate directly to candidates or any other parties apart from the Centres.
5. The Statement of Marks shall be issued to all candidates who appeared at the examination irrespective of the status of their results.
6. The Statement of Marks is not a certificate and BCSEA reserves the right to amend the information given on this statement, which shall be confirmed by the issue of a certificate.
7. The initial results declared by the Council shall be provisional to enable candidates to apply for clerical recheck as scheduled and notified by BCSEA in the media.

### 5.2. Statement of Marks

A candidate's final result shall be recorded on a Statement of Marks. This document shows student details, subjects/papers appeared and their Continuous Assessment, Practical (for relevant subjects) and Theory marks, SUPW grade and result.

A Statement of Marks is and remains the property of BCSEA and must be returned to BCSEA upon request.

It is the responsibility of the candidates to collect their Statement of Marks from the Centre as soon as possible. If a candidate is not able to collect his / her Statement of Marks in person, he / she should authorize a person to collect it on his / her behalf. The Centre is responsible for obtaining acknowledgement of receipt from the candidate.

If a Statement of Marks is found missing for any candidates, it is the responsibility of the Centre to inform BCSEA.



### 5.3. Pass Certificate

A Pass Certificate shall be awarded to a candidate who has successfully passed the concerned examination. This document shows student details and only the subjects and their grades he / she has passed in, and SUPW grades.

A Pass Certificate is and remains the property of BCSEA and must be returned to BCSEA upon request.

It is the responsibility of the candidates to collect their certificates from the Centre as soon as possible. If a candidate is not able to collect his / her certificate in person, he / she should authorize a person to collect it on his / her behalf. The Centre is responsible for obtaining acknowledgement of receipt from the candidate.

If a certificate is found missing for any candidates, it is the responsibility of the Centre to inform BCSEA.

**NOTE:** These documents must not be stapled / pinned or punched as these acts shall be considered as tampering.

### 5.4. Re-Issue of Examination Documents

#### 5.4.1. Lost Documents

A candidate who has lost BCSEA examination documents such as Pass Certificate and Statement of Marks shall apply for their replacements online ([www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)) for a prescribed fee.

For Admit Card, candidates have to apply from their respective schools as the BCSEA has discontinued sending printed copies since 2020.

For a candidate who cannot produce a CID, a mandatory requirement for the replacement, he/she must submit a nationality certificate from the Department of Civil Registration and Census (DCRC).

For the examinations conducted by the Council for Indian School Certificate Examinations (CISCE), New Delhi before 2001 for Class X and 2006 for Class XII, the candidates should contact CISCE through the Principal of the school where the candidate appeared the examination.

Address:

Fax: (011) 29564735

Phone: (011) 29564831 / 33 / 37

Email: [council@cisce.org](mailto:council@cisce.org)

Website: [www.cisce.org](http://www.cisce.org)

OR

Fax: (011) 262 345 75



### **5.4.2. Damaged Documents**

BCSEA, at its absolute discretion, reserves the right to issue replacement documents to candidates upon obtaining satisfactory proof of identity. The damaged documents must be returned to the BCSEA before any replacement documents are provided.

This service is available online ([www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)) for a prescribed fee.

### **5.4.3. Change of Entries**

Candidates can apply online ([www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)) for replacement documents with change of entries such as minor error in spelling of names. If the online system is down, candidates can visit BCSEA office in person and fill up a form (APPENDIX 13) and submit it with a copy of a clear CID. The original documents must be submitted to BCSEA before any replacement documents are provided.

Subsequent change in a candidate's name or date of birth shall be based on the CID copy or nationality certificate issued by the DCRC. The original transcripts must be submitted to the BCSEA before any replacement documents are provided.

This service is also available online ([www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)) for a prescribed fee.

For candidates applying for a complete change in name on an issued examination document/s, he/she should produce a letter from DCRC stating both the names belongs to one and the same person.

## **5.5. Letters of Concern about Results**

Any letter submitted by a Centre expressing general concern with its results in a particular examination shall be acknowledged, and if required an investigation shall be carried out as scheduled.

The application should be submitted within a week after the result declaration.

## **5.6. Result Analysis Reports**

BCSEA conducts result analysis and publishes Pupil Performance Report for the public examinations annually. This report also has a separate segment on the performance of candidates with disabilities (if any). These reports are accessible from the BCSEA website.

## **5.7. University Entrance Queries**

Universities and other institutions issue particulars of the conditions that relate to BCSEA examinations for university entrance. Admission enquiries should be addressed to the institution concerned, and not to BCSEA.

## **5.8. Validation of Candidate's Results**

For recruiting agencies, institutes and colleges requiring to validate candidate's BCSEA examination documents can do so online after applying for credentials to BCSEA.

## **5.9. Clerical Re-check of Results**

A candidate or institution who requires recheck of results issued by BCSEA may apply for the clerical re-check of results online ([www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)) as scheduled and notified by BCSEA in the media for a prescribed fee.

Those candidates or institutions unable to apply online may do so by completing the Application Form for Clerical Re-check of Answer Scripts (APPENDIX 14). Applications should be made to BCSEA as scheduled and notified in the media.

## **5.10. Archiving of Examination Question-answer Booklets**

The scanned copies of question-answer booklets with the highest marks, average marks and lowest marks shall be archived for all levels and subjects annually.

## Chapter 6 Enquiries About Examination Results

### 6.1. With-held Results

BCSEA shall not issue results if malpractice is suspected or confirmed during the conduct of public examinations and evaluation of papers.

In such a case, the result status shall be declared as 'WITH-HELD'.

### 6.2. Submission of Enquiries

Any requests / appeals / enquiries regarding examination results should be submitted in writing. Examination centres and individuals can apply for clerical rechecks.

BCSEA shall not entertain enquiries:

1. through telephone requests about examination results.
2. from individual candidates, parents, relatives and friends.
3. about examination results involving malpractices.

**The BCSEA Management shall look into the concerns put forward.**

### 6.3. Enquiry Service Available

#### 6.3.1. Clerical Re-check

A clerical re-check for an individual candidate consists of going through the applicant's paper and recounting all the marks ensuring none have been missed out.

For clerical recheck of results:

1. The clerical recheck form (APPENDIX 14) is available at BCSEA website.
2. Application for recheck can be made online ([www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)) for a prescribed fee.
3. A candidate can apply to recheck all the subjects registered in.
4. A committee shall be responsible for carrying out the recheck.

**NOTE:** Application for clerical recheck shall not be accepted after the submission due dates as scheduled and notified by BCSEA in the media.

This service consists of:

1. correctly validating the applicant's Index number from the clerical recheck list with the Index number given on the cover page of the question-answer booklet.
2. a re-check that all parts of the question-answer booklets have been marked.
3. a re-check on the correct award, totalling and entry of component marks inside the booklet and on the cover page.
4. a re-check that any marker or moderation adjustments, if applicable, have been correctly applied.

5. a re-check that the total marks for the paper have been correctly totalled and entered on the cover page.
6. a re-check that the total marks for the paper has been correctly recorded in the Result Processing System.
7. a re-check that the different components (internal and external) of assessment have been correctly entered for a result to be generated.

#### **6.4. Declaration of Clerical Re-check Results**

Re-check results shall be declared as per the dates announced. The results of all the candidates shall be announced in the BCSEA website as scheduled and notified by BCSEA in the media.

#### **6.5. Outcome of Re-check of Examination Results**

1. Where a re-check leads to a change (increase or reduction) in a candidate's mark, it shall be the rechecked mark that shall be used to calculate the candidate's grade in that subsequent session (result processing).
2. Where a re-check leads to a change in the candidate's overall grade in a subject, BCSEA will:
  - a. notify the candidate at once,
  - b. issue a revised Statement of Marks and Pass Certificate upon return of the candidate's original documents issued earlier and
  - c. provide formal written confirmation of any grade change to any university or institution at the request of the Convener / candidate.

#### **6.6. Review of Examination Results**

1. A Convener may seek a review of the results of his / her Centre after the results are declared by BCSEA.
2. The Convener must submit an application in writing within 10 working days of the date of the declaration of the examination results.
3. The application must state in what way the Centre regards the procedure used in the assessment of the candidates' work or the enquiry about examination results to be improper or irregular.
4. The consideration of an application does not involve further re-marking of candidates' work.
5. The BCSEA Management shall consider the application and notify the Centre in writing within 10 working days of receipt of the appeal.
6. If the Convener is not satisfied with the outcome, a 2<sup>nd</sup> appeal in writing may be submitted within 10 working days after the date of the written outcome from BCSEA.
7. BCSEA shall inform the Convener of the outcome within 10 working days after the 2<sup>nd</sup> appeal.
8. The outcome of the 2<sup>nd</sup> appeal is regarded as final and BCSEA shall not enter into further correspondence about the appeal with the Convener.

9. Fees may be prescribed for the review of examination results.

After the completion of marking and clerical re-check for all levels of examinations, the question-answer booklets and examination documents are packed and labelled subject / paper-wise and maintained for a period of two months, a standard practice followed by premier boards internationally. There is a Standard Operating Procedure for the disposal of the documents as decided by the BCSEA Management.

## **Chapter 7 Special Arrangements and Special Consideration**

### **7.1. Introduction**

This chapter explains and describes the services available for candidates who are physically challenged or handicapped in any way, which might affect their performance at the time of the examinations.

Before applying for any services, the following sections should be consulted by Centres.

1. Definition of Special Arrangements and Special Consideration
2. Principles Governing Special Arrangements and Special Consideration
3. How to Apply for Special Arrangements
4. Guidance on Particular Challenges
5. Regulations Governing the Use of Special Arrangements and Special Consideration

### **7.2. Definition of Special Arrangements and Special Consideration**

Special arrangements are made to allow candidates with disabilities 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.

### **7.3. Principles Governing Special Arrangements and Special Consideration**

1. All candidates are assessed according to the same marking criteria, so that grades and certificates have the same validity.
2. All candidates are assessed for what they know and can do, not for what they might have achieved, had circumstances been different.
3. Special arrangements and consideration must not give the candidate an unfair advantage over other candidates.

The Convener and the Supervising Examiner are responsible for making sure that the applications for the arrangements / considerations are based on evidence of the candidate's needs and if approved they shall strictly follow the guidance and regulations given below. Failure to do so could lead to maladministration investigation.

### **7.4. How to Apply for Special Arrangement**

1. The Centres are required to enter the details of cases under the "special needs column" on the online registration of candidates appearing the public examinations for the current year. The arrangements / consideration required should be based on the arrangements / consideration provided by the school

during home examinations. The BCSEA management shall study each case before giving a written consent.

2. Permission to allow the use of amanuensis (scribe) or reader or practical assistant for permanent or long-term disability must be requested to BCSEA with supporting documents by the Convener well in advance of the examination for approval by the BCSEA management.
3. No applications shall be accepted directly from candidates or their parents / guardians.
4. In emergencies such as temporary disability or illness during the examination, the Supervising Examiner in consultation with the Convener and BCSEA shall grant concessions most appropriate that will alleviate the problem. The Supervising Examiner must submit a detailed report detailing the concession provided for the candidate with supporting documents (prescriptions, etc.).

## **7.5. Guidance on Specific Challenges**

### **7.5.1. Candidates with Physical Challenges**

1. The needs of most candidates who are physically challenged shall be met by an additional time allowance of up to 25%. Therefore, 15 minutes in an 1-hour paper, 30 minutes in a 2-hour paper and 45 minutes in a 3-hour paper.
2. The Convener may recommend more than 25% additional extra time allowance in cases of severe physical challenges based on the concession given during the conduct of home exams, but it should be noted that providing too much time can be counter-productive.
3. Candidates with severe disabilities may require supervised rest-breaks. The timing of the examination should be stopped and restarted when the candidate is able to continue. The candidate must remain under supervision at all times.
4. If the candidate cannot manipulate equipment independently, an application to use a practical assistant to give necessary physical assistance to the candidate should be submitted with supporting medical documents by the Centre.
5. The Centre is responsible for selecting an appropriate practical assistant and the regulations governing the use of practical assistant must be observed. (Refer 7.6.1)

### **7.5.2. Candidates with Visual Impairment**

1. The needs of most candidates with a visual impairment shall be met by an additional time allowance of up to 25% (Refer 7.5.1.1).
2. The Convener may recommend more than 25% additional extra time for some cases based on the concession given during the conduct of home exams, but it should be noted that providing too much time can be counter-productive.
3. Candidates having more than 25% additional extra time allowance may require supervised rest-breaks. The timing of the examination should be stopped and restarted when the candidate is able to continue. The candidate must remain under supervision at all times.

4. If the candidate cannot read or write independently or use Braille, an application to use a reader / scribe with supporting medical documents should be submitted by the Centre.
5. The Centre is responsible for selecting an appropriate reader and scribe, and the regulations governing their use must be observed (Refer 7.6.2 and 7.6.3). Please note, the reader is not a scribe, but the same person may act as both provided the candidate has the approval for both arrangements.
6. A separate room should be arranged for candidates using Braille which must remain under supervision at all times.
7. Papers can be provided in the following formats:
8. Braille papers-visual information shall 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.
9. modified papers - the paper is modified so that visual information is enlarged. The paper is reprinted in minimum enlarged fonts (Times New Roman 18 pt and DDC Uchen 19 pt) on A4 sheets. This is the most appropriate paper for candidates with severe visual impairment or for subjects where scaled diagrams may be required.
10. adapted papers - visual information shall be replaced by textual information of the same standard in certain subjects.

### **7.5.3. Candidates with Hearing Impairment**

1. Candidates with hearing impairment can be given an extra time allowance of up to 25% if their literacy difficulties reduce the speed at which they read and comprehend written questions. (Refer 7.5.1.1.)
2. In oral tests, candidates who can speak but with difficulty, should be given enough time to answer. No formal request for extra time is necessary.

## **7.6. Regulations Governing the Use of Special Arrangements and Consideration**

### **7.6.1. Practical Assistant**

A practical assistant is a responsible adult who carries out practical tasks at the instructions of the candidate and is appointed by the Convener. He / she should be familiar to the candidate and competent to read the materials provided but should not be the subject teacher, friend, relative or peer. A practical assistant can also be a scribe if the candidate has permission to use these arrangements. We recommend a fellow pupil who has not reached the same academic standard in the subjects as the candidate for this consideration.

He / she must abide by the following regulations as failure to do so can lead to the disqualification of the candidate:

1. shall ensure the safety of the candidate.
2. shall report visual observations at the candidate's instruction.
3. shall carry out all or some of the manual tasks of the examination accurately as instructed by the candidate.



4. must not help with the analysis of the data and give factual help to answer the questions.
5. must not comment on the candidate's answers.
6. must not advise the candidate on the choice of questions or when to move on or the order in which to answer questions.
7. must not disturb other candidates.

The use of a practical assistant must not disadvantage the candidate nor give the candidate unfair advantage. Depending on the immediate circumstances, the assessment can be done with the rest of the candidates or in a separate room or after the scheduled examination is over. They must remain under supervision at all times.

### **7.6.2. Reader**

A reader is a responsible adult who reads questions to the candidates and is appointed by the Convener. He / she should be familiar to the candidate and competent to read the materials provided but should not be the subject teacher, friend, relative or peer. A reader can also be a scribe if the candidate has permission to use these arrangements. We recommend a fellow pupil who has not reached the same academic standard in the subjects as the candidate for this consideration.

He / she must abide by the following regulations as failure to do so can lead to the disqualification of the candidate:

1. shall only read the instructions and questions on the question paper to the candidate. This may involve reading the whole paper or parts / words on the candidate's request.
2. shall not be allowed to clarify the meaning of words or decode symbols and unit abbreviations as these could be components of assessment. For example, do not read  $2^2$  as 'two squared' or  $>$  as 'greater' but directly point to the function.
3. must not comment on the candidate's answers nor give factual help to answer questions.
4. must not advise the candidate on the choice of questions or when to move on or the order in which to answer questions.
5. may give the spelling of a word given in the question paper but apart from that must not give other spellings.
6. may read back the candidate's answers if the candidate's requests.
7. must not disturb other candidates.
8. immediately refer any problems in communication during the examination to the invigilator. If in doubt, always ask the SE.

**NOTE:** A Reader shall not be allowed for papers and sections that test reading. It is recommended to make candidates and the reader aware of what the reader can do and cannot do before taking an examination.

### **7.7. Amanuensis**

An amanuensis is a scribe (writer) who in an examination, writes down, types or word-processes a candidate's dictated answers to questions. He / she should be familiar to the candidate and competent to read the materials provided but should not be the

subject teacher, friend, relative or peer. A reader can also be a scribe if the candidate has permission to use these arrangements. We recommend a fellow pupil who has not reached the same academic standard in the subjects as the candidate for this consideration. The use of an amanuensis should not give an unfair advantage or disadvantage to the candidate. A separate room and separate invigilation shall be required. The amanuensis should not act as the invigilator.

He / she must abide by the following regulations as failure to do so can lead to the disqualification of the candidate:

1. must produce an accurate record of the candidate's answers.
2. must write legibly, type or word process at a reasonable speed; in the case of a scientific, mathematical or technical subject, should ideally have a working knowledge of that subject.
3. must neither give factual help to the candidate nor offer any suggestions.
4. 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.
5. write down, type or word process answers exactly as they are dictated.
6. draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions.
7. write, type or word process a correction on a typescript or Braille sheet if requested to do so by the candidate; 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.
8. at the candidate's request read back what has been recorded.
9. not expect to write throughout the examination as the candidate may require supervised rest breaks during the working of the examination.
10. immediately refer any problems in communication during the examination to the invigilator. If in doubt, always ask the SE.

**NOTE:** It is recommended to make candidates and the scribe aware of what the scribe can do and cannot do before taking an examination.

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 shall advise a proposed line of action.

## Chapter 8 Bhutan Certificate of Secondary Education

### 8.1. Bhutan Certificate of Secondary Education (BCSE)

BCSE (Class X) is a two-year course beyond Class VIII or its equivalence. Examinations in all subjects are written in the medium of English except for Dzongkha, the national language and other foreign languages for foreign candidates.

### 8.2. Conditions of Eligibility for Admission to Class IX

#### 8.2.1. Candidates

Candidates who have passed Class VIII in Bhutan or its equivalent from recognized boards are eligible to be admitted in the course of study leading to the BCSE.

#### 8.2.2. Candidates from Other Boards

The eligibility of candidates who have been awarded Pass Certificates in the equivalent examination conducted by another examining/examination board shall be decided by BCSEA. The conditions for eligibility are as follows:

1. The candidates must have been awarded a Pass Certificate in accordance with the requirements of the Council at an equivalent examination taken at one and the same sitting from a recognised Board.
2. The candidates must have obtained pass marks in accordance with the regulations of the Board in (i) English (ii) a Second Language (as alternative course) and (iii) three other written subjects, accepted by BCSEA.

However, for those candidates coming from foreign boards that did not have provision for the teaching of a second language, may enroll without having to pass in second language at the class VIII level examination. The principals of the concerned schools are required to write to BCSEA with full details for the grant of exemption to these candidates.

They must register for a Second Language at the class IX level.

### 8.3. Conditions of Entry to BCSE

1. Regular candidates who are registering for BCSE must have a minimum of 80% attendance in each of the two-year courses at school(s) affiliated to BCSEA.
2. Private and Supplementary candidates are not allowed to change their subject/s initially registered for.
3. Private and Supplementary candidates must appear in all the subjects previously registered.
4. A candidate having completed class IX from other Boards seeking admission in class X shall be subjected to Change of Board, Chapter 1, Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).
5. There is no age limit for candidates taking the examination.

## 8.4. Withdrawal of Candidates

Candidates may be withdrawn at any time prior to the commencement of the examination on account of illness or under special circumstances. Principals should submit applications for withdrawal of candidates to the BCSEA. Candidates withdrawn after the generation of index number shall be reflected as ABSENT.

## 8.5. Syllabus

The syllabi of the BCSE course jointly developed by the REC (Department of Curriculum and Professional Development) and BCSEA can be obtained on the REC website. ([www.rec.gov.bt](http://www.rec.gov.bt) for details)

The syllabi for classes IX and X are prescribed separately. The syllabus prescribed for class IX is examined internally by schools and the syllabi for class X is examined externally by BCSEA.

## 8.6. Subjects Offered

The subjects offered are assessed in two parts: academic and co-curricular courses. Academic courses are assessed as external examination at the end of Class X. Weighting for Continuous Assessment (CA) and written examinations are specified in the respective subjects under Scheme of Examinations given below. Co-curricular activities are assessed internally by the schools.

### 8.6.1. Part I: External Examination

External examination consists of compulsory and optional subjects.

Compulsory Subjects

1. Dzongkha (any other second languages for foreign students)
2. English
3. Mathematics
4. Science (Physics, Chemistry and Biology)
5. History, Civics and Geography (HCG 1 and 2)

Optional Subjects

The candidates should take a sixth subject, which may be ANY ONE of the following. The candidates are allowed to study only one optional subject (However, please note that all the schools do not offer all the optional subjects).

1. Economics
2. Agriculture for Food Security (Theory examination introduced in 2021)
3. Environmental Science
4. TVET nine courses (Automobile, Electrical, Welding, Plumbing, Masonry, Tailoring, Painting, Furniture Making, and Computer Hardware and Networking)

Any other relevant courses as and when offered.

### **8.6.2. Part II: Socially Useful Productive Work (SUPW) & Community Service**

All candidates are required to take up SUPW & Community Service during the course of the academic session for which assessment is done by the school as per the guidelines provided by REC (Department of Curriculum and Professional Development). The result is reflected in the Statement of Marks and Pass Certificates as grades.

### **8.7. Scheme of Examination**

1. All candidates are examined in SIX subjects at the end of class X, FIVE being compulsory and ONE chosen from the list of optional subjects offered. All candidates must sit for all the six subjects offered to obtain their results.
2. The written examination in each subject is assessed externally by BCSEA. CA is carried out by the schools / institutes and the marks are submitted to BCSEA on the dates specified by the council.
3. English is examined in two separate papers: Writing and Language (English I) and Reading and Literature (English II) of 100 marks each which is converted to 70% each. The CA marks obtained for Writing and Reading Portfolios (30 marks) and Listening and Speaking (30 marks) are added with the examination marks in each paper. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
4. Dzongkha is examined in two separate papers: Writing and Language (Dzongkha I) and Reading and Literature (Dzongkha II) of 100 marks each which is converted to 70% each. The CA marks obtained for Writing and Reading Portfolios (30 marks) and Listening and Speaking (30 marks) are added with the examination marks in each paper. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
5. For English and Dzongkha where there are two papers, paper not attempted shall be marked absent and attempted paper shall be assessed and the marks awarded shall be divided by two as the final mark. The final mark shall also take into account the CA for the paper which was not attempted.
6. History, Civics & Geography are examined in two papers: HCG 1 (History and Civics), and HCG 2 (Geography) of 100 marks each. The CA marks obtained for HCG 1 (40 marks) and HCG 2 (40 marks) are added with the examination marks in each paper. A minimum average score of 40% obtained by combining the two papers is considered pass mark in Social Science.
7. Science is examined in three papers: Physics, Chemistry and Biology of 100 marks each which is converted to 60% each. The CA marks obtained for Physics (40 marks), Chemistry (40 marks) and Biology (40 marks) are added with the examination marks in each paper. A minimum average score of 40% obtained by combining the three papers is considered pass mark in Science.
8. Mathematics is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.

9. Economics is examined for 100 marks which is converted to 60%. The CA marks (40 marks) obtained is added with the examination marks and entered as the final mark.
10. Environmental Science is examined for 100 marks which is converted to 60%. The CA marks (40 marks) obtained is added with the examination marks and entered as the final mark.
11. Agriculture for Food Security (AgFS) is examined for 100 marks which is converted to 60%. The CA marks (40 marks) obtained is added with the examination marks and entered as the final mark.
12. TVET nine courses (Automobile, Electrical, Welding, Plumbing, Masonry, Tailoring, Painting, Furniture Making, and Computer Hardware and Networking) are examined in two papers: Paper 1 for 50 marks which is converted to 15% and Paper 2 for 100 marks which is converted to 65%. The CA marks (20 marks) obtained are added to the two marks and entered as the final mark for each course.
13. Second language (foreign language) papers are assessed externally as per CISCE syllabus and mode of assessment. The marks obtained in the examination are entered as the final mark. Unlike Dzongkha which is examined in two separate papers, there is only one paper for the foreign second language papers.
14. Changes in optional subjects after generation of index number are not allowed.
15. The pass mark in each subject is 40 marks. However, a candidate should pass in both CA and external examination with a minimum of 40% each respectively.
16. The writing time for all the subjects is 2 hours except for language papers and Mathematics which are for 3 hours, and TVET theory courses for an hour. For TVET practical courses, the examinations are for three hours.

## 8.8. Awards and Conditions for Awards

17. Pass Certificates shall be awarded to candidates who at one and the same examination attain the passing mark criteria (40% each in both CA and external examination) in FIVE or more subjects which must include the subjects English and Dzongkha (APPENDIX 15) and also receive a minimum of grade D in SUPW.

**NOTE:** Foreign candidates shall be awarded Pass Certificates who at one and the same examination attain the passing mark criteria (40% each) in FIVE or more subjects which must include the subject English and also receive a minimum of grade D in SUPW.

18. Statement of Marks shall be issued to all candidates who have appeared the examination.
19. Candidates should have CA / practical marks, SUPW grades and external examination marks to have their results processed.

## **8.9. Ranking**

### **8.9.1. National ranking**

The national topper shall rest on a candidate having appeared the Dzongkha subject.

Passing in Dzongkha language paper is compulsory as per the 18th National Education

Conference held in January 2018 and REC Circular no. REC/CDC/01/2016-2018/87 dated

26th January 2018. This has come to effect since the 2018 BCSE examination (Refer

Appendix 15).

**NOTE:** It is compulsory for a Non-Bhutanese candidate to appear in a second language paper (Hindi, Tamil, etc.) at the BCSE examination but not compulsory to pass. These language papers have only one paper. The papers are developed and marked by individual test developers recommended by the CISCE.

### **8.9.2. Foreign Candidates**

A foreign candidate is permitted to study Dzongkha at the classes IX and XI levels if she/he opts to. However, at the public examinations, they will be subjected to the awardment of Pass Certificate as laid down under 8.8 Awards and Conditions for Bhutanese candidates. He/she shall be declared the national topper after fulfilling the criteria mentioned above.

### **8.9.3. Merit ranking**

Merit ranking for passed candidates is calculated based on English and best four subjects.

## **8.10. Issue of Results**

BCSEA shall issue the following certificates:

1. Statement of Marks
2. Pass Certificate

After declaration of the results these documents shall be sent to the respective schools.

### **8.10.1. Statement of Marks**

The Statement of Marks shows the result of the attainment in a subject by a percentage mark including subjects which have two or more papers. No divisions are awarded.

### **8.10.2. Pass Certificates**

The Pass Certificate shows attainment in a subject by a grade, of which Grade 1 is the highest and Grade 9 the lowest; only Grades 1 to 7 are recorded on Certificates. The interpretation of the grades is as follows:



Grade	Standard	Mark Range
1	Very Good	91 - 100
2		81 - 90
3	Credit	71 - 80
4		61 - 70
5		51 - 60
6	Pass	46 - 50
7		40 - 45
8	Fail	21 - 39
9		0 - 20

The standard attained in Socially Useful Productive Work & Community Service, abbreviated on the face of the Statement of Marks as SUPW & Community Service, is indicated by a letter grade of which Grade A is the highest and Grade E the lowest; only Grades A to D are recorded on Certificates. The interpretation of the grades is as follows:

Grade	Standard
A	Very Good
B	Good
C	Satisfactory
D	Fair
E	Fail

### 8.10.3. Recognition of BCSE (Class X) Examination

The BCSE (Class X) Examination is recognized by the following Boards and organizations:

1. Ministry of Education, Bhutan
2. Royal University of Bhutan (RUB)
3. Association of Indian Universities (AIU), India
4. Council of Boards of School Education (COBSE), India
5. Central Board of Secondary Education (CBSE), India
6. Council for the Indian School Certificate Examinations (CISCE), India

### 8.11. Certificate of Migration

Migration certificate (APPENDIX 16) is a document issued by the BCSEA who conducts the public examinations. It facilitates the candidate to get admission to another institute or any education board for further studies. This certificate is directly issued by the concerned school from where the candidate appeared the BCSE examination. It is issued only to the candidates who have been awarded a Pass Certificate. Migration Certificates shall be supplied by BCSEA to the schools upon request.

## **8.12. Equivalency Certificate**

Equivalency Certificate (APPENDIX 17) is a document recognising the equivalency of the Bhutan Certificate of Secondary Education (class X) examination to the Indian Certificate of Secondary Education (class X) examination of the Council for the Indian School Certificate Examination in India. All the school education member-boards of the Council of Boards of Secondary Education, India and Association of Indian Universities equated the BCSE with the 10 Year Secondary School Certificate of an Indian Board. It facilitates the candidate to get admission to another institute or any education board for further studies.

## **Chapter 9 Bhutan Higher Secondary Education Certificate**

### **9.1. Bhutan Higher Secondary Education Certificate (BHSEC)**

BHSEC (Class XII) is a two-year course beyond the BCSE (Class X) examination or its equivalence. Examinations in all subjects are written in the medium of English except for Dzongkha, the national language and other foreign languages for foreign candidates.

### **9.2. Conditions of Eligibility for Admission to Class XI**

#### **9.2.1. Candidates**

Bhutanese candidates with pass marks in five subjects including English and Dzongkha, and awarded Pass Certificate in BCSE are eligible to be admitted in courses / streams of study leading to BHSEC.

Foreign candidates with pass marks in five subjects including English and awarded Pass Certificate in BCSE are eligible to be admitted in courses / streams of study leading to BHSEC.

#### **9.2.2. Candidates from Other Boards**

The eligibility of candidates who have been awarded Pass Certificates in the equivalent examination conducted by another examining Board shall be decided by BCSEA. The conditions for eligibility are as follows:

1. The candidates must have been awarded a Pass Certificate in accordance with the requirements of the Council at an equivalent examination taken at one and the same sitting from a recognised Board.
2. The candidates must have obtained pass marks in accordance with the regulations of the Board in (i) English (ii) a Second Language (as alternative course) and (iii) three other written subjects, accepted by BCSEA.

However, for those candidates coming from foreign boards that did not have provision for the teaching of a second language, may enroll without having to pass in Second Language at the Class X level examination. The principals of the concerned schools are required to write to BCSEA with full details for the grant of exemption to these candidates.

Foreign candidates have the option to appear in a second language paper. The schools must write to BCSEA for exemption.

### **9.3. Conditions for Entry to BHSEC**

1. Regular candidates who are registering for BHSEC examination must have a minimum of 80% attendance in each of the two-year course at school(s) affiliated to BCSEA.
2. Private and Supplementary candidates are not allowed to change their course or stream or subject initially registered for.

3. Private and Supplementary candidates must appear in all the subjects previously registered. A candidate can drop one of the elective subjects provided he / she is registered in a minimum of five subjects.
4. A candidate having completed Class XI from other boards seeking admission in Bhutan shall be subjected to Change of Board, Chapter 1, Rules and Regulations for the Conduct of Public Examinations (latest version).
5. There is no age limit for candidates taking the examination.

## **9.4. Withdrawal of Candidates**

Candidates may be withdrawn at any time prior to the commencement of the examination on account of illness or under special circumstances. Principals should submit applications for withdrawal of candidates to the BCSEA. Candidates withdrawn after the generation of index number shall be reflected as ABSENT.

## **9.5. Syllabus**

The syllabi of the BHSEC course jointly developed by the REC (Department of Curriculum and Professional Development) and BCSEA can be obtained on the REC website. ([www.rec.gov.bt](http://www.rec.gov.bt) for details)

The syllabi for classes XI and XII are prescribed separately. The syllabus prescribed for class XI is examined internally by schools and the syllabus for class XII is examined externally by BCSEA.

## **9.6. Streams / Subjects Offered**

The courses offered are assessed in two parts: academic and co-curricular courses. Academic courses are assessed as external examinations at the end of Class XII. It has 100% weighting. Weighting for Continuous Assessment (CA) are specified in the respective subjects under Scheme of Examinations given below. Co-curricular activities are assessed internally by the schools.

### **9.6.1. Part I: External Examination**

External examination consists of compulsory and elective subjects.

#### **Compulsory Subjects**

1. English
2. Dzongkha

#### **Elective Subjects**

1. Mathematics
2. Business Mathematics
3. Physics
4. Chemistry
5. Biology
6. Accountancy
7. Economics

8. Business and Entrepreneurship (Commerce)
9. History
10. Geography
11. Agriculture for Food Security (AgFS)
12. Media Studies
13. Environmental Science
14. Rigzhung
15. Literature in English
16. Second Language (for foreign students)

**Arts:**

**Compulsory subjects:**

1. English
2. Dzongkha (for Bhutanese)

**Elective Subjects:**

1. Geography, History, Economics, Business Mathematics, Literature in English, Rigzhung, Media Studies, Agriculture for Food Security (AgFS), Environmental Science and Second Language (for foreign students).

**Commerce:**

**Compulsory subjects:**

1. English
2. Dzongkha (for Bhutanese)

**Elective Subjects:**

1. Business and Entrepreneurship (Commerce), Accountancy, Economics, Business Mathematics, Rigzhung, Media Studies, Environmental Science, Agriculture for Food Security (AgFS), Literature in English and Second Language (for foreign students).

**Science:**

**Compulsory subjects:**

2. English
3. Dzongkha (for Bhutanese)

**Elective Subjects:**

4. Physics, Chemistry, Biology, Mathematics, Rigzhung, Literature in English, Media Studies, Agriculture for Food Security (AgFS), Environmental Science and Second Language (for foreign students).

No change of streams / course shall be entertained in the entire two-year course of BHSEC. Further, candidates who have registered for a particular Elective Subject shall not be allowed to sit for another Elective Subject not registered for. In case a candidate wishes to change the stream / course after completion of Class XI, he / she must re-start the new course from class XI. Similarly, for private and supplementary candidates wishing to change their course / stream must fulfil the two-year course criteria.

#### **ADVISORY NOTE:**

While it is agreed that our education policy is moving towards subject diversification, it is advisable that schools guide their students in making subject choices as per their streams in the most benefiting manner.

The schools could provide a list of future career options and academic opportunities as per the possible subject combinations. This may encourage students to make appropriate choices rather than have them choose the subjects which could limit their future options.

### **9.6.2. Part II: Socially Useful Productive Work (SUPW) & Community Service**

All candidates are required to take up SUPW & Community Service during the course of the academic session for which assessment is done by the school as per the guidelines provided by REC (Department of Curriculum and Professional Development). The result is reflected in the Statement of Marks and Pass Certificates as grades.

### **9.7. Choice of Subjects**

All Candidates must register and sit for English and Dzongkha (for Bhutanese) with three or four Elective Subjects and must have been evaluated internally by the school in SUPW & Community Service.

The choice of subjects may be based on the following:

1. A candidate cannot register for more than six subjects including the compulsory subjects – English and Dzongkha.
2. A school shall admit only those candidates in which the school has provisions to provide the courses / subjects.
3. The school should ensure candidates are admitted into various streams / subjects based on the admission criteria requirements set by universities and career options.

### **9.8. Scheme of Examination**

1. The examination at the end of Class XI is conducted by the schools and the promotion of candidates from Class XI to Class XII is the responsibility of the schools.

2. All candidates are examined in a maximum of SIX and minimum of FIVE subjects including English and Dzongkha at the end of Class XII.
3. The written examination in each subject is assessed externally by BCSEA and shall carry a 100% weighting. CA including practical and project works are carried out and assessed by the schools/institutes as per the requirement of respective subjects and the marks are submitted to BCSEA on the dates specified by the Council.
4. English is examined in two separate papers: Writing and Language (English I) and Reading and Literature (English II) is examined for 100 marks which is converted to 80% each. The CA marks obtained for Writing and Language (20%) and Reading and Literature (20%) are added with the examination marks in each paper. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
5. Dzongkha is examined in two separate papers: Writing and Language (Dzongkha I) and Reading and Literature (Dzongkha II) is examined for 100 marks each which is converted to 80% each. The CA marks obtained for Writing and Language (20%) and Reading and Literature (20%) are added with the examination marks in each paper. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
6. For English and Dzongkha where there are two papers, paper not attempted shall be marked absent and attempted paper shall be assessed and the marks awarded shall be divided by two as the final mark. The final mark shall also take into account the CA for the paper which was not attempted.
7. Mathematics and Business Mathematics are examined out of 100 marks each which are converted to 80%. The CA marks (20 marks) obtained in each is added with the examination marks and entered as the final mark for each subject.
8. Physics, Chemistry and Biology are examined for 100 marks each which is converted to 70%. The CA marks (30 marks) obtained in each is added with the examination marks and entered as the final mark for each subject.
9. Accountancy is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.
10. Economics is examined out of 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added to the examination marks and entered as the final mark.
11. Business and Entrepreneurship (Commerce) is examined out of 100 marks which is converted to 60%. The CA mark (40 marks) obtained is added to the examination marks and entered as the final mark.
12. History is examined for 100 marks which is converted to 70% each. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.
13. Geography theory is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.

14. Agriculture for Food Security (AgFS) is examined for 100 marks which is converted to 50%. The CA marks (50 marks) obtained is added with the examination marks and entered as the final mark.
15. Media Studies is examined for 100 marks each which is converted to 60%. The CA marks (40 marks) obtained is added with the examination marks and entered as the final mark.
16. Environmental Science is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.
17. Rigzhung is examined out of 100 marks which is converted to 80%. The CA marks (20 marks) obtained is added with the examination marks and entered as the final mark.
18. Second language (foreign language) papers are assessed externally as per CISCE syllabus and mode of assessment. The marks obtained in the examination are entered as the final mark. Unlike Dzongkha which is examined in two separate papers, there is only one paper for the foreign second language papers.
19. Changes in optional subjects after generation of index number are not allowed.
20. The pass mark for each subject is 40 marks. However, a candidate should pass in both CA and external examination with a minimum of 40% each respectively.
21. The writing time for all the theory papers is 3 hours.

## 9.9. Awards and Conditions for Awards

Pass Certificates shall be awarded to candidates who at one and the same examination attain the passing mark criteria (40% each in both CA and external examination) in FOUR or more subjects which must include the subjects English and Dzongkha (APPENDIX 15) and also receive a minimum of grade D in SUPW.

**NOTE:** Foreign candidates shall be awarded Pass Certificates who at one and the same examination attain the passing mark criteria (40% each) in FOUR or more subjects which must include the subject English and also receive a minimum of grade D in SUPW.

Statements of Marks shall be issued to all candidates who have appeared the examination.

Candidates should have CA, SUPW grades and external examination marks to have their results processed.

## 9.10. Ranking

### 9.10.1. National ranking

The national topper shall rest on a candidate having appeared the Dzongkha subject.

Passing in Dzongkha language paper is compulsory as per the 18th National Education

Conference held in January 2018 and REC Circular n. REC/CDC/01/2016-2018/87 dated



26th January 2018 since the 2018 BCSE examination. (Refer Appendix 15)

**NOTE:** It is optional for a Non-Bhutanese candidate to appear in a second language paper (Hindi, Tamil, etc.) at the BHSEC examination and not compulsory to pass. These language papers have only one paper. The papers are developed and marked by individual test developers recommended by the CISCE.

### 9.10.2. Foreign Candidate

A foreign candidate is permitted to study Dzongkha at the classes IX and XI levels if she/he opts to. However, at the public examinations, they will be subjected to the awardment of Pass Certificate as laid down under 9.9 Awards and Conditions for Bhutanese candidates. He/she shall be declared the national topper after fulfilling the criteria mentioned in 9.9.

### 9.10.3. Merit ranking

Merit ranking for passed candidates is calculated based on English and the best three subjects.

## 9.11. Issue of Results

BCSEA shall issue the following certificates:

1. Statement of Marks
2. Pass Certificate

After declaration of the results these documents shall be sent to the respective schools.

### 9.11.1. Statement of Marks

The Statement of Marks shows the result of the attainment in a subject by a percentage mark.

### 9.11.2. Pass Certificates

The Pass Certificate shows attainment in a subject by a grade of which Grade 1 is the highest and Grade 9 the lowest; only Grades 1 to 7 are reflected on Certificates. The interpretation of grades is follows:

Grade	Standard	Mark Range
1	Very Good	91 - 100
2		81 - 90
3		71 - 80
4	Credit	61 - 70
5		51 - 60
6		46 - 50
7	Pass	40 - 45
8		21 - 39
9		0 - 20

The standard attained in Socially Useful Productive Work & Community Service, abbreviated on the face of the Statement of Marks as SUPW & Community Service, is

indicated by a letter grade of which Grade A is the highest and Grade E the lowest; only Grades A to D are recorded on Certificates. The interpretation of grades is as follows:

Grade	Standard
A	Very Good
B	Good
C	Satisfactory
D	Fair
E	Fail

### 9.11.3. Recognition of BHSEC (Class XII) Examination

The BHSEC Examination is recognized by the following Boards and organizations:

1. Ministry of Education, Bhutan
2. Royal University of Bhutan (RUB)
3. Association of Indian Universities (AIU), India
4. Council of Boards of School Education (COBSE), India
5. Central Board of Secondary Education (CBSE), India
6. Council for the Indian School Certificate Examinations (CISCE), India

### 9.12. Certificate of Migration

Migration certificate (APPENDIX 16) is a document issued by the BCSEA who conducts the public examinations. It facilitates the candidate to get admission to another institute or any education board for further studies. This certificate is directly issued by the concerned school from where the candidate appeared the BHSEC examination. It is issued only to the candidates who have been awarded a Pass Certificate. Migration Certificates shall be supplied by BCSEA to the schools upon request.

### 9.13. Equivalency Certificate

Equivalency Certificate (APPENDIX 17) is a document recognizing the equivalency of the Bhutan Higher Secondary Education Certificate (class XII) to the Indian School Certificate (class XII) of the Council for the Indian School Certificate Examination in India. All the school education member-boards of the Council of Boards of Secondary Education, India and Association of Indian Universities equated the BHSEC with the 12 Year Secondary School Certificate of an Indian Board. It facilitates the candidate to get admission to another institute or any education board for further studies.

## **Chapter 10 Language and Culture Studies Certificate (LCSC X)**

### **10.1. Language and Culture Studies Certificate (LCSC X)**

LCSC X is a two-year course beyond Class VIII or its equivalence. Examinations in all subjects are written in the medium of Chhoeked and Dzongkha except for English.

### **10.2. Conditions of Eligibility for Admission to Class IX**

#### **10.2.1. Candidates**

Candidates who have passed Class VIII in Bhutan are eligible to be admitted in the course of study leading to the LCSC X.

Candidates who have passed Class VIII or its equivalent from recognized boards / institutes with Dzongkha / Chhoeked as a second language are eligible to be admitted in the course of study leading to the LCSC X.

#### **10.2.2. Candidates from Other Boards**

The eligibility of candidates who have been awarded Pass Certificates in the equivalent examination conducted by another examining Board shall be decided by BCSEA. The conditions for eligibility are as follows:

1. The candidates must have been awarded a Pass Certificate in accordance with the requirements of the Council at an equivalent examination taken at one and the same sitting from a recognised Board.
2. The candidates must have obtained pass marks in accordance with the regulations of the Board in (i) English (ii) a Second Language (as alternative course) and (iii) three other written subjects, accepted by BCSEA.

### **10.3. Conditions for Entry to LCSC X**

1. Regular candidates who are registering for LCSC X must have a minimum of 80% attendance in each of the two-year course at school(s) / institutes affiliated to BCSEA.
2. Candidates having completed class IX from other Boards seeking admission in class X with a mark pass in Chhoeked shall be subjected to Change of Board, Chapter 1, Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).
3. Private and Supplementary candidates are not allowed to change their subject initially registered for.
4. BCSE Private candidates and Supplementary candidates are not allowed to sit for the LCSC X the following year. They have to abide by the two-year course criteria. Refer 10.1
5. A BCSE candidate desiring to switch to LCSC X course after completion of class IX, he / she must start the LCSC course from class IX.
6. There is no age limit for candidates taking the examination.

## 10.4. Withdrawal of Candidates

Candidates may be withdrawn at any time prior to the commencement of the examination on account of illness or under special circumstances. Principals should submit applications for withdrawal of candidates to the BCSEA. Candidates withdrawn after the generation of index number shall be reflected as ABSENT.

## 10.5. Syllabus

The syllabi of the LCSC X course jointly developed by the REC (Department of Curriculum and Professional Development) and BCSEA can be obtained on the REC website. ([www.rec.gov.bt](http://www.rec.gov.bt) for details)

The syllabi for classes IX and X are prescribed separately. The syllabus prescribed for class IX is examined internally by schools and the syllabus for class X is examined externally by BCSEA.

## 10.6. Subjects Offered

The subjects offered are assessed in two parts: academic and co-curricular courses. Academic courses are assessed as external examinations at the end of class X. Weighting for Continuous Assessment (CA) and written examinations are specified in the respective subjects under Scheme of Examinations given below. Co-curricular activities are assessed internally by the schools.

### 10.6.1. Part I: External Examination

External examination consists of compulsory and optional subjects.

Compulsory Subjects

1. Dzongkha
2. English
3. Ngagdron (Orthographical Dictionary)
4. Nyenga
5. Sumtag- duedom

Optional Subjects

1. Lhadri
2. Jungrab
3. Tsi
4. Agriculture for Food Security

### 10.6.2. Part II: Socially Useful Productive Work (SUPW) & Community Service

All candidates are required to take up SUPW & Community Service during the course of the academic session for which assessment is done by the school as per the guidelines provided by REC (Department of Curriculum and Professional

Development). The result is reflected in the Statement of Marks and Pass Certificates as grades.

## 10.7. Scheme of Examination

1. All candidates are examined in SIX subjects at the end of Class X, FIVE being compulsory and ONE chosen from the list of optional subjects offered. All candidates must sit for all the six subjects offered so as to obtain their results.
2. The written examination in each subject is assessed externally by BCSEA. CA is carried out by the schools / institutes and the marks are submitted to BCSEA on the dates specified by the Council.
3. English is examined in two separate papers: Writing and Language (English I) and Reading and Literature (English II) of 100 marks each which is converted to 70% each. The CA marks obtained for Writing and Reading Portfolios (30 marks) and Listening and Speaking (30 marks) are added with the examination marks in each paper. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
4. Dzongkha is examined in two separate papers: Writing and Language (Dzongkha I) and Reading and Literature (Dzongkha II) of 100 marks each which is converted to 70%. The CA marks obtained for Writing and Reading Portfolios (30 marks) and Listening and Speaking (30 marks) are added with the examination marks in each paper. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
5. For English and Dzongkha where there are two papers, unattempted paper shall be marked absent and attempted paper shall be assessed and the marks awarded shall be divided by two as the final mark. The final mark shall also take into account the CA for the paper which was not attempted.
6. Ngagdrön is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.
7. Nyenga is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.
8. Sumtag-duedom is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.
9. Lhadri is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.
10. Jungrab is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.
11. Tsi is examined for 100 marks which is converted to 70%. The CA marks (30 marks) obtained is added with the examination marks and entered as the final mark.

12. Agriculture for Food Security (AgFS) is examined for 100 marks which is converted to 40%. The CA marks (60 marks) obtained is added with the examination marks and entered as the final mark.
13. The pass mark in each subject is 40 marks.
14. The writing time for all the subjects is 3 hours except for AgFS which is for 2 hours.

## 10.8. Awards and Conditions for Awards

Pass Certificates shall be awarded to candidates who at one and the same examination attain the passing mark criteria (40% each in both CA and external examination) in FIVE or more subjects which must include the subjects English and Dzongkha (APPENDIX 15) and also receive a minimum of grade D in SUPW.

Statement of Marks shall be issued to all candidates who have appeared the examination.

Candidates should have CA, SUPW grades and external examination marks to have their results processed.

## 10.9. Merit Ranking

Merit ranking for passed candidates shall be calculated based on English and the best four subjects.

## 10.10. Issue of Results

BCSEA shall issue the following certificates:

1. Statement of Marks
2. Pass Certificate

After declaration of the results these documents shall be sent to the respective schools.

### 10.10.1. Statement of Marks

The Statement of Marks shows the result of the attainment in a subject by a percentage mark.

### 10.10.2. Pass Certificates

The Pass Certificate shows attainment in each subject by a grade of which Grade 1 is the highest and Grade 9 the lowest; only Grades 1 to 7 are reflected on the Certificates. The interpretation of grades is as follows:

Grade	Standard	Mark Range
1	Very Good	91 - 100
2		81 - 90
3	Credit	71 - 80
4		61 - 70
5		51 - 60
6	Pass	46 - 50
7		40 - 45

Grade	Standard	Mark Range
8	Fail	21 - 39
9		0 - 20

The standard attained in Socially Useful Productive Work & Community Service, abbreviated on the face of the Statement of Marks as SUPW & Community Service, is indicated by a letter grade of which Grade A is the highest and Grade E the lowest; only grades A to D are recorded on the Certificates.

The interpretation of grades is as follows:

Grade	Standard
A	Very Good
B	Good
C	Satisfactory
D	Fair
E	Fail

### 10.10.3. Recognition of LCSC (Class X) Examination

The Language and Culture Studies Certificate (LCSC X) is recognized by the following boards and organizations:

1. Ministry of Education (MoE), Bhutan
2. Royal University of Bhutan (RUB)
3. Dzongkha Development Commission (DDC)
4. Shedra / Buddhist Institutes (Bhutan)

## 10.11. Certificate of Migration

Migration certificate (APPENDIX 16) is a document issued by the BCSEA who conducts the public examinations. It facilitates the candidate to get admission to another institute or any education board for further studies. This certificate is directly issued by the concerned school from where the candidate appeared the LCSC X examination. It is issued only to the candidates who have been awarded a Pass Certificate. Migration Certificates shall be supplied by BCSEA to the schools upon request.

## 10.12. Equivalency Certificate

Equivalency Certificate (APPENDIX 17) is a document recognizing the equivalency of the Language and Culture Studies Certificate (class X) to the Bhutan Certificate of Secondary Education (class X). It facilitates the candidate to get admission to another institute or any education board for further studies.

## **Chapter 11 Language and Culture Studies Certificate (LCSC XII)**

### **11.1. Language and Culture Studies Certificate XII**

LCSC XII is a two-year course beyond the LCSC X examination or its equivalence. Examinations in all subjects are written in the medium of Chhoekek and Dzongkha except for English.

### **11.2. Conditions of Eligibility for Admission to Class XI**

#### **11.2.1. Candidates**

Candidates with pass marks in five subjects including English and Dzongkha and awarded Pass Certificate in BCSE and LCSC X are eligible to be admitted in courses of study leading to LCSC XII.

Candidates who have passed Class X or its equivalent from recognized boards / institutes with Dzongkha / Chhoekek as a second language are eligible to be admitted in courses of study leading to the LCSC XII.

#### **11.2.2. Candidates from Other Boards**

The eligibility of candidates who have been awarded Pass Certificates in the equivalent examination conducted by another examining Board shall be decided by BCSEA. The conditions for eligibility are as follows:

1. The candidates must have been awarded a Pass Certificate in accordance with the requirements of the Council at an equivalent examination taken at one and the same sitting from a recognised Board.
2. The candidates must have obtained pass marks in accordance with the regulations of the Board in (i) English (ii) a Second Language (as alternative course) and (iii) three other written subjects, accepted by BCSEA.

### **11.3. Conditions for Entry to LCSC XII**

1. Regular candidates who are registering for LCSC XII must have a minimum of 80% attendance in each of the two-year course at school(s) / institutes affiliated to BCSEA.
2. Candidates having completed class XI from other Boards seeking admission in class XII with a pass mark in Chhoekek shall be subjected to Change of Board, Chapter 1, Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).
3. LCSC XII private and supplementary candidates are not allowed to change their subject initially registered for. Supplementary candidates shall be permitted to enter for a Supplementary Pass Certificate in all the subjects offered in the LCSC XII examination earlier by the candidate.
4. BHSEC Private candidates and Supplementary candidates are not allowed to sit for the LCSC XII the following year. They have to abide by the two-year course criteria (Refer 11.1).



5. A BHSEC candidate desiring to switch to LCSC XII course after completion of class XI, he / she must start the LCSC course from class XI.
6. Candidates who have completed class XI shall not be permitted to change their elective subjects in class XII.
7. There is no age limit for candidates taking the examination.

## **11.4. Withdrawal of Candidates**

Candidates may be withdrawn at any time prior to the commencement of the examination on account of illness or under special circumstances. Principals should submit applications for withdrawal of candidates to the BCSEA. Candidates withdrawn after the generation of index number shall be reflected as ABSENT.

## **11.5. Syllabus**

The syllabi of the LCSC XII course jointly developed by the REC (Department of Curriculum and Professional Development) and BCSEA.

The syllabi for classes XI and XII are prescribed separately. The syllabi prescribed for class XI are examined internally by schools and the syllabi for class XII are examined externally by BCSEA.

## **11.6. Subjects Offered**

The subjects offered are in two parts: academic and co-curricular courses. Academic courses are assessed as external examinations at the end of class XII. It has 100% weighting. Weighting for Continuous Assessment (CA) and written examinations are specified in the respective subjects under Scheme of Examinations given below. Co-curricular activities are assessed internally by the schools.

### **11.6.1. Part I: External Examination**

External examination consists of compulsory and elective subjects.

#### **Compulsory Subjects**

1. Dzongkha
2. English / Kheyjug (Virtue)
3. Choedjug (Engaging in the Bodhisattva Conduct or Practices / A Guide to Bodhisattva Practice)
4. Ngagdon & Tagjug (Grammar)
5. Nyenga (Poetry / prosody)

#### **Elective subjects:**

Candidates may take any ONE of the following subjects:

1. Gyelrab (History)
2. Tse (Astrology)
3. Luzhey & Nyencha (Song and Music)
4. Driglam (Bhutanese Etiquette)

5. Agriculture for Food Security (AgFS)
6. Media Studies
7. Environmental Science

#### **ADVISORY NOTE:**

While it is agreed that our education policy is moving towards subject diversification, it is advisable that schools guide their students in making subject choices as per their streams in the most benefiting manner.

The schools could provide a list of future career options and academic opportunities as per the possible subject combinations. This may encourage students to make appropriate choices rather than have them choose the subjects which could limit their future options.

### **11.6.2. Part II: Socially Useful Productive Work (SUPW) & Community Service**

All candidates are required to take up SUPW & Community Service during the course of the academic session for which assessment is done by the school as per the guidelines provided by REC (Department of Curriculum and Professional Development). The result is reflected in the Statement of Marks and Pass Certificates as grades.

### **11.7. Choice of Subjects**

All candidates must register for five compulsory subjects and one elective subject and must have been evaluated internally by the school in SUPW & Community Service.

The choice of subjects may be based on the following:

1. A candidate cannot register for more than six subjects.
2. A school shall admit only those candidates in which the school has provisions to provide the courses / subjects.
3. The school should ensure candidates are admitted into various streams / subjects based on the admission criteria requirements set by universities and career options.

### **11.8. Scheme of Examination**

1. The examination at the end of Class XI shall be conducted by the school who shall also be responsible for their candidates' promotion to Class XII.
2. All candidates are examined in SIX subjects at the end of Class XII.
3. The written examination in each subject is assessed externally by BCSEA and shall carry a 100% weighting. CA including practical and project works are carried out and assessed by the schools/institutes as per the requirement of respective subjects and the marks are submitted to BCSEA on the dates specified by the Council.

4. English is examined in two separate papers: Writing and Language (English I) and Reading and Literature (English II) for 100 marks each which is converted to 80%. The CA marks obtained for Writing and Language (20%) and Reading and Literature (20%) are added with the written examination marks in each paper. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
5. Kheyjug is examined externally for 100 marks. The marks obtained for the examination are entered as the final marks. It is offered only to LCSC XII CE candidates in lieu of English subject.
6. Dzongkha is examined in two separate papers: Writing and Language (Dzongkha I) and Reading and Literature (Dzongkha II) for 100 marks each which is converted to 80%. The CA marks obtained for Writing and Language (20%) and Reading and Literature (20%) are added with the written examination marks in each paper. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
7. For English and Dzongkha where there are two papers, the unattempted paper shall be marked absent and attempted paper shall be graded and the marks awarded shall be divided by two and the final mark.
8. Choedjugis examined for 100 marks which is converted to 80%. The CA marks (20%) obtained is added with the examination marks entered as the final mark.
9. Ngagdon is examined for 100 marks which is converted to 80%. The CA marks (20%) obtained is added with the examination marks entered as the final mark.
10. Nyengag is examined for 100 marks which is converted to 80%. The CA marks (20%) obtained is added with the examination marks entered as the final mark.
11. Gyelrab is examined for 100 marks which is converted to 80%. The CA marks (20%) obtained is added with the examination marks entered as the final mark.
12. Tse is examined for 100 marks which is converted to 80%. The CA marks (20%) obtained is added with the examination marks entered as the final mark.
13. Luzhey & Nyencha is examined for 100 marks which is converted to 80%. The CA marks (20%) obtained is added with the examination marks entered as the final mark.
14. Luzhey & Nyencha is examined for 100 marks which is converted to 80%. The CA marks (20%) obtained is added with the examination marks entered as the final mark.
15. Driglam is examined for 100 marks which is converted to 80%. The CA marks (20%) obtained is added with the examination marks entered as the final mark.
16. Media Studies, Agriculture for Food Security and Environmental Science will follow the same scheme of examination as given in BHSEC.
17. Changes in elective subjects after generation of index numbers are not allowed.
18. The pass mark for each subject is 40 marks.
19. The writing time for all the papers is 3 hours.

## 11.9. Awards and Conditions for Awards

Pass Certificates shall be awarded to candidates who at one and the same examination attain the passing mark criteria (40% each in both CA and external examination) in FOUR or more subjects which must include the subjects English and Dzongkha (APPENDIX 15) and also receive a minimum of grade D in SUPW.

Statements of Marks shall be issued to all candidates who have appeared the examination.

Candidates should have CA, SUPW grades and external examination marks to have their results processed.

## 11.10. Merit Ranking

Merit ranking for passed candidates shall be calculated based on English or Kheyjug and the best three subjects.

## 11.11. Issue of Results

BCSEA shall issue the following certificates:

1. Statement of Marks
2. Pass Certificate

After declaration of the results these certificates shall be sent to the respective schools.

### 11.11.1. Statement of Marks

The Statement of Marks shows the result of the attainment in a subject by percentage mark.

### 11.11.2. Pass Certificates

The Pass Certificate shows attainment in a subject by a grade of which Grade 1 is the highest and Grade 9 the lowest; only the Grades 1 to 7 are reflected on the Certificates. The interpretation of grades is as follows:

Grade	Standard	Mark Range
1	Very Good	91 - 100
2		81 - 90
3	Credit	71 - 80
4		61 - 70
5		51 - 60
6	Pass	46 - 50
7		40 - 45
8	Fail	21 - 39
9		0 - 20

The standard attained in Socially Useful Productive Work & Community Service, abbreviated on the face of the Statement of Marks and Pass Certificates as SUPW & Community Service, is indicated by a letter grade of which Grade A is the highest and Grade E the lowest; only Grades A to D are recorded on the Certificates.

The interpretation of grades is as follows:

Grade	Standard
A	Very Good
B	Good
C	Satisfactory
D	Fair
E	Fail

### **11.12. Recognition of LCSC (Class XII) Examination**

The LCSC XII is recognized by the following Boards and organizations:

3. Ministry of Education (MoE), Bhutan
4. Royal University of Bhutan (RUB)
5. Dzongkha Development Commission (DDC)
6. Shedra / Institute (Bhutan)

### **11.13. Certificate of Migration**

Migration certificate (APPENDIX 16) is a document issued by the BCSEA who conducts the public examinations. It facilitates the candidate to get admission to another institute or any education board for further studies. This certificate is directly issued by the concerned school from where the candidate appeared the LCSC XII examination. It is issued only to the candidates who have been awarded a Pass Certificate. Migration Certificates shall be supplied by BCSEA to the schools upon request.

### **11.14. Equivalency Certificate**

Equivalency Certificate (APPENDIX 17) is a document recognizing the equivalency of the Language and Culture Studies Certificate (class XII) to the Bhutan Higher Secondary Education Certificate (class XII). It facilitates the candidate to get admission to another institute or any education board for further studies.

## Chapter 12 Assessment and Examination for Students with Disabilities [DRAFT]

With the increasing number of students with special education needs and learning difficulties in our schools, the need has been felt to streamline, facilitate and support the smooth transition of such candidates through alternative learning programmes.

Therefore, there will be candidates who will be able to appear the public examinations independently while some may require concessions and furthermore some may not be able to participate due to their education taking a different path.

The guidelines laid down in this chapter will provide procedures to ensure that candidates with disabilities receive equitable assessment and examination, and appropriate promotion and transition without compromising the standards being tested so that the candidates can be recognised for their attainment.

### 12.1. Alternative Pathways and Programmes

#### 12.1.1. Extended Learning Time

This is a programme for candidates enrolling in the general curriculum and opting to appear for the public examinations. The candidates in this category will have a time extension of two to three years to complete the course based on the candidate's ability.

##### 12.1.1(a) Registration and Assessment

The candidate shall fulfill all the clauses laid down in the 'Scheme of Examination' as given in chapters 8, 9, 10 and 11.

The concerned school shall send their application [Appendix 1 (Evidence of Disability) and Appendix 2 of the Guidelines on Assessment, Examination, Promotion and Transition for Students with Disabilities (GAEPT) to BCSEA by August 31 when the student is in class IX or XI. BCSEA shall validate and approve the applications received by November 30.

Registration of the candidates to appear the public examinations will be done by the schools with their non-disabled peers online as specified by BCSEA the following year.

##### 12.1.1(b) Conditions, concessions and awards

1. In the 1<sup>st</sup> Year, the candidate shall appear in a minimum of 4 papers which are compulsory, viz., English I & II and Dzongkha I & II.

In the event a candidate is unsuccessful in any one or more of the papers, the school will be informed to enable the candidate to take the next course of action as mentioned below.

The candidate has to reappear for the failed paper/s in the 2<sup>nd</sup> year and also appear for the subjects registered for that year.

2. In the 2<sup>nd</sup> Year, the candidate shall appear in a minimum of 4 papers/subjects for BCSE (example, HCG1, HCG2, Science paper 1 - Physics and paper 2 - Chemistry); 2 subjects for LCSE-X (example, Sumtag-duedom and Ngagdron); 3

papers/subjects for BHSEC (example, Geography, History and Economics) and 2 subjects for LCSC-XII (example, Choedjug, Ngagdon & Tagjug) examinations.

In the event a candidate is unsuccessful in any one or more of the subject(s)/paper(s), the school will be informed to enable the candidate to take the next course of action as mentioned below.

The candidate has to reappear for the failed papers/subjects in the 3rd year and also appear for the subjects registered for that year.

3. In the 3<sup>rd</sup> Year, the candidate shall appear for the rest of the papers/subjects for BCSE (example, paper 3 - Biology, Mathematics, Economics/Environmental Science/etc.) for LCSC-X (example, 2 subjects – Nyenga and Lhadri/Jungrab/Tsi/AgFS); for BHSEC (example, Computer Studies/Business Mathematics/etc.) and for LCSC-XII (example, 2 subjects- Nyengag and Gyelrab/ Tse/ Luzhey & Nyencha/ Driglam/AgFs/ Media Studies/ Environmental Science).
4. The result of the candidates will be processed only upon appearing in all the registered subjects for the examinations.
5. Candidates will be awarded a pass certificate within two to three years upon fulfilment of the assessment components of the course.
6. Candidates who are unsuccessful in completing the examinations within 3 years of extended learning time, the centre can award a certificate of completion with the marks obtained in public examinations and seek endorsement from BCSEA.

### **12.1.2. Selective and Functional Learning Certificate (FLC)**

This is a programme for candidates who are not enrolled in the general curriculum. These candidates study a mixed mode curriculum, a combination of the general curriculum and selective and functional learning programme developed by the Royal Education Council.

#### **12.1.2(a) Registration, Assessment and Award**

1. The concerned school shall send their application [Appendix 1 and Appendix 3 of the Guidelines on Assessment, Examination, Promotion and Transition for Students with Disabilities (GAEPT)] to BCSEA by July 31 when the student is in classes X and XII.
2. BCSEA shall validate and approve the applications received by September 30.
3. The school is required to send the Individualised Education Plan (IEP) and formative assessment records of the candidate/s carried out by the school to BCSEA for validation.
4. The schools shall certify the students' result for classes X and XII Functional Learning Certificate (FLC) and seek endorsement from BCSEA.

### **12.1.3. Functional and TVET Learning Certificate (FTLC)**

This is a programme for candidates who are more inclined to technical and vocational trades. Such candidates opt for TVET as an optional programme along with the selective and functional learning programme.



**12.1.3(a) Registration, Assessment and Award**

1. The concerned school shall send their application [Appendix 1 and Appendix 4 of the Guidelines on Assessment, Examination, Promotion and Transition for Students with Disabilities (GAEPT)] to BCSEA by July 31. When the student is in classes X and XII.
2. BCSEA shall validate and approve the applications received by September 30th.
3. MoLHR shall assess and evaluate the candidates as per the criteria detailed in the TVET curriculum in collaboration with BCSEA and MoE.
4. The schools shall certify the students' result for classes X and XII Functional Learning and TVET Learning Certificate (FTLC) and seek endorsement from BCSEA.

**12.1.4. Functional Learning with Pre-vocational Skills Certificate**

This is a programme for candidates who are unable to take the above programmes (extended learning programme, FLC and FTLC). Such candidates can opt for functional learning programme with modified pre-vocational skills based on the curriculum developed by REC.

**12.1.4(a) Registration, Assessment and Award**

1. The concerned school shall send their application [Appendix 1 and Appendix 4 of the Guidelines on Assessment, Examination, Promotion and Transition for Students with Disabilities (GAEPT)] to BCSEA by July 31 when the student is in classes X and XII.
2. BCSEA shall validate and approve the applications received by September 30.
3. MoE and BCSEA shall monitor and validate the mode of assessment as per the criteria detailed in the functional and modified pre-vocational skills curriculum developed by REC.
4. The schools shall certify the students' result for classes X and XII Functional Learning Curriculum with Pre-vocational Skills and seek endorsement from BCSEA.

**12.2. Accommodations**

1. An accommodation is a change in test preparation, location, timing, scheduling, expectation, student response, or other attributes that provides access for a student with a disability to participate in a test and it does not fundamentally alter or lower the standard of test. Accommodations are to provide equitable access to complete the examination for the candidates with disabilities and not to give an undue advantage. An accommodation does not affect the integrity of an examination or assessment.
2. For candidates with disabilities, standard concessions such as extended time, braille or large print question-answer booklets, scribes to record dictated notes, readers, supervised breaks, wheelchair accessible examination rooms, washroom accessible examination rooms, etc., will be granted depending on the need of the candidate and on recommendation and validation by the school applying for it.



3. BCSEA officials shall visit schools with SEN programmes if required and where relevant.
4. Schools should complete applying for accommodations for their students as specified in the various alternative pathways and programmes before online registration closes to support accommodation.
5. BCSEA and MoE will thoroughly examine and validate the applications before granting approval as specified in the various alternative pathways and programmes.
6. BCSEA shall refer Part Three – Accommodations for Examinations under Guidelines on Assessment, Examination, Promotion and Transition for Students with Disabilities (GAEPT) for a list of accommodations to be provided during examinations.
7. Any devices such as computer, tablets, etc., required for the candidate to appear for the examinations must be kept ready and in working condition by the centre.

## Chapter 13 Financial Management

### 13.1. Introduction

This chapter introduces the broad principles of accounting and the overall mechanism for management of funds released for BCSEA activities.

1. Pre-moderation
2. Test Development Workshop
3. Post-moderation
4. Review of Public Examination documents
5. Supervising Examiners' Orientation Workshop
6. Invigilation Duty
7. Visiting Examiner Duty
8. Centre Visit
9. Marking Camp
10. Clerical Recheck
11. Pupil Performance Report

The clauses incorporated in this chapter have been taken from the BCSR-2018 and FRR-2016.

### 13.2. Objective

The overall purpose of the Financial Management shall be to achieve efficiency, effectiveness, equity, sustainability, transparency and accountability (FRR 2016) through the following:

1. Strengthen financial management and judicious use of public resources.
2. Ensure timely and efficient release of funds.
3. Monitor financial compliance and discipline in the utilization of funds.
4. Ensure timely submission/ receipts of accounts from the centres.

Officials from teaching profession deputed for any BCSEA related activities shall adhere to the following rules and regulations:

### 13.3. Requirement

1. Relieving order from the respective institution's head should be attached for any claims.
2. System generated (EPEMS) pay slip duly signed by the account's head should be attached with the DSA claims for Test Development and Marking Workshop. The pay details of the private schools teachers deputed for the BCSEA related duties shall be cross verified with their PIT from RRCO. Teachers from private schools must attach their latest TDS certificate sealed and signed by their respective school accounts officer.

3. The official claiming DHOLAM/ PORTER PONY should attach the government standing rules or circular from the concerned Dzongkhags.
4. The official shall take the shortest route to attend the assigned activity.
5. The official shall complete the online TA bills and submit to respective subject coordinators/specialists along with required documents as specified under the clauses of 13.3.
6. The Subject Coordinators/Specialists shall compile the TA bills with the attendance sheet and duly verify and sign prior to the final submission to the AFS, BCSEA.
7. The official shall provide the correct BoBL account number while making claims. In case if the account number is found to be incorrect by BoBL, the AFS, BCSEA shall request the BoBL to prepare a demand draft/cash warrant in the name of the concerned official(s) and the banking charges for the same shall be deducted from the claimant. The demand draft/cash warrant should be collected by the individual from the BoBL.

### **13.4. Entitlement**

1. The Conveners or the official authorized by the Convener as Drawing and Disbursing Officer for funds received from BCSEA are allowed to claim DSA for banking works provided they fulfil clauses 13.4.7, 13.4.8, 13.4.9 and 13.4.10 mentioned below. However, BCSEA shall not entertain entitlements for travels such as follow-up work with the bank and reaching of packed question-answer booklets to the transportation agency.
2. Night guard allowance of Nu 3,000/- shall be paid to the night guard for the time period starting from the receipt of the question papers till the dispatch of consignment by the Convener with proper receipt of documentation.
3. The stationery budget for the centres has been discontinued with effect from 2018 examinations.
4. The TA/DA to Chief / Dy.Chief DEOs/TEOs visiting the examination centres shall be borne by the concerned Dzongkhag/Thromde Administration.
5. The refreshment budget of Nu 50 per head per exam shall be provided to every centre and any excess expenditure incurred on refreshment shall not be borne by BCSEA.
6. The incentives for SE (Nu 600), ASE (Nu 500) and Invigilators (Nu 400) is a one-time payment for those officials on exam duty.
7. DSA shall be paid to the official travelling from a location farther than 10 KM from the duty station provided his/her absence from the duty station exceeds 8 hours (BCSR-2018/16.4.1).
8. The day of duty shall be calculated from the time of commencement of the journey from the place of posting and the days shall be calculated on the basis of 24 hours of absence from the duty station (BCSR-2018/16.4.2).
9. Half DA shall be paid if the absence from the duty station is more than 8 hours but less than 12 hours and full DA shall be paid if the absence is 12 hours or more (BCSR-2018/16.4.3).

10. For return journey from the duty station, half DSA shall be paid to the officials travelling equal to or less than 75 KMs from their respective duty station as suggested verbally by the RAA officials.
11. Full DA shall be paid only for the first 30 days of continuous halt on duty at one particular place. After 30 days, only 50% of the DA shall be paid for a maximum period of five subsequent months. For continuous stay beyond 6 months, no DA shall be admissible (BCSR-2018/16.4.4).
12. The mileage rate is maintained at Nu.16/km and extended to all public servants (irrespective of position level) as per the 2019 Pay revision notification F/MoF/DNB-Rules/ 2019-20/04 dated 8th July, 2019.
13. Officials shall not claim mileage as a matter of right. The school management shall rationalize travel arrangements and encourage carpooling wherever possible for cost effectiveness (BCSR-2018/16.6.6).

### **13.5. Bank Account for Centre Payment**

1. All the examination centres should have an official account (SDF/CD) maintained with any of the BoBL branches for release of centre payment.
2. Personal accounts maintained with BoBL shall not be accepted for release of centre payment.

### **13.6. Release of Fund for BCSEA Activities**

Release of fund to examination centres shall be made to their respective official account (SDF/CD) as per the timeline indicated below provided the centres don't have any unsettled accounts due from the previous year(s):

1. Release of the fund shall be made as calculated in BCSEA online Dashboard. The amount shall be released in two stages: 50% of the total budget before the start of the exam and the rest 50% will be released when exams are under progress.
2. Supplementary/Additional fund shall not be entertained. However, examination centres receiving additional invigilators can request for Supplementary/Additional Budget through BCSEA online Dashboard, with proper justification, workings and written approval from the Controller of Examinations.
3. The supplementary fund shall not be entertained after the completion of the examinations.

#### **Timeline for Release of funds**

Sl. No.	Type of Release	Document Required	Timeframe for Release
1	Payments	No documents needed. Release shall be made as per the estimation report generated from BCSEA online Dashboard.	Release to be completed before 5 working days prior to the start of the exam.
2	Supplementary	Justification with workings by the centres and written approval from the Controller of Examinations.	Release to be completed within 3 working days from the receipt of the request.

### 13.7. Submission of Accounts

1. The accounts for the fund released to examination centres should be submitted to AFS, BCSEA latest by 7 working days after the completion of examination through registered post. Scanned copies of the accounts (bills, TA/DA forms) shall be retained by the centre for future reference. The postal charges shall be borne by the individual Centres; this must be strictly complied by all the Conveners.
2. The account should be submitted in the format provided in the BCSEA online Dashboard (sample given below).
3. The balance fund released to centres must be refunded via draft in favour of Director, BCSEA within 7 working days after the completion of examinations.

#### Receipt & Payment Statement Format for Centre Payment (Accounts Summary):

Sl. No.	Particulars	Amount (Nu.)	Remarks
Receipt (A)	Funds Received from BCSEA (VE+ME)		The total amount released by BCSEA (VE+ME) must be mentioned here for True & Correct Account.
	Supplementary/Additional fund received from BCSEA (if any)		
	Total Receipts (A):		
Payment (B)	TA/DA for VE		It must be supported with all relevant documents for the claim/payments made.
	Refreshment for VE		
	TA/DA for ME		
	Refreshment for ME		
	Night Guard Allowance		
	Total Payments (B):		
C	Closing Balance (C) = (A – B)		If any positive balance then the balance to be refunded to BCSEA via draft in favour of Director, BCSEA.
			If any negative balance then the BCSEA office shall refund to the respective schools account.

Prepared by:

Verified by:

(Signature)

(Signature of Convener)

Name &amp; Designation

Name &amp; Seal

Date:

Date:

**Important points to be considered while submitting the accounts:**

1. Need to have an official cover letter addressed to the Finance Officer, AFS, BCSEA for accounts submission. The subject to be mentioned as “Centre Payment Accounts for (YEAR)”.
2. Need to be in a proper summary format as given above. The documents while being submitted should include: cover letter, accounts summary, TA/DA forms, bills and any other relevant documents.
3. Any refund to BCSEA must be in the form of a draft made in favour of the Director, BCSEA. No personal accounts of BCSEA officials should be used for acceptance of any transfer of refund.

**13.8. Penalty**

1. If any Centre has not settled the accounts of the previous year(s), the release of funds for the current year examinations shall be withheld by AFS, BCSEA until the accounts have been settled.
2. For any official misconduct by the official deputed for BCSEA programmes, he/she shall be terminated from the assigned work without any financial benefits.

**13.9. Roles and Responsibilities of HR/ADMIN, Finance & SED Focal Person, BCSEA:**

1. Coordinate the logistics for all SED activities.
2. Examine each item of TA/DA / other bills in line with the rules and regulations specified under clauses mentioned above.
3. Observe the timeline for the release of funds and settlement of accounts.
4. Ensure timely release of payments for all BCSEA related activities such as bills and TA/DA.

## Appendices

### Appendix 1 BBE Circular for Change of Examination Centres



འབྲུག་ཚེས་རྒྱུག་མ་བོད་ཚོགས་ཀྱི་  
**BHUTAN BOARD OF EXAMINATIONS**  
Ministry of Education  
Thimphu: Bhutan  
Tel: +975-02-322724, 326559, 326558 Fax: 325086 E-Mail: bbe@draknet.bt



MoE/BBE/Adm-6/2006

March 13, 2006

To  
The Principals  
Middle and Higher Secondary Schools

#### CIRCULAR

With reference to the approval of the Ministry of Education, vide Note Sheet No. MOE/BBE/Adm- 13/2006, March 3, 2006, the middle and higher secondary schools concerned are hereby instructed to abide by the following instructions regarding the change of examination centres till further notice.

No students are allowed to change their centres of examinations once they are registered in a school in class IX for Bhutan Certificate of Secondary Education (BCSE) class X and class XI for Bhutan Higher Secondary Education Certificate (BHSEC) class XII.

Only the following cases can be referred to the BBE by the schools:

- a. **Transfer of parents or guardians:** If the student is a day scholar and his /her parents or guardians get transferred to another place, the school should forward such cases to the BBE with due justifications for the transfer and a copy of the transfer order of the parent or guardian.
- b. **Medical Ground:** If the school where the student is studying does not suit the student on the medical ground, the school should forward the case to the BBE with a recommendation letter from the competent medical authority.

The cases will be examined by the BBE and upon approval from the Ministry of Education; the acceptance of transfer will be conveyed to the schools.

Secretary of Examinations Bhutan Board of Examinations

Copies to:

1. Secretary, Ministry of Education, Thimphu
2. Deputy Secretary, PPD, MoE, Thimphu with a request to publish in the forthcoming issue of the Education Policy Guidelines and Instructions.
3. The Director, Department of School Education, Ministry of education, Thimphu
4. All the Dzongkhag Education Officers concerned
5. Sonam Gyeltshen, BBE to put it in the Education Website
6. O/C



## Appendix 2 Eligibility Certificate



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་ལྷན་ཁག་  
Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



Ref.# BCSEA(03)SED-BHSEC/

Dated:

### BHUTAN HIGHER SECONDARY EDUCATION CERTIFICATE ELIGIBILITY CERTIFICATE

Name : \_\_\_\_\_ EC No. \_\_\_\_\_

This is to certify that the candidate is considered eligible for admission to Class XI for preparation in courses of study leading to the **BHUTAN HIGHER SECONDARY EDUCATION CERTIFICATE**.

Date: 

--	--	--	--	--	--	--	--

\_\_\_\_\_  
**Controller of Examinations**

Post Box: 156  
Phone: +975-2-322724 | 332546 | 326559  
Fax: +975-2-325086

Email: bcsea@bcsea.bt  
Website: www.bcsea.bt  
Location: Babesa Thimphu





1. I, \_\_\_\_\_, am aware of my duties and instructions as detailed under the 'Duties and Instructions' of the Convener / Supervising Examiner / Assistant Supervising Examiner / Visiting Examiner / Invigilators / Night Guard / Scribe / Reader / Practical Assistant (circle the appropriate) of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).
2. As the CONVENER / SUPERVISING EXAMINER / ASSISTANT SUPERVISING EXAMINER / VISITING EXAMINER / INVIGILATORS / NIGHT GUARD / SCRIBE / READER / PRACTICAL ASSISTANT for BCSE / BHSEC / LCSC X / LCSC XII (circle the appropriate) for the center \_\_\_\_\_, I will
  - 2.1. understand the serious nature of the job and the level of integrity, commitment and discipline entailed.
  - 2.2. undertake all the responsibilities, starting before the conduct of the examinations till after the examinations is completed, with a heightened sense of consciousness, integrity, commitment and discipline.
  - 2.3. consciously undertake any additional responsibilities assigned by the BCSEA.
3. For lapses in my job responsibilities summarized and as required under 2 above, I/will be:
  - 3.1. verbally reprimanded.
  - 3.2. answerable to any investigation.
  - 3.3. required to give a written statement.
  - 3.4. issued a letter of reprimand.
  - 3.5. answerable to HRC of Dzongkhag/Thromde and school.
  - 3.6. subject to appropriate disciplinary and legal action as per the BCSR rules and regulations.

Affix  
Legal  
Stamp

Email: [bcsea@bcsea.bt](mailto:bcsea@bcsea.bt)  
Website: [www.bcsea.bt](http://www.bcsea.bt)  
Location: Babesa Thimphu



## **Appendix 5      Checklist for Supervising Examiner, Assistant Supervising Examiner and invigilator**

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This checklist summarizes the most essential actions for the invigilation of examinations. Supervisors, Assistant Supervising Examiners and Invigilators must be familiar with the current edition of the Rules and Regulations for the Conduct of Council Examinations in Bhutan (latest version) and specifically with Chapter 2 which should be referred to for detailed instructions and guidance.

### **A. Arrangements for the Examination Room: Supervising Examiners**

1. Check that any charts, diagrams, etc, have been cleared from the walls, pillars, ceiling, etc.
  - a. Check that you have on display the following clearly visible to the candidates:
  - b. Important Notice to Candidates in strategic places;
  - c. Clocks in the hall and classroom, if possible;
  - d. Chalkboard showing starting time and finishing time of the examination;
  - e. Examination time tables.
2. Ensure that you know:
  - a. the latest Rules and Regulations;
  - b. any subject-specific instructions;
  - c. the seating plan of the examination room;
  - d. the invigilation duty roster.

### **B. Brief candidates that:**

1. any unauthorized materials must be handed to the invigilators or kept outside the examination room;
2. any breach in the examination rules and regulations will lead to the cancellation of the result;
3. they will be frisked/checked at entry point of the exam hall as well as after visiting toilet;
4. they start writing only after 15 minutes of reading the question paper;
5. carry admit cards with them all the time and produce when asked for.

### **C. Identification of Candidates**

Check the admit card of each candidate to ensure that he/she is the same person registered for the examination.

### **D. Before the Examination**

1. Open the question paper packet in the designated examination room (SE);
2. Bring in the required number of question paper in the examination room (Invigilator);
3. Distribute question paper 15 minutes before writing starts (Invigilator);

4. Let the candidates read question papers for 15 minutes with pens down (Invigilator);
5. Instruct the candidates to start writing after 15 minutes (Invigilator);
6. Instruct candidates to check whether they have received the correct question-answer booklet with their names and index number. Draw their attention to the instructions on the front of the question paper/booklet (Invigilator);
7. Remind candidates to write in blue or black ink only (Invigilator).

## **Appendix 6     A brief guide to Visiting Examiners for Practical Examinations**

### **A BRIEF GUIDE TO VISITING EXAMINERS FOR PRACTICAL EXAMINATIONS**

Practical examinations are not as easy to invigilate as most of the written examinations because they are held in laboratories. Candidates often have more items on the desk and may need to move around. This can make malpractice harder to spot and, therefore, the BCSEA has produced the following guidelines to help you prepare yourself as a visiting examiner.

1. Familiarize yourself with this guide which applies to the visiting examiner for practical examinations. Also ensure you have access to a copy of the Confidential Instructions for that particular examination and are familiar with it. Even if you are not a subject coordinator, it may have special instructions dealing with the general administration of the examination and other details that are relevant.
2. Assist the Supervising Examiner to arrange the practical examination rooms. No candidate appearing the practical examination should be involved in the arrangement of the room.
3. For computer practical examination, make sure that the LAN is disconnected, no information is stored in computer that may help the candidate and no thumb drives or essential details are connected to CPU for examinations.
4. Prior to the arrival of the candidates and the start of the examination, look carefully around the room and ensure all posters, diagrams and anything that might aid or distract candidates are removed from the walls.
5. When the candidates arrive, ensure that all unauthorized materials have been handed in. Remind candidates that they should write in black or blue ink ballpoint pen. Pencil should be used for graphs/diagrams only.
6. Throughout the examination, a subject teacher of the school wherever possible should be available to help you deal with any technical difficulties or safety issues that may arise.
7. During the examination, it is recognized that some movement by candidates and spoken instructions may be necessary, but these are essential to the examination. All equipment and chemicals should be arranged to limit the need for any movement as much as possible.
8. Be constantly vigilant and observant to provide any help needed to candidate such equipment material needed for the experiment.
9. Move around the laboratory. If you see any unauthorized material, remove it (without disturbing the surrounding candidates). In the unlikely event there is a serious breach of examination security (e.g. pre-prepared notes are discovered or obvious collusion between candidates), the SE should be informed and the incident detailed on the Supervisor's Report. The BCSEA must be informed immediately of any such incident. If candidates are disruptive, the SE should be informed and the candidate should be removed quietly from the examination room. Again, the BCSEA must be informed immediately of such an incident.
10. If a candidate appears to be having problems with faulty equipment, inform the subject teacher. A note should be made on the Practical Examination Report

supplied by BCSEA of any such help given to the candidate and included with the scripts for dispatch to the BCSEA.

11. Visiting examiner and subject teachers should not comment on any aspect of the candidates' work, and should not communicate with candidates except for administrative or safety reasons. Any help given to a candidate must be noted and the candidate may be penalized. No assistance must ever be given with analysis of data.
12. If a candidate is experiencing difficulties in the examination, communication should be with that candidate only and general announcements should not be made. If there is a problem with the equipment supplied, an announcement may be made but, again, a note must be made in the Practical Examination Report Form, detailing the announcement and reasons, and included in the scripts for dispatch to the BCSEA.
13. Finally, the visiting examiner should complete and sign a copy of the Practical Examination Report Form. This report form has to be filled for each paper and sent to the BCSEA along with the answer scripts.

## Appendix 7 Important Notice to Candidates

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### IMPORTANT NOTICE TO CANDIDATES

Supervising Examiners are advised to take care that the candidates are carefully instructed to carry out the following:

#### COVID-19 Safety Protocols

1. Wear mask compulsorily
2. Undergo thermal screening before entering the examination room / at the school gate (for day scholars)
3. Wash your hands before entering examination room / hall with soap and water for at least 20 seconds or use personal hand sanitizer
4. Do not touch your face with unwashed hands
5. Keep a distance of at least 1 meter away from others
6. Avoid crowding before and after the examination
7. Sneeze or cough into elbow or hemchu or handkerchief
8. Do not share cups, eating utensils, food or drinks with others
9. Do not stigmatize your peers or tease anyone about being sick; remember that the virus can affect anyone
10. Inform convener, officials conducting examinations, parents or caregiver if they feel sick
11. Follow the instructions given by the Supervising Examiners during the briefing before the examination

#### Regulations

1. Make sure you know the following rules.
2. Make sure that you attend the examination in a proper dress.
3. You must produce your Admit Card for every examination.
4. You must be on time for all examinations. If you are late, you may not be admitted.
5. You may take into the examination room only the materials and equipment which are allowed.
6. You must not take part in any unfair practice while taking the examination.
7. You must not talk to or disturb other candidates once the examination has started.
8. Visit to toilets shall not be permitted except where arrangements are made for adequate vigilance.

#### Information

##### Make sure that you:

1. know the dates and times of your examination.



2. know that you may be checked physically before entering the examination room by the Supervising Examiner and Invigilators.
3. arrive at least ten minutes before the start of each examination.
4. report to the Supervising Examiner of the particular examination, if you arrive late for that examination.
5. must be PRESENT for all papers registered.

### **Remember to**

1. leave outside the examination room, or with the invigilator, anything that you do not need or which is not allowed (e.g., mobile phones and other electronic devices).
2. take into the examination room pens, pencils, erasers and any instruments that you need for the examination.
3. write in either blue / black ball-point pen / fountain pen ONLY.
4. not to borrow anything from another candidate during the examination.

### **Calculators**

1. You may not use a calculator, unless you are told that you may do so.
2. If you use a calculator,
  - a. make sure it works properly.
  - b. clear anything stored in it.
  - c. does not have room for any operating instructions or prepared programmer in it.

### **Examination Instructions**

1. Listen to the invigilator and do what you are asked to.
2. Ensure the correctness of your details printed on the front of your question-answer booklet before the start of the examination.
3. Inform the invigilator at once,
  - a. if you think you have not been given the right question paper or all the materials listed on the front of the paper.
  - d. if the question paper is incomplete (missing pages), badly printed or damaged.
4. Read carefully the instructions printed on the question-answer booklet. Do what they ask you to do.
5. All rough work must be done in the space provided in the question-answer booklet.
6. Allocate your time for answering each question as per the marks allotted to the question.
7. BHSEC science practical examinations shall begin at 7:00 am.



### **Advice and Assistance**

1. If, on the day of the examination, you feel that your work may be affected by ill-health or any other reason, tell the invigilator immediately.
2. If, during the examination, you have a problem and are on doubt about what you should do, put your hand up to draw attention. The invigilator shall come and assist you.
3. You may not ask for, and shall not be given, any explanation of the examination question.

### **Leaving the Examination Room**

1. You are not allowed to leave the examination room until at least half an hour before the completion of the examination. If you are allowed to leave before the end of the examination, you shall not be allowed to return.
2. If you have used loose sheets of answer-paper, you must place them in the correct order. Fasten them together before you leave.
3. You must not leave the examination room until the invigilator tells you to do so.
4. You must not take out any pages from the answer-booklet sheet.

### **Use of unfair means**

5. If you try to use any unfair practice in connection with the question papers, your results in the examination as a whole shall be cancelled.
6. The following constitute the use of unfair means in the examination:
  - a. giving or receiving help from any fellow candidate or an agency within or outside the examination centres or any member of the supervisory staff or any other person or source for the purpose of solving / answering the questions.
  - b. copying from another candidate's work.
  - c. allowing another candidate to copy your own work.
  - d. possessing books, notes, or any other informative document / written information on clothes or body parts from which to copy answers to questions.
  - e. influencing or intimidating supervisory staff to overlook the use of unfair means.
  - f. creating indiscipline in or around the examination room.
  - g. possessing any object or instrument which may be used as a weapon in the examination room.
7. If further investigation is necessary, the results of the candidates concerned shall be with-held till the outcome of the investigation.
8. Despite being frisked / checked at entry point of the exam hall as well as after visiting toilet if found possessing unauthorized materials inside examination hall, your result shall be cancelled.

**CANDIDATES RESORTING TO ANY FORM OF MALPRACTICE SHALL HAVE THEIR RESULTS IN THE EXAMINATION AS A WHOLE CANCELLED.**

**A COPY OF THIS NOTICE MUST BE DISPLAYED OUTSIDE THE EXAMINATION ROOM.**

## Appendix 8 Seating Plan in an Examination Room (Classroom)

### Seating Plan in an Examination Room (Classroom)

Index No. 0100728000	Invigilator's Table		Index No. 0100728017
Index No. 0100728001	Index No. 0100728008	Index No. 0100728009	Index No. 0100728016
Index No. 0100728002	Index No. 0100728007	Index No. 0100728010	Index No. 0100728015
Index No. 0100728003	Index No. 0100728006	Index No. 0100728011	Index No. 0100728014
Index No. 0100728004	Index No. 0100728005	Index No. 0100728012	Index No. 0100728013

**NOTE:** This is to be used as a guide only. Alternative seating arrangement in rows is also possible. Seating arrangements for a big hall (example Multi-purpose Hall) and classrooms will have to be different depending on the available space at the centre as well as type of furniture. Long desks could accommodate 1 candidate seated at each end while small tables/desks may be able to accommodate only one. Positioning of invigilators in a big hall at appropriate places will be very important whereas classrooms will have one invigilator.

## Appendix 9 Centre Inspection Procedures and Checklist

### CENTRE INSPECTION PROCEDURES AND CHECKLIST

Inspecting Officers shall be accountable for their respective Dzongkhags/Centres they are assigned to.

Procedures to be followed by the Inspecting Officers while visiting the examination centres during the examinations:

- Step 1 Introduce yourself to the Convener and the Supervising Examiner and other officers conducting examinations available as soon as you reach the examination centre.
- Step 2 Visit all the examination halls/rooms.
- Step 3 Make notes as per the Inspection Checklist Form.
- Step 4 Check all the examination materials with the Supervising Examiners and make notes accordingly.
- Step 5 Meet separately with the Convener, Assistant Supervising Examiner, Invigilators and, if possible, the candidates also and talk briefly and get their views on how the examination is/was going on.
- Step 6 Get the Signatures of the Supervising Examiner and the Convener on the Inspection Checklist form.
- Step 7 Leave a copy of the Inspection Checklist form at the centre for future reference and another copy with the Supervising Examiner to be sent to the BCSEA with the centre report.
- Step 8 Solve all the issues at the centre itself within the framework of the examinations rules and regulations.
- Step 9 Matters requiring immediate consultations should be contacted to the Controller of Examinations, BCSEA through phone / fax / email.
- Step 10 Visting officials should validate centre's information with the BCSEA online information (total number of candidates, ASE, invigilators, halls and rooms) for their respective centres.

#### Documents to be taken while on the Inspection duty:

1. Examination Timetable
2. Rules and Regulations for the Conduct of Public Examinations in Bhutan 2020, BCSEA

## Appendix 10 Inspection Checklist Form



འབྲུག་གི་སློབ་གྲུབ་ཚོས་རྒྱལ་ཁབ་དང་བརྒྱུད་ཞིབ་ཚགས་ལྟེན་  
Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



### CENTRE INSPECTION CHECKLIST FORM

[TO BE COMPLETED BY VISITING INSPECTING OFFICER(S)]

(N.B: All examination conducting officers should have read this checklist.)

Examination Centre :	<input type="text"/>
Convener :	<input type="text"/>
Supervising Examiner :	<input type="text"/>
Mobile Number :	<input type="text"/>
School from :	<input type="text"/>
Assistant Supervising Examiner(1) :	<input type="text"/>
Mobile Number :	<input type="text"/>
School from :	<input type="text"/>
EID :	<input type="text"/>
Assistant Supervising Examiner(2) :	<input type="text"/>
Mobile Number :	<input type="text"/>
School from :	<input type="text"/>
EID :	<input type="text"/>
Number of invigilator/s : Female = <input type="text"/> , Male = <input type="text"/> , Total = <input type="text"/>	
Date of visit :	<input type="text"/>
Time :	<input type="text"/> (e.g. 0 9 4 5 A M)
Examination (subject) in progress :	<input type="text"/>

	BHSEC	BCSE	LCSC
Number of candidates			
Arts			
Commerce			
Science			
Absent			
Total appearing the exam			

Post Box: 156  
Phone: +975-2-322724 | 332546 | 326559  
Fax: +975-2-325086

Email: bcsea@bcsea.bt  
Website: www.bcsea.bt  
Location: Babesa Thimphu



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Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



DIRECTION: Please put a tick (✓) in the appropriate boxes against each item:  
(NA= Not Applicable)

1	Examinations Conducting Officers (ECO)	Yes	No	NA
a	The Convener was available at the center			
b	Convener has signed the Letter of Undertaking			
c	1 Assistant SE appointed for every 150 – 299 candidates			
d	2 Assistant SEs appointed for every 300 – 449 candidates			
e	1 invigilator appointed for every 25 candidates in a hall			
f	1 invigilator appointed in every class room			
2	Examination Room	Yes	No	NA
a	Examination conducted in classrooms			
b	Examination conducted in hall			
c	Seating plan done as per rules (Appendix 12)			
d	Index number pasted on desk for each candidate			
e	Furniture arrangement made			
f	Notice to Candidates displayed at strategic places			
g	Time-table displayed on the notice board			
h	Starting and finishing timings displayed			
i	Unauthorized materials on or around the desks			
j	Posters, maps, charts, etc., are in the examination rooms			
k	Sufficient light in the room			
l	Has provided a wall clock (if in the hall)			
3	Examination Materials	Yes	No	NA
a	Copy of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version) available with the SE and the Convener			
b	Examination materials were kept in a secure place			
c	Examination materials were kept in the safe			
d	Examination materials were kept in the lockable almirah			
e	Examination materials were kept in the lockable cupboard			
f	All the remaining examination materials were found intact			
g	Invigilation duty roster available			
h	Handing taking over note from Convener to SE status updated online			
i	Contingency plan in place			
j	Invigilation duty roster available			
k	Daily attendance update online			

Any comments and recommendations from the Convener / SE / ASE / invigilators / centre-teachers / candidates:

Post Box: 156  
Phone: +975-2-322724 | 332546 | 326559  
Fax: +975-2-325086

Email: bcsea@bcsea.bt  
Website: www.bcsea.bt  
Location: Babesa Thimphu



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Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



Final comments and recommendations from the Inspecting Officer for future improvement / immediate implementation:

Name of the Visiting Inspector

Date of visit : 

--	--	--	--	--	--	--	--

Signature of the Visiting Inspector

Name of the Supervising Examiner

Date : 

--	--	--	--	--	--	--	--

Signature of the Supervising Examiner

Name of the Convener

Date : 

--	--	--	--	--	--	--	--

Signature of the Convener

N.B: A COPY OF THE REPORT TO BE KEPT AT THE CENTRE FOR FUTURE REFERENCE.

Post Box: 156  
Phone: +975-2-322724 | 332546 | 326559  
Fax: +975-2-325086

Email: [bcsea@bcsea.bt](mailto:bcsea@bcsea.bt)  
Website: [www.bcsea.bt](http://www.bcsea.bt)  
Location: Babesa Thimphu



## Appendix 11 Examination Centre Report Form



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་ལྷན་ཁག་  
**Bhutan Council for School Examinations and Assessment**  
 Royal Government of Bhutan



### EXAMINATION CENTRE REPORT FORM

[TO BE COMPLETED BY THE SUPERVISING EXAMINER]

Name of the Centre

Name of the Supervising Examiner

School from

Mobile number

1. Were there any teachers who reported a problem/issue in their subjects? Yes ☐ No ☐

If yes, ask the teacher to fill in the information in the format given below and attach it with the centre report:

Centre:

Examination:

Subject:

Name of the teacher:

Contact number:

Problem identified:

Signature:

2. List the names of invigilator(s) and their date of reporting on a separate sheet as per the format shown below:

Sl.#	Name	School from	Date of reporting

3. Were there any candidate involved in unfair means in the examination? Yes ☐ No ☐ If yes, use the reporting format given below and ensure that it is attached with the candidate's question-answer booklet as specified in the Chapter 4 of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).

Sl.#	Name	Index No.	Subject	Examination

4. Please list the candidates who partially appeared in subjects on a separate sheet as per the format shown below and attach it with the Centre Report.

Sl.#	Name	Index No.	Subject	Subject/s

Post Box: 156  
 Phone: +975-2-322724 | 332546 | 326559  
 Fax: +975-2-325086

Email: bcsea@bcsea.bt  
 Website: www.bcsea.bt  
 Location: Babesa Thimphu





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Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



5. Have you packed the 'Attendance Sheet' for subject/s in their respective 'FIRST answer script packing envelope' for both theory and practical papers? Yes ☐ No ☐
6. Have you packed the BHSEC Report on Physics Practical Examination, Report on Chemistry Practical Examination and Report on Biology Practical Examination forms in the respective 'FIRST answer script packing envelope'? Yes ☐ No ☐
7. Have you sent the foreign 2nd language papers to BCSEA addressed to the Controller of Examinations immediately after the paper was over? Yes ☐ No ☐
8. Have you packed the following in the 'MISCELLANEOUS BOX'?

Sl.#	Forms	Tick
1.	Declaration of conflict of interest forms	
2.	Letter of undertaking	
3.	Accountancy practical CDs/storage device separately packed and labeled	
4.	Computer practical CDs/Storage device separately packed and labeled	
5.	Inspection check list form	
6.	Declaration form for invigilators	
7.	Examination centre report form	
8.	Question-answer booklets of absent candidate/s	
9.	Two sets of question-answer booklets (BCSE/BHSEC/LCSC)	
10.	Left over stationery (BCSEA cellotape)	

9. Please list the details of the carton boxes handed over to the Convener in the format given below and attach with the Centre Report.

Carton Box No	Content
1	English I (3 packets), English II (3 packets)
2	Dzongkha I (3 packets), Dzongkha II (3packets)

10. Comments and recommendations for improvement:

Signature of Supervising Examiner

Date:

--	--	--	--	--	--	--	--	--	--

Post Box: 156  
Phone: +975-2-322724 | 332546 | 326559  
Fax: +975-2-325086

Email: bcsea@bcsea.bt  
Website: www.bcsea.bt  
Location: Babesa Thimphu

## Appendix 12 Examination Marking Centre Guidelines Report of Malpractice (Reported or Detected)



འབྲུག་གི་སློབ་གྲྭའི་ཚུགས་དང་བརྟག་ཞིབ་ཚུགས་ལྷན་ཁག་  
Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



### EXAMINATION MARKING CENTRE GUIDELINES REPORT OF MALPRACTICE (REPORTED OR DETECTED)

Complete the following details:

1. Subject:  Paper:
2. Date of Examination: 

(	D	)	(	D	)	(	M	)	(	M	)	(	Y	)	(	Y	)	(	Y	)	(	Y	)
3. Name of Candidate:
4. Administrative Number:
5. Index Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
6. Name of school:
7. Name of the Supervising Examiner:
8. Name of Invigilator:
9. Room No./Hall:
10. Specify the changes required in the document(s)

## Appendix 13 Issue of Replacement/Duplicate/Wrong entries



འབྲུག་གི་སློབ་གྲུབ་ཚོས་སྤྱུགས་དང་བཟླ་ཞིབ་ཚགས་ལྟེ།  
Bhutan Council for School Examinations and Assessment  
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### APPLICATION FORM FOR ISSUE OF DUPLICATE / RE-PLACEMENT EXAMINATION DOCUMENTS (APPLICABLE ONLY FOR EXAMINATIONS CONDUCTED BY BCSEA)

**Please note:**

- » Duplicate documents will be issued in case of lost documents
- » Replacement documents will be issued for damaged / change of entries (change in name & date of birth) based on Citizenship Identity Card (CID) and on submission of original examination documents.

### TO BE FILLED OUT BY THE APPLICANT

Please complete this form as indicated using CAPITAL LETTERS:

- Current full name [Mr/Ms/Miss]:
- Full name at the time of the Examination:
- Date of Birth (date/month/year):  

(	D	)	(	M	)	(	Y	Y	)
- Citizenship I. D. Card Number:
- Father/Mother's Name:
- Permanent Home Address:  
 Village:  Gewog:  Dzongkhag:
- Tick [ ☐ ] the duplicate document required:  
 Admit Card (Nu. 100) ☐ Statement of Marks (Nu. 300) ☐ Pass Certificate (Nu. 300) ☐
- Examination Level: BCSE ☐ BHSEC ☐ LCSC X ☐ LCSC XII ☐
- Month and Year of Examination:  

(	M	)	(	Y	Y	Y	Y	)
- Name of School/Examination Centre:
- Index Number:
- Did you collect your original document from the school? Yes ☐ No ☐  
 If YES, when and by whom?
- What happened to the original documents?
- Specify the changes required in the document(s)

15. Have you returned the original documents(s) for the replacement document(s) Yes ☐ No ☐

Signature of the candidate  Date of Application:  Contact Number:

Post Box: 156  
Phone: +975-2-322724 | 332546 | 326559  
Fax: +975-2-325086

Email: bcsea@bcsea.bt  
Website: www.bcsea.bt  
Location: Babesa Thimphu

## Appendix 14 Application Form for Clerical Re-check of Answer scripts



འབྲུག་གི་སློབ་གྲྭ་མཁོན་ཀླགས་དང་བརྟག་ཞིབ་ཚོགས་པ།  
Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



### APPLICATION FORM FOR CLERICAL RE-CHECK OF ANSWER SCRIPTS TO BE COMPLETED BY THE CANDIDATE REQUESTING RE-CHECK

Name of candidate :

Index No :

Examination (Tick) : BCSE ☐ BHSEC ☐ LCSC X ☐ LCSC XII ☐

Examination Year :

Stream (only for class XII) :

Name of school :

Sl. No.	SUBJECT(S) / PAPER(S)	OFFICIAL USE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

I hereby declare that information given above is correct.

Signature of Candidate :

Date :

Contact Number :

#### NOTE:




- Fee of Nu. 300/- per paper is charged. A candidate can apply for all the subjects/papers if they wish for clerical re-check. Where a re-check leads to a change (increase or reduction) in a candidate's mark, it will be the rechecked mark that will be used to calculate the candidate's grade in that subsequent session (result processing).
- The BCSEA office will remain open on weekends if the recheck schedule falls on a Saturday or Sunday.
- No application will be entertained after the deadline of submission of application.

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Fax: +975-2-325086

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Location: Babesa Thimphu


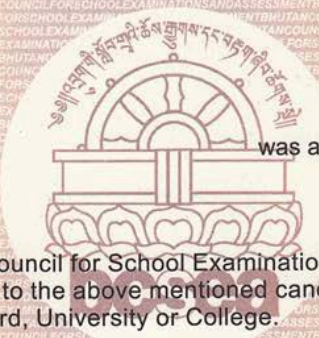



## Appendix 15 BCSEA and REC Circular for Dzongkha Compulsory pass subject

	<p>འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ཁབ་དང་བརྒྱུད་ཞིབ་ཚུགས་ལྟེན་པ།</p> <p><b>Bhutan Council for School Examinations and Assessment</b> Royal Government of Bhutan</p>	
BCSEA(01)/SED/BHSEC/BCSE/101775		4 <sup>th</sup> September 2017
<b>NOTIFICATION</b>		
<p>In compliance to the 18<sup>th</sup> National Education Conference held in January 2017 and in adherence to Royal Education Council Circular no. REC/CDC/01/2016-2017/87 dated 26<sup>th</sup> January 2017, BCSEA would like to inform all concerned that passing in Dzongkha language paper is compulsory in BCSE, BHSEC, LCSC-X and LCSC-XII examinations from 2017 examinations onwards. No pass certificate will be awarded to any candidate who does not secure the minimum passing mark.</p> <p>However, for the purpose of merit ranking, the score awarded in Dzongkha language paper may not be considered if it does not fall in the best-four (English &amp; best four for BCSE) / best-three (English &amp; best three for BHSEC) score category as long as the candidate has passed in Dzongkha.</p> <p>This is applicable to all the candidates wishing to pursue their studies within or in ex-country after the completion of BCSE, BHSEC, LCSC-X and LCSC-XII examinations.</p>		
 (Tenzin Dorji) Secretary BCSEA		
<p>Copy to:</p> <ol style="list-style-type: none"><li>1. Hon'ble Sherig Lyonpo (Chairperson, Board of Directors, BCSEA) Ministry of Education, Thimphu, for kind information.</li><li>2. Hon'ble Secretary, Ministry of Education, Thimphu, for kind information.</li><li>3. The Director General, DSE, Ministry of Education, Thimphu, for kind information.</li><li>4. The Secretary, Dzongkha Development Commission, for kind information.</li><li>5. Dasha Dzongdags, all Dzongkhags, for kind information.</li><li>6. The Director, REC, Paro, for kind information.</li><li>7. Dzongkha Education Officers/Thromdey Education Officers for necessary actions.</li><li>8. Principals, all schools, for necessary actions.</li><li>9. Office file</li></ol>		
<p>Post Box: 156 Phone: +975 2 322724/332546/326559 Fax: +975-2 325086</p>		<p>Email: <a href="mailto:bcsea@bcsea.bt">bcsea@bcsea.bt</a> Website: <a href="http://www.bcsea.bt">www.bcsea.bt</a> Location: Gabesa Thimphu</p>



## Appendix 16 Migration Certificate

 <p style="text-align: center;">འབྲུག་གི་སློབ་གྲྭ་འཛིན་རྒྱུ་གས་དང་བརྟག་ཞིབ་ཚོགས་སྡེ།</p> <p style="text-align: center;"><b>Bhutan Council for School Examinations and Assessment</b></p>	
<p><b>No. MC 16    00 ༢༩07</b></p>	
<p><b>གནས་སྡོད་འག་ཁྱེད།</b></p> <p><b>CERTIFICATE OF MIGRATION</b></p>	
<p><b>Certified that</b></p> <p><b>of</b></p> <p><b>with Index Number :</b></p>	<p><b>was awarded a Pass Certificate at the</b></p>
<p><b>conducted by the Bhutan Council for School Examinations and Assessment, Thimphu.</b></p> <p><b>Permission is hereby given to the above mentioned candidate to study and appear for the examination of any Board, University or College.</b></p>	
	
<p></p> <p><b>Secretary of Examinations</b></p> <p><b>Bhutan Council for School Examinations and Assessment</b></p>	
<p><b>To be entered by the Principal of the School</b></p> <p><b>Father's Name.....</b></p> <p><b>Date.....</b></p>	
<p><b>Signature of Principal</b></p>	

## Appendix 17    Equivalency Certificate

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འབྲུག་གི་སློབ་གྲུབ་ཚོས་རྒྱལ་ཁབ་དང་འདྲ་ཞིབ་ཚགས་སྡེ།  
Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



Ref.# BCSEA(17)/SED/Equi/

Dated:

### TO WHOM IT MAY CONCERN

This is to inform the concerned agencies that the **BHUTAN HIGHER SECONDARY EDUCATION CERTIFICATE (CLASS XII)** conducted by the Bhutan Council for School Examinations and Assessment (BCSEA) is equivalent to the ISC (Class XII) conducted by the Council for the Indian School Certificate Examinations (CISCE), India.

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**Controller of Examinations**

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Email: [bcsea@bcsea.bt](mailto:bcsea@bcsea.bt)  
Website: [www.bcsea.bt](http://www.bcsea.bt)  
Location: Babesa Thimphu



## Appendix 18 Letter of Undertaking to attest ICSC and ISC transcripts



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་ལྷན།  
Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



Ref. No.:

Date:

### LETTER OF UNDERTAKING

(This letter of undertaking is taken from a candidate who wishes to attest his / her ICSE / ISC transcripts where BCSEA wishes to reduce the risk of forgery and impersonation.)

I,

1. Name [Mr/Ms/Miss]
2. Date of Birth (date/month/year)
3. Citizenship I. D. Card Number
4. Father's Name
5. Permanent Home Address:
  - Village
  - Geog
  - Dzongkhag
6. Month and Year of Examination
7. Name of School
8. Index Number
9. Mobile No.
10. Attach a photocopy of CID and ICSE / ISC transcripts.

require the ICSE / ISC transcripts to be attested for:

1. studies ☐
2. job ☐
3. any other

I, hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect / falsified / forged, I shall be liable for administrative / legal action.





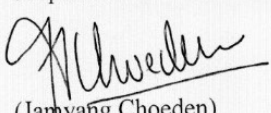
Legal Stamp and signature

Post Box: 156  
Phone: +975-2-322724|332546|326559  
Fax: +975-2-325086

Email: bcsea@bcsea.bt  
Website: www.bcsea.bt  
Location: Babesa Thimphu



## Appendix 19 Student Registration Deadline

	<p style="font-size: 1.2em;">འབྲུག་གི་སློབ་གྲོལ་ཚུགས་དང་བརྟན་ཞིབ་ཚུགས་ལྟེ།</p> <p><b>Bhutan Council for School Examinations and Assessment</b></p> <p>Royal Government of Bhutan</p>	
Ref.No.BCSEA/BHSEC(1)-SED/2019/..... <b>3043</b>		<b>4<sup>th</sup> September 2019</b>
<b>NOTIFICATION</b>		
<p>This is notify that all the schools in the country fielding the candidates for BCSE (X), BHSEC (XII) and LCSC (X &amp; XII) examinations are mandatorily required to comply with the registration deadline of BCSEA.</p> <p>In accordance with the <b>Rules and Regulations</b> for the conduct of <b>Public Examinations-2018</b>, the Chapter 1 of 1.4 under the clause No. 1.4.1 (Registration of Candidates), all the eligible candidates (BCSE, BHSEC, LCSC X and XII) who will appear for the current year board examinations from your respective schools must complete the online registration as specified by the BCSEA each year. After the registration of the candidates are over as per the deadline, the online registration shall be automatically disabled, and no further registration shall be entertained. Thereafter, the online registration is closed in the system for the academic year.</p> <p>Henceforth, the past practices of late registration for the exceptional cases will not work in the online system. This has caused undue inconveniences to the individual student candidates/schools and thereby, greatly hindered the smooth conduct of the examination, marking and result processing of the two important high-stakes examinations every year.</p> <p>In view of the above stated problems arising due to late registration of the candidates, it is hereby informed to all the schools, students and parents to ensure the timely registration of your candidates for the cited board examinations starting from 2020 academic year onwards. As such, the concerned schools shall be held responsible and accountable in the event of any lapses occurring due to noncompliance to the registration notification of BCSEA.</p> <p>Therefore, all the schools are entrusted to kindly adhere to this notification and seek your genuine cooperation to ensure successful conduct of the public examinations.</p>		
<div style="display: flex; align-items: center;">  <div> <p>(Jamyang Choeden)</p> <p><b>DIRECTOR</b></p> </div> </div>		
<p>Copy to:</p> <ol style="list-style-type: none"> <li>1. The Hon'ble Chairperson, Sherig Lyonpo, MoE, Thimphu for kind information</li> <li>2. The Hon'ble Secretary, MoE, Thimphu for kind information</li> <li>3. The Director General, MoE, Thimphu for kind information</li> <li>4. The Director, REC, Paro</li> <li>5. The Divisions/Sections, BCSEA for information and necessary actions</li> </ol>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Post Box: 156</p> <p>Phone: +975 2 322724/332546/326559</p> <p>Fax: +975-2 325086</p> </div> <div style="width: 45%; text-align: right;"> <p>Email: bcsea@bcsea.bt</p> <p>Website: www.bcsea.bt</p> <p>Location: Babesa Thimphu</p> </div> </div>		

**Appendix 20 Student's name and DOB should be as per the information in his/her CID or Nationality Certificate**



འབྲུག་གི་སློབ་གྲིཨ་ཚུགས་དང་བརྟན་ཞིབ་ཚུགས་སྡེ།  
Bhutan Council for School Examinations and Assessment  
Royal Government of Bhutan



Ref.No.BCSEA/BHSEC(1)-SED/2019/...3049

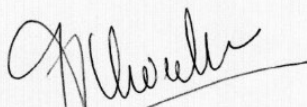
5<sup>th</sup> September 2019

**NOTIFICATION**

This is to notify all the concerned that the meeting between the Department of Civil Registration and Census (DCRC), Ministry of Home and Cultural Affairs (MoHCA) and Bhutan Council for School Examinations and Assessment (BCSEA) was held on 20<sup>th</sup> August 2019 in Wangchuk Resort, Taba, Thimphu on the issues pertaining to inconsistent Date of Birth / Name in the examination documents.

The following is the resolution of the meeting:


1. Name and DoB in class X certificates needs to be registered as per information recorded in the CID Card or Nationality Certificate issued by DCRC, MoHCA.
2. Incorrect DOB recorded in BCRS system if any, will be changed as per the standard Operating Procedures 2016 upon production of the original Class X certificate/documents issued by BCSEA. The subsequent class X and XII certificates if at all the BCSEA office is required to issue may do so but without making any changes, particularly, the DOB and Name.
3. The class XII certificates shall not be considered for change in DOB by DCRC as it needs to be corrected based on class X certificate by the BCSEA.
4. The DOB correction shall not be facilitate for those births registered on or after the implementation of the online Birth Registration (2011).
5. The certificate issuing officials in BCSEA and relevant officials of DCRC shall collaborate when such requests are received for verification and authentication.

  
( Jamyang Choeden )  
Director

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## Appendix 21 Laminated address sticker

TO BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT, THIMPHU : BHUTAN	FROM SCHOOL	PRINCIPAL MOTITHANG HSS, THIMPHU BHSEC (CLASS XII) 015
	EXAMINATION SCHOOL CODE	
	NO. OF BOX	

**2019**