



GOVERNMENT OF KERALA

**NOTIFICATION
2022**

**FOR THE CONDUCT OF FIRST YEAR HIGHER SECONDARY
EXAMINATION JUNE 2022**

**DIRECTORATE OF GENERAL EDUCATION
(HIGHER SECONDARY WING), HOUSING BOARD BUILDINGS,
SANTHI NAGAR, THIRUVANANTHAPURAM – 695 001.**



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NOTIFICATION

No. EX-II/1/3500 /HSE/2022

Dated: 02/03/2022

Sub:- Notification for the conduct of First year Higher Secondary Examinations
June 2022 – reg.

Ref:- G.O.(Rt) No.394/2022/G.Edn. dated, 18.01.2022

FIRST YEAR HIGHER SECONDARY EXAMINATION, JUNE 2022

I. The first year higher secondary examination consists of

- 1) Continuous Evaluation (CE)
- 2) Terminal Evaluation (TE)

1) Continuous Evaluation (CE)

- i) Continuous Evaluation is based on the learning activities undertaken by the candidate during the period of study.
- ii) Only those candidates who have undergone Continuous Evaluation (CE) for all subjects shall be eligible to appear for Terminal Evaluation of the First Year Higher Secondary Examination.

2) Terminal Evaluation (TE)

- i. The First Year Higher Secondary Terminal Evaluation (TE) will be conducted from 02/06/2022 to 18/06/2022
- ii. The scores obtained in the First Year Higher Secondary Examination shall be carried forward to the Second Year and the combined scores of First and Second Year Examinations and grades obtained thereupon shall determine the eligibility of the candidate for higher studies.
- iii. There shall not be any grades or separate minimum scores for each subject at the First Year Higher Secondary Examination. A score sheet showing the scores obtained for each subject shall be issued.
- iv. There shall not be any Practical Evaluation for the First Year Higher Secondary Examination.
- v. Candidates admitted to the Higher Secondary course through higher secondary School/Open School during the academic year 2021-2022 are eligible to be promoted to the Second Year of the course only if they have registered for the First Year Higher Secondary Examination, March 2022.
- vi. Only those candidates who have attended all subjects in the First Year Higher Secondary Examination and completed the Second Year of the course are eligible to register for the Second Year Higher Secondary Examination, March 2023.

II. Eligibility to register for the first year higher secondary examination

The following candidates are eligible to register for the first year higher secondary examination:

- i) Candidates admitted to the higher secondary course in 2021-2022 academic year shall be eligible to register for the first year higher secondary examination, March 2022 provided they have undergone the process of CE in all subjects of the first year. Registration of candidates who have not undergone CE shall be automatically cancelled.
- ii) ***Supplementary candidates shall not register for this Examination.***

III. GUIDELINES REGARDING SUBMISSION OF APPLICATION FOR REGISTRATION

- (i) School going regular candidates can register for the Higher Secondary Examination by remitting the prescribed fee at the school office before the last date prescribed for the same. School going regular candidates need not submit any specific application for registering the Examination.
- (ii) Scole Kerala Candidates shall submit their application for registering the Higher Secondary Examination in the prescribed format before the last date prescribed for the same.(Appendix-19)
- (iii) Application forms can be had from the school office. The same can also be downloaded from the Higher Secondary portal www.dhsekerala.gov.in. The format of the application form is provided in Appendix – 19
- (iv) Scole Kerala candidates shall submit the application to the Principal of the centre allotted to them.
- (v) ***No change of centre shall be allowed.***
- (vi) ***Applications submitted after the last date shall be rejected.***
- (vii) ***Candidates should not send applications directly to the Directorate.***
- (viii) Scole Kerala candidates shall submit their applications for Higher Secondary Examinations in the prescribed form along with the Private Registration Memo / Attested copy of identity card issued by the Scole Kerala, remitting the prescribed fees to the Principal of the School which is assigned as their Examination centre by the Open School authorities.
- (ix) School going candidates shall register for the Higher Secondary Examination only for the subjects sanctioned to the school.
- (x) ***Candidates who have not undergone Continuous Evaluation / will not be allowed to appear for the Higher Secondary Examination even if they register for the same.***
- (xi) The prescribed fee for the Examination shall be remitted to the School before the last date. The School Principal shall remit the same to the treasury in time and obtain the remittance chalan. ***The amount once remitted as Examination fees will not be***

refunded or adjusted against the fee for a subsequent Examination on any account.

IV DUTIES OF THE PRINCIPAL

The principals of all higher secondary schools shall perform the following functions even if he/she is not posted as chief superintendent. He/she shall

1. collect the examination fee from the candidates and register them online.
2. remit the fee collected in treasury.
3. verify the question paper requirement and correct it if necessary.
4. receive all examination materials supplied to the school and keep them under safe custody.
5. take necessary steps for getting eligible concessions to candidates.
6. publish and upload the continuous evaluation scores.
7. download, countersign and distribute the admission tickets.
8. appoint a clerk, an office assistant and a night watchman.
9. appoint the internal examiners and laboratory assistants for practical evaluation.
10. distribute the score sheets/certificates, migration certificates, etc., to all candidates.
11. withdraw the fund allotted for meeting the expenses relating to the examinations from the treasury, and hand over the same to the substitute chief superintendent if any.
12. settle all accounts relating to funds drawn for the examination in time.
13. take action upon all instructions relating to the examination issued by the Secretary from time to time.

V REVALUATION/SCRUTINY AND PHOTOCOPY OF ANSWER SCRIPTS

- (a) The Directorate of General Education (Higher Secondary) provides the candidates the opportunity to get their answer scripts re-valued and scrutinized for those papers without double valuation. Photocopies of the valued answer scripts are also issued on request. This facility is available for all the examinations conducted by the Directorate. **If there is any dissatisfaction or complaint regarding valuation, the candidate should apply for revaluation within the specified time limit. The Directorate will not entertain written request for revaluation or award of scores from any candidate who did not avail the opportunity to get their answer scripts revalued by submitting proper application with prescribed fee within the time frame.**
- (b) Notification for Revaluation/Photocopy/Scrutiny will be issued after the publication of the results of each examination.
- (c) Application in the prescribed format shall be ***submitted to the Principals of the Examination centre where the candidate registered for the Examination before the last date.*** Format of the application form is available in the web portal www.dhsekerala.gov.in
- (d) Details of Fee
- | | | |
|----------------|---|---------------------|
| a) Revaluation | - | Rs. 500/- per paper |
| b) Scrutiny | - | Rs. 100/- per paper |
| c) Photocopy | - | Rs. 300/- per paper |

- (e) Students who got changes in scores after Revaluation/Scrutiny shall submit application for new certificate/scoresheet along with the old certificate/scoresheet in original before the school principal concerned and the principal shall verify and submit the same to the Directorate at the earliest. On getting the application and certificate/scoresheet from the principal, new certificate/scoresheet will be issued after verification to the school concerned within 10 days. The Fee for revaluation will be refunded if the revaluation score exceeds 10% or above of the original score. The request for refund should be submitted to the Principal. In the case of unaided school students the request for refund should be submitted to the Directorate through the principals concerned.
- (f) *Belated applications for Revaluation and Scrutiny will not be considered.*
- (g) Fee for application for Photocopy of answer scripts of all examinations after the last date prescribed and before One year shall be Rs. 1000/- per paper.

VI CONCESSIONS TO DIFFERENTLY - ABLED CANDIDATES WITH SPECIAL NEEDS

Applications for concessiton to eligible differently abled candidates shall be submitted with necessary documents to the respective Regional Deputy Director, Higher Secondary Education through principal before 18/03/2022.

VII CANCELLATION OF EXAMINATION REGISTRATION

A candidate who has registered as a regular candidate for the second year higher secondary examination can apply for the cancellation of the examination registration. The application for cancellation, recommended by the Principal of the school, along with the original chalan for remittance of the prescribed fee, shall be submitted to the Secretary before the publication of the result of the examinations concerned. Cancellation shall be granted observing the following norms

1. Application for cancellation of registration of an examination shall not be entertained after the publication of the result of the examination concerned.
2. Once a candidate's registration is cancelled, his/her next appearance shall be treated as first appearance.
3. The first year scores of a candidate, applying for cancellation of registration of second year examination, shall be retained.
4. Cancellation of the first year higher secondary examination shall be granted only as a part of course cancellation.
5. Cancellation shall not be granted to the first year improvement/supplementary/second year SAY/improvement examinations.

VIII. SCHEME FINALIZATION CAMP, 2022

Prior to the commencement of Centralised Valuation Camps, a scheme finalization camp will be conducted. Teachers who are willing to participate in the Scheme finalization camp should express their willingness at the time of data collection of teachers through online. Circular in this regard will be published in the Higher Secondary portal in due course. Teachers selected for scheme finalization camp are not permitted to decline (relinquish) the appointment. Such teachers will not be considered for appointment in Scheme Finalisation Camps in future.

Sd/-
JEEVAN BABU.K I.A.S
CHAIRMAN
BOARD OF HIGHER SECONDARY
EXAMINATIONS, KERALA,
Housing Board Buildings, Santhi Nagar,
Thiruvananthapuram -1.
&
DIRECTOR OF GENERAL EDUCATION
Housing Board Buildings, Santhi Nagar,
Thiruvananthapuram -1.

Sd/-
DR.S.S.VIVEKANANDAN
SECRETARY
BOARD OF HIGHER SECONDARY
EXAMINATIONS, KERALA
&
JOINT DIRECTOR [EXAMINATIONS]
Directorate of General Education
(Higher Secondary)
Housing Board Buildings, Santhi Nagar,
Thiruvananthapuram -1.

വിജ്ഞാപനം

നം. EX-II/1/3500/HSE/2022

തീയതി 02/ 03/2022

വിഷയം: 2022 ജൂണിലെ ഒന്നാം വർഷ ഹയർ സെക്കന്ററി പരീക്ഷാ വിജ്ഞാപനം.
സൂചന: സ.ഉ.(സാധാ.) നം. 394/2022/, പൊ.വി.വ. തീയതി 18.01.2022

ഒന്നാം വർഷ ഹയർ സെക്കന്ററി പരീക്ഷ - ജൂൺ 2022

I. 2022 ജൂണിലെ ഒന്നാംവർഷ ഹയർസെക്കന്ററി പരീക്ഷയിലെ ഇനങ്ങൾ -

- 1) നിരന്തര മൂല്യനിർണ്ണയം (സി.ഇ.)
- 2) വാർഷിക മൂല്യനിർണ്ണയം (ടി.ഇ.)

1) നിരന്തര മൂല്യനിർണ്ണയം (സി ഇ)

- i) മുൻകൂട്ടി നിശ്ചയിക്കപ്പെട്ട പഠനപ്രവർത്തനങ്ങളുടെ അടിസ്ഥാനത്തിലാണ് നിരന്തരമൂല്യ നിർണ്ണയസ്കോറുകൾ നിർണ്ണയിക്കപ്പെടുന്നത്.
- ii) എല്ലാ വിഷയങ്ങൾക്കും നിരന്തര മൂല്യനിർണ്ണയത്തിനു വിധേയരായ വിദ്യാർത്ഥികൾക്ക് മാത്രമേ വാർഷിക മൂല്യനിർണ്ണയത്തിനു ഹാജരാകാൻ യോഗ്യതയുള്ളൂ.

2) വാർഷിക മൂല്യനിർണ്ണയം (ടി ഇ)

- i) ഒന്നാം വർഷ ഹയർ സെക്കന്ററി വാർഷിക മൂല്യനിർണ്ണയം 02/06/2022 മുതൽ 18/06/2022 വരെ നടത്തുന്നു.
- ii) ഒന്നാം വർഷ പരീക്ഷയ്ക്ക് ലഭിക്കുന്ന സ്കോറുകൾ രണ്ടാംവർഷപരീക്ഷയുടെ സ്കോറിനോട് ചേർത്ത് ലഭിക്കുന്ന ഗ്രേഡിന്റെ അടിസ്ഥാനത്തിലായിരിക്കും ഉന്നതവിദ്യാഭ്യാസത്തിനുള്ള യോഗ്യത നിർണ്ണയിക്കപ്പെടുന്നത്.
- iii) ഒന്നാം വർഷ ഹയർസെക്കന്ററി പരീക്ഷയുടെ ഓരോ വിഷയത്തിനും പ്രത്യേകമായി ഗ്രേഡോ നിശ്ചിത സ്കോറോ നേടിയിരിക്കണമെന്നില്ല. ഓരോ വിഷയത്തിനും ലഭിച്ച സ്കോറുകൾ സൂചിപ്പിക്കുന്ന സ്കോർ ഷീറ്റ് നൽകുന്നതായിരിക്കും.
- iv) ഒന്നാംവർഷം പ്രായോഗിക മൂല്യനിർണ്ണയം ഉണ്ടായിരിക്കുന്നതല്ല.
- v) 2021-2022-അക്കാദമിക വർഷം ഹയർ സെക്കന്ററി കോഴ്സിന് ഹയർ സെക്കന്ററി സ്കൂൾ/ സ്കോൾ കേരള മുഖേന പ്രവേശനം നേടിയ വിദ്യാർത്ഥികൾക്ക് 2022-ലെ ഒന്നാംവർഷ പരീക്ഷയ്ക്ക് രജിസ്റ്റർ ചെയ്താൽ മാത്രമേ രണ്ടാം വർഷ പഠനം തുടരാൻ അർഹത ഉണ്ടായിരിക്കുകയുള്ളൂ.
- vi) എല്ലാ വിഷയങ്ങൾക്കും ഒന്നാം വർഷ ഹയർ സെക്കന്ററി പരീക്ഷ എഴുതുകയും രണ്ടാംവർഷ പഠനം പൂർത്തിയാക്കുകയും ചെയ്യുന്ന വിദ്യാർത്ഥികൾക്കു മാത്രമേ 2023 മാർച്ചിലെ രണ്ടാംവർഷ പരീക്ഷയ്ക്ക് രജിസ്റ്റർ ചെയ്യാൻ അർഹത ഉണ്ടായിരിക്കുകയുള്ളൂ.

II. ഒന്നാം വർഷ ഹയർസെക്കന്ററി പരീക്ഷയ്ക്ക് രജിസ്റ്റർ ചെയ്യുന്നതിനുള്ള യോഗ്യത

ചുവടെ ചേർത്തിരിക്കുന്ന വിദ്യാർത്ഥികൾക്കാണ് ഒന്നാം വർഷ ഹയർസെക്കന്ററി പരീക്ഷയ്ക്ക് രജിസ്റ്റർ ചെയ്യുന്നതിനുള്ള യോഗ്യത.

- i) 2021-2022 അധ്യയന വർഷത്തിൽ ഹയർസെക്കന്ററി കോഴ്സിന് പ്രവേശനം നേടിയവരും എല്ലാ വിഷയങ്ങൾക്കും നിരന്തര മൂല്യനിർണ്ണയത്തിന് വിധേയരാവുകയും ചെയ്ത വിദ്യാർത്ഥികൾക്ക് 2022 ലെ ഒന്നാംവർഷ ഹയർസെക്കന്ററി പരീക്ഷ എഴുതാൻ അർഹത ഉണ്ടായിരിക്കും. സി.ഇ.ക്ക് വിധേയരാകാത്ത വിദ്യാർത്ഥികളുടെ രജിസ്ട്രേഷൻ ക്യാൻസൽ ആകുന്നതാണ്.
- ii) സപ്ലിമെന്ററി വിദ്യാർത്ഥികൾ ഈ പരീക്ഷയ്ക്ക് രജിസ്റ്റർ ചെയ്യേണ്ടതില്ല.

III പരീക്ഷയ്ക്കുപേക്ഷിക്കാനുള്ള മാർഗരേഖ

- i) ഹയർസെക്കന്ററി സ്കൂളുകളിൽ പഠിക്കുന്ന റഗുലർ വിദ്യാർത്ഥികൾ നിശ്ചിത തീയതിയ്ക്കകം സ്കൂൾ ഓഫീസിൽ ഫീസടച്ച് പരീക്ഷയ്ക്ക് രജിസ്റ്റർ ചെയ്യേണ്ടതാണ്. അവർ പ്രത്യേക അപേക്ഷാ ഫോറം പൂരിപ്പിച്ച് നൽകേണ്ടതില്ല.
- ii) സ്കോൾ കേരള വിദ്യാർത്ഥികൾ നിശ്ചിത അപേക്ഷാഫോമിൽ നിശ്ചിത തീയതിക്കകം പരീക്ഷയ്ക്കു പേക്ഷിക്കേണ്ടതാണ്. (അനുബന്ധം-22)
- iii) അപേക്ഷാഫോറം സ്കൂൾ ഓഫീസിൽ നിന്നും ലഭിക്കുന്നതാണ്. ആയത് www.dhsekerala.gov.in എന്ന വെബ് പോർട്ടലിൽ നിന്ന് ഡൗൺലോഡ് ചെയ്യാവുന്നതുമാണ്. അപേക്ഷഫോറം അനുബന്ധം-22 ആയി നൽകിയിട്ടുണ്ട്.
- iv) സ്കോൾ കേരള വിദ്യാർത്ഥികൾ തങ്ങൾക്കനുവദിക്കപ്പെട്ട പരീക്ഷാകേന്ദ്രങ്ങളിലെ പ്രിൻസിപ്പലിനാണ് അപേക്ഷ സമർപ്പിക്കേണ്ടത്.
- v) യാതൊരു കാരണവശാലും പരീക്ഷാ കേന്ദ്രത്തിൽ മാറ്റം അനുവദിക്കുന്നതല്ല.
- vi) നിശ്ചിത തീയതിയ്ക്കു ശേഷം സമർപ്പിക്കുന്ന അപേക്ഷകൾ സ്വീകരിക്കുന്നതല്ല.
- vii) പരീക്ഷാർത്ഥികൾ യാതൊരു കാരണവശാലും ഡയറക്ട്രേറ്റിലേക്ക് നേരിട്ട് അപേക്ഷ അയക്കാൻ പാടില്ല.
- viii) സ്കോൾ കേരള വിദ്യാർത്ഥികൾ സ്കോൾ കേരളയിൽ നിന്നും ലഭിച്ച പ്രൈവറ്റ് രജിസ്ട്രേഷൻ മെമ്മോ, ഐഡന്റിറ്റി കാർഡ് എന്നിവയുടെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് നിശ്ചിത ഫീസില്ലാത്ത സ്കോൾ കേരള അധികാരികൾ അവർക്ക് അനുവദിച്ചിട്ടുള്ള പരീക്ഷാ സെന്ററിലെ പ്രിൻസിപ്പലിന് സമർപ്പിക്കേണ്ടതാണ്.
- ix) സ്കൂൾ ഗോയിംഗ് വിദ്യാർത്ഥികൾ, സ്കൂളിൽ അനുവദിച്ചിരിക്കുന്ന (അംഗീകൃത) വിഷയങ്ങൾക്കു മാത്രമേ പരീക്ഷയ്ക്കുപേക്ഷിക്കാൻ പാടുള്ളൂ.
- x) പരീക്ഷയ്ക്കുപേക്ഷിച്ചിരുന്നാലും നിരന്തര മൂല്യനിർണ്ണയത്തിനു വിധേയരാകാത്തവരെ പരീക്ഷ എഴുതാൻ അനുവദിക്കുന്നതല്ല.
- xi) പരീക്ഷാഫീസ് അതാതുസ്കൂളിൽ നിശ്ചിത തീയതിക്കുമുമ്പ് ഒടുക്കേണ്ടതാണ്, സ്കൂൾ പ്രിൻസിപ്പൽ അത് യഥാസമയം ട്രഷറിയിൽ ഒടുക്കി ചെലാൻ വാങ്ങി സൂക്ഷിക്കണം. ഒരിക്കൽ അടച്ച പരീക്ഷാഫീസ് തിരികെ നൽകുകയോ തുടർന്നുവരുന്ന പരീക്ഷ എഴുതുന്നതിനുള്ള ഫീസായി കണക്കാക്കുകയോ ഇല്ല.

IV. പ്രിൻസിപ്പലിന്റെ ചുമതലകൾ

പരീക്ഷാ ചീഫ് സൂപ്രണ്ടായി നിയമിക്കപ്പെട്ടാലും ഇല്ലെങ്കിലും ചുവടെ ചേർത്തിരിക്കുന്ന ചുമതലകൾ പ്രിൻസിപ്പൽ വഹിക്കേണ്ടതാണ്.

1. അപേക്ഷകരിൽ നിന്ന് പരീക്ഷാഫീസ് ശേഖരിക്കുകയും അവരെ ഓൺലൈൻ മുഖാന്തിരം രജിസ്റ്റർ ചെയ്യുകയും ചെയ്യുക.
2. ശേഖരിച്ച ഫീസ് ട്രഷറിയിൽ ട്രാൻസ്ഫർ ചെയ്യുക. യഥാർത്ഥ ചെല്ലാൻ രസീത് ഓഡിറ്റിനായി സുരക്ഷിതമായി സൂക്ഷിക്കുക.
3. ചോദ്യപേപ്പർ ആവശ്യകത പരിശോധിച്ച് ആവശ്യമെങ്കിൽ വേണ്ട നടപടി സ്വീകരിക്കുക.
4. സ്കൂളിൽ വിതരണം ചെയ്ത എല്ലാ പരീക്ഷാ സാമഗ്രികളും സുരക്ഷിതമായ കസ്റ്റഡിയിൽ സൂക്ഷിക്കുക.
5. വിദ്യാർത്ഥികൾക്ക് അനുവദനീയമായ ഇളവുകൾ ലഭിക്കുന്നതിനു വേണ്ട നടപടികൾ സ്വീകരിക്കുക.
6. സി ഇ സ്കോർ പ്രസിദ്ധീകരിക്കുകയും കൃത്യതയോടെ അപ്ലോഡ് ചെയ്യുകയും ചെയ്യുക.
7. അഡ്മിഷൻ ടിക്കറ്റുകൾ കൃത്യമായി ഡൗൺലോഡ് ചെയ്ത് മേലൊപ്പ് ചാർജി വിതരണം നടത്തുക.
8. ക്ലർക്ക്, ഓഫീസ് അസിസ്റ്റന്റ്, നൈറ്റ് വാച്ച്മാൻ എന്നിവരെ നിയമിക്കുക.
9. പ്രായോഗിക മൂല്യനിർണ്ണയത്തിനായി ലാബ് അസിസ്റ്റന്റുമാരെയും ഇന്റേണൽ എക്സാമിനർമാരെയും നിയമിക്കുക.
10. എല്ലാ പരീക്ഷാർത്ഥികൾക്കും സ്കോർ ഷീറ്റ്/സർട്ടിഫിക്കറ്റ്, മൈഗ്രേഷൻ സർട്ടിഫിക്കറ്റ് മുതലായവ വിതരണം ചെയ്യുക.
11. പരീക്ഷാ നടത്തിപ്പിന് അനുവദിക്കുന്ന തുക ട്രഷറിയിൽ നിന്നും പിൻവലിക്കുകയും ആയത് പരീക്ഷാ നടത്തിപ്പിനായി ചീഫ് സൂപ്രണ്ടിന് കൈമാറുകയും ചെയ്യുക (ചീഫ് സൂപ്രണ്ടും പ്രിൻസിപ്പാളും രണ്ട് പേരാണെങ്കിൽ)
12. പരീക്ഷാ സംബന്ധമായി ലഭിച്ച തുകകൾ സമയബന്ധിതമായി ക്രമപ്പെടുത്തുക.
13. പരീക്ഷാസംബന്ധമായി പരീക്ഷാ സെക്രട്ടറി നൽകുന്ന എല്ലാ നിർദ്ദേശങ്ങളും നടപ്പിലാക്കുന്നതിന് വേണ്ട നടപടി സ്വീകരിക്കുക.

V. പുനർമൂല്യനിർണ്ണയം/ഫോട്ടോകോപ്പി/സൂക്ഷ്മപരിശോധന

- a) പൊതുവിദ്യാഭ്യാസ വകുപ്പ് (ഹയർ സെക്കന്ററി വിഭാഗം വിദ്യാർത്ഥികൾക്ക് അവരുടെ ഉത്തരക്കടലാസുകൾ ഇരട്ടമൂല്യനിർണ്ണയം നടത്താത്ത വിഷയങ്ങൾക്ക് പുനർമൂല്യനിർണ്ണയം നടത്തുന്നതിനും സൂക്ഷ്മ പരിശോധനയ്ക്ക് വിധേയമാക്കുന്നതിനും അവസരം നൽകുന്നുണ്ട്. മൂല്യനിർണ്ണയം നടത്തിയ ഉത്തരക്കടലാസുകളുടെ ഫോട്ടോകോപ്പിക്ക് അപേക്ഷിക്കാവുന്നതാണ്. ഹയർസെക്കന്ററി പരീക്ഷാബോർഡ് നടത്തുന്ന എല്ലാ തിയറി പരീക്ഷകൾക്കും ഈ സൗകര്യം ഉണ്ടായിരിക്കും. പരീക്ഷാ ഉത്തരക്കടലാസുകളുടെ മൂല്യനിർണ്ണയത്തിൽ അത്യപ്തിയോ സംശയമോ ഉള്ളപക്ഷം നിശ്ചിത തീയതിയ്ക്കുമുമ്പ് വിദ്യാർത്ഥി പുനർമൂല്യനിർണ്ണയത്തിന് അപേക്ഷിക്കേണ്ടതാണ്. നിശ്ചിത തീയതിയ്ക്കുമുമ്പ് തുക അടച്ച് പുനർമൂല്യനിർണ്ണയത്തിന് അപേക്ഷിക്കാത്ത വിദ്യാർത്ഥിയുടെ മൂല്യനിർണ്ണയത്തെ സംബന്ധിച്ച് യാതൊരു പരാതിയും പിന്നീട് പരിഗണിക്കുന്നതല്ല.
- b) പരീക്ഷാഫലം പ്രസിദ്ധീകരിക്കുന്നതോടൊപ്പം റിവാല്യൂവേഷൻ/ ഫോട്ടോകോപ്പി/ സൂക്ഷ്മ പരിശോധനയ്ക്ക് വേണ്ടിയുള്ള വിജ്ഞാപനം പുറപ്പെടുവിക്കുന്നതാണ്.
- c) പുരിപ്പിച്ച അപേക്ഷാഫാറം നിശ്ചയിക്കപ്പെട്ടിട്ടുള്ള അവസാനതീയതിക്കുമുമ്പായി വിദ്യാർത്ഥികൾ പരീക്ഷയ്ക്ക് രജിസ്റ്റർ ചെയ്ത സ്കൂളിൽ നൽകേണ്ടതാണ്. അപേക്ഷാഫാറത്തിന്റെ മാതൃക ഹയർസെക്കന്ററി പോർട്ടലിൽ ലഭ്യമാണ്.

- d) **ഫീസ് വിവരം -**
 - a. പുനർമൂല്യനിർണ്ണയം രൂപ 500/- പേപ്പറൊന്നിന്
 - b. സൂക്ഷ്മപരിശോധന രൂപ 100/- പേപ്പറൊന്നിന്
 - c. ഫോട്ടോകോപ്പി രൂപ 300/- പേപ്പറൊന്നിന്

- e) പുനർമൂല്യനിർണ്ണയ നിബന്ധനകൾക്ക് വിധേയമായി മാർക്കിൽ വ്യത്യാസമുള്ള വിദ്യാർത്ഥികൾ അപേക്ഷയും അസൽ സർട്ടിഫിക്കറ്റ്/ സ്കോർ ഷീറ്റ് പ്രിൻസിപ്പലിന് സമർപ്പിക്കേണ്ടതും പ്രിൻസിപ്പൽ അത് പരിശോധിച്ചു എത്രയും വേഗം ഡയറക്ടറേറ്റിൽ സമർപ്പിക്കേണ്ടതുമാണ്. ഇപ്രകാരം പ്രിൻസിപ്പൽ ഡയറക്ടറേറ്റിൽ സമർപ്പിക്കുന്ന അപേക്ഷയും മാർക്ക് ലിസ്റ്റും പരിശോധിച്ചു എത്രയും വേഗം (പത്ത് ദിവസത്തിൽ അധികരിക്കാതെ) പുതിയ മാർക്ക് ലിസ്റ്റ് ബന്ധപ്പെട്ട സ്കൂളിലേക്ക് അയക്കുന്നതാണ്. പുനർമൂല്യനിർണ്ണയത്തിൽ 10% മോ അതിൽ കൂടുതലോ മാർക്ക് അധികമായി ലഭിച്ച വിദ്യാർത്ഥികൾക്ക് പുനർപരിശോധനാഫീസ് തിരികെ ലഭിക്കുന്നതാണ്. പുനപരിശോധനാഫീസ് തിരികെ ലഭിക്കുന്നതിന് അപേക്ഷകൾ ബന്ധപ്പെട്ട പ്രിൻസിപ്പൽമാർക്ക് സമർപ്പിക്കേണ്ടതാണ്. അൺ എയ്ഡഡ് സ്കൂളുകളിലെ വിദ്യാർത്ഥികളുടെ പുനപരിശോധനാഫീസ് തിരികെ ലഭിക്കുന്നതിന് അപേക്ഷകൾ ബന്ധപ്പെട്ട പ്രിൻസിപ്പൽമാർ മുഖാന്തിരം ഡയറക്ടറേറ്റിൽ സമർപ്പിക്കേണ്ടതാണ്

- f) നിശ്ചിത തീയതി കഴിഞ്ഞ് സമർപ്പിക്കുന്ന പുനർമൂല്യനിർണ്ണയം/ സൂക്ഷ്മപരിശോധന അപേക്ഷകൾ പരിഗണിക്കുന്നതല്ല.

- h) ഉത്തരക്കടലാസുകളുടെ ഫോട്ടോകോപ്പിയ്ക്ക് അപേക്ഷിക്കുന്നതിനുള്ള സമയപരിധി കഴിഞ്ഞതിനു ശേഷം ഒരു വർഷത്തിനുള്ളിൽ ഫോട്ടോകോപ്പി ആവശ്യമായുള്ളവർ അപേക്ഷാഫീസായി പേപ്പറൊന്നിന് 1000 രൂപ ഒടുക്കേണ്ടതാണ്.

VI. ഭിന്നശേഷി വിഭാഗത്തിൽപ്പെട്ട വിദ്യാർത്ഥികൾക്കുള്ള ആനുകൂല്യങ്ങൾ

ഭിന്നശേഷിക്കാരായ വിദ്യാർത്ഥികൾക്ക് അനുവദനീയമായ ആനുകൂല്യങ്ങൾക്കുള്ള അപേക്ഷകൾ ആവശ്യമായ രേഖകൾ സഹിതം 18/03/2022 നകം പ്രിൻസിപ്പൽ മുഖാന്തിരം ബന്ധപ്പെട്ട ആർ ഡി ഡി മാർക്ക് നൽകേണ്ടതാണ്.

VII. പരീക്ഷാരജിസ്ട്രേഷൻ റദ്ദാക്കൽ

റഗുലർ വിദ്യാർത്ഥിയായി രണ്ടാം വർഷ പരീക്ഷക്ക് റജിസ്റ്റർ ചെയ്ത ഒരു വിദ്യാർത്ഥിക്ക് പരീക്ഷാരജിസ്ട്രേഷൻ റദ്ദാക്കുന്നതിന് അപേക്ഷിക്കാവുന്നതാണ്. രജിസ്ട്രേഷൻ റദ്ദാക്കുന്നതിന്റെ അപേക്ഷ നിർദ്ദിഷ്ട ഫോമിൽ നിശ്ചിത ഫീസ് ഒടുക്കിയ അസൽ ചെല്ലാൻ സഹിതം ബന്ധപ്പെട്ട പരീക്ഷയുടെ റിസൾട്ട് പ്രഖ്യാപിക്കുന്നതിന് മുൻപ് പ്രിൻസിപ്പൽ വഴി സെക്രട്ടറിക്ക് നൽകിയിരിക്കണം. ചുവടെ ചേർത്തിരിക്കുന്ന മാനദണ്ഡങ്ങൾ അനുസരിച്ചായിരിക്കും റദ്ദാക്കൽ അനുവദിക്കുന്നത്.

- 1) പരീക്ഷയുടെ റിസൾട്ട് വന്നതിന് ശേഷം ആ പരീക്ഷ രജിസ്ട്രേഷൻ റദ്ദാക്കുന്നതിനുള്ള അപേക്ഷ പരിഗണിക്കുന്നതല്ല.
- 2) ഒരിക്കൽ രജിസ്ട്രേഷൻ റദ്ദാക്കപ്പെട്ടാൽ ആ വിദ്യാർത്ഥിയുടെ അടുത്ത അപ്പീയറൻസ് ആദ്യ അപ്പീയറൻസ് ആയി കണക്കാക്കും.
- 3) രണ്ടാം വർഷം രജിസ്ട്രേഷൻ റദ്ദാക്കലിന് അപേക്ഷിക്കുന്ന വിദ്യാർത്ഥിയുടെ ഒന്നാം വർഷ സ്കോറുകൾ നിലനിർത്തുന്നതായിരിക്കും.
- 4) ഒന്നാം വർഷ പരീക്ഷ രജിസ്ട്രേഷൻ റദ്ദാക്കൽ, കോഴ്സ് റദ്ദാക്കലിന്റെ ഭാഗമായി മാത്രമേ അനുവദിക്കുകയുള്ളൂ
- 5) ഒന്നാം വർഷ ഇംപ്രൂവ്മെന്റ്/ സപ്ലിമെന്ററി, രണ്ടാം വർഷ സേ/ഇംപ്രൂവ്മെന്റ് പരീക്ഷകൾക്ക് റദ്ദാക്കൽ അനുവദനീയമല്ല.

VIII. സ്കീം ഫൈനലൈസേഷൻ ക്യാമ്പ്, 2022

മുഖ്യനിർണ്ണയ ക്യാമ്പിനു മുന്നോടിയായി, സ്കീം ഫൈനലൈസേഷൻ ക്യാമ്പ് നടത്തുന്നതാണ്. സ്കീം ഫൈനലൈസേഷനിൽ പങ്കെടുക്കാൻ താല്പര്യമുള്ള അധ്യാപകർ അവരുടെ സമ്മതം അധ്യാപകരുടെ ഡേറ്റാ, ഓൺലൈൻ മുഖേന ശേഖരിച്ച് അപ്ലോഡ് ചെയ്യുന്ന സമയത്ത് രേഖപ്പെടുത്തേണ്ടതാണ്. വിശദാംശങ്ങളടങ്ങിയ സർക്കുലർ ഹയർസെക്കന്ററി പോർട്ടലിൽ പ്രസിദ്ധപ്പെടുത്തുന്നതാണ്. സമ്മതപത്രം നൽകി, സ്കീം ഫൈനലൈസേഷൻ ക്യാമ്പിൽ പങ്കെടുക്കാൻ തെരഞ്ഞെടുക്കപ്പെടുന്നവർ, അതിൽനിന്നു മാറിനിൽക്കാനോ പങ്കെടുക്കാനോ നിയോഗിക്കുവാനോ പാടുള്ളതല്ല. ഇത്തരത്തിൽ ഒഴിവാകുന്നവരെ പിന്നീട് പരിഗണിക്കുന്നതുമല്ല.

ഒപ്പ്/-
ജീവൻ ബാബു. കെ I.A.S
 ചെയർമാൻ
 ബോർഡ് ഓഫ് ഹയർസെക്കന്ററി
 എക്സാമിനേഷൻസ്, കേരളം
 &
 പൊതു വിദ്യാഭ്യാസ ഡയറക്ടർ
 ഹൗസിംഗ് ബോർഡ് ബിൽഡിംഗ്,
 ശാന്തി നഗർ, തിരുവനന്തപുരം

ഒപ്പ്/-
ഡോ.എസ്.എസ്.വിവേകാനന്ദൻ
 സെക്രട്ടറി
 ബോർഡ് ഓഫ് ഹയർ സെക്കന്ററി
 എക്സാമിനേഷൻസ്, കേരളം
 &
 ജോയിന്റ് ഡയറക്ടർ
 (പരീക്ഷാവിഭാഗം)
 പൊതു വിദ്യാഭ്യാസ ഡയറക്ടറുടെ
 കാര്യാലയം, (ഹയർസെക്കന്ററി)
 ഹൗസിംഗ് ബോർഡ് ബിൽഡിംഗ്,
 ശാന്തി നഗർ, തിരുവനന്തപുരം

APPENDIX-I
TIMETABLE FOR THE FIRST YEAR HIGHER SECONDARY EXAMINATION JUNE 2022

SL. NO.	DATE	SUBJECTS
1	02/06/2022 THURSDAY	SOCIOLOGY, ANTHROPOLOGY, ELECTRONIC SYSTEMS, PHILOSOPHY, COMPUTER SCIENCE
2	04/06/2022 SATURDAY	CHEMISTRY, HISTORY, ISLAMIC HISTORY & CULTURE, BUSINESS STUDIES, COMMUNICATIVE ENGLISH
3	06/06/2022 MONDAY	MATHEMATICS, PART III LANGUAGES, SANSKRIT SASTRA, PSYCHOLOGY
4	08/06/2022 WEDNESDAY	PART II LANGUAGES, COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
5	10/06/2022 FRIDAY	GEOGRAPHY, MUSIC, SOCIAL WORK, GEOLOGY, ACCOUNTANCY
6	13/06/2022 MONDAY	BIOLOGY, ELECTRONICS, POLITICAL SCIENCE, SANSKRIT SAHITHYA, COMPUTER APPLICATION, ENGLISH LITERATURE
7	15/06/2022 WEDNESDAY	PART I ENGLISH
8	17/06/2022 FRIDAY	PHYSICS, ECONOMICS
9	18/06/2022 SATURDAY	HOME SCIENCE, GANDHIAN STUDIES, JOURNALISM, STATISTICS

ART SUBJECTS

	DATE	SUBJECTS
1	02/06/2022 THURSDAY	SANSKRIT
2	04/06/2022 SATURDAY	MAIN
3	06/06/2022 MONDAY	LITERATURE
4	08/06/2022 WEDNESDAY	PART II LANGUAGES
5	10/06/2022 FRIDAY	AESTHETIC
6	13/06/2022 MONDAY	SUBSIDIARY
7	15/06/2022 WEDNESDAY	PART I ENGLISH

TIME OF EXAMINATION

Subjects without Practicals	9.45 A.M TO 12.30 P.M [IST] including Cool Off Time of 15 minutes
Subjects with Practicals except Biology & Music	9.45 A.M TO 12.00 P.M [IST] including Cool Off Time (15 minutes)
Biology	9.45 A.M TO 12.05 P.M [IST] including Cool Off Time (20 minutes ie., 15 minutes for Botany & Zoology and 5 minutes preparatory time for Zoology)
Music	9.45 A.M TO 11.30 A.M [IST] including Cool Off Time (15 minutes)

APPENDIX-2

LIST OF SUBJECTS WITH PRACTICAL EVALUATION

1. PHYSICS
2. CHEMISTRY
3. MATHEMATICS
4. BOTANY
5. ZOOLOGY
6. GEOGRAPHY
7. COMPUTER SCIENCE
8. COMPUTER APPLICATIONS
9. ACCOUNTANCY WITH COMPUTER ACCOUNTING
10. COMMUNICATIVE ENGLISH
11. ELECTRONICS
12. HOME SCIENCE
13. GEOLOGY
14. PSYCHOLOGY
15. SOCIAL WORK
16. STATISTICS
17. GANDHIAN STUDIES
18. JOURNALISM
19. MUSIC
20. ELECTRONIC SYSTEMS
21. COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
22. COMPUTER INFORMATION TECHNOLOGY (O.S)
23. ELECTRONIC SERVICE TECHNOLOGY (O.S)

APPENDIX-3

**DETAILS FOR SUBMISSION OF APPLICATIONS AND REMITTANCE OF
EXAM FEE
&
OTHER IMPORTANT DATES**

Sl. No.	Last Date	FIRST Year
1	For receiving application without fine	11/03/2022
2	For receiving application with a fine of Rs. 20/-	16/03/2022
3	For receiving application with an additional fine of Rs. 5/- per day (Fine Rs. 20 + additional fine Rs. 5/day)	19/03/2022
4	For receiving application with a Super fine of Rs. 600/- (Fee +Rs. 600/-)	23/03/2022
5	Publication of candidate details through HSE Portal	31/03/2022
6	Uploading of CE details to HSE portal	01/04/2022 to 13/04/2022
7	For submission of CE related items by Open School candidates	13/04/2022
8	Downloading of Admission Tickets	18/05/2022
9	For submission of application for special concessions for differently abled / mentally challenged students in the Regional Deputy Director Offices.	18/03/2022
10	Terminal Evaluation	02/ 06 /2022 to 18/ 06/2022
11	Application for course cancellation (Std: XI)	18/06/2022

APPENDIX-4

THE PATTERN OF ALLOTMENT OF SCORES FOR HIGHER SECONDARY EXAMINATION, 2022

Subject & Paper	First year				Second year				Combined Total (First & Second Year)				Separate Minimm for TE (30%)	Total Score for Eligibility for Higher Studies (60 out of 200 – Grade D+)
	TE	CE	PE	Total	TE	CE	PE	Total	TE	CE	PE	Total		
Part I ENGLISH	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Part II Languages	80	20	--	100	80	20	--	100	160	40	--	200	48	60
CompSci.&Inf. Technology	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Physics	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Chemistry	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Computer Science	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Home Science	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Electronics	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Geology	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Electronic Systems	60	20	--	80	60	20	40	120	120	40	40	200	36	60
BIOLOGY														
Botany	30	10	--	40	30	10	20	60	60	20	20	100	36	60
Zoology	30	10	--	40	30	10	20	60	60	20	20	100		
Botany & Zoology (Total)	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Mathematics (S)	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Mathematics (S)	60	20	--	80	60	20	40	120	120	40	40	200	36	60
History	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Economics	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Political Science	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Sociology	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Gandhian Studies	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Philosophy	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Social Work	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Part III Languages	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Sanskrit Sahitya	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Sanskrit Sasthra	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Islamic History & Culture	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Psychology	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Communicative English	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Journalism	60	20	--	80	60	20	40	120	120	40	40	200	36	60
English Literature	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Anthropology	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Computer Application (H)	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Geography	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Music	40	20	--	60	40	20	80	140	80	40	80	200	24	60
Statistics	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Business Studies	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Accountancy with AFS	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Accountancy with Computer Accounting	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Mathematics ©	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Mathematics ©	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Computer Application ©	60	20	--	80	60	20	40	120	120	40	40	200	36	60

TE – Terminal Evaluation ; CE – Continuous Evaluation ; PE – Practical Evaluation. For subjects except Music, no separate minimum for CE & PE. No separate minimum for TE in Botany or Zoology. Separate minimum for Biology is 36 scores. For Music separate minimum of 24 score required for PE.

APPENDIX – 5

DISTRIBUTION OF SCORES FOR HIGHER SECONDARY EXAMINATION, 2022 – (COMBINED LIST)

Item	FIRST YEAR				SECOND YEAR				
	C.E	T.E	TOTAL	TIME	C.E	P.E	T.E	Total	Time of T.E.
Subjects without Practicals	20	80	100	2 ½ hours	20	-	80	100	2 ½ hrs
For Music	20	40	60	1 ½ hours	20	80	40	140	1 ½ hrs
Biology	20	60	80	2 hours	20	40	60	120	2 hrs
For other Subjects with Practicals	20	60	80	2 hours	20	40	60	120	2 hrs

APPENDIX- 6

NINE POINT GRADING (FIRST & SECOND YEAR HIGHER SECONDARY EXAMINATION, 2022) (Combined scores obtained by a candidate in the First & Second Year Higher Secondary Examinations taken together)

Grade	Grade Range
A+	Total Score 180 -200
A	Total Score 160 - 179
B+	Total Score 140 - 159
B	Total Score 120 - 139
C+	Total Score 100– 119 with TE Score greater than or equal to 30% of TE Maximum
C	Total Score 80 - 99 with TE Score greater than or equal to 30% of TE Maximum
D+	Total Score 60 - 79 with TE Score greater than or equal to 30% of TE Maximum
D	Total Score 40 - 59 or TE Score less than 30% of TE Maximum
E	Total Score below - 40

- For Music, 30% each of the maximum score of PE & TE is necessary for D+ Grade or above.
- There will be no separate minimum for CE and PE whereas a minimum of 48 scores for subjects without practicals and 36 scores for subjects with practicals for TE is compulsory.
- To become eligible for higher studies a candidate should attain D+ Grade in all subjects.
- For securing D+ grade for Biology separate minimum for Botany or Zoology is not necessary.
- The combined scores obtained by a candidate in the First & Second Year Higher Secondary Examinations taken together and grades there upon will determine the eligibility of the candidate for higher studies.

APPENDIX - 7
CONCESSIONS TO CANDIDATES WITH SPECIAL NEEDS

Candidates with special needs having 40% or more disability are eligible for availing the service of scribe, as per vide G.O. (MS) No. 11/2015/G.Edn. Dated : 14/01/2015 and G.O. (MS) No. 65/2015/G.Edn Dated : 06/03/2015. (See G.O Appendix 40 & 41)

- (a) Physically challenged candidates will be given 10 minutes grace time per hour of examination, according to the gravity of the handicap/disorder, if the following conditions are satisfied.
- i) Application for concession should be submitted in the prescribed format provided in Appendix – 23 supported by medical certificate issued by a Medical Board, which include a specialist in physical medicine and rehabilitation or orthopaedics.
 - ii) Physically challenged candidates who are unable to write with their hands will be provided with the services of a scribe and extra time of 15 minutes per hour, if the Medical Board specifically states that the candidate is unable to write on his own. In the medical certificate from the medical board it should be clearly stated that the candidate examined deserves extra time and service of scribe.
 - iii) Physically challenged candidates who cannot move their hand freely will be exempted from drawing diagrams and geometrical figures, provided, it is so certified by the Medical Board in the medical certificate. Marks for diagrams will be given proportionately based on the marks secured by them.
 - iv) Mentally challenged candidates and candidates having neurological disorders shall be given 25% marks secured by them, additionally on producing medical certificate from medical board that includes a psychiatrist in the case of mentally retarded candidates and a neurologist in the case of candidates with neurological disorders.
 - v) For candidates having physical or orthopaedic handicap plus visual or hearing problems, mental retardation etc the respective specialist must be present in the medical board, which certifies the handicap.
 - vi) Applications for the above concessions should reach the concerned Regional Deputy Director, Higher Secondary Education before the last date prescribed for the same. Original medical certificate from the medical board and attested photocopy of the same must be submitted along with the application. Original medical certificate will be returned after verification, to the candidate. The application of the Gulf candidates should be forwarded to the Regional Deputy Director, Thiruvananthapuram. The application of the Lakshadweep candidates should be forwarded to the Regional Deputy Director, Ernakulam. The application of the Mahe candidates should be forwarded to the Regional Deputy Director, Kannur. The application for special cases should also be forwarded to the concerned RDD Office.
- (b) Hearing impaired Candidates will be exempted from appearing for the Second language and will be given 25% of marks secured by them additionally subject to their producing a medical certificate in original from a medical board comprising an ENT specialist. An attested copy of the medical certificate should also be attached with the application.

(c) Visually impaired candidates are eligible for extra time/service of a scribe as detailed below.

- i) Candidates with visual disability of 100% will be exempted from drawing diagram. They shall be given scores as per G.O.(Ms) No. 106/2019/G.Edn. dated: 02/08/2019.
- ii) Candidates with visual disability of 20% to 39% will be given 10 minutes extra time per hour of examination.

Candidates with visual disability of 40% – 49% will be given extra time of 10 minutes for every one hour of examination and the service of a scribe.

Candidates with visual disability of 50% and above will be given extra time of 15 minutes for every one hour of examination and the service of a scribe.

Medical certificate in original from the head of the department of Ophthalmology or from a person not below the rank of an associate professor of Ophthalmology of a medical college in the state or from the district ophthalmic surgeon, detailing the visual handicap should be enclosed along with the application. An attested photocopy of the medical certificate should also be attached with the application. **Candidates with visual disability upto 19% will be treated as normal.**

- i. The service of an interpreter can be availed in the case of hearing impaired / mentally challenged candidates. The service of Resource teachers (coming under IEDC, General Education Department) can be availed for the purpose. In the absence of the above, the service of an Invigilator posted to the school can be utilized. Visually impaired candidates will be allowed to use recognition facility and IED candidates will be provided opportunity to use Computer / Laptop provided they submit request in the prescribed application form and obtain order regarding the same.
- ii. Applications for concession, in the prescribed format provided in Appendix – 23 should be submitted before the last date prescribed for the same to the concerned Regional Deputy Director, Higher Secondary Education. Educational qualification of the scribe whose service is hired in all the above cases should be below Plus Two level, ie, the scribe should not have passed Higher Secondary or equivalent examinations. In the absence of the service of such candidates as scribes, the service of candidates who have completed Plus Two course with a different combination of subjects than that of the applicant can be availed. The details of the proposed scribe should be forwarded to the Regional Deputy Director, along with the application for the services of scribe. The Principal shall appoint scribe after verifying his identity and qualification.

CONCESSION TO LEARNING DISABLE CANDIDATES (G.O (MS) No. 03/2016/G.Edn Dated : 01/01/2016).

Dyslexia - 10 Minutes Grace time per hour of the examination and the service of interpreter if required.

Dysgraphia - 10 Minutes Grace time per hour of the examination and the service of scribe.

Dyscalculia – 10 Minutes Grace time per hour of the examination and service of interpreter for the subjects Mathematics only.

The Principals of the Higher Secondary Schools shall ensure that differently abled/mentally challenged candidate are not admitted to batches with subject combination involving Practicals, which the student concerned are unable to cope with due to her/his disability.

The Chief Superintendent should write the order number granting concessions and also the nature of concession granted clearly on top of the answer scripts and such answer scripts shall be forwarded to the valuation camps in separate CV covers with the inscription “Answer Script of (nature of handicap) candidate, Order No. nature of concession (25% grace mark, exemption from drawings etc.)”

APPENDIX – 8

INSTRUCTIONS TO THE CANDIDATES APPEARING FOR THE HIGHER SECONDARY EXAMINATION

- i. Candidates shall take their seats in the examination hall at the first bell.
- ii. Candidates presenting themselves more than half an hour after the commencement of examination shall not be admitted.
- iii. Candidates who are suffering from infectious diseases of any kind shall stay away from the examination.
- iv. Candidates shall carry the admission tickets with them to the examination hall, on all days of terminal and practical evaluation.
- v. Candidates shall bring all necessary materials such as a pen, pencil, drawing instruments, nonprogrammable calculator and transparent water bottles to the examination hall.
- vi. Candidates shall not communicate with each other or with any person outside the examination hall or exchange materials including answer sheets in the examination hall. They shall not carry any material that could help in malpractice to the examination hall.
- vii. Candidates shall write their register numbers and other details on the facing sheet of the answer script in the space provided. They are prevented from writing their register numbers or putting any other identifying mark on any other part of the answer script. They are also prevented from writing any matter on the question paper and admission ticket other than the details asked for.
- viii. Candidates are not permitted to bring Clark's table or any other data table to the examination hall. All required data shall be provided in the question paper itself.
- ix. Candidates shall attend the part I, II and III language examinations in the languages concerned or as per instructions contained in the question paper. While attending the examinations in all other subjects the candidates are permitted to use any of the following languages - English, Malayalam, Tamil and Kannada. However, candidates shall not use more than two languages in any one answer script. Of the two languages used in an answer script, one shall be English.
- x. Candidates shall not be permitted to leave the examination hall 30 minutes before the completion of the examination. Once a candidate leaves the examination hall, he shall not be permitted to re-enter the hall.
- xi. Candidates shall leave the hall only after handing over the answer scripts to the invigilators.

APPENDIX – 09
DUTIES OF CHIEF SUPERINTENDENTS

The Chief superintendent shall:

1. take measures to ensure the smooth conduct of practical and terminal evaluations strictly as per the instructions issued in this regard.
2. maintain all the registers prescribed in connection with the examination.
3. receive the main, additional and barcoded answer books and CV covers supplied to the school and maintain their account.
4. ensure that his/her monogram is affixed on the facing sheet of the answer book and also on the additional sheets supplied to candidates in the examination halls. Also, ensure that the monogram is affixed on the answer script just below the point where the candidate finished writing.
5. ensure that the monogram is not affixed anywhere in the barcoded answer script meant for double valuation subjects.
6. receive the question papers from the Secretary in the presence of the deputy chief superintendents.
7. take every measure to ensure the safety of the question papers and keep one of the keys of the safe containing question papers.
8. make all necessary arrangements for the conduct of the examination.
9. purchase materials for Practical Evaluation and stationery for terminal evaluation.
10. supervise and control the Deputy Chief Superintendents, Invigilators, External Examiners and the other staff appointed for the conduct of the examinations.
11. take necessary action as per rules in the case of malpractices.
12. collect answer scripts from the invigilators, pack them as per instructions and send them to the CV camps concerned in time.
13. disburse TA/DA and remuneration to officials and the scribes appointed as per rules.
14. maintain all accounts of expenditure in connection with the examination. The principal and the substitute chief superintendents shall be jointly responsible for settling the amounts sanctioned for the conduct of examinations.

APPENDIX – 10

DUTIES OF DEPUTY CHIEF SUPERINTENDENTS

The deputy chief superintendent shall

1. work under the control and supervision of the chief superintendent and render all assistance for the conduct of examination as per rules.
2. (Senior deputy chief) act as the chief superintendent in the temporary absence of the Chief Superintendent.
3. report directly to the Secretary any irregularity /violation of rules noticed in the examination centre. Such cases shall be reported immediately over the phone. He/she shall also email a detailed report on the same day itself.
4. be present in the examination centre at the time of receipt of question papers and ensure all the question papers required for the centre have been received in sufficient numbers. He/She shall also verify whether the seals on the question paper packets are intact. Verification of the seal on the question paper packets shall be done on each day of the examination at the time of opening of the question paper packets.
5. ensure the question papers are kept in a separate safe with double locker facility, which can be opened only by using two keys. One of the two keys shall be kept by the senior deputy chief superintendent.
6. verify whether the seating arrangements in the examination halls are as per the guidelines.
7. be present at the time of opening and closing of the question paper locker and authenticate his presence by signing in the relevant register.
8. visit all rooms when the examination is in progress and ensure that the invigilators are performing their duties as per rules and that the candidates are not indulging in any malpractices.
9. (Senior deputy chief) assign duty to all the invigilators on each day of the examination.

APPENDIX – 11
DUTIES OF INVIGILATORS

The invigilators shall

1. report before the chief superintendent of the examination centre, 45 minutes before the commencement of the examination on all days. He/She shall be present in the examination hall 30 minutes before the examination begins.
2. discharge duties as per instructions from the chief and deputy chief superintendents.
3. be responsible for maintaining discipline and decorum in the examination hall. He/she shall not permit the candidates to move about in the hall while the examination is in progress
4. ensure that the examination hall and the furniture therein are free from scribbling and posters.
5. ensure that the main and additional answer books (except for double valuation papers) bear the monogram
6. admit the candidates to the examination hall after the first bell and verify their identity as per the photograph on the admission ticket.
7. ensure that the candidates are seated as per the seating arrangement register.
8. issue main answer books to the candidates, after putting his/her dated initials, at the second bell.
9. ensure that the register number written by the candidate in figures and words in the facing sheet of the answer book tallies with the register number printed on the admission ticket.
10. verify whether the correct question paper packets, applicable to candidates in his/her particular hall for the day and session, have been supplied and open the same after obtaining the signatures of two candidates in the room. He/She shall put his/her signature on the question paper packet in the space provided for the same.
11. issue appropriate question papers to each candidate at the third bell.
12. make sure that no candidate has been admitted to the examination hall after 30 minutes from the commencement of examination and no candidate leaves the examination hall before 30 minutes to the completion of the examination.
13. ensure that the candidates have not brought any material/devices that would help in malpractice.
14. ensure that the candidates do not receive any external help or indulge in discussions among themselves in the examination hall.
15. report attempts of malpractice, if any to the chief superintendent without delay.
16. issue additional sheets as per requirement and maintain its account.
17. ensure that the sheets already issued are completely used up, before issuing fresh additional sheets.
18. be vigilant throughout the examination and not leave the hall when the examination is in progress.
19. not indulge in any activity in the examination hall that can come in the way of their duties as an invigilator.
20. check whether the number of additional sheets attached to the main answer book has been entered in the space provided in the facing sheet and that it tallies with the number of additional sheets issued as per records.
21. collect the answer scripts after the time allotted for writing the examination and hand over the same to the chief/deputy chief superintendent.

NB: All duties assigned in connection with the Examination are part of the official duties and the act of abstaining from such duties can be considered as an act of gross negligence and irresponsibility that invites disciplinary action.

APPENDIX -12
INSTRUCTIONS FOR PACKING ANSWER SCRIPTS

- i. **Before packing the answer scripts, the Chief Superintendent should ensure that the candidates have written their correct Register number in the column allotted for the purpose.**
- ii. The answer scripts should be arranged register number wise and packed 17 numbers in each C.V cover in the case of the subjects except Botany and Zoology. Botany and Zoology papers should be packed in 25 numbers in separate C.V.covers.
- iii. The packing slip generated using the link provided in iExaM Portal after entering the absentee details shall be pasted on the CV cover The blank marklist with register number generated shall be kept inside the CV cover, except for Plus Two Physics, Chemistry and Mathematics. **The answer scripts should be packed and sent by Registered post to the name address of the Camp Co-ordinator in the respective C.V. camp as per the instruction from the Secretary on the day itself. Retention of answer scripts in the centre for more than the minimum time required for despatch will invite punishment to the person responsible.**
- iv. **The answer scripts of candidates with special needs should be sent in separate covers superscribed “Physically challenged/visually impaired / hearing impaired /neurological disorders” as the case may be and the order granting concession to the above category of candidates and the nature of the concession given to the candidate should be noted on the answer script as well as on the C.V cover by the Chief/Deputy Chief Superintendent and attested by them.**
- v. Subject wise absentees’ statement should be sent to the Centralised Valuation Camps concerned. This should be prepared with utmost care.
- vi. The answer scripts shall be packed subjectwise first. The Plus One & Plus Two answer scripts thus packed subject wise shall be packed in separate bundles and sent to the CV Camps.

APPENDIX – 13

INSTRUCTIONS TO CHIEF SUPERINTENDENTS - REGARDING SETTLEMENT OF ADVANCE SANCTIONED TOWARDS THE CONDUCT OF EXAMINATIONS

The Director shall allot the anticipated amount of expenditure towards conduct of various public examinations to the Principals of government and aided schools. The Principals shall draw the amount and place the amount at the disposal of the Chief Superintendents in case the Principal is not the Chief Superintendent. It shall be the responsibility of the Principal to settle the advance drawn immediately after the completion of the examinations, following all the procedures in this regard. In case the Principal is not the Chief Superintendent, it shall be the joint responsibility of the Principal and Chief Superintendent to settle the accounts. Delay in settlement shall lead to disciplinary action including penal interest on the advance sanctioned. The following expenditure shall be met from the advance sanctioned for the conduct of the various examinations.

1. Practical evaluation
 - a. Remuneration. Payment of remuneration at the rates specified from time to time
 - i. Chief Superintendent
 - ii. External Examiners and Internal Examiners are eligible for payment
 - per batch for prescribing the work, conducting the practical, supervising and judging the merit of candidates
 - per candidate registered for preparing the examination.
 - per candidate present for valuing lab records.
 - iii. Internal Examiners are eligible for payment per batch
 - iv. Clerk
 - v. Laboratory Assistant
 - b. Cost of materials: Payment for the cost of materials in respect of the practical evaluations of Physics, Chemistry, Botany, Zoology and Geography. The cost is calculated per candidate.
 - c. TA to the External Examiners for conducting practical evaluation.
 - d. TA to the teachers of the school for attending the various meetings connected with practical evaluation and to the Chief Examiners and Chairman for conducting inspection of practical evaluation centres.
2. Terminal evaluation
 - a. TA/DA and remuneration to the following officials attending the TE duty.
 - i. Chief Superintendent.
 - ii. Deputy Chief Superintendent.
 - iii. Invigilators.
 - iv. Clerk.
 - v. Peon.
 - vi. Night Watchman.
 - b. TA/DA for attending the meeting of Chief Superintendents.

3. Miscellaneous expenditure.

- a. Admission ticket generating charges.
- b. Seating arrangements.
- c. Stationery.
- d. Head load charges (including packing).
- e. Postage.
- f. Contingent charges.
- g. Any other expenditure ordered by the Secretary to be met from the advance.

In examination centres other than Govt. and aided schools of the state of Kerala, the above expenditure shall be met by the schools concerned.

Principals shall maintain all accounts of expenditure in connection with the examination by making use of the software provided for this purpose. The account summary shall be generated and balance amount, if any, shall be surrendered to the department. If additional amount is required, they shall submit a request for the same to the Secretary within one week of the completion of examinations. Copies of all vouchers/bills shall be kept in schools for verification at the time of future audit by the authority concerned.

APPENDIX –14

THE RATE OF REMUNERATION FOR THE CONDUCT OF THEORY AND PRACTICAL EXAMINATION 2022

A. CONDUCT OF THEORY EXAMINATION:

- | | | |
|--------------------------------|---|-------------------|
| 1. Chief Superintendent | : | Rs. 84.50 per day |
| 2. Deputy Chief Superintendent | : | Rs. 65.00 – do – |
| 3. Assistant Superintendent | : | Rs. 52.00-do- |
| 4. Clerk | : | Rs. 39.00-do- |
| 5. Peon | : | Rs. 29.9-do- |

B. PRELIMINARY ARRANGEMENTS

- | | | |
|---|---|---|
| a. Seating Arrangements | : | Rs. 26/- for every 40 candidates or part thereof. |
| b. Head load charges (including packing) | : | RS. 10.4/- for every 200 answer books or part thereof |
| c. Telephone Charges | : | Actual amount on the strength of bills |
| d. For Hall ticket generating | : | Rs. 2.6/- per candidate |
| e. Postage | : | Actual amount on the strength of receipt/vouchers |
| f. The Practical Examiners should claim the postage expenses from their parent institutions for the duties in Government and Aided schools. For Un-Aided schools, they should claim postage expenses from the concerned institutions. Towards the claims they should submit the original postal receipts. | | |
| g. Watchman allowance (From the date of receipt of Question Paper to the previous day before the last day of examination) | : | RS. 150/- per day |
| h. Stationery | : | RS. 2.6/- per candidate |

C. CONDUCT OF PRACTICAL EXAMINATION

- | | | |
|-------------------------|---|--------------------|
| 1. Chief Superintendent | : | Rs. 32.5 per day |
| 2. Clerk | : | Rs. 19.5 per day |
| 3. Lab Attender | : | Rs. 32.5 per batch |

(Candidates consisting of 15 numbers shall be treated as one batch & part thereof shall be treated as a batch if the number of candidates is above four ie; 25%of 15)

I. PRACTICAL EXAMINATIONS IN THREE HOUR SUBJECTS:

- | | | |
|--|---|-----------------------------------|
| a. External Examiner (prescribing the work, conducting the practical, supervising and judging the merit of candidates) | : | Rs. 65 per batch |
| b. External Examiner (preparing for the examination) | : | 52 Paise per candidate registered |
| c. External Examiner (Valuing Lab Records) | : | Rs. 1.30 per candidate |
| d. Internal Examiner | : | Rs. 39/- per batch |

(4) PRACTICAL EXAMINATION IN BOTANY AND ZOOLOGY (2 HOURS):

- a. External Examiner (prescribing the work, conducting the practical, supervising and judging the merit of candidates) : Rs. 32.50 per batch
b. External Examiner (preparing for the examination) : Paise 26 per candidate registered
c. External Examiner (Valuing Lab Records) : Rs. 1.30 per candidate
d. Internal Examiner : Rs. 31.20 per batch

(5) COST OF MATERIALS FOR PRACTICAL EXAMINATIONS

1. Physics / Botany : Rs. 1.63 per candidate
2. Chemistry : Rs. 3.90/- per candidate
3. Zoology : Rs. 3.25 per candidate
4. Geography : Rs. 1.17 per candidate

D. TA FOR INVIGILATORS AND EXTERNAL EXAMINERS:

- Up to 8 KMs : No TA
Above 8 KMs and Up to 32 KMs : ½ DA
Above 32 KMs with in the Districts : 1 DA
Inter District TA : As per Rules

The practical examiners can claim TA for attending the district wise meeting from the contingent expenses for their schools as above.

- up to 8 KMs : No TA
Above 8 KMs and up to 32 KMs : ½ DA
Above 32 KMs with in the Districts : 1 DA

Mode of seating arrangement for theory examinations

- Std: XI & XII candidates together : One Invigilator for 30 candidates
Std: XII candidates only : One Invigilator for 20 candidates
Std: XI candidates only : One Invigilator for 20 candidates.

APPENDIX –15

CV CAMP TA/DA/REMUNERATION & CONTINGENT EXPENDITURES

I. TA/DA/REMUNERATION TO EXAMINERS

1. **TRAVELLING ALLOWANCE**

(Shortest route from the place of duty to the station is to be preferred while claiming TA)

Upto 8 Kilometers : No TA

Above 8 Kilometers upto 32 Kilometers : ½ DA

Above 32 Kilometers : 1 DA

2. **DA** : Existing rate prescribed on the basis of basic pay

3. **REMUNERATION**

For valuation of Answerscripts : Rs. 8/- per script

(Other than Botany and Zoology)

For Botany and Zoology : Rs. 6/-script

For Scrutiny : Rs. 10.4 for every 25 scripts

II. DA/REMUNERATION TO CAMP OFFICIALS

DA : From the first day of Examination to the last day of valuation +3 continuous days

Remuneration : (For the working days in between the first day of Examination to the last day of valuation + 3 continuous days)

Camp Co-ordinator	: Rs. 117/day
Camp Officer	: Rs. 110.50/day
Deputy Camp Officer	: Rs. 104/day
Tabulation Officer	: Rs. 104/day
Script Coding officer	: Rs. 104/day
Camp Assistant	: Rs. 84.50/day

CONTINGENCY (SUPPORTED BY PROPER VOUCHERS)

Upto 50,000/- scripts – 25 paise per script, then
20 paise per script for the next 50,000 and then
15 paise per script for the balance.

CONTINGENCY FOR ONLINE TABULATION

Rs. 400/- per computer (for formatting/software installation) The number of computer required for tabulation and the number of computers needed formatting should be got certified by the concerned RDD. Voucher for the expense from approved computer hardware firms should also be kept.

Rs. 20/- per computer (electricity charges). For additional expenses of electricity, on production of electricity bill.

NB :- Any additional expenses towards water supply, Use of Generator, making additional infrastructure facilities etc. shall be got authenticated by concerned RDD.

APPENDIX - 16

UPLOADING OF CANDIDATE DETAILS

FIRST YEAR EXAMINATION

The centre wise list of all First Year Regular candidates admitted to the First Year Higher Secondary course (School Going and Open School) for the academic year 2020 – 2021 will be published through the iExaM web portal, www.dhsems.kerala.gov.in.

All the Higher Secondary School Principals (Government, Aided and Un-aided) should download the list and publish the same in the school notice board. Before publishing the list, the names of all candidates who are not eligible to appear for the Examination, due to various reasons should be deleted.

Those candidates who are not eligible/ not applied for registration shall be UNREGISTERED in the list through the web portal (Detailed instructions in this regard shall be issued separately).

APPENDIX - 17

DOWN LOADING OF ADMISSION TICKETS

Centre wise **admission tickets** of the registered candidates will be made available through the iExaM web portal www.dhsems.kerala.gov.in. The Principals of the Examination centres can download the admission tickets from the portal. However the admission tickets of the candidates whose CE marks were not uploaded through the portal shall be blocked by the Principal and such candidates should not be allowed to attend the Examination.

APPENDIX - 18

UPLOADING OF CONTINUOUS EVALUATION (CE) SCORES

The link for uploading of First Year and Second Year CE Scores will be available separately in iExaM portal, www.dhsems.kerala.gov.in . The Principals of the Examination centres shall make the required entries in time and prepare the CE scores. The CE scores shall be uploaded through the portal within the stipulated time following the instructions issued in this regard. If the CE scores are not uploaded from a centre within the stipulated time, the results of the candidates will be withheld and Principal shall be held responsible for the consequences.

APPENDIX - 19
GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)
APPLICATION FOR REGISTRATION TO THE EXAMINATIONS

1. Name and year of examination :
2. Centre No & Name :
3. Stream of study : Higher secondary Technical higher secondary
 Art higher secondary Vocational higher secondary
 Equivalency
4. Group of study : Science Humanities
 Commerce Others
5. Category : School going SCOLE Kerala
 Compartmental Lateral entry
 Special category Others
6. Scheme : New Old

7. Name of the candidate :
8. Date of birth :
9. Gender : Male Female
 Transgender
10. Religion and caste :
11. Community : SC ST
 OEC OBC Others
12. Details of passing SSLC or the equivalent examination : Month Year Reg. No
13. Admission number/ SCOLE Kerala/ KSLMA registration number :
14. Details of last appearance of the higher secondary examination : Month Year Reg. No
15. Subjects appearing. (*Specify the subjects*)

Affix passport size photograph attested by the principal

Part I				
Part II				
Part III	Subject	Tick the language, if the candidate wishes to write the Part III subjects in Malayalam/Tamil/ Kannada		
Subject 1		Malayalam	Tamil	Kannada
Subject 2		Malayalam	Tamil	Kannada
Subject 3		Malayalam	Tamil	Kannada
Subject 4		Malayalam	Tamil	Kannada

16. Details of previous appearance :

Class: XI / XII

Part	Subject	Register number	Month & Year	Eligible/ not eligible for higher studies (If compartmental)	Grade/ Score obtained
Part I					
Part II					
Part III					

17. Details of examination fee remitted

Fee	Date of remittance	If remitted in treasury		If remitted in school office Receipt No.
		Name of treasury	Chalan Number	
Examination fee				
Certificate fee				

18. Have you been granted educational concession form SC/ST department? : Yes No

19. In the case of SC/ST/OEC/OBC students, state whether their present appearance is first or second.

20. If second, state whether it is within a continuous period of two years : Yes No

DECLARATION

Certified that the details furnished above are correct.

Name and signature of the candidate :

Name and signature of the parent/guardian :

CERTIFICATE

Certified that the details furnished by the candidate were verified with the office records and found correct.

Name and signature of the class teacher :

Name and signature of the principal :

Place:

Date :

(Attach copies of SSLC/equivalent certificate, private registration memo and mark sheets/certificates of previous higher secondary examinations)

APPENDIX - 20
GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)
APPLICATION FOR CONCESSIONS TO DIFFERENTLY ABLED CANDIDATE

1. Name of examination	:	First year	Second year	March																		
2. Examination centre code No.	:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> </tr> </table>																				
3. Name of the examination centre	:																					
4. Name of the candidate	:																					
5. Address for communication	:																					
6. Register No. of the candidate	:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> </tr> </table>																				
7. Nature and percentage of disability	:																					
8. Nature of concessions eligible [Tick mark the relevant boxes]	:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. Extra time</td> <td style="width: 5%;"></td> <td style="width: 45%; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>2. Service of scribe</td> <td></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>3. Exemption from drawing diagrams</td> <td></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>4. Grace mark</td> <td></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>5. Service of Interpreter</td> <td></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>6. Exemption from attending second language</td> <td></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>			1. Extra time		<input type="checkbox"/>	2. Service of scribe		<input type="checkbox"/>	3. Exemption from drawing diagrams		<input type="checkbox"/>	4. Grace mark		<input type="checkbox"/>	5. Service of Interpreter		<input type="checkbox"/>	6. Exemption from attending second language		<input type="checkbox"/>
1. Extra time		<input type="checkbox"/>																				
2. Service of scribe		<input type="checkbox"/>																				
3. Exemption from drawing diagrams		<input type="checkbox"/>																				
4. Grace mark		<input type="checkbox"/>																				
5. Service of Interpreter		<input type="checkbox"/>																				
6. Exemption from attending second language		<input type="checkbox"/>																				

Place:

Date :

Signature of the candidate

Certificate of the Principal

Certified that the above candidate is eligible for concession applicable to differently abled candidates and the original documents submitted by the candidate have been verified and found genuine.

Place :

Date :

(Office Seal)

Signature of the Principal

Name

Designation

Documents attached

1. Medical Certificate from the Medical Board – Attested copy
2. Details of the scribe (if necessary)

APPENDIX - 22
GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)
APPLICATION FOR DUPLICATE CERTIFICATE/SCORE SHEET

1. Name of the applicant with complete address :
(in block letters) with PIN code
2. Name of parent / guardian :
3. Date of Birth :
4. Particulars of Examination

Name of the Examination	Register Nos.	Year & Month	Examination centre	Remarks

5. Circumstances under which duplicate certificate is applied for:
6. a. Whether the affidavit in the prescribed format attested by designated authority attached?*
- b. If the original Certificate is damaged, give details and enclose its remnants?***
- c. Whether applied for Duplicate / Triplicate certificate before? If. Yes, give details.
7. Particulars of fees remitted.

No. & date of Chalan	Amount remitted	Name of treasury	Head of account	Remarks

Place:
Date :

Signature of the applicant

CERTIFICATE OF THE PRINCIPAL OF THE HIGHER SECONDARY SCHOOL IN WHICH THE CANDIDATE ATTENDED THE EXAMINATION

Certified that to the best of my knowledge and belief, the original certificate/score sheet issued to Sri/Smt was irrecoverably lost/damaged. I have carefully verified the particulars furnished above, by the candidate and found the same correct. I recommend that a duplicate certificate / score sheet may be issued to the applicant.

Principal :
Name of school :
Address :
Revenue dist. :

Place:
Date :

(Office seal)

* If the original certificate/mark list is irrecoverably lost, declaration of the candidate, in Stamped Paper worth Rs.50/ (Fifty), attested by a notary under the seal or by the Officer Commanding, in the case of Jawan or by an authorised officer of the Indian embassy in the case of applicants in foreign countries detailing the circumstances under which it was lost should be produced.

** Affidavit not necessary in case of damaged certificates/score sheet if remnants of the damaged certificate are produce along with the application.

FORMAT OF THE AFFIDAVIT

I,
..... (name and address) do hereby solemnly affirm & state as follows:

I completed my higher secondary course in the Year and appeared for the higher secondary examination (Month & Year) with register number

A certificate/score sheet was issued to me with register number The same was irrecoverably lost (Give details).

I made all my efforts to get the above certificate/score sheet. Now I am convinced that the certificate/score sheet is irrecoverably lost. I need a duplicate copy of the certificate/score sheet. I am swearing this affidavit for getting a duplicate of the higher secondary certificate/score sheet and submit that I am highly needed of the duplicate of the same as early as possible.

If at any time, the lost certificate/score sheet is recovered, it will be surrendered to the concerned authority and I shall not misuse the above certificate for any other purpose.

The above facts are true.

Dated (Month & Year)

Deponent

APPENDIX - 23

**GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)
APPLICATION FOR MIGRATION/DUPLICATE MIGRATION CERTIFICATE**

Details of fee remitted

Chalan no.	Date of remittance	Name of treasury	Amount

1. Name of candidate (in block letters) :
2. Details of the last examination attended :
 - a. Month & Year :
 - b. Register Number :
3. Details of the examination centre at which the candidate was registered :
 - a. School code :
 - b. Name of school :
4. The name of University/Institution in which the student is studying/proposed to join :
5. If applying for DUPLICATE MIGRATION CERTIFICATE, specify the details of original.
 - a. Certificate Number :
 - b. Date :

[A declaration (to the effect that the certificate is irrecoverably lost and will be surrendered to the department if found) of the student in white paper signed before a gazetted officer and attested by him shall be attached.]

6. Address to which the Migration Certificate should be sent :

PIN code :

Mobile Number :
7. If it is to be sent to an institution directly, give details of the candidate's course of study :
8. Signature of the candidate with date :

DECLARATION BY THE PRINCIPAL

[If the application is submitted directly to the Directorate of General Education (Higher Secondary). (Not through the higher secondary portal)]

I have no objection to issue migration certificate to the applicant. The transfer certificate No. Dated has been issued to the candidate, whose conduct has been satisfactory throughout. The candidate has passed/not passed the higher secondary examination.

Place:

Date :

Signature of the Principal

Applications should be submitted to the Principal of the centre at which the candidate registered for the examination. Attach copy of the admission ticket/certificate, self addressed stamped envelope and original chalan receipt for the required fees .

APPENDIX - 24

**GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

**APPLICATION FOR REVALUATION OF ANSWER SCRIPTS OF HIGHER SECONDARY EXAMINATION
FIRST/SECOND YEAR 20.....**

DETAILS OF FEE REMITTED

<i>No. & Date of Chalan</i>	<i>Name of treasury</i>	<i>Amount remitted</i>

1. Name of candidate (in block letters) :
2. Register number :
3. School code and name of the centre at which the candidate wrote the examination :
4. Revenue district :
5. Subject[s] and paper[s] for which revaluation is required

Sl. No.	Part	Name of paper[s]	Score

6. Whether copy of the mark list is enclosed : Yes No
7. Whether applied for scrutiny also : Yes No
(Separate applications shall be given)
8. Address of the candidate to which communications are to be sent (in block letters) :
PIN code :
Mobile number :

Place:
Date :

Signature of the candidate

(Applications shall be submitted to the concerned Principal before the last date stipulated.)

APPENDIX - 25
GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)

**APPLICATION FOR SCRUTINY OF VALUED ANSWER SCRIPTS OF HIGHER
SECONDARY EXAMINATION FIRST/SECOND YEAR, 20.....**

DETAILS OF FEE REMITTED

<i>No. & Date of Chalan</i>	<i>Name of treasury</i>	<i>Amount remitted</i>

1. Name of candidate (in block letters) :
2. Register number :
3. School code and name of the centre at which the candidate wrote the examination :
4. Revenue district :
5. Subject[s] and paper[s] for which revaluation is required

Sl. No.	Part	Name of paper[s]	Score

6. Whether copy of the mark list is enclosed : Yes No
7. Whether applied for revaluation also : Yes No
(Separate applications shall be given)
8. Address of the candidate to which communications are to be sent (in block letters) :
PIN code :
Mobile number :

Place:
Date :

Signature of the candidate

(Applications shall be submitted to the concerned Principal before the last date stipulated.)

APPENDIX - 26
GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)

**APPLICATION FOR PHOTOCOPY OF ANSWER SCRIPTS OF HIGHER
SECONDARY EXAMINATION FIRST/SECOND YEAR, 20.....**

DETAILS OF FEE REMITTED

<i>No. & date of chalan</i>	<i>Name of treasury</i>	<i>Amount remitted</i>

1. Name of candidate (in block letters) :
2. Register number :
3. School code and name of the centre at which the candidate wrote the examination :
4. Revenue district :
5. Subject[s] and paper[s] for which revaluation is required

Sl. No.	Part	Name of paper[s]	Score

6. Address of the candidate to which communications are to be sent [in block letters] :

PIN code :
Mobile number :

Place:

Date :

Signature of the candidate

(Applications shall be submitted to the concerned Principal before the last date stipulated.)

APPENDIX – 27
VARIOUS FEE RATES RELATING TO HIGHER SECONDARY EXAMINATIONS
[As per G.O.(MS) No.173/2013/Gl.Edn. dated 20.05.2013]

<u>ITEM</u>	<u>AMOUNT</u>	<u>HEAD OF ACCOUNT</u>
<u>Second Year</u>		
1. (a) Examination Fee	200.00	“0202-01-102-97 [02] Exam Fees”
(b) Fee for Certificate including Fee for Migration Certificate	70.00	“0202-01-102-97 [03] Other Receipts”
<u>SAY/Improvement</u>		
2. (a) Exam fee [i] Subject without Practical	150/subject	“0202-01-102-97 [02] Exam Fees”
[ii] Subject with Practical	175/subject	“0202-01-102-97 [02] Exam Fees”
(b) Fee for Second Year Improvement Exam including Practical (one subject only)	500.00	“0202-01-102-97 [02] Exam Fees”
(c) Fee for Certificate	40	“0202-01-102-97 [03] Other Receipts”
<u>First Year</u>		
3. (a) Examination Fee	200.00	“0202-01-102-97 [02] Exam Fees”
(b) Fee for Certificate	40.00	“0202-01-102-97 [03] Other Receipts”
4. <u>First Year Improvement/Supplementary Exam (Regular Candidate)</u>		
a. Fee	175/subject	“0202-01-102-97 [02] Exam Fees”
b. Fee for Certificate – Improvement	40	“0202-01-102-97 [03] Other Receipts”
5. <u>Compartmental Candidate fees(First Year Improvement/Supplementary Exam/Second Year)</u>		
a. Fee	225/Subject	“0202-01-102-97 [02] Exam Fees”
b. Fee for Certificate (For two certificates)	Rs.80/-	“0202-01-102-97 [03] Other Receipts”
6. Issue of Duplicate Marklist/Certificate	300.00	“0202-01-102-97 [03] Other Receipts”
7. Issue of Additional Duplicate Marklist/Certificate	400.00	“0202-01-102-97 [03] Other Receipts”
8. Fee for Duplicate Migration Certificate	200.00	“0202-01-102-97 [03] Other Receipts”
9. Any other Certificate [for specific purposes]	300.00	“0202-01-102-97 [03] Other Receipts”
10. Fee for Revaluation per paper/subject	500.00	“0202-01-102-97 [03] Other Receipts”
11. Fee for Scrutiny per paper/subject	100.00	“0202-01-102-97 [03] Other Receipts”
12. Fee for Confidential reporting of marks	200.00	“0202-01-102-97 [03] Other Receipts”
13. Fine for late submission of Application for Grace Mark	300.00	“0202-01-102-97 [03] Other Receipts”
14. Fee for getting Photocopy of the Answerscripts/Paper	300.00	“0202-01-102-97 [03] Other Receipts”
15. Fee for Condonation of shortage of attendance	50.00	“0202-01-102-97 [03] Other Receipts”
16. Fee for verification of genuineness of certificate (As per G.O.(MS) No.318/2013/G.Edn dated 06/12/2013) Central/State Govts, Quasi Govt. Establishments, Foreign Embassy Establishments are exempted from remitting the fees)	100.00	“0202-01-102-97 [03] Other Receipts”
17. Admission/Registration Cancellation	150	“0202-01-102-97 [03] Other Receipts”
18. Migration Certificate	30	“0202-01-102-97 [03] Other Receipts”
19. Name correction Certificate	40	“0202-01-102-97 [03] Other Receipts”

APPENDIX - 28
GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)
IDENTIFICATION CERTIFICATE OF SCRIBE/INTERPRETER/RESOURCE PERSON

Ref: Order No. Dated:

1. Name of the examination :
2. Month & year of the examination :
3. Register number of the candidate :
4. Name of the candidate :

Affix photo of
Scribe/interpreter
(not applicable to
Resource Person)

(in block letters)

5. Class & subject combination :
6. Code & name of the examination centre :
7. Nature of disability :
8. Percentage of disability :
9. No. and date of medical board :
Certificate produced
10. Name of the scribe/interpreter/
resource person :
11. Address of the scribe :
12. Educational qualification/designation :
of the scribe/interpreter/resource person
13. Signature of the scribe/interpreter :

Place:

Date : (School Seal)

*Name & signature of the Principal
(The Principal shall put his/her handwritten signature on the
photograph of the Scribe/Interpreter)*

Date:

Countersigned

Regional Deputy Director

APPENDIX – 29

TELEPHONE NUMBERS

DIRECTOR	:	[0471]	2320714 [O]
JOINT DIRECTOR (EXAM)	:	[0471]	2323192 [O]
JOINT DIRECTOR [Academic]	:	[0471]	2323198 [O]
ADMINISTRATIVE OFFICER	:	[0471]	2325868 [O]
FINANCE OFFICER	:	[0471]	2320928 [O]
RDD THIRUVANANTHAPURAM	:	[0471]	2328247 [O]
RDD CHENGANOOR	:	[0479]	2453393 [O]
RDD KOTTAYAM	:	[0481]	2560578 [O]
RDD ERNAKULAM	:	[0484]	2343646 [O]
RDD KOZHIKODE	:	[0495]	2305211 [O]
RDD MALAPPURAM	:	[0483]	2738060 [O]
RDD KANNUR	:	[0497]	2700564 [O]
E Mail address(Exam)	:	jdexamdhse@gmail.com	
E Mail Address (Academic)	:	jdacad@gmail.com	
Department Web Portal address	:	www.dhsekerala.gov.in	