



**Rules and Regulations**  
for the Conduct of  
**Public Examinations in Bhutan**

**2018**

### Chief Advisor

**Ms. Kesang Deki Tshering,**

Controller of Examinations, Bhutan Council for School Examinations and Assessment, Thimphu.

### Contributors

Mr. Pema Wangdi, Subject Coordinator, BCSEA, Thimphu  
Mr. Lobzang Dorji, Subject Coordinator, BCSEA, Thimphu  
Mr. Karma Jigme Lepcha, Subject Coordinator, BCSEA, Thimphu  
Mr. Loden Chozin, Subject Coordinator, BCSEA, Thimphu  
Mr. Shriman Gurung, Subject Coordinator, BCSEA, Thimphu  
Ms. Sharda Rai, Subject Coordinator, BCSEA, Thimphu  
Ms. Renuka Chettri, Subject Coordinator, BCSEA, Thimphu  
Ms. Sapna Subba, Subject Coordinator, BCSEA, Thimphu  
Ms. Kencho Dem, Subject Coordinator, BCSEA, Thimphu  
Ms. Kuenga Wangmo, Subject Coordinator, BCSEA, Thimphu  
Mr. Kinley Dorji, Subject Coordinator, BCSEA, Thimphu  
Mr. Bhim Kumar Pradhan, Accounts Officer, BCSEA, Thimphu  
Ms. Karma Chuki, ICT Technician, BCSEA, Thimphu  
Mr. Sonam Gyelshen, ICT Officer BCSEA, Thimphu

**Design and Layout** Mr. Karma Jigme Lepcha

First Edition	1991
Seventh Edition	2007
Eighth Edition	2014
Ninth Edition	2016
Tenth Edition	2017
Eleventh Edition	2018

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**ISBN: 99936-638-0-8**

## 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 people 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 Council 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 will 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 forms a part of the agreement between the BCSEA and Centres.

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



(Tenzin Dorji)  
Secretary

Bhutan Council for School Examinations and Assessment

## ACKNOWLEDGMENTS

In preparing the Rules and Regulations for the Conduct of Public Examinations in Bhutan the information has been collected from various sources which are duly acknowledged as follows:

1. Handbook for Centres, 2004, University of Cambridge International Examinations, Cambridge, UK.
2. Singapore-Cambridge General Certificate of Education Examination, Examinations Branch, Ministry of Education, Singapore.
3. Singapore-Cambridge GCE Examination Advanced Level 1998, Instructions for Chief Presiding Examiners and Examiners, Examinations Branch, Ministry of Education, Singapore.
4. 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.
5. Council for the Indian School Certificate Examinations, Examiner's Instructions and Forms, New Delhi.
6. Rules and Regulations for the Conduct of Public Examinations, Bhutan Council for School Examinations and Assessments, 2002, Ministry of Education, Thimphu.
7. Central Board of Secondary Education, New Delhi.
8. Human Resource Division, Ministry of Education, Thimphu.

Further, the Bhutan Council for School Examinations and Assessment appreciates all the comments received from:

1. Mr. Kinga Dakpa, Director, REC, Paro
2. Dr. Phup Rinchen, former BCSEA Secretary
3. Ms. Dechen Dolkar, Member of BCSEA Board of Directors
4. Mr. Tshering Tenzing, Executive Specialist, BCSEA
5. Heads of Schools as Conveners
6. District Education Officers as Inspecting Officers
7. Education Monitoring Officers as Inspecting Officers
8. Supervising Examiners
9. Assistant Supervising Examiners
10. Invigilators
11. Visiting Examiners
12. Markers

## 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	Thromdey 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 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 high schools in the country were affiliated to the Council for the Indian School Certificate Examinations (**CISCE**) New Delhi and it conducted the Indian Certificate of Secondary Education (**ICSE - X**) and the Indian School Certificate Examination (**ISC - XII**) examinations.

In March 1996, the 1<sup>st</sup> 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. In 2001, this examination was localized and the BBE took over the complete conduct of the class X examination. It was then called the Bhutan Certificate of Secondary Education (**BCSE**). This examination was proposed 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. From 2006, BBE took over the complete conduct of the class XII examination now called Bhutan Higher Secondary Education Certificate Examination (**BHSEC**).

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. In 2012, there were 13 CE centres in government schools & 8 in private schools. From 2008, Dzongkha Language Institute (*DLI*) also started enrolling CE candidates and conducted classes X and XII examinations.

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 16<sup>th</sup> 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 class X and for class XII. The certificates were renamed as Language and Culture Studies Certificate (*LCSC*).

In November 1999, the conduct and evaluation of the All Bhutan Class VI Common Examination (*earlier Primary School Certificate Examination - PSCE*) was decentralized to the schools with the question papers, model answers and marking schemes being provided by the BBE. The schools sent the consolidated results and selected answer scripts to the BBE for result analysis and feedback to schools.

Similarly, from 2006, the LSSCE (*Class VIII*) was decentralized to the schools as per the endorsement of the 9<sup>th</sup> Annual Education Conference in 2005 and approved by the 16<sup>th</sup> BBE Board Meeting on 21<sup>st</sup> April 2006. 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. According to the 19<sup>th</sup> BBE Board meeting of May 8<sup>th</sup> 2009, LSSCE was completely decentralized to schools.

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.

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 1<sup>st</sup> BBE Board Meeting on April 10<sup>th</sup> 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 Council for School Examinations and Assessments. 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 are 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 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.

## ESTABLISHMENT OF BCSEA

The restructuring of the MOE which included BBE's autonomy was approved by the Cabinet in the 72<sup>nd</sup> and 100<sup>th</sup> 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 26<sup>th</sup> May, 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:

- » Higher Secondary Schools
- » Middle Secondary Schools
- » Central Schools
- » Institutes/Schools for Language and Culture Studies
- » Special Institutes

### Conditions and Criteria for Affiliation

- (a) The newly opened schools/institutes intending to enroll 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 should offer the complete courses.
- (b) The concerned schools/institutes intending to affiliate to BCSEA have to formally apply for affiliation with a copy of approval letter from the Ministry of Education. The procedure for affiliation should be over by the start of class IX and XI academic sessions.
- (c) The affiliation shall be granted only upon physical verification and fulfillment of the requirements of the BCSEA. (*Refer Affiliation Booklet - [www.bcsea.bt](http://www.bcsea.bt)*)
- (d) The schools already affiliated to BCSEA and offering BHSEC / BCSE examinations for courses not offered in Class IX or Class XI, should admit only the supplementary and private candidates.
- (e) However, the school can register supplementary or private candidates provided it has provisions to support practical and project assessment and meets the minimum number of ten candidates for a given course.
- (f) BCSEA will certify the affiliation of school/institute.
- (g) Certificates will be sent to newly upgraded (*Class IX and XI*) schools.
- (h) The school/institute will be instructed to follow the procedures given in the Rules and Regulations for the Conduct of Public Examinations.
- (i) 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 sessions.
- (j) Schools/institutes which would like to discontinue affiliation should formally intimate BCSEA in the beginning of the academic year.

**Note: any institute or school which don't comply with the above conditions will be de-affiliated.**

## 1.2 Classification of Candidates

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There are four categories of candidates and under each category there are three types of candidates. The four categories of candidates are:

- (a) Student Candidate: refers to a candidate who attends regular classes in a school.
- (b) Continuing Education Candidate (*CE*): refers to a candidate appearing either Class X or XII examination 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. The CE candidate can be supplementary and private (*failed*) candidates who should fulfill the DAHE criteria.
- (c) Teacher candidate: refers to an in-service teacher appearing Class XII examinations to upgrade his/her qualifications.
- (d) Non Formal Education (*NFE*) Instructor: refers to a BCSE / LCSC X pass candidate appearing Class XII examinations to upgrade his/her qualifications. (*consult with DAHE for criteria*)

## 1.3 Types of Candidates

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- (a) Regular Candidate: refers to all candidates (*students/teachers/continuing education*) appearing BCSE / BHSEC / LCSC for the first time.
- (b) Private Candidate: refers to a candidate who was entered as a regular candidate and appeared at the examination set by BCSEA, but was not awarded a Pass Certificate.
- (c) Supplementary Candidate: refers to a candidate who has been awarded a Pass Certificate but who wishes to improve his/her result.

## 1.4 Responsibilities of Schools

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### 1.4.1 Registration of Candidates

#### 1.4.1(a) Regular Candidates

Registration of the candidates for BCSE, BHSEC, LCSC X and LCSC XII is done by the schools/institutes online in March each year. The schools/institutes must ensure that all the entries are accurate (*that is, spellings of names and dates of birth must be the same as in the citizenship identity cards*). The candidates' details required for registration are directly imported from the EMIS using their student-codes.

The registration will close as specified online. No requests for change of entries shall be entertained thereafter.

The candidates appearing BHSEC must abide by the following conditions:

- i. candidates have to appear a minimum of five subjects,
- ii. after registration a candidate is not permitted to change the subjects.

#### 1.4.1(b) Private Candidates

Private Candidates for the BCSE, BHSEC, LCSC X and LCSC XII are registered along with the regular candidates.

These candidates shall not be permitted to change the subjects which they had initially appeared in the last examination. However, BHSEC candidates can be allowed to drop one elective subject provided the candidate appears five subjects in the examination.

Candidates wishing to reappear the examination after a gap of one year or more he/she can appear the examination as a private candidate. In event of change in curriculum he/she will be required to sit for the new curriculum.

A private science candidate registered to do redo the practical and project work, must do the practical and project work for all the science subjects registered in. For subjects, such as Sciences, History, Accountancy and Environmental Science, candidate wishing to redo project work should complete the entire project work (*two year course*).

For candidates not opting to redo the practical and project works the marks will be imported from their last examinations. The schools must provide the old index numbers during online registration.

#### 1.4.1(c) Supplementary Candidates

Supplementary Candidates BCSE, BHSEC, LCSC X and LCSC XII are registered along with the regular candidates.

These candidates shall not be permitted to change the subjects which they had initially appeared in the last examination. However, BHSEC candidates can be allowed to drop one elective subject provided the candidate appears five subjects in the examination.

Candidates wishing to reappear the examination after a gap of one year or more he/she can appear the examination as a supplementary candidate. In event of change in curriculum he/she will be required to sit for the new curriculum.

A supplementary science candidate registered to do redo the practical and project work, must do the practical and project work for all the science subjects registered in. For subjects, such as Sciences, History, Accountancy and Environmental Science, candidate wishing to redo project work should complete the entire project work (*two year course*).

For candidates not opting to redo the practical and project works the marks will be imported from their last examinations. The schools must provide the old index numbers during online registration.

#### 1.4.1(d) Teacher and NFE Instructor Candidates

Teacher candidates are required to furnish letter of approval from the Human Resource Division, Ministry of Education and NFE instructors from Department of Adult and Higher Education, Ministry of Education during the time of registration. The concerned candidates can apply for registration through Dzongkhag Education Officer/Thromde Education Officer to the offices mentioned above for the centre from where they would be appearing the examination. For the NFE instructor to be eligible to appear the BHSEC examination he/she should have passed the BCSE examination or equivalent. They are registered along with the regular candidates.

The Teacher NFE candidates have to fulfill all the assessment criteria of all subjects which have practical and project works, if they have registered for them.

The SUPW grade for Teacher/NFE instructor candidate should be submitted by their parent school to the head 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.

#### 1.4.2 Change of Centres

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

**A school will admit only those candidates in which the schools has provisions to provide courses/subjects which the candidate has registered for.**

#### 1.4.3 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 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:

- (a) Parents' transfer or
- (b) Equivalency of certificate and courses or
- (c) Any other special grounds such as unforeseen events.

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

#### 1.4.4 Withdrawal of a Candidate

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

## CHAPTER 2 CONDUCT OF EXAMINATIONS

### 2.1 Responsibilities of the Centres

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All the schools/institutes where the public examinations are held called Centres must adhere to the terms and conditions specified in the rules and regulations. The centres should be aware that the public examinations are conducted solely in the interest of their candidates and therefore, should take the full ownership and accountability of the entire public examination process.

The centre must undertake to:

- (a) 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;
- (b) inform candidates of every aspect of the examinations on behalf of the Bhutan Council for School Examinations and Assessment;
- (c) issue to each candidate details of the dates and time of examinations;
- (d) make arrangement for conduct of examination as per the directives of BCSEA.
- (e) ensure that BCSEA is informed about any change on the contact details such as changes in Principals, telephone or fax number of the Centre;
- (f) 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;
- (g) ensure full safety and security of the centre by providing security measures (*adequate security personnel and system*) for examination materials, candidates and examination conducting officials;
- (h) receive the examination materials well in time before the examinations and ensure its safety; Seek security support from the Police during the conduct of examinations;
- (i) be responsible for the proper administration and conduct of Board examinations;
- (j) make arrangement for accommodation of Supervising Examiners, Assistant Supervising Examiners, Visiting Examiners and Invigilators;
- (k) conduct examinations in close collaboration with the Supervising Examiners (*SE*), Assistant Supervising Examiners (*ASE*), Invigilators, Visiting Examiners (*VE*) and maintain effective supervision of the candidates in accordance to the Rules and Regulations for the Conduct of Public Examinations in Bhutan;
- (l) 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;
- (m) assist any investigation into malpractice suspected by BCSEA by information and advice required by BCSEA;

- (n) have a contingency plan for the conduct of examinations; and
- (o) 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 Center and Compliance Policy

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

- (a) gross negligence in registration procedures such as submission date, entries of candidates, falsification of candidate details,
- (b) serious lapses in the conduct of examination, handling the examination document and reporting procedures,
- (c) any case of staff or candidates spreading rumours regarding the examinations,
- (d) defaming the credibility of the Bhutanese examination system and
- (e) non-compliance to the other clauses of this booklet.

## 2.3 The Examination Conducting Officers

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

- » Convener,
- » Supervising Examiner (SE),
- » Assistant Supervising Examiner (ASE),
- » Invigilator,
- » Chief Visiting Examiner,
- » Visiting Examiner (VE) and
- » 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 concerned principal as 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

- (a) Carry out the duties and responsibilities as per the letter of undertaking signed and submit the Declaration of Conflict of Interest to the SE (**APPENDIX 3**).
- (b) Confirm the budget estimate worked out by BCSEA for the conduct of examination at the centre to BCSEA at the specified time (**refer chapter 12, Financial Management**).
- (c) Take over examination materials from delivery agency on official handing taking over notes. A copy of which should be scanned and sent to BCSEA addressed to Controller of Examinations.
- (d) Be responsible for the conduct and behaviour of the candidates in his/her Centre.
- (e) Make the candidates understand clearly the consequences of resorting to unfair means well in advance of the examinations.
- (f) Act as the chief host-officer for the Centre.
- (g) Arrange strong steel almirah/s specified by BCSEA for the safe keeping of the examination documents secured under lock and key.
- (h) Take complete responsibility for the security of the documents until the SE arrives two days in advance of the examinations to take over the charge.
- (i) Conduct meetings with SE and invigilators to discuss and announce the final arrangements made for the smooth conduct of examination(s) at the Centre.
- (j) Provide the arrangement of lodging for and welfare of the officers conducting the examinations.
- (k) Support in the arrangement of the examination-halls/rooms with adequate furniture, wall clocks, etc., for both the examiners and the examinees. Must pay attention to conditions such as heating, lighting, ventilation and the level of outside noise.
- (l) Issue provisional Admission Cards to candidates who have misplaced/lost them.
- (m) 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.
- (n) Conduct another meeting at the end of the examination to discuss points, if any, for future guidance.
- (o) Make payments to the officials conducting the examinations as admissible under the financial rules and submit the accounts for the centre payments to the AFS, BCSEA immediately after the examination (**refer chapter 12, Financial Management**).
- (p) Prepare and keep the Contingency Plan for the centre (*fire, earthquake, malpractice, etc.*) as per the contingency plan guidelines given in Chapter 3, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018.
- (q) Take over as Incident Commander in the event of disasters; refer Contingency plan guidelines given in Chapter 3, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018.
- (r) Write to the Bhutan Power Corporation (**BPC**) so that there is no power interruptions during the examinations, especially during the conduct of practical examinations.
- (s) Send sealed examination documents submitted by the Supervising Examiner to the marking camp as instructed by BCSEA.
- (t) Ensure complete formal handing-taking over of the examination materials to the

authorized delivery agency along with a signed handing-taking over note. A copy of which should be scanned and sent to BCSEA addressed to Controller of Examinations.

Note: The handing-taking over of the examination materials by the convener with the transportation agency should take place at the centre only. (*Refer clause 4.a, Chapter 12*)

### 2.3.2 Supervising Examiner

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

#### Duties and Instructions

- (a) Carry out the duties and responsibilities as per the letter of undertaking signed (*download from BCSEA website [www.bcsea.bt](http://www.bcsea.bt)*)(**APPENDIX 3**),
- (b) Declare Conflict of Interest ,
- (c) Collect signed letters of undertaking and declaration of Conflict Of Interest from the following and sent them to BCSEA in the miscellaneous box:
  - (i) *Convener*
  - (ii) *Chief Visiting Examiners (if applicable)*
  - (iii) *Visiting Examiners*
  - (iv) *Invigilators*
  - (v) *ASEs*
  - (vi) *Night Guards*
- (d) Study carefully all the documents related to the conduct of the examinations,
- (e) Arrive at the examination Centre as per the office order,
- (f) Take over the charge of the examination documents from the Convener on the day of the arrival at the examination centre on official handing-taking over notes,
- (g) Physically verify and tally the total number of question papers written on the packets with the list of candidates appearing the different subjects sent by the BCSEA and arrange them in the order of the dates of examinations in the steel almirah,
- (h) Update reporting checklist/attendance in BCSEA online dashboard daily,
- (i) Ensure that the documents are locked securely in a steel almirah provided by the Centre along with the stationery. The lock(s) of the examination cell should have never been used before.
- (j) Should be accommodated near the examination documents at the centre and remain vigilant at all times until the end of the examinations; no unauthorized persons (*family, friends, staff of the centre etc.*) should be allowed in the examination cell.
- (k) Take the sole custody of steel almirah and be the only one to handle it. The duplicate key or keys should be sealed in an envelope and kept with the Convener from the day of taking over the documents till the end of the examinations,
- (l) 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,

- (m) Conduct a meeting a day before the examination to inform and instruct the invigilators on proper conduct of the examination at the centre(s) and select the ASE from amongst the invigilators; instruct the invigilators/ASEs regarding the use of social media. Ensure that all doubts (*any or subject related*) are clarified with BCSEA and not with other examination conducting officers. Subject related issues should be submitted in writing by the Convener to the Supervising Examiners.
- (n) Ensure that all the invigilators have carefully read the **NOTICE TO CANDIDATES (APPENDIX 7)** well in advance of the examinations,
- (o) Brief the candidates on the general rules and regulations before the examinations with the assistance of the Convener and Invigilators,
- (p) Study the examination hall(s)/room(s) and accordingly prepare seating arrangements (**APPENDIX 8**),
- (q) Ensure that the hall(s)/room(s) do not have informative maps, charts or papers hanging/pasted on the walls,
- (r) Ensure that the index numbers are pasted on the desks/tables in an ascending order from the Invigilator's table,
- (s) Check and counter-check along with the ASE that the labelled envelopes correctly contain the question papers as indicated just before the examinations,
- (t) Sign on every question paper envelope along with the convener and one of the invigilators and take out the question papers from the envelope and arrange them as per the number of candidates in the examination rooms,
- (u) Prepare the daily invigilation duty roster and assign the invigilators to their respective examination rooms just before the start of every examination,
- (v) Ensure that the candidates carry and produce their Admission Cards during every examination without fail,
- (w) Ensure that the candidates are admitted to the examination rooms/halls 20 minutes before the examination starts so as to help them settle down,
- (x) Ensure that no question paper is given to anyone including the invigilators and subject teachers until the examination is over,
- (y) Ensure that only the initials (*not signatures*) of the SE or the invigilators are put on the answer booklets/sheets in the specified space,
- (z) Ensure that the candidates receive the correct question papers scheduled for the examination session. Make arrangements to resolve any unforeseen problems such as issuance of wrong question paper, shortage of question paper and submit a detailed report to BCSEA,
- (aa) Ensure that unauthorized people including the subject teachers are not permitted into the examination hall while the examination is in progress,
- (ab) Any student violating the examination rules and regulations should be firmly dealt with as per the Rules and Regulations provided in Chapter 4 of Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018,
- (ac) Any subject specific problems including malpractices should be dealt by the Convener, SE and the Inspecting Officer available around, the examination. A report supported by the signed statements should be sent to BCSEA,

- (ad) Appoint local invigilator(s) in case of emergency in consultation with the Controller of Examinations and Dzongkhag/Thromde Education Officers.
- (ae) Ensure that all answer-scripts/booklets are collected, counted, arranged by index number in ascending order, packed, sealed in the envelopes with all the information written on them and signed as soon as the examination is over in the examination room involving all the invigilators. These packets should then be kept under lock and key.
- (af) Ensure that the candidates' attendance sheet is packed in the first answer script envelope of each subject.
- (ag) On a separate box labeled MISCELLANEOUS BOX, pack the following documents:
  - ✕ Examination Centre Report form (*Appendix 12*)
  - ✕ Inspection checklist form (*Appendix 10*)
  - ✕ Seating Plan: Theory and Practical (*Appendix 12*)
  - ✕ Invigilation Duty Rosters (*prepared by SE*)
  - ✕ Minutes of the meeting conducted at the Centre
  - ✕ Letter of Undertaking of all examination conducting officials (*Appendix 3*)
  - ✕ Declaration Forms of Invigilators (*Appendix 4*)
  - ✕ Candidates attendance sheet subject wise (*Theory and Practical*)
  - ✕ Computer practical and Accountancy practical thumb drives, CDs and USB storage device should be separately packed and labeled.
  - ✕ Question-answer booklets of the candidate/s absent/s.
  - ✕ All the extra question-answer booklets.
- (ah) Use the stickers provided to label the boxes.
- (ai) Pack the practical papers of BHSEC Science subjects in separate boxes and label the boxes citing the subject name along with 'PAPER 2', for example 'BIOLOGY PAPER 2' for the Biology practical paper,
- (aj) The foreign language papers (*Hindi, Bengali, Korean, Malayalam, Tamil, etc.*) should be sent in sealed envelopes as soon as they are over to the Controller of Examinations, BCSEA through registered post,
- (ak) Check all the documents everyday till the end of the examination,
- (al) Pack all the unused materials and hand over to the convener along with the other examination materials,
- (am) Pack all the used materials (*envelopes*) and hand over it to the Convener for safety till the results are declared in case there are discrepancies, and
- (an) Ensure complete formal handing-taking over of the examination materials to the convener along with signed handing-taking over note. Enclose a copy of it in the miscellaneous box.

In the event of disaster the Convener will take over examination centre by virtue being head as the Incident Commander and SE will have to secure the examination materials.

### 2.3.3 Assistant Supervising Examiner

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

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

#### Duties and Instructions

- (a) Carry out the duties and responsibilities as per the letter of undertaking signed (**APPENDIX 3**),
- (b) Assist and carry out the duties as assigned by the SE,
- (c) Act as SE during an emergency and
- (d) Substitute invigilators as and when required.

### 2.3.4 Invigilator

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

#### Duties and Instructions

- (a) Carry out the duties and responsibilities as per the letter of undertaking signed (**APPENDIX 3**),
- (b) Sign the declaration of conflict of interest,
- (c) Report to the Centre as per the office order to assist the SE and ASE in making all the necessary arrangements for the examinations,
- (d) Study the instructions contained in Chapter 2, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018, carefully in order to assist in the smooth conduct of the examinations,
- (e) Participate in selecting ASEs in centres where ASEs are required,
- (f) Inform the SE if he/she is unable to attend the duty assigned,
- (g) Assist the SE and ASE in their duties,
- (h) Receive and check that the number of question papers issued is correct in terms of number and subject under examination,
- (i) Ensure that the hall(s)/room(s) do not have informative maps, charts or papers hanging/pasted on the walls,
- (j) Carry out physical checking of candidates as they enter the examination hall for any unauthorized articles such as electronic gadgets, weapons, cheat notes, etc.,
- (k) Ensure that every candidate has his/her Admission Card at the entrance of the examination hall/room,
- (l) Ensure that the candidates are seated as per the seating plan,
- (m) Distribute the examination papers to the candidates as per their index number,
- (n) Maintain discipline in the examination halls/rooms,
- (o) Take a strategic position in the examination hall/room to observe. The invigilators move around in the hall/room after the examination starts with a minimum disturbance to the candidates,
- (p) Mobile phones should be switched off,

- (q) Refrain from responding to questions asked by the students related to the question of the examination or its answer,
- (r) Report to the Supervising Examiner in writing on all serious actions leading to stopping a candidate from taking the examination,
- (s) Collect and count the question-answer booklets intact at the end of each examination from each desk in the presence of the candidate,
- (t) Assist the SE and ASE in counting, packing and sealing the question-answer booklets envelopes at the end of each paper. Question-answer booklets should be arranged in the ascending order of index number, that is, from first index number to the last,
- (u) Be on duty every day of the examination and are not entitled to any day-off or medical leave and
- (v) 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:

- » BCSEA Officials,
- » Other relevant officials assigned by BCSEA and
- » Dzongkhag Education Officers.

#### Duties and Instructions

- (a) Visit the examination Centres assigned during the examination period; prepare yourself for the visit using the Centre Inspection Procedures and Checklist (**APPENDIX 9**),
- (b) Conduct the inspection as per the form given in (**APPENDIX 10**) and submit it to SEs and Conveners of the Centres,
- (c) In the event of any problems during the examination period faced by the candidates, invigilating staff or any concerned person, the Inspecting Officer shall immediately resolve the problem in consultation with the SE and Convener, and if necessary the Controller and Secretary (*written statements and reports should be maintained*),
- (d) Any subject specific problems including malpractices should be dealt jointly by the Convener, SE and the Inspecting Officer if available at the vicinity (*written statements and reports should be maintained*),
- (e) Give advice to the Centre on the smooth and fair conduct of the examinations, submit recommendations, if any, for the future guidance to BCSEA and
- (f) Deal with any emergency situations.

## 2.4 Communication between BCSEA and Centres

### 2.4.1 Mode of Communication

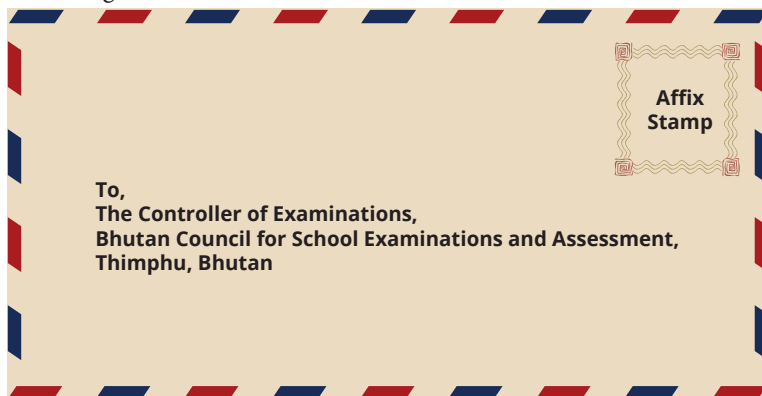
Centres must use the mode of communication most appropriate to the subject matter and the urgency of the communication. BCSEA will always communicate with centres in writing



for official purposes. Telephonic communication is not treated as an official communication.

### 2.4.2 Correspondence

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



**Fax: 02-325086**

**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).

### 2.4.3 Telephone

For any enquiries over telephone, Centres should contact BCSEA at 02 322724, 326558, 326559, 333605 and 334275. For any information received through telephone, the centres should seek confirmation through written response. BCSEA will not accept any responsibility for any misinterpretation of information, advice or guidance given over telephone.

### 2.4.4 Electronic Support Services

Since 2013 BCSEA has been using its website 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.

## 2.5 Examination Materials

### 2.5.1 Copyright of BCSEA Materials

BCSEA retains the copyright of all the examination materials developed by it. Anyone wishing to use the materials for the purposes other than educational should seek permission from BCSEA. However, no permission will 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 question-answer booklets will not be returned to the centres. For special circumstances

where centres/agencies need such materials, a written application should be sent to BCSEA explaining specific reasons. BCSEA may consider, at its discretion, to send copies of samples of assessed question-answer booklets.

### 2.5.3 Copyright of Candidate's Work

BCSEA reserves the right to use question-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

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BCSEA shall

- (a) assist the Royal Education Council (*REC*) to develop and publish syllabus and mode of assessment for public examinations;
- (b) carry out registration of candidates;
- (c) provide timetables;
- (d) appoint and train Supervising Examiners (*SE*), Visiting Examiners (*VE*) and Inspecting Officers;
- (e) send all information in advance to all the officers conducting the examinations;
- (f) provide information on any enquiries related to council examinations;
- (g) provide information on any enquiries related to Council for Indian School Certificate Examination upon receiving a letter of undertaking from the applicant;
- (h) issue of admission card, result, statement of mark sheet and certificates;
- (i) provide clerical recheck of result;
- (j) issue migration certificate, equivalency certificate and eligibility certificate upon request;
- (k) issue affiliation certificate to the newly upgraded/opened/new schools;
- (l) verification and attestation of council examination transcripts;
- (m) issue duplicate and replacement documents;
- (n) issue provisional mark-sheets of PTC and ZTC; and
- (o) issue English Language Proficiency Certificate.

## 2.7 Conversion of Grades to Marks

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This is to inform all that, since it is not BCSEA's mandate 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 Question Papers and Examination Materials

Question-answer booklets paper packets and examination materials will be sent in advance of the examination to the Convener. BCSEA will inform the centres regarding the dispatch of examination materials. These, upon receipt should be checked carefully and BCSEA should be notified immediately, if:

- (a) there are discrepancies between the materials received and the dispatch note;
- (b) the materials received do not meet the centres' requirements;
- (c) the materials have been significantly damaged in transit;
- (d) the boxes seem to have been tampered and security of the content questionable;
- (e) the seal of the envelope containing the question paper is not intact or there is some indication that it may have been tampered with;
- (f) there is a delay in delivering examination materials; and
- (g) there is any other problem/observation.

In case of inconsistencies given above, the transportation agency will be held accountable as reflected in the contract agreement.

The convener should maintain a handing-taking over note with the delivery agency and send it to BCSEA through the SE with the centre report (**APPENDIX 11**).

SEs must check question paper packets against the examination timetable and arrange them accordingly in the steel almirah. The quantity of each subject paper should be tallied with number of candidates taking the examination. This is to ensure that there are no paper shortage and also to prevent from opening wrong question-answer booklet packet.

The SE should update the delivery and proper receipt of examination materials and documents online.

### 2.8.2 Security of Question Papers and Examination Materials

- (a) 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.
- (b) 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.
- (c) 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 SE in the presence of the ASE/s, invigilators and Convener. Strict precautions must be taken to safeguard them after they have been opened; they must not be removed from the room.

- (d) All packed question-answer booklets must be dispatched with the official handing-taking over note and sent to marking camp as specified by BCSEA. The packed question-answer booklets must be kept under secure conditions until they are dispatched as directed by BCSEA.

### 2.8.3 Examination Arrangements

#### 2.8.3.1 Examination Venue

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

#### 2.8.3.2 Examination Room

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

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

#### 2.8.3.3 Removal of Displayed Teaching-Learning Materials

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

#### 2.8.3.4 Time Keeping

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

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

#### 2.8.3.5 Notice to Candidates and Display of Information

The Notice to Candidates must be displayed at strategic locations outside the examination room (**APPENDIX 7**).

#### 2.8.3.6 Seating Arrangements

The seating arrangements must be such that they prevent candidates from looking over the work of others, intentionally or otherwise. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 meters apart (**APPENDIX 8**).

Wherever possible, for written examinations:

- i. all candidates should face in the same direction;
- ii. each candidate should have a separate desk or standard table of sufficient size or

- sufficient space to accommodate question-answer booklets; and
- iii. candidates should be seated in the order of their index numbers, with the index number labels pasted on each desk.

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

#### 2.8.4 Invigilation Arrangements

- (a) Invigilators will be appointed by the Dzongkhags/Thromdes.
- (b) Invigilators should be stationed within the vicinity of the centre.
- (c) The SE and Convener must ensure that invigilators are fully briefed in the meeting prior to carrying out the task of invigilation.
- (d) The invigilator is the person in the examination room responsible for the conduct of a particular examination session. Invigilators must give their whole attention to the proper conduct of the examination and must not perform any additional task in the examination room.
- (e) At least one invigilator should be present for every 25 candidates if the examination is conducted in a hall. In centres where examinations are conducted in classrooms, one invigilator per classroom should be appointed. The arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times. There will be no reliever if a centre uses only the hall, and two class rooms. One reliever if a centre uses three classrooms and two relievers if the centre has more than 200 candidates.
- (f) In practical examinations, it is essential that the laboratory assistant of the subject be present at the center to deal with technical difficulties that may arise, including matters of safety, and to assist with the VE in general.
- (g) Invigilators should be familiar with the rules and regulations contained in Chapter 2 and the contents of the Notice to Candidates (**APPENDIX 7**), as well as any specific regulations related to the subject being examined.
- (h) Invigilators are not entitled to any day-off during the examination.
- (i) Centres must keep signed records of the invigilation arrangements for each examination session (**APPENDIX 3**). 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 time indicated on the timetable.

BCSEA reserves the right to detail its officials to visit the centres during the examinations to monitor and support compliance of examination directives.

### 2.9.1 Identification of Candidates

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

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

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

### 2.9.2 Distribution of Question-Answer Booklet

Candidates index number are already printed on question-answer booklet with name and examination centre. Invigilator must ensure right question-answer booklet is given to the candidate.

### 2.9.3 Attendance Sheet

Subject wise attendance sheet for candidates, and instructions for their use will be sent to centres before the examination. These sheets for recording the presence of candidates must be completed in accordance with the instructions printed on them.

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

SE must update the attendance of candidates through online daily.

### 2.9.4 Seating Plan

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

### 2.9.5 Unauthorized Materials

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

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

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 will 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. No other writing paper, including paper for rough work, is to be provided.

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

### 2.9.7 Starting the Examination

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

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

- i. ensure that the candidates are seated in accordance with the prescribed seating plan;
- ii. inform the candidates that they are subject to the regulations of the examination;
- iii. warn the candidates that any unauthorized material including food and drinks not previously handed in must be handed in;
- iv. check that the candidates have all the necessary materials to enable them to complete the examination;
- v. issue question-answer booklet to the candidates.
- vi. draw the candidates' attention to the instructions and information printed on the question-answer booklet, and ask them to check that they have been given the correct examination paper with the correct index number;
- vii. 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;
- viii. inform the candidates if there are any erratum notices sent from BCSEA. The invigilator must not give any information to candidates about suspected errors in the question-answer booklet except those stated on any erratum notices received. No other corrections should be entertained;
- ix. 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;
- x. inform the candidates of the time allowed for the examination and announce clearly that they may begin to write their answers;
- xi. instruct candidates that;
  - ✎ *they must write their answer legibly in black or dark blue ink or blue or black ballpoint pen;*
  - ✎ *correcting fluid/pens must not be used;*
  - ✎ *highlighters, colour pencils/pens and glue must not be used unless instructions are given to the contrary on the question-answer booklets ; and*
  - ✎ *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 check correctness of their names and index numbers. Candidates disclosing their identity through various means including drawing of signs and symbols and use of colored pens on question-answer booklets will be penalized accordingly.

## 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:

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

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

- » The calculator must be of a size suitable for use on the desk at which the candidate will sit for the examination;
- » The working condition of the calculator is the responsibility of the candidate;
- » The calculator must be in silent mode;
- » A fault in a calculator will not normally be considered as justifying the giving of special consideration to the candidate;
- » Instruction leaflets and formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of candidates during the examination, or must be securely covered if they cannot be removed;
- » External storage device such as card, tape, disk, smart card and plug-in modules, must not be in the possession of candidates during the examination; and
- » Calculators must not be borrowed from other candidates in the course of the examination for any reason.

Calculators with any of the following facilities are prohibited:

- » Graphic display
- » Data banks
- » Dictionaries
- » Language translators
- » Retrieval or manipulation of text or formulae
- » QWERTY keyboards
- » Capability of remote communication with other machines



- » Sound enabled (*must not produce sound*)

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

### 2.10.3 Use of Topography Maps

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

### 2.10.4 Late Arrival of Candidates

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

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

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

### 2.10.5 Candidates Arriving After the Examination is Over

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

### 2.10.6 Candidates Falling Sick during the Examination

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

### 2.10.7 Leaving the Examination Room

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

### 2.10.8 Irregular Conduct

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

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

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

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

### 2.10.9 Emergencies

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

- (a) Any decisions taken should be done in consultation with the convener (*Incident Commander*) and SE.
- (b) Follow your contingency plan.
- (c) Evacuate the examination room.
- (d) Attempt to ensure the confidentiality and security of the examination materials.
- (e) 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.
- (f) After the candidates have returned to the examination room and before the examination is resumed, note the time and duration of the interruption.
- (g) Allow the candidates the full working time prescribed for the examination.
- (h) Consideration should be given to the possibility of taking the candidates to another place in order to complete the examination.
- (i) Assist the SE 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 Science, Computer, Accountancy and Geography are given in the syllabus. These instructions will be sent to centres before the examinations begin. They must be regarded as confidential and are intended only to enable the subject teacher and a member of staff in charge of the laboratory to undertake proper preparations before the examination session (**APPENDIX 7**). The centers 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 a teacher appointed as an external examiner to assess the BHSEC project works in Geography, Accountancy, Environmental Science, History and Science subjects (*Biology, Chemistry and Physics*). He/she is also responsible for conducting Practical Examinations in Science subjects, Computer Studies (**BHSEC**) and Computer Applications (**BCSE**) in the centre where he/she is appointed.

The VE responsible for BCSE and BHSEC Computer Practical examination is also responsible for conducting the Accountancy Practical examination.

In the centers offering Science and Environmental Science, the VE responsible for BHSEC Science will validate Environmental Science Project Work. For those centers not offering Science, Environmental Science teachers will be sent as VE to validate the Project Work.

### 2.11.3 Duties and Instructions (**Science**)

#### 2.11.3(a) Project Work

- i. Carry out the duties and responsibilities as per the letter of undertaking signed (**APPENDIX 3**),
- ii. Read and understand the enclosed documents on project work and its assessment,
- iii. Follow the instructions issued by BCSEA on assessment of project works, and
- iv. Immediately send the project work marks of the candidates to BCSEA online with the help of the Convener. The signed copy of the marks should be retained at the center for reference and a copy of it should be handed over to the Convener to be sent to BCSEA through SE.

#### 2.11.3(b) Practical Examinations

- i. Carry out the duties and responsibilities as per the letter of undertaking signed (**APPENDIX 3**),
- ii. Assist the SE in the preparation and conduct of the practical examination,
- iii. Follow the instructions issued by the BCSEA on the conduct of practical examination.

### 2.11.4 Duties and Instructions (**Computer**)

- (a) Carry out the duties and responsibilities as per the letter of undertaking signed (**APPENDIX 3**),

- (b) Read and understand the enclosed documents on the conduct of computer practical examination,
- (c) Prepare the computer laboratory for the practical examination as per the instruction, and
- (d) Ensure that candidates' practical works are collected correctly and back-up copies are made.

### 2.11.5 Duties and Instructions (Geography)

- (a) Carry out the duties and responsibilities as per the letter of undertaking signed (APPENDIX 3),
- (b) Read and understand the enclosed documents on the conduct of Geography practical examination, and
- (c) Immediately send the project work marks of the candidates to BCSEA online with the help of the Convener. The signed copy of the marks should be retained at the center for reference and a copy of it should be handed over to the Convener to be sent to BCSEA through SE.

### 2.11.6 Duties and Instructions (Accountancy)

#### 2.11.6(a) Project Work

- i. Carry out the duties and responsibilities as per the letter of undertaking signed (APPENDIX 3),
- ii. Read and understand the enclosed documents on project work and its assessment,
- iii. Follow the instructions issued by BCSEA on assessment of project works,
- iv. Immediately send the project work marks of the candidates to BCSEA online with the help of the Convener, and
- v. The signed copy of the marks should be retained at the center for reference and a copy of it should be handed over to the Convener to be sent to BCSEA through SE.

#### 2.11.6(b) Practical Examinations

- i. Read and understand the enclosed documents on the conduct of Accountancy practical examination,
- ii. Prepare the computer laboratory for the practical examination as per the instruction,
- iii. Follow the instructions issued by BCSEA on conduct of practical examination, and
- iv. Ensure that candidates' practical works are collected correctly and backup copies made.

### 2.11.7 Duties and Instructions (History)

- i. Carry out the duties and responsibilities as per the letter of undertaking signed (APPENDIX 3),
- ii. Read and understand the enclosed documents on the validation of History Project Work,
- iii. Follow the instructions issued by BCSEA on assessment of project works, and
- iv. Immediately send the project work marks of the candidates to BCSEA online with the help of the Convener.

- v. The signed copy of the marks should be retained at the center for reference and a copy of it should be handed over to the Convener to be sent to BCSEA through SE.

### 2.11.8 Duties and Instructions (Environmental Science)

- i. Carry out the duties and responsibilities as per the letter of undertaking signed (APPENDIX 3),
- ii. Read and understand the enclosed documents on the validation of Environmental Science Project Work,
- iii. Follow the instructions issued by BCSEA on assessment of project works, and
- iv. Immediately send the project work marks of the candidates to BCSEA online with the help of the Convener.
- v. The signed copy of the marks should be retained at the center for reference and a copy of it should be handed over to the Convener to be sent to BCSEA through SE.

### 2.11.9 Large Number of Candidates

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

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

The SE 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 SE and the respective teachers should be assigned to look after such candidates.

### 2.11.10 Invigilation

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

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

It is essential that the laboratory assistant be present 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 SE and must include with the question-answer booklets any information required by BCSEA, for example, the report form attached to the question-answer booklet or to the instructions to SEs.

See **APPENDIX 7** 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

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### 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 SE in the examination cell.

## 2.13 After the Examination

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### 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 same envelope. The subject-wise attendance sheet should be enclosed in the first envelop of the question-answer booklet. Ensure that the number of question-answer booklets enclosed tallies with the number shown by the subject wise attendance sheet and on the front of the question-answer booklets envelope. Ensure no question-answer booklets are left behind in the steel almirah or examination cell. The SE must hand over all the documents to the Convener with an official handing taking over note. The Conveners must keep all labeled 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.

Other reports, forms and materials (**APPENDIX 12**) should be put in the Miscellaneous Box and sent to the marking camp and should not be enclosed with the question-answer booklets, unless specifically instructed by BCSEA to do so.

### 2.13.2 Labels

Centres are provided with a set of adhesive address labels by BCSEA to be pasted on carton boxes containing question-answer booklets.

### 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.

**Non compliance to the above clauses may lead the concerned official to be debarred from future BCSEA activities.**



## CHAPTER 3 CONTINGENCY PLANS FOR DISASTERS AND EMERGENCIES

### 3.1 Introduction

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

### 3.2 Contingency Plan

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

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

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

### 3.3 Orientation to the SE, Invigilators and Candidates

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

For other preventive measures the SE and invigilators will inspect all the examination halls and rooms for exit doors, faulty and dangerous electrical wires/switches, loose beams, loose railings, uneven or rotten floors, etc.

### 3.4 An Emergency During Examination

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

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

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

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

Management of some emergencies and scenarios are discussed below.

### 3.4.1 Earthquakes / Fire / Windstorm

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

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

### 3.4.2 Theft

In the event of any break-in (*examination cell / examination materials*), refer to Chapter 4, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018.

### 3.4.3 Breach in the Confidentiality of Examination Documents

In the event of breach in the confidentiality of examination documents refer Chapter 4, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018.

### 3.4.4 Illness

In the event that a candidate has fallen ill refer Chapter 2, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018.

### 3.4.5 Malpractice

In the event of malpractices, refer Chapter 4, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018.



### 3.4.6 Accidents

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

- (a) determine the nature and severity of the accident,
- (b) seek medical assistance, if required.
- (c) think of ways to assist the candidate.
- (d) send someone to the accident site and organize assistance, if required.
- (e) determine whether the candidate can sit for the examination or not; for time consideration and support refer Chapter 7, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018;
- (f) medical reports to be included with the Centre Report (**APPENDIX 11**).

### 3.4.7 Student Behavioural Problems

In the case of candidate behavioural problems refer Chapter 4, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018,

### 3.4.8 Candidate Riots

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

- » Inform the Convener.
- » Call the police at once.
- » Report to the BCSEA at once.
- » Ensure the safety of all examination documents.

Numbers to be contacted in case of emergencies:

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

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



## CHAPTER 4 EXAMINATION MALPRACTICE, OFFENCES AND PENALTIES

### 4.1 Introduction

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

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

### 4.2 Dishonesty, Malpractice and Misconduct by Candidates

Possible examples are as follows:

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

#### 4.2.1 Cases Identified at the Centre:

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

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

The following course of action should be taken:

- i. 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;
- ii. 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;
- iii. 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;
- iv. It is the discretion of the candidate if he/she would like to discontinue with the examination at the time of the scheduled examination and thereafter. The SE must collect a written statement from the candidate/s in the presence of parents/guardians and Convener; and
- v. The discretion of the candidate's result will lie with BCSEA.
- vi. Whether or not the candidate was removed from the examination room, should be reported to BCSEA. Reports should include:
  - (i) *A detailed account of the circumstances surrounding the disruptive behavior must include that the written statement from the candidate/s was done in presence of parent/guardian and convener, and a report of any investigation carried out by the centre;*
  - (ii) *Written statements from the invigilators and other staff concerned;*
  - (iii) *Written statements from the candidate/s involved or a statement from the candidates indicating that they have been given the opportunity to make a statement; and*
  - (iv) *Seating plans should be enclosed.*

If 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 failed candidate.

BCSEA will 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 will be made by BCSEA Management and the concerned stakeholders will be informed.

#### 4.2.1.2 Impersonation

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

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

The following course of action should be taken:

- (i) *The impersonator should be handed over to the police by the centre;*
- (ii) *The Supervising Examiner must conduct the examination for the day as usual with the least disruption as possible;*
- (iii) *The Convener must render full cooperation to the police to complete the investigation; and*

- (iv) BCSEA should be informed immediately by the SE .
- (v) Parents/guardians of the candidate/s involved should be informed immediately by the convener.
- (vi) The candidates and the parents must be informed that the results of the candidate/s involved in any form of malpractice will be cancelled.

Reports from the Centre following the investigation should include:

- (i) a detailed account of the investigation carried out by the centre;
- (ii) written statements from the invigilators and other staff concerned; and
- (iii) seating plans enclosed.

The decision on re-appearing the examination pertaining to the candidate involved in the case will be made by BCSEA Management after having fulfilled the verdict imposed by court of law.

#### 4.2.1.3 Break-ins

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

Break-ins could happen for the following reasons:

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

The following course of action should be taken:

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

Reports from the Centre following the investigation should include:

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

The decision on re-appearing the examination pertaining to the candidate involved in the case will be made by BCSEA Management after having fulfilled the verdict imposed by court of law.

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

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

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

#### **4.2.1.4 Intimidation and Physical Assault**

Physical assaults with or without weapons or threats to examination conducting officials under influence of psychotropic substance such as Supervising Examiners and invigilators are criminal in nature like break-ins. People suspected and involved in such an act or assisting an offender in carrying out the crime should be immediately handed over to the police.

The following course of action should be taken:

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

Reports from the Centre following the investigation should include:

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

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

The decision on re-appearing the examination pertaining to the candidate involved in the case will be made by BCSEA Management after having fulfilled the verdict imposed by court of law.

#### **4.2.1.5 Collusion and Copying**

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

The following course of action should be taken:

- i. The invigilator/s should warn the candidates with the least disruption as possible; and
- ii. The candidates must give written statements about the incident after the examination in presence of parents/guardian and convener and for boarder candidates, the convener to represent the parent/guardian.
- iii. The Convener must inform the parents in writing about the case and cancellation

of the result.

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

In such cases the report should include:

- i. A detailed account of the investigation carried out by the centre;
- ii. Written statements from the invigilators and other staff concerned;
- iii. 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;
- iv. Seating plans;
- v. The procedures followed by the centre for advising staff and candidates of the BCSEA regulations for the conduct of its examinations; and
- vi. 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 candidate/s result will be cancelled and he/she may reappear the examination the following year as a private candidate.

The decision concerning the case will be made by BCSEA Management.

#### 4.2.1.6 Microchip Method

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

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

In such cases the report should include:

- i. A detailed account of the investigation carried out by the centre;
- ii. Written statements from the invigilators and other staff concerned;
- iii. 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



- iv. The unauthorized material should be attached/enclosed with the question-answer booklet/s of the candidate/s.
- v. The candidate/s result will be cancelled and he/she may reappear the examination the following year as a private candidate.
- vi. The decision concerning the case will be made by BCSEA Management.

#### 4.2.1.7 Cases Identified by the Candidates

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

The following course of action should be taken:

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

In such cases the report should include:

- i. A detailed account of the investigation carried out by the centre;
- ii. Written statements from the invigilators and other staff concerned; and
- iii. 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.

The decision concerning the case will be made by BCSEA Management.

#### 4.2.2 Cases Identified at the Evaluation Camp

Chief-markers, markers and subject coordinators at the marking camp are asked to identify suspected cases of malpractice in answer-scripts/booklets. These cases may be discussed at the camp by BCSEA officials (**APPENDIX 13**) 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 will be referred to the BCSEA Management for taking necessary action.

The following are forms of malpractice identified at the camp:

- 4.2.2.1 **Cheat Notes** (*unauthorized materials stored in pieces of papers such as answer sheet, torn pages of textbooks, prepared notes*) can be detected either by an answer script Chief Marker/Marker.



The following procedures are to be followed in the investigation:

- i. If found by the marker, the Chief Marker and the Subject Coordinator must be informed immediately. The cheat note and question-answer booklets/booklet must be removed and retained for further investigation;
- ii. The subject coordinator must take the help of the chief marker to find out which question/s and worth how many marks the cheat note would have helped the candidate in a written statement after the question-answer booklet has been marked;
- iii. The subject coordinator must fill in the Malpractice Form (**APPENDIX 13**) and attach it with the question-answer booklet and cheat note and hand over the documents to the BCSEA Focal Person for further investigation. Administrative number of the candidate must be used in place of Index Number in the Malpractice Form to maintain confidentiality.

During the Investigation:

- i. The Focal Person must ask the chief manager to find out the following details: Index number, name of the candidate, name of the centre, invigilator who was on duty from the Declaration Form for Invigilators.
- ii. The case's report, after investigation, must be informed to the BCSEA Management.
- iii. BCSEA will cancel the candidate's result and he/she may reappear as a private failed candidate the following year. The invigilator on duty will be sent a letter of reprimand by the CE with copies to the Principal and the Dzongkhag Education Officers.
- iv. The Examination Data Processing (**EDP**) unit and ICT unit must be informed to block the candidate's result.

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

The following procedures are to be followed in the investigation:

- i. The marker must inform the chief marker who in turn informs the subject coordinator;
- ii. The question-answer booklet is evaluated and handed over to the subject coordinator;
- iii. The subject coordinator must fill in the Malpractice Form (**APPENDIX 13**) and attach it with the question-answer booklet and hand over the documents to the BCSEA Focal Person for further investigation. Administrative number of the candidate must be used in place of Index Number in the Malpractice Form to maintain confidentiality.

During the Investigation

- i. The Focal Person must take the help of the chief manager to get the following documents: seating plan of the room where the candidate was taking his/her examination;
- ii. The Focal Person must get the question-answer booklet of the candidates sitting around the candidate after studying the seating plan;
- iii. The Focal Person must compare the hand writings of the candidates with the help of answer script manager;
- iv. If the hand writings don't match, it may be necessary for the Focal Person to get the question-answer booklet of all the candidates sitting in that particular examination room;
- v. The Focal Person must find out the following details from the chief manager: Index

numbers, name of the candidates, name of the centre, invigilator on duty from the invigilation declaration form;

- vi. The Focal Person must inform the BCSEA Management on the outcome of the report; and
- vii. The EDP and ICT unit must be informed to block the candidate's result.

BCSEA will cancel the candidate's result and he/she may reappear as a private candidate the following year. The invigilator on duty will be sent a letter of reprimand by the CE 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 called to write a statement and actions taken accordingly. If the candidate is not found guilty of malpractice, his/her results should be declared.

#### 4.2.2.3 Suspected Case of Malpractice in Paper 2

Such cases happen especially in Computer Application (*BCSE*), Computer Studies (*BHSEC*) and Accountancy (*BHSEC*) where the programme files are identical.

The following procedures are to be followed in the investigation:

- i. The marker must inform the chief marker who in turn informs the subject coordinator;
- ii. The soft copy is evaluated;
- iii. The chief marker compares the work of the candidates in the computer laboratory with the help of the seating plan and prepares a report;
- iv. The subject coordinator must fill in the Malpractice form and submit it to the Focal person for further investigation.
- v. The focal person's investigation must include the Index numbers, name of the candidates, name of the centre and the visiting examiner; to be handed to the BCSEA Management.
- vi. The EDP and ICT unit must be informed to block the candidate's result.
- vii. If found guilty of malpractice, BCSEA will cancel the candidate's result and he/she may reappear as a private candidate the following year. The visiting examiner will be sent a letter of reprimand by the CE with copies to the Principal and the Dzongkhag Education Officers.
- viii. If the candidate is not found guilty of malpractice, his/her results will be declared.

The decision concerning the case will be made by BCSEA Management.

### 4.3 Leakage of Question Paper

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

Usually it may involve one or more of the following:

- (a) 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.

- (b) Confidential printer (*at the time of mass printing*)/confidential printer (*at the time of transportation of confidential documents from the place of printing to the place of delivery*)/confidential printers and BCSEA officials (*at the time of handing and taking over*) / Transport Agent (*at the time of transportation to the centres*) Transport Agent and Convener (*at the time of handing and taking over*) / Transport agent and BCSEA officials (*at the time of handing and taking over*) / 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 offence.
- (c) Convener and SE, ASE and invigilator (*at the time of handing and taking over and conduct*). Any person except with lawful authority, whereof the burden of proof shall lie on him, who has the possession, or distributes or sells or offers for sale or distribution, any confidential document or a copy thereof or part of such document or copy or what is purported to be a confidential document or a copy of thereof or part of such document or copy, shall be guilty of malpractice.

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

BCSEA will debar the involved officials from all BCSEA activities.

In the case of (b): the incident should be immediately reported to police by BCSEA for further investigation.

The following course of action will be taken:

- (a) The leaked paper/subject will be cancelled for the whole country and a reexamination will be held; and
- (b) The re-examination will be held as soon as the last subject on the examination time table is conducted tentatively;

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

## 4.4 Mal-administration and Malpractice

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

### 4.4.1 Centre Staff

Any centre's staff charged with the receipt, custody or dispatch of confidential documents, or any question-answer booklet, statement of marks, certificates or other documents relating to public examinations in hard and soft copies, who fraudulently breaks open or destroys

any sealed packet, package, box, safe, data bank or other receptacle containing any such documents or takes out any such documents or part thereof there from, will be guilty of an offence.

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

The procedures are similar to other cases of malpractice reports.

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

The following actions may be taken by BCSEA Management:

- (a) Ask the Convener/Dzongkhag Education Officers to take disciplinary action against the staff involved and inform BCSEA accordingly;
- (b) The involved members of staff may be debarred from involvement in the administration of BCSEA examinations;
- (c) Issue a warning letter to the centre; and
- (d) The police and other relevant authorities may be informed and engaged, if necessary.

#### **4.4.2 Supervisory Staff**

##### **4.4.2.1 Malpractice by Supervisory Staff**

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

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

The procedures are similar to other case of malpractice reports.

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

The following actions may be taken by BCSEA Management:

- i. ask the Dzongkhag Education Officers to take disciplinary action against the staff involved and inform BCSEA accordingly;
- ii. the involved officials conducting the public examinations may be debarred from involvement in the administration of BCSEA examinations and other activities; and
- iii. the police and other relevant authorities may be informed and engaged, if necessary.

#### 4.4.2.2 Misconduct by Supervisory Staff

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

- i. Misconduct with the candidates,
- ii. Absence from the duties,
- iii. Anti-social activities,
- iv. Negligence on discharge of duties and
- v. Under influence of intoxicating substance.

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

The following actions should be taken:

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

#### 4.4.3 Marking Camp Officials

The BCSE, BHSEC, LCSC X and LCSC 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:

- i. Any person/s involved in the duties in the marking centre who detect such offences should notify the CE immediately in writing;
- ii. A detailed investigation must be carried out by the Focal person;
- iii. The guilty person/s must give written statements about the incident; and
- iv. The guilty person/s must be instructed to leave the marking centre (*refer Clause 8.b, Chapter 12*).

The following actions may be taken by BCSEA Management:

- i. Ask the Dzongkhag Education Officers to take disciplinary action against the staff involved and inform BCSEA accordingly;
- ii. The involved officials may be debarred from involvement in the activities of BCSEA; and
- iii. The police and other relevant authorities may be informed and engaged, if necessary.

#### 4.5 Alteration of Examination Documents

Any person who uses as genuine any schedule of results, pass list, or other document (*Admission 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 must be forwarded to the police as it is criminal in nature.

#### 4.6 Administrative support to BCSEA 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:

- (a) BCSEA Management should discuss and study the case.
- (b) Hear from the concerned official and take it in writing.
- (c) Form an investigation team to study the case concerned.
- (d) Take appropriate decisions and steps to support the concerned official.

BCSEA Management shall provide administrative and legal support as per BCSR 2018 clauses under administrative and legal support. Any issue related to media should be dealt by the focal person and not by the concerned official.





## CHAPTER 5 EXAMINATION RESULTS

### 5.1 Examination Results

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#### Announcement of Results

- (a) Results of Council Examinations will be prepared within the shortest stipulated time and they will 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.
- (b) Details of the results, Statement of Marks and Pass Certificates are sent to the centres as soon as the results are declared. Centres can access results through the Internet. Results will not be e-mailed to any other parties. BCSEA however, cannot guarantee to dispatch the results to the centres by any specified date. It is the responsibility of the candidates to collect their Certificate and Statement of Marks from their respective centres.
- (c) Except for the official analysis of the results done by BCSEA, it does not take any responsibility for the interpretations of the results done in the media.
- (d) The Statement of Marks will be issued to all candidates who appeared at the examination irrespective of the status of their results. Pass Certificates will be awarded only to pass candidates.
- (e) Centres must distribute pass certificates and statement of marks to candidates as soon as they receive from BCSEA. Unclaimed certificates 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.
- (f) The Statement of Marks is not a certificate and BCSEA reserves the right to amend the information given on this statement, which will be confirmed by the issue of a certificate.
- (g) The initial results declared by the Council will be provisional to enable candidates to apply for clerical recheck. The time-frame will be announced by BCSEA at the time of result declaration.

### 5.2 Statement of Marks

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Statement of Marks contains: student details, subject details and marks obtained, grades and result.

A candidate's final result will be recorded on a BCSEA Statement of Marks. 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 Mark sheet from the centre. Statement of Marks should be collected by candidates 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 of the Statement of Marks 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 will be awarded to a candidate who has successfully passed the concerned examination.

A candidate's final result will be recorded on a BCSEA certificate. 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. Certificates should be collected by candidates 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 of the certificate 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 are not to be stapled/pinned or punched as these acts will be considered as tampering.

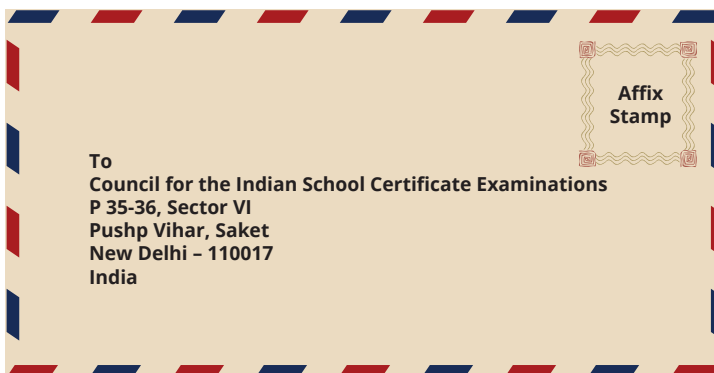
### 5.4 Re-Issue of Examination Documents

#### 5.4.1 Lost Documents

A candidate who has lost BCSEA examination documents such as Pass Certificate, Statement of Marks or Admission Card may apply for their replacements. This service is available online ([www.citizenservices.gov.bt](http://www.citizenservices.gov.bt)) after completing the formalities. Documents will be issued upon payment of the prescribed fee.

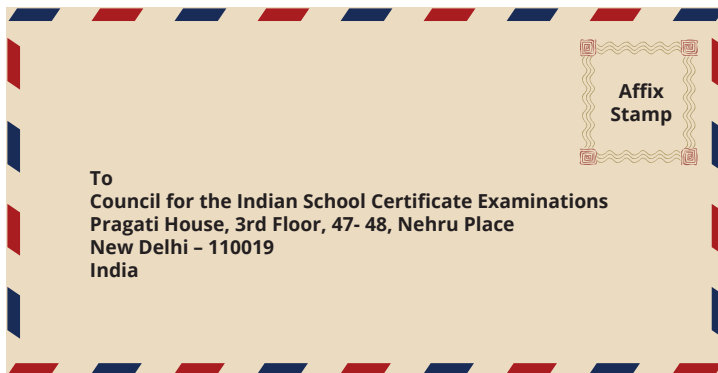
For the examinations conducted by the Council for Indian School Certificate Examinations (CISCE), New Delhi before 2001 for Class X and 2006 for Class XII, the candidates should contact CISCE through the Principal of the school where the candidate appeared the examination.

**Address:**



Fax: (011) 29564735  
 Phone: (011) 29564831/33/37  
 Email: council@cisce.org  
 Website: 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 surrendering of the original documents with sufficient proof of validation. This service is available online after completing the formalities. Documents will be issued upon payment of prescribed fee.

#### 5.4.3 Change of Entries

Candidates can apply to BCSEA for replacement documents with change of entries such as date of birth, spelling of names, etc.

- » For such cases the applicant has to fill up a form (APPENDIX 14) and submit with supporting documents such as clear CID copy, their original transcripts must be submitted.
- » For a complete change in candidate's name, a letter from the school authority, CID copy and their original transcripts must be submitted.

This service is also available online. Documents will be issued upon payment of prescribed fee.

### 5.5 Letters of Concern about Results

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

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

## 5.6 Result Analysis Reports

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BCSEA conducts Results Analysis and issues Pupil Performance Reports of various examinations annually. The copies of such reports will be accessible from BCSEA website.

## 5.7 University Entrance Queries

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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

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For those recruiting agencies, institutes and colleges wanting to validate candidates' documents/ BCSEA transcripts can do so online after applying for credentials to BCSEA.

## 5.9 Clerical Re-check of Results

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A candidate or institution who requires verification of results issued by BCSEA may apply for the clerical re-check of results online. Applications for the clerical re-check of results should be made to BCSEA as scheduled and notified by BCSEA in the media. The application will be processed upon receipt of prescribed fee.

Those candidates or institutions unable to apply online may do so by completing the Re-check Application Form (**APPENDIX 15**). Applications should be made to BCSEA as scheduled and notified in the media. A prescribed fee is charged for this service.

## CHAPTER 6 ENQUIRIES ABOUT EXAMINATION RESULTS

### 6.1 Absent or With-held Results

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BCSEA shall not be able to issue result on account of the following:

- (a) upon confirmation that the candidate did not sit for any of his/her registered subject or partially attempted the examinations.
- (b) based on a statement indicating the candidate's involvement in any malpractice.

In such cases the result status will be declared as '**ABSENT**' or '**WITH-HELD**'.

### 6.2 Submission of Enquiries

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For any Enquiries regarding examination results all requests/appeals should be conveyed through proper channel and in writing. Examination centres and individuals can apply for recheck. BCSEA will not entertain enquiries:

- (a) through telephone requests about examination result,
- (b) from individual candidates, parents, relatives and friends or,
- (c) about examination results involving malpractices.

The BCSEA Management will look into the concerns brought forward.

For clerical recheck of results:

- (a) The recheck forms are available in the Rules and Regulation Booklet (**APPENDIX 15**) and at BCSEA website.
- (b) Application for recheck can be made directly online through BCSEA website.
- (c) A candidate can apply to recheck all the subjects registered in.
- (d) A committee will be responsible for carrying out the recheck.

Note: Application for clerical recheck will not be accepted after the submission due dates as announced in the recheck schedule.

### 6.3 Enquiry Service Available

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#### 6.3.1 Clerical Re-check

A full clerical re-check for an individual candidate consists of the following:

- (a) that all parts of the scanned question-answer booklets have been marked,
- (b) on the totalling of marks are correctly entered/awarded,
- (c) that any examiner or moderation adjustments, if applicable, have been correctly applied,

- (d) that the total marks for the paper has been correctly recorded on the Result Processing System and
- (e) that the different components (*internal and external*) of assessment have been correctly entered.

## 6.4 Declaration of Clerical Re-check Results

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Re-check results will be declared as per the dates announced. Only the names and the index numbers of the candidates having changes in the result will be announced in the media. The results of all the candidates irrespective of the changes will be announced in the bcsea website.

## 6.5 Approved Fees for Re-check Services

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The individuals will be asked to pay for the recheck services as per the approved rates which will be notified to the candidates/centres at the time of the submission of applications.

Candidates will be refunded their fee for the paper/s that have changes.

## 6.6 Outcome of Re-check of Examination Results

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- 6.6.1 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*).
- 6.6.2 Where a re-check leads to a change in the candidate's overall grade in a subject, BCSEA will:
  - » notify the candidate at once,
  - » issue a revised Statement of Marks and Certificate upon return of the candidate's original documents issued earlier and
  - » provide formal written confirmation of any grade change to any other university or other institution at the request of the Convener/candidate.

## 6.7 Appeals against the Outcome of Enquiries about Examination Results

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- 6.7.1 If, having received the result of any enquiry, a Convener wishes to appeal against that outcome; the Convener may submit an appeal to BCSEA.
- 6.7.2 Conveners must submit appeals, in writing, within 21 days of the date of the notification of the outcome of the enquiry about examination results.
- 6.7.3 The appeal must state in what way the centre regards the procedure used in the assessment of the candidate's work or the enquiry about examination results to be improper or irregular.
- 6.7.4 The consideration of an appeal does not involve the further re-marking of candidate's work.
- 6.7.5 The appeal process consists of:
  - (i) *The appeal is initially considered by Controller of Examinations at BCSEA, who will notify the centre in writing within 21 days of BCSEA's receipt of the appeal as to whether it is being upheld.*



- (ii) *If the appeal is not upheld, the Convener may make a further appeal in writing within 14 days of the date of the first appeal. Convener must make a presentation of the case to BCSEA for further submission to a competent authority.*
- 6.7.6 BCSEA will inform Conveners of the outcome of the appeal within 28 days after the second appeal.
- 6.7.7 The outcome of an appeal is regarded as final and BCSEA will not enter into further correspondence about an appeal with Conveners after the notification of the outcome of that appeal.
- 6.7.8 All appeals from centres require payment of prescribed fees.



## CHAPTER 7 SPECIAL ARRANGEMENT AND SPECIAL CONSIDERATION

### 7.1 Introduction

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

The following sections deal with special arrangement and consideration cases.

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

### 7.2 Definition of Special Arrangements and Special Consideration

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

### 7.3 Principles Governing Special Arrangements and Special Consideration

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

### 7.4 How to Apply for Special Arrangement

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

## 7.5 Guidance on Particular Challenges

### 7.5.1 Candidates with Physical Challenges

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

### 7.5.2 Candidates with Visual Impairment

- (a) The needs of most candidates with a visual impairment will be met by an additional time allowance of up to 25% of the total writing time.
- (b) Supervised rest breaks may also be required. The timing of the examination should be stopped and re-started when the candidate is able to continue. The candidate must remain under supervision at all times.
- (c) If the candidate cannot read independently or use Braille, an application to use a reader should be submitted. The centre is responsible for selecting an appropriate reader/writer.
- (d) A separate room should be arranged for candidates using Braille which is under supervision at all times.
- (e) If the candidate cannot write independently, an application to use an amanuensis (*scribe/writer*) should be submitted. The centre is responsible for selecting an appropriate amanuensis and the regulations governing the use of Amanuenses (*see 7.6*) must be observed.
- (f) Papers can be provided in the following formats:
  - (i) *Braille papers-visual information will be simplified or removed and presented as verbal information. Diagrams may be presented in a tactile form. The application must indicate whether contracted or uncontracted Braille is required;*
  - (ii) *enlarged papers in A3 size - the normal paper is enlarged to A3 size. This is not appropriate where scaled diagrams have been used;*
  - (iii) *modified enlarged papers - the paper is modified so that visual information is enlarged. The paper is re-printed in 18 point bold print on A4 sheets. This is the most appropriate paper for candidates with severe visual impairment or for subjects where scaled diagrams may be required.*

### 7.5.3 Candidates with Hearing Impairment

Candidates with hearing impairment may use extra time allowance of up to 25% of the total

writing time, if their literacy difficulties reduce the speed at which they read and comprehend written questions.

## 7.6 Regulations Governing the Use of Amanuensis

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

- (a) Written permission for the use of an amanuensis must be obtained from BCSEA three months prior to the examinations.
- (b) The use of an amanuensis should not give an unfair advantage or disadvantage to the candidate.
- (c) The use of an amanuensis must not modify the requirements for the subject being examined, or the specific subject requirements.
- (d) Additional time will be permitted for the use of an amanuensis and will normally be up to 25% of total writing time of the examination.
- (e) An amanuensis must be a responsible adult who is able to produce an accurate record of the candidate's answers; who can write legibly, type or word process at a reasonable speed; and, in the case of a scientific, mathematical or technical subject, should ideally have a working knowledge of that subject.
- (f) Person who is to act as the amanuensis must be acceptable to the Convener and he/she is accountable to the Convener.
- (g) An amanuensis should not normally be the candidate's own teacher but there may be circumstances in which it is necessary to use the candidate's own teacher in that capacity; in such cases, BCSEA must be specifically consulted. On no account may a relative or friend of the candidate be used as an amanuensis.
- (h) A candidate using an amanuensis must be positioned/placed in such a way that no other candidate is able to hear what is being dictated. A separate room and separate invigilation will be required. The amanuensis should not act as the invigilator.
- (i) A candidate should, wherever possible, have adequate practice in the use of an amanuensis. BCSEA should be consulted in advance about any candidate who will require an amanuensis.

The need for an amanuensis may not arise until immediately before or during an examination. The centre should provide an amanuensis, alternative accommodation and supervision and ensure that the regulations governing the use of amanuenses are observed. The situation must be reported immediately to BCSEA.

- (j) During the examination an amanuensis must:
  - (i) *neither give factual help to the candidate nor offer any suggestions;*
  - (ii) *not advise the candidate regarding which questions to do, when to move on to the next question, or the order in which the questions should be done;*
  - (iii) *write down, type or word process answers exactly as they are dictated;*
  - (iv) *draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions;*

- (v) *write, type or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;*
- (vi) *at the candidate's request read back what has been recorded;*
- (vii) *not expect to write throughout the examination as the candidate may require supervised rest breaks during the working of the examination;*
- (viii) *immediately refer any problems in communication during the examination to the invigilator. If in doubt, always ask the SE.*

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

- (k) 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.
- (l) If the Convener considers that the arrangements made have not, for any reason, enabled the candidate to demonstrate his/her attainment in the examination, a request for Special Consideration should be submitted to BCSEA with an explanation of the difficulties experienced by the candidate. The subject coordinator concerned in BCSEA will advise a proposed line of action.

## CHAPTER 8 BHUTAN CERTIFICATE OF SECONDARY EDUCATION

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

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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

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#### 8.2.1 Candidates

Candidates who have passed Class VIII in Bhutan or its equivalence 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 Board will be decided by BCSEA. The conditions for the eligibility are as follows:

The candidates must have been awarded a Pass Certificate in accordance with the requirements of the Council at an equivalent examination taken from a reputed board or examination center and fulfills the following conditions:

- a. The candidates must have obtained pass marks in accordance with the regulations of the Board in *(i)* English *(ii)* a Second Language (*as alternate courses*) and *(iii)* three other written subjects, accepted by BCSEA.
- b. Candidates coming from foreign Boards that do 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.

#### 8.2.3 The candidates are given provisional admissions in centres which will be regularized only after verification and approval from Council.

### 8.3 Conditions of Entry to BCSE

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



- 8.3.3 A candidate having completed Class IX from other boards seeking admission in Bhutan will be subjected to Change of Board, Chapter 1, Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2018, principal of school must obtain Eligibility Certificates from BCSEA.
- 8.3.4 There is no age limit for the candidates taking the examination.

## 8.4 Withdrawal of Candidates

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Candidates withdrawn after the generation of index number will be reflected as ABSENT.

## 8.5 Syllabus

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The syllabi of the BCSE course are jointly developed by the REC and BCSEA (*Refer [www.rec.gov.bt](http://www.rec.gov.bt) for details*).

## 8.6 Courses Offered

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The courses offered are assessed in two parts: academic and co-curricular. Academic courses are assessed as external examination at the end of Class X. Co-curricular courses 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 HCG 2*)

#### Optional Subjects

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

1. Economics
2. Computer Applications
3. Vocational Skill Development Courses (*refer REC subject list*)
4. Agriculture for Food Security
5. Environmental Science
6. Any other relevant courses as and when offered

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

### 8.6.2 Part II: Co-curricular activities comprises Socially Useful Productive Work (SUPW) and Community Service.

All candidates are required to take up SUPW and Community Service during the course of the academic session for which assessment is done by the school as per the guidelines provided by REC. The result is reflected in the statement of marks and certificates as grades.

## 8.7 Scheme of Examination

- 8.7.1 The syllabi in compulsory and optional subjects are prescribed separately for Classes IX and X. The syllabi prescribed for Class IX are examined internally by schools and the syllabi for Class X are examined externally by BCSEA.
- 8.7.2 The examination at the end of Class IX is conducted by the schools and the promotion of candidates from Class IX to X is the responsibility of the schools.
- 8.7.3 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.
- 8.7.4 The written examination in each subject is assessed externally by BCSEA.  
Internal assessment is carried out by the schools/institutes and submitted on the dates specified by BCSEA.
- 8.7.5 English is examined in two separate papers (80% each). Writing and Language (*English I*) and Reading and Literature (*English II*). The internal assessment marks based on Writing and Reading Portfolios (20%) and Listening and Speaking (20%) are added with the examination marks. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
- 8.7.6 Dzongkha is examined in two separate papers (80%). Writing and Language (*Dzongkha I*) and Reading and Literature (*Dzongkha II*). The internal assessment marks based on Writing and Reading Portfolios (20%) and Listening and Speaking (20%) are added with the examination marks. The total marks for both papers are then converted to 100% weighting and entered as the final mark.
- 8.7.7 For English and Dzongkha where there are two papers, unattempted paper will be marked absent and attempted paper will be graded and the marks awarded will be divided by two as the final score.
- 8.7.8 History, Civics and Geography are examined in two papers separately: HCG I (*History and Civics*), and HCG II (*Geography*) of 80% each. The (80%) marks obtained in each are added to the mark obtained in internal assessment (20%) in each of the two disciplines. The total marks for both papers are converted to 100% weighting and entered as the final mark obtained in HCG.
- 8.7.9 The science subject is taught in THREE disciplines, Physics, Chemistry and Biology and the candidates are examined through THREE papers of 100 marks (*converted to 80%*) corresponding to the three disciplines named above. However, the mark obtained in each of the disciplines is added together with the mark obtained in internal assessment (20%) in each of the three disciplines. The total marks for the three papers are converted to 100% weighting and entered as the final mark obtained in Science.

- 8.7.10 Computer Applications is examined in two papers: Paper 1 (*Theory: 30%*) and Paper 2 (*Practical Examination: 50%*). The internal assessment marks (*20%*) is added with the examination marks and entered as the final marks. Private and Supplementary candidates are required to re-appear the Computer Practical Examination.
- 8.7.11 Mathematics is examined for 100 marks which is converted to 80%. The marks obtained is added to the mark obtained in internal assessment (*20%*). The two marks are added to 100% weighting and entered as the final mark.
- 8.7.12 Economics and Environmental Science are examined as individual subjects for 80%. The marks (*80%*) obtained in each are added to the mark obtained in internal assessment (*20%*). The two marks for each subject are added to 100% weighting and entered as the final mark obtained in each subject.
- 8.7.13 Subjects such as Vocational Skill Development Courses (*VSDC*) and Agriculture for Food Security (*AgFS*) are internally assessed by the schools/institutes offering the subjects. The marks are submitted to BCSEA in a format specified by BCSEA.
- 8.7.14 Second language (*foreign language*) papers are assessed externally as per CISCE syllabus and mode of assessment.
- 8.7.15 Changes in optional subjects after registration are not allowed.
- 8.7.16 The pass mark in each subject is 35%.
- 8.7.17 The writing time for all the subject is 2 hours except for language papers and Mathematics which are for 3 hours and Computer Applications for 1½ hours.

## 8.8 Awards and Conditions for Awards

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- 8.8.1 Pass Certificates will be awarded to candidates who score a minimum of 35% mark each in English, Dzongkha (**APPENDIX 16**) and other three subjects and also receive a minimum of grade D in SUPW.
- 8.8.2 Statement of Marks will be issued to all candidates who have appeared the examination.
- 8.8.3 Candidates should have internal assessment/project work/practical marks, SUPW grades and external examination marks to have their results processed.

## 8.9 Ranking

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Merit ranking for passed candidate will be calculated based on English and best four subjects.

## 8.10 Issue of Results

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BCSEA will issue the following certificates:

- » Statement of Marks
- » Pass Certificate

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

### 8.10.1 Statement of Marks

The Statement of Marks sheet shows the result of the attainment in subjects by percentage of marks.

The standard attained in Socially Useful Productive Work and Community Service, abbreviated on the face of the Statement of Marks as SUPW and Community Service, is indicated by a letter grade. Only grades A to D are recorded on Certificate. The interpretation of grades is as follows:

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

### 8.10.2 Pass Certificates

The Pass Certificate shows attainment in each subject by a grade. Only the grades 1 to 7 are reflected on the certificate. The interpretation of grades is follows:

Grade	Standard
1, 2	Very Good
3, 4, 5	Credit
6, 7	Passed
8, 9	Failed

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

- » Ministry of Education, Bhutan
- » Royal University of Bhutan (*RUB*)
- » Association of Indian Universities (*AIU*), India
- » Council of Boards of School Education (*COBSE*), India
- » Central Board of Secondary Education (*CBSE*), India
- » Council for the Indian School Certificate Examinations (*CISCE*), India

## 8.11 Migration Certificates

Migration certificates (**APPENDIX 17**) are required by certain universities and institutes outside Bhutan. This certificate will be issued by the concerned Principals of schools to candidates who have been awarded Pass Certificates and are seeking for further studies. Migration Certificates will be supplied by BCSEA to the schools upon request.

## 8.12 Equivalency Certificate

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Equivalency Certificate (**APPENDIX 18**) is a certificate to certify that BCSE examination is equivalent in standard and achievement of student learning with other boards.

Equivalency Certificate is issued by BCSEA for those students seeking admission outside Bhutan and the university where the admission is sought requires equivalency certificate to be produced.

## CHAPTER 9 BHUTAN HIGHER SECONDARY EDUCATION CERTIFICATE

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

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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

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#### 9.2.1 Candidates

Candidates with pass marks in five subjects including English and Dzongkha, and awarded Pass Certificate in BCSE are eligible to be admitted in courses 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 will be decided by BCSEA. The conditions of the eligibility are as follows:

**9.2.2.1 The candidates must have been awarded a Pass Certificate in accordance with the requirements of the Council at an equivalent examination taken from a reputed board or examination center and fulfills the following conditions:**

- (i) *The candidates must have obtained pass marks in accordance with the regulations of the Board in (i) English (ii) a Second Language (as alternate courses) and (iii) three other written subjects, accepted by BCSEA.*
- (ii) *Candidates coming from foreign Boards that do 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.*

**9.2.2.2 The candidates are given provisional admissions in centres which will be regularized only after verification of the Class X documents and approval from Council.**

### 9.3 Conditions for Entry to BHSEC

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

- 9.3.3 A candidate having completed Class XI from other boards seeking admission in Bhutan will be subjected to Change of Board, Chapter 1, Rules and Regulations for the Conduct of Public Examinations, 2018, principal of school must obtain Eligibility Certificates from BCSEA.
- 9.3.4 There is no age limit for the candidates taking the examination.

## 9.4 Withdrawal of Candidates

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Candidates withdrawn after the generation of index number will be reflected as ABSENT.

A written report must be submitted by the principal to account for the absenteeism.

## 9.5 Syllabus

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The syllabi of the BHSEC Examination are jointly developed by the REC and BCSEA.

## 9.6 Courses Offered

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The courses offered are assessed in two parts: academic and co-curricular. Academic courses are assessed as external examination at the end of Class XII. Co-curricular courses 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 (*For Bhutanese*)

#### Elective Subjects

1. Rigzhung
2. History
3. Geography
4. Economics
5. Commerce
6. Accountancy
7. Mathematics
8. Physics
9. Chemistry
10. Biology
11. Computer Studies
12. Business Mathematics
13. Literature in English
14. Media Studies



15. Agriculture for Food Security (*AgFS*)
16. Second Language (*for foreign students*)
17. Environmental Science

### Streams

#### » Arts:

- 📖 **Compulsory subjects:** English, Dzongkha (*for Bhutanese*)
- 📖 **Elective Subjects:** Geography, History; Economics, Business Mathematics, Computer Studies, Literature in English, Rigzhung, Media Studies, Agriculture for Food Security (*AgFS*), Second Language (*for foreign students*), Environmental Science.

#### » Commerce:

- 📖 **Compulsory subjects:** English, Dzongkha (*for Bhutanese*),
- 📖 **Elective Subjects:** Commerce, Accountancy, Economics, Business Mathematics, Computer Studies, Rigzhung, Media Studies, Agriculture for Food Security (*AgFS*), Literature in English, Second Language (*for foreign students*), Environmental Science.

#### » Science:

- 📖 **Compulsory subjects:** English, Dzongkha (*for Bhutanese*),
- 📖 **Elective Subjects:** Physics, Chemistry, Biology, Mathematics, Computer Studies, Rigzhung, Literature in English, Media Studies, Agriculture for Food Security (*AgFS*), Second Language (*for foreign students*), Environmental Science.

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 will 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 students 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 better choices rather than have them choose the subjects which could limit their future options.

### 9.6.2 Part II: Co-curricular activities comprises Socially Useful Productive Work (SUPW) and Community Service.

All candidates are required to take up SUPW and Community Service during the course of the academic session for which assessment is done by the school as per the guidelines provided by REC. The result is reflected in the statement of marks and certificates as grades.

## 9.7 Choice of Subjects

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

The choice of subjects may be based on the following:

- 9.7.1 A candidate cannot register for more than six subjects including the compulsory subjects – English and Dzongkha.
- 9.7.2 A school will admit only those candidates in which the school has provisions to provide the courses/subjects.
- 9.7.3 The school should ensure candidates are admitted into various streams/subjects based on the admission criteria requirement set by the University and career options.

## 9.8 Scheme of Examination

- 9.8.1 The syllabi prescribed for Class XI are examined internally by the school and the syllabi for Class XII are examined externally by BCSEA.
- 9.8.2 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.
- 9.8.3 All candidates are examined in a maximum of SIX and minimum of FIVE subjects including English and Dzongkha at the end of Class XII.
- 9.8.4 The written examination in each subject will carry 100% weighting.
- 9.8.5 English is examined in two separate papers, Writing and Language (*English I*) and Reading and Literature (*English II*). The total marks for both papers are then converted to 100% weighting and entered as the final mark.
- 9.8.6 Dzongkha is examined in two separate Writing and Language (*Dzongkha I*) and Reading and Literature (*Dzongkha II*). The total marks for both papers are then converted to 100% weighting and entered as the final mark.
- 9.8.7 For English and Dzongkha where there are two papers, unattempted paper will be marked ABSENT and attempted paper will be graded and the marks awarded will be divided by two as the final score.
- 9.8.8 Geography theory is examined externally for 100 marks (*converted to 70%*). The practical work (*10%*), project work and viva voce (*20%*) are jointly assessed by the school and VE. The three marks are added as a 100% weighting and entered as the final mark.
- 9.8.9 Accountancy is examined in two papers: Paper 1 (*Theory: 80 marks*) and Paper 2 (*Practical Examinations: 10%*). The project work mark (*10%*) is jointly assessed by the school and VE. The three marks are added to 100% weighting and entered as the final mark.
- 9.8.10 Physics, Chemistry and Biology are examined externally in two papers: Paper 1 (*Theory: 100 marks – converted to 70%*) and Paper 2: (*Practical Examination: 20% marks*). The project work marks (*10%*), jointly assessed by the school and VE is

added with the examination mark and entered as the final mark.

- 9.8.11 Computer Studies is examined in two papers: Paper 1 (*Theory: 100 marks – converted to 50%*) and Paper 2: (*Practical Examination: 100 marks – converted to 50%*). The two marks are added to 100% weighting and entered as the final mark.
- 9.8.12 Agriculture for Food Security (*AgFS*) and Media Studies are examined externally out of 100 marks (*converted to 50%*) and internally by the school for 50%. The two marks are added to 100% weighting and entered as the final mark.
- 9.8.13 Rigzhung, History, Economics, Commerce, Mathematics, Business Mathematics and Literature in English are examined out of 100%. The marks obtained for the examination is entered as the final mark in each subject.
- 9.8.14 Second language (*foreign language*) papers are assessed externally for 100 marks. The marks obtained in the examination is entered as the final mark.
- 9.8.15 The pass mark for each subject is 40%.

The writing time for all the theory papers is 3 hours. For practical examinations of Science subjects and Computer Studies the writing time is 3 hours and for Accountancy, 30 minutes.

## 9.9 Awards and Conditions for Awards

- 9.9.1 Pass Certificates will be awarded to candidates who score a minimum of 40% mark each in English, Dzongkha (**APPENDIX 16**) and other two subjects and also receive a minimum of grade D in SUPW.
- 9.9.2 Statements Of Marks will be issued to all candidates who have appeared the examination.
- 9.9.3 Candidates should have internal assessment/project work/practical marks, SUPW grades and external examination marks to have their results processed.

## 9.10 Ranking

Merit ranking for passed candidate will be calculated based on English and best three subjects.

## 9.11 Issue of Results

BCSEA will issue the following certificates:

- » Statement of Marks
- » Pass Certificate

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

### 9.11.1 Statement of Marks

The Statement of Marks shows the result of the attainment in subjects by percentage of marks.

The standard attained in Socially Useful Productive Work and Community Service, abbreviated on the face of the Statement of Marks as SUPW and Community Service, is indicated by a letter grade. Only grades A to D are recorded on Certificate. The interpretation of grades is as follows:

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

### 9.11.2 Pass Certificates

The Pass Certificate shows attainment in each subject by a grade. Only the grades 1 to 7 are reflected on the certificate. The interpretation of grades is follows:

Grade	Standard
1,2	Very good
3,4,5	Credit
6,7	Passed
8,9	Failed

### 9.11.3 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 Migration Certificates

Migration certificates (*APPENDIX 17*) are required by certain universities and institutes outside Bhutan. This certificate will be issued by the concerned Principals of schools to candidates who have been awarded Pass Certificates and are seeking for further studies. Migration Certificates will be supplied by BCSEA to the schools upon request.

## 9.13 Equivalency Certificate

Equivalency Certificate (*APPENDIX 18*) is a certificate to certify that BHSEC examination is equivalent in standard and achievement of student learning with other boards.

Equivalency Certificate is issued by BCSEA for those students seeking admission outside Bhutan and the university where the admission is sought requires equivalency certificate to be produced.

## CHAPTER 10 LANGUAGE AND CULTURE STUDIES CERTIFICATE (LCSC X)

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

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LCSC X is a two year course beyond Class VIII or its equivalent. 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

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#### 10.2.1 Candidates

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

Candidates who have passed Class VIII or its equivalence from recognized boards/institutes with Dzongkha/Chhoeked as second language are eligible to be admitted for preparation in courses 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 will be decided by BCSEA. The conditions for the eligibility are as follows:

- a. The candidates must have been awarded a Pass Certificate in accordance with the requirements of the Council at an equivalent examination taken from a reputed board or examination center and fulfills the following conditions:
  - (i) *The candidates must have obtained pass marks in accordance with the regulations of the Board in (i) English (ii) a Second Language (as alternate courses) and (iii) three other written subjects, accepted by BCSEA.*
  - (ii) *Candidates coming from foreign Boards with a mark pass in Chhoeked may be enrolled for the Class X level examination.*
- b. The candidates are given provisional admissions in centres which will be regularized only after verification.

### 10.3 Conditions for Entry to LCSC X

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- 10.3.1 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.
- 10.3.2 BCSE Private candidates and Supplementary candidates are not allowed to sit for the LCSC X the following year.

BCSE Private candidates and Supplementary candidates seeking admission in LCSC X, should abide by the two year course criteria.

In case a candidate wishes to change from BCSE after completion of class IX, he/she must start the LCSC course from class IX.

10.3.3 There is no age limit for the candidates taking the examination.

## 10.4 Withdrawal of Candidates

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Candidates withdrawn after the generation of index number will be reflected as ABSENT.

## 10.5 Syllabus

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The syllabi of the LCSC X course are jointly developed by the REC, DAHE and BCSEA.

## 10.6 Courses Offered

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The courses offered are assessed in two parts: academic and co-curricular. Academic courses are assessed as external examination at the end of LCSC X. Co-curricular course are assessed internally by the schools.

### 10.6.1 Part I: External Examination

External examination consists of major and minor subjects.

#### Major Subjects

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

#### Minor Subjects

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

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

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

All candidates are required to take up SUPW and Community Service during the course of the academic session for which assessment is done by the school as per the guidelines provided by REC. The result is reflected in the statement of marks and certificates as grades.

## 10.7 Scheme of Examination

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10.7.1 The syllabi prescribed for Class IX are examined internally by schools and the syllabi for Class X are examined externally by BCSEA.

10.7.2 The examination at the end of Class IX is conducted by the schools and the

promotion of candidates from Class IX to X is the responsibility of the schools/institutes.

- 10.7.3 All candidates are examined in FIVE subjects at the end of Class X, THREE being major and TWO minor subjects. All candidates must sit for all the five subjects so as to obtain their results.
- 10.7.4 The written examination in each subject is assessed externally by BCSEA. Internal assessment is carried out by the schools/institutes and submitted on the dates specified by BCSEA.
- 10.7.5 English is examined in two separate papers (*80% each*). Writing and Language (*English I*) and Reading and Literature (*English II*). The internal assessment marks based on Writing and Reading Portfolios (*20%*) and Listening and Speaking (*20%*) are added with the examination marks. The total marks for both papers are then converted to 100% weighting and entered as the final mark.  
  
Candidates taking Khordey Lam Sum in place of English will be examined externally for 80% by BCSEA and internally for 20% by schools/institutes.
- 10.7.6 Dzongkha is examined in two separate papers (*80%*). Writing and Language (*Dzongkha I*) and Reading and Literature (*Dzongkha II*). The internal assessment marks based on Writing and Reading Portfolios (*20%*) and Listening and Speaking (*20%*) are added with the examination marks. The total marks for both papers are then converted to 100% weighting and entered as the final mark.  
  
For English and Dzongkha where there are two papers, unattempted paper will be marked absent and attempted paper will be graded and the marks awarded will be divided by two as the final score.
- 10.7.7 Other subjects are examined for 80%. The marks obtained in each subject are added with the mark obtained in internal assessment (*20%*). The two marks for each subject are added to 100% weighting and entered as the final marks obtained in each subject.
- 10.7.8 The pass mark in each subject is 35%.
- 10.7.9 The writing time for all the papers is 3 hours.

## 10.8 Awards and Conditions for Awards

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- 10.8.1 Pass Certificates will be awarded to candidates who scores a minimum of 35% marks each in all the major (**APPENDIX 16**) and one minor subject.
- 10.8.2 Statement Of Marks will be issued to all candidates who have appeared the examination.
- 10.8.3 Candidates should have internal assessment marks, SUPW grades and external examination marks to have their results processed.

## 10.9 Ranking

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Merit ranking for passed candidate will be calculated based on three major and one minor subjects.



## 10.10 Issue of Results

BCSEA will issue the following certificates:

- » Statement of Marks
- » Pass Certificate

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

### 10.10.1 Statement of Marks

The Statement of Marks shows the result of the attainment in subjects by percentage of marks.

The standard attained in Socially Useful Productive Work and Community Service, abbreviated on the face of the Statement of Marks as SUPW and Community Service, is indicated by a letter grade. Only grades A to D are recorded on Certificate. The interpretation of grades is as follows:

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

### 10.10.2 Pass Certificates

The Pass Certificate shows attainment in each subject by a grade. Only the grades 1 to 7 are reflected on the certificate. The interpretation of grades is follows:

Grade	Standard
1, 2	Very Good
3, 4, 5	Credit
6, 7	Passed
8, 9	Failed

### 10.10.3 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 Migration Certificates

Migration certificates (**APPENDIX 17**) are required by certain universities and institutes outside Bhutan. This certificate will be issued by the concerned Principals of schools to candidates who

have been awarded Pass Certificates and are seeking for further studies. Migration Certificates will be supplied by BCSEA to the schools upon request.

### 10.12 Equivalency Certificate

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Equivalency Certificate (**APPENDIX 18**) is a certificate to certify that LCSC X examination is equivalent in standard and achievement of student learning with BCSE certification.

Equivalency Certificate is issued by BCSEA for those students seeking admission to institutes inside Bhutan where the admission is sought requires equivalency certificate to be produced.



## CHAPTER 11 LANGUAGE AND CULTURE STUDIES CERTIFICATE (LCSC XII)

### 11.1 Language and Culture Studies Certificate XII

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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 Chhoeked and Dzongkha except for English.

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

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#### 11.2.1 Candidates

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

Candidates who have passed Class X or its equivalence from recognized boards/institutes with Dzongkha/Chhoeked as second language are eligible to be admitted for preparation 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 will be decided by BCSEA. The conditions of the eligibility are as follows:

- (a) The candidates must have been awarded a Pass Certificate in accordance with the requirements of the Council at an equivalent examination taken from a reputed board or examination center and fulfills the following conditions:
  - (i) *The candidates must have obtained pass marks in accordance with the regulations of the Board in (i) English (ii) a Second Language (as alternate courses) and (iii) three other written subjects, accepted by BCSEA.*
  - (ii) *Candidates coming from foreign Boards with a mark pass in Chhoeked may be enrolled for the Class XII level examination.*
- (b) The candidates are given provisional admissions in centres which will be regularized only after verification.

### 11.3 Conditions for Entry to LCSC (Class XII)

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- 11.3.1 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.
- 11.3.2 BHSEC Private candidates and Supplementary candidates cannot change their course to LCSC XII the following year, i.e., the immediate year after their

examinations. These candidates should abide by the two year course criteria, if they want to change their course from BHSEC to LCSC.

11.3.3 In case a candidate wishes to change from BHSEC after completion of class XI, he/she must start the LCSC XII course from class XI.

11.3.4 LCSC XII Private candidates and Supplementary candidates are not allowed to change their elective subjects initially registered for.

Candidates who have completed class XI will not be permitted to change their elective subjects in class XII.

They must register in person with schools at the time of registration.

11.3.5 There is no age limit for the candidates taking the examination.

## 11.4 Withdrawal of Candidates

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Candidates withdrawn after the generation of index number will be reflected as ABSENT.

## 11.5 Syllabus

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The syllabi of the LCSC Examination are jointly developed by the Department of Adult and Higher Education (*DAHE*), Royal Education Council (*REC*) and BCSEA.

## 11.6 Courses Offered

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The courses offered are in two parts: academic and co-curricular.

Academic courses are assessed as external examination at the end of class XII. Co-curricular activities are assessed internally by the schools.

### 11.6.1 Part I: External Examination

#### Compulsary Subjects

1. Dzongkha
2. English/Kheyjug (*Virtue*)
3. ChoeJug (*Engaging in the Bodhisattva Conduct or Practices / A Guide to Bodisattva Practice*)
4. Sumtag Situigongjen (*Grammar*)
5. Nyenngag (*Poetry/prosody*)

Elective subjects: candidates should take any one of the following subjects:

1. Gyelrab (*History*)
2. Tsi (*Astrology*)
3. Nyenchha (*Music*)
4. Driglam (*Bhutanese Etiquette*)
5. Agriculture for Food Security (*AgFS*)
6. Media Studies
7. Environmental Science

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

**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 better choices rather than have them choose the subjects which could limit their future options.

### 11.6.2 Part II

All candidates are required to take up SUPW and Community Service during the course of the academic session for which assessment is done by the school as per the guidelines provided by REC. The result is reflected in the statement of marks and certificates as grades.

## 11.7 Choice of Subjects

---

- 11.7.1 All candidates must register for five compulsory subjects and one elective subject and must have been evaluated internally by the school in SUPW and Community Service.
- 11.7.2 The school should ensure candidates are admitted into various streams/subjects based on the admission criteria requirement set by the university and career options.

## 11.8 Scheme of Examination

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- 11.8.1 The syllabi prescribed for Class XI are examined internally by the school and the syllabi for Class XII will be examined externally by BCSEA.
- 11.8.2 The examination at the end of Class XI will be conducted by the school who will also be responsible for their candidates' promotion to Class XII.
- 11.8.3 All candidates are examined in SIX subjects at the end of Class XII.
- 11.8.4 The written examination in each subject will carry 100% weighting.
- 11.8.5 English is examined in two separate papers, Writing and Language (*English I*) and Reading and Literature (*English II*). The total marks for both papers are then converted to 100% weighting and entered as the final mark.  
  
Candidates taking KheyJug in place of English are examined externally for 100%.
- 11.8.6 Dzongkha is examined in two separate papers, Writing and Language (*Dzongkha I*) and Reading and Literature (*Dzongkha II*). The total marks for both papers are then converted to 100% weighting and entered as the final mark.
- 11.8.7 For English and Dzongkha where there are two papers, the unattempted paper will be marked absent and attempted paper will be graded and the marks awarded will be divided by two.
- 11.8.8 Nyencha and Driglam are assessed externally out of 100 marks (*converted to 50%*) and internally by school for 50%. The two marks are added to 100% weighting and entered as the final mark.

- 11.8.9 Changes in elective subjects after registration are not allowed. The center should not admit the candidate whose elective subjects is not offered. In the event if the candidates including Private and Supplementary have no alternatives but to change the centre, they should register themselves in a centre which offers the elective subjects.
- 11.8.10 The pass mark for each subject is 40%.
- 11.8.11 The writing time for all the papers is 3 hours.

## 11.9 Awards and Conditions for Awards

- 11.9.1 Pass Certificates will be awarded to candidates who scores a minimum of 40% mark each in Dzongkha (**APPENDIX 16**), English or Kheyjug and other two subjects and also receive a minimum of grade D in SUPW.
- 11.9.2 Statements of Marks will be issued to all candidates who have appeared the examination.
- 11.9.3 Candidates should have internal assessment/project work/practical marks, SUPW grades and external examination marks to have their results processed..

## 11.10 Ranking

Merit ranking for passed candidate will be calculated based on English or Kheyjug and best three subjects.

## 11.11 Issue of Results

BCSEA will issue the following certificates:

- » Statement of Marks
- » Pass Certificate

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

## 11.12 Statement of Marks

The Statement of Marks shows the result of attainment in subjects by percentage of marks.

The standard attained in Socially Useful Productive Work and Community Service, abbreviated on the face of the Statement of Marks as SUPW and Community Service, is indicated by a letter grade. Only grades A to D are recorded on Certificate. The interpretation of grades is as follows:

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



### 11.12.1 Pass Certificates

The Pass Certificate shows attainment in each subject by a grade. Only the grades 1 to 7 are reflected on the certificate. The interpretation of grades is follows:

Grade	Standard
1, 2	Very Good
3, 4, 5	Credit
6, 7	Passed
8, 9	Failed

### 11.12.2 The LCSC XII 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/Institute.

### 11.12.3 Migration Certificates

Migration certificates (**APPENDIX 17**) are required by certain universities and institutes outside Bhutan. This certificate will be issued by the concerned principals of schools to candidates who have been awarded Pass Certificates and are seeking for further studies. Migration Certificates will be supplied by BCSEA to the schools upon request.

### 11.12.4 Equivalency Certificate

Equivalency Certificate (**APPENDIX 18**) is a certificate to certify that LCSC XII examination is equivalent in standard and achievement of student learning with other boards.

Equivalency Certificate is issued by BCSEA for those students seeking admission outside Bhutan and the university where the admission is sought requires equivalency certificate to be produced.



## CHAPTER 12 FINANCIAL MANAGEMENT

### 12.1 Introduction

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This chapter introduces the broad principles of accounting and the overall mechanism for management of BCSEA funds released to the Examination Centres and BCSEA related activities:

1. Test Development Workshop
2. Supervising Examiner Duty
3. Invigilation Duty
4. Visiting Examiner Duty
5. Winter Evaluation Workshop

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

### 12.2 Objective

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The overall purpose of the Financial Management shall be to achieve efficiency, economy, effectiveness, equity, sustainability, transparency and accountability.

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

### 12.3 Requirement

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

1. Relieving order from the respective institution head should be attached for any claims made.
2. System generated (*PEMS*) pay slip duly signed by the accounts head should be attached with the DSA claims for Test Development and Marking Workshop.
3. Pay slip without the sign and seal of the accounts head shall not be entertained and payment of basic pay on pro rata basis shall be withheld.
4. Official clamping DHOLAM/PORTER PONY should produce the approved entitlement circular from the respective Dzongkhags.
5. The officials shall take the shortest route to attend the assigned activity.
6. The official shall enter the correct BoBL account number in the online TA/DSA system. In case if the account number is found to be incorrect by BoBL, the AFS shall instruct the BoBL to prepare a demand draft/cash warrant in the name of the concerned official and

- the charges for the same shall be deducted from his/her claims. The demand draft/cash warrant should be collected by the individual from the BoBL.
7. DSA shall be paid for location further than 10 KM from the duty station provided his 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 duty station and the days shall be calculated based on 24 hours of absence from the duty station (*BCSR-2018/16.4.2*).
  9. 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.
  10. Mileage claim shall be based on the actual distance/ shortest route covered by the official when he/she has been authorized to travel using his own vehicle (*BCSR-2018/16.6.4*).
  11. The officials shall be eligible for mileage as per position level without having to produce vehicle registration document. However, official 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*).
  12. While submitting the DSA claim through BCSEA online system the officials shall tick a field indicating whether the official on duty has driven his/her personal car for authentication. The BCSEA AFS shall further cross verify the use of personal car.
  13. TA bills generated from the online system shall be printed out by the individual official, duly signed and attached along with the required documents as specified under clause 12.3(1), 12.3(2), 12.3(3) and 12.3(4). The official shall submit the printed TA bills to their respective Subject Coordinators/Specialists.
  14. The Subject Coordinators/Specialists shall compile the TA bills with the attendance sheet. The TA bills should be duly signed and sealed by the Controller of Examinations before the final submission to the AFS, BCSEA.

## 12.4 Entitlements

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 fulfill clause 12.3(7), 12.3(8), 12.3(9) and 12.3(10). However, BCSEA will not entertain entitlements for unrealistic travels such as follow-up work with bank and reaching of packed answer scripts.
2. The night guard allowances should be paid to the night guards only.
3. The stationery budget shall not be provided to the centres 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 expenses should not exceed the budget provided for the purpose.
6. Any excess expenditure incurred on refreshment shall not be borne by BCSEA.
7. The refreshment budget shall be revised @10% after every five (5) years, and budget to be proposed accordingly.

## 12.5 Bank Account for Centre Payment

1. All the examination centres should have official account (*SDF/CD*) maintained with any of the BoBL branches.
2. Bank account of other Banks shall not be accepted.
3. Personal Account maintained with BoBL shall not be accepted.

## 12.6 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:

1. Release of fund shall be made as worked out in BCSEA online Dashboard.
2. Supplementary/Additional fund request shall not be entertained. However, Examination Centres receiving additional invigilators can request Supplementary/Additional Budget through BCSEA online Dashboard, with proper justification, workings and approval from the Controller of Examinations.
3. Supplementary budget shall be released to the centres after proper verification and genuineness of fund requested.
4. Timeline for release of funds:

Sl. No.	Type of Fund Release	Documents Required	Timeframe for Release of Fund by AFS, BCSEA
1	Centre Payments (VEs) Practical/Project work validation	No Documents. Release shall be made as per the estimation report generated from BCSEA online Dashboard.	Release to be completed by 10 <sup>th</sup> November
2	Centre Payments (Main Exams)	No Documents. Release shall be made as per the estimation report generated from BCSEA online Dashboard.	Release to be completed by 5 <sup>th</sup> December
3	Supplementary release	Justification with workings by the centres and approval from the Controller of Examinations	Release to be completed by 10 <sup>th</sup> December

## 12.7 Submission of Accounts

1. The accounts for the fund released to examination centres should be submitted to AFS, BCSEA by 25<sup>th</sup> December through post. The centres failing to submit the accounts within 25<sup>th</sup> December, 24% penal interest shall be imposed as per FRR 2016. This must be observed by all the conveners strictly.
2. If any Centre have not settled the accounts of previous year, the release of fund for the current year exams shall be withheld by AFS, BCSEA until the accounts have been settled with 24% penal interest.
3. The account should be submitted in the format provided in the BCSEA Dash Board.

### Sample: Receipt & Payment Statement

Sl. No.	Particulars	Amount	Remarks
A : Receipt	Fund Received from BCSEA		
	Supplementary/Additional fund received from BCSEA		
	Total Receipts (A):		
B : Payment	TA/DA (VEs) Practical		
	Refreshment (VEs)		
	TA/DA (Main Exam)		
	Refreshment (Main Exam)		
	Night Guard Allowance		
	Total Payments (B):		
C	Closing Balance (C) = (A – B)		If any, to be refunded in BCSEA CD Account 200959832
D	Grand Total (D) = (B+C)		
E	Refund (E) = (A-B)		Refund shall be made to those schools who did not claim additional fund.
Prepared by:		Verified by:	
(Signature)		(Signature of Convener)	
Name & Designation		Name & Seal	
Date:			

## 12.8 Penalty

- The non-adherence to submission of accounts on or before the dateline shall be liable to 24% penal interest (*refer clause 8a*).
- For any official misconduct by the official deputed for BCSEA programmes shall be terminated from the assigned work without any financial benefits.

## 12.9 Roles and Responsibilities of AFS, BCSEA

- The AFS shall examine each item of TA/other bills in line with the rules and regulations specified under clause (*12.3*) and its sub clauses.
- The AFS should observe the timeline for the release of funds strictly.
- The payments of TA/DA during Test Development/Marking Camp should be deposited into respective BoBL account of the participants a day before the program closes.
- The payments of TA/DA during Evaluation workshop should be deposited into respective BoBL account of the BCSEA officials a day after the program closes.
- The AFS shall coordinate a simple working lunch, morning/evening tea with simple snacks to the BCSEA officials during the winter Evaluation workshop.

## APPENDICES







འབྲུག་ཆོས་ཀླག་པ་བཀོད་ཆོག་པ།  
**BHUTAN BOARD OF EXAMINATIONS**  
 Ministry of Education  
 Thimphu: Bhutan

Tel: +975-02-322724, 326559, 326558 Fax: 325086 E-Mail: bbe@dnuknet.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



འབྲུག་གི་སློབ་ཁྲིའི་ཚོས་རྒྱལ་ཁང་བརྟན་ཞིབ་ཚོགས་ཨེ།  
Bhutan Council for Examinations and Assessment  
Thimphu : Bhutan



Ref.# BCSEA(03)SED-BHSEC/2013-2014/.....

Dated .....

**BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT  
THIMPHU : BHUTAN**

**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



## BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT

### DECLARATION FORM FOR INVIGILATORS

[For use during BCSE/BHSEC/LCSC Examinations]

Name of the Centre :

Name of the Invigilator :

School from :

Contact number :

Date of arrival at the examination centre :

### DUTY ROSTER

Examination	Date of Examination	Subject		Examination Hall / Room No.		Comments and Remarks
		Morning	Afternoon	Morning	Afternoon	

I hereby, confirm that during my above mentioned duty, I have been very vigilant during the course of the examinations. I understand that I am liable to be subjected to appropriate actions by the authorities in the event that any discrepancy may arise.

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

Date

NOTE: This form is based on the duty roster planned and agreed upon during the meeting before the start of examination(s).

## CHECKLIST FOR SUPERVISORS, ASSISTANT SUPERVISORS AND INVIGILATORS

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 Public Examinations in Bhutan 2017* 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.
2. Check that you have on display the following clearly visible to the candidates:
  - (a) Notice to Candidates in strategic places;
  - (b) Clocks in the hall and classroom, if possible;
  - (c) Chalk board showing starting time and finishing time of the examination;
  - (d) Examination time tables.
3. 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.
4. Brief candidates that:
  - (a) any unauthorized materials must be handed to the invigilators or kept outside the examination room;
  - (b) they start writing only after 15 minutes of reading the question paper;
  - (c) carry admission cards with them all the time and produce when asked for.

### B. Identification of Candidates

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

### C. 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).

## 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 where ever 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.

## NOTICE TO CANDIDATES

### I. Regulations

Make sure you know the following rules

1. You must produce your Admission Card for every examination.
2. You must be on time for all examinations. If you are late, you may not be admitted.
3. You may take into the examination room only the materials and equipment which are allowed.
4. You must not take part in any unfair practice while taking the examination.
5. You must not talk to or disturb other candidates once the examination has started.
6. Visits to toilets will not be permitted except where arrangements are made for adequate vigilance.

### II. Information

Make sure that you

1. Know the dates and times of your examination.
2. Attend the examination in a proper dress.
3. Know that you may be checked physically before entering the examination room by the Supervising Examiners and Invigilators.
4. Arrive at least ten minutes before the start of each examination.
5. Report to the invigilator of the particular examination, if you arrive late for that examination.
6. You must be PRESENT for all papers registered.

### III. 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 the pens, pencils, eraser and any instruments that you need for the examination.
3. write in either blue or black ink.
4. not to borrow anything from another candidate during the examination.

### IV. 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) Do not have room for any operating instructions or prepared programmer in it.

### V. Examination Instructions

1. Listen to the invigilator and do what you are asked to.
2. 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.
  - (b) If the question paper is incomplete (missing pages), badly printed or damaged.
3. Read carefully the instructions printed on the question-answer booklet. Do what they ask you to do.
4. Ensure the correctness of your details printed on the front of your question-answer booklet before the start of the examination.



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.

#### **VI. 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 will come and assist you.
3. You may not ask for, and will not be given, any explanation of the examination question.

#### **VII. 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 will 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.

#### **VIII. Warning**

If you cheat or try to use any unfair practice, you may be disqualified from all your subjects.

The following constitute the use of unfair means in the examination:

1. Giving or receiving help from any fellow candidate or any member of the supervisory staff or any other person or source for the purpose of solving/answering the questions.
2. Copying from another candidate's work.
3. Allowing another candidate to copy your own work.
4. Possessing books, notes, or any other informative document from which to copy answers to questions.
5. Influencing or intimidating supervisory staff to overlook the use of unfair means.
6. Creating indiscipline in or around the examination room.
7. If further investigation is necessary, the results of the candidates concerned will be with-held till the outcome of the investigation.

**THE RESULT OF THE CANDIDATE INVOLVED IN ANY FORM OF  
MALPRACTICE WILL BE CANCELED.**

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

## BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT

### 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.

## BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT EXAMINATION

### 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** Visiting 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 2018, BCSEA

## EXAMINATION CENTER REPORT

### INSPECTION CHECKLIST FORM

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

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

Examination Centre :

Convener :

Supervising Examiner :

Mobile Number :

School from :

Assistant Supervising Examiner(1) :

Mobile Number :

School from :

Assistant Supervising Examiner(2) :

Mobile Number :

School from :

Number of invigilator/s : Female = , Male = , Total =

Date of visit :

Time :  (e.g. 0 9 4 5 A M)

Examination (subject) in progress :

BHSEC	Number of candidates		
	Arts		
	Commerce		
	Science		
	Absent/dropped		
	Total appearing the exam		
BCSE	Number of candidates		
	Absent/dropped		
	Total appearing the exam		
LCSC		X	XII
	Number of candidates		
	Absent/dropped		
	Total appearing the exam		

**DIRECTION: Please put a tick (✓) in the appropriate boxes against each item: (NA= Not Applicable)**

<b>1</b>	<b>Examinations Conducting Officers (ECO)</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
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.			
<b>2</b>	<b>Examination Room</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
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)			
<b>3</b>	<b>Examination materials</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
a	Copy of the <i>Rules and Regulations for the Conduct of Public Examinations in Bhutan 2018</i> 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			

4. Any comments and recommendations from the Convener / SE / ASE / invigilators / centre-teachers / candidates:

5. Final comments and recommendations from the Inspecting Officer for future improvement:

Name of the Visiting Inspector

Signature of the Visiting Inspector

Date of visit : 

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

Name of the Supervising Examiner

Signature of the Supervising Examiner

Date : 

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

Name of the Convener

Signature of the Convener

Date : 

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

**N.B: A copy of the report to be kept at the centre for future reference.**

## BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT

### 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:

- a. Centre:
- b. Examination:
- c. Subject:
- d. Name of the teacher:
- e. Contact number:
- f. Problem identified:
- g. 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
<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 260px; height: 25px;" type="text"/>	<input style="width: 180px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>
<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 260px; height: 25px;" type="text"/>	<input style="width: 180px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>

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 2018*.

Sl.#	Name	Index No.	Subject	Examination
<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 260px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>
<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 260px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>

4. Comments and Recommendations for improvement:

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

Date:

## BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT

### CHECKLIST OF THINGS

[TO BE SENT TO BCSEA BY SUPERVISING EXAMINERS AFTER THE  
EXAMINATIONS]

Supervising Examiners should submit the following documents to the Convener and the Convener in turn will send them to the Evaluation Camp through the Delivering agency as directed by the BCSEA.

Name of the Centre:

Sl. No.	Contents	No of Packets / Envelope
1	Question-answer booklet envelopes duly sealed and packed in carton boxes labelled with centre address with a signed handing over note detailing the number of carton boxes subject wise	
2	<p>The following should be put in <b>MISCELLANEOUS BOX</b>:</p> <ul style="list-style-type: none"> <li>a. Examination Centre Report form (Appendix 12)</li> <li>b. Inspection checklist form (Appendix 10)</li> <li>c. Seating Plan: Theory and Practical (Appendix 12)</li> <li>d. Invigilation Duty Rosters (prepared by SE)</li> <li>e. Minutes of the meeting conducted at the Centre</li> <li>f. Letter of Undertaking of all examination conducting officials (Appendix 3)</li> <li>g. Declaration Forms of Invigilators (Appendix 4)</li> <li>h. Candidates attendance sheet subject wise (Theory and Practical)</li> <li>i. Computer practical and Accountancy practical thumb drives, CDs and USB storage device should be separately packed and labeled.</li> <li>j. Question-answer booklets of the candidate/s absent/s.</li> <li>k. All the extra question-answer booklets.</li> </ul>	
3	Practical Examination Report form should be packed with respective practical examination subject answer scripts.	

Signature

Date:

Name of the Supervising Examiner :



**EXAMINATION MARKING CENTRE GUIDELINES**  
**REPORT OF MALPRACTICE (REPORTED OR DETECTED)**

**Complete the following details:**

Subject :	<input type="text"/>	Paper :	<input type="text"/>												
Date of Examination :	<input type="text"/>														
Name of Candidate :	<input type="text"/>														
Administrative Number :	<input type="text"/>														
Index Number :	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>														
Name of the school :															
Name of the Supervising Examiner :	<input type="text"/>														
Name of Invigilator :	<input type="text"/>														
Room No./Hall:	<input type="text"/>														
Describe the case :	<div></div>														

**ISSUE OF RE-PLACEMENT/DUPLICATE/WRONG ENTRIES**  
**(APPLICABLE ONLY FOR EXAMINATIONS CONDUCTED BY BCSEA)**

**NOTE: RE-PLACEMENT/DUPLICATE/WRONG ENTRIES DOCUMENTS ARE ISSUED  
IN PLACE OF ORIGINAL DOCUMENTS IN CASE OF LOST AND CHANGE OF ENTRIES.**

**TO BE FILLED OUT BY THE APPLICANT**

Please complete this form as indicated using CAPITAL LETTERS:

1. Current full name [Mr/Ms/Miss] :
2. Full name at the time of the Examination :
3. Date of Birth (date/month/year) : 

--	--	--	--	--	--	--	--	--	--
4. Citizenship I. D. Card Number : 

--	--	--	--	--	--	--	--	--	--	--	--
5. Father's Name :
6. Permanent Home Address:  
Village   
Geog   
Dzongkhag
7. Tick [✓] the duplicate document required:  
Admit Card ☐  
Statement of Marks ☐  
Pass Certificate ☐
8. Month and Year of Examination : 

--	--	--	--	--	--
9. Name of School/Examination Centre :
10. Index Number : 

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11. Did you collect your original document from the school? Yes ☐ No ☐  
If YES, when and by whom?
12. What happened to the original documents?

13. Specify the changes required in the document(s)

14. Have you returned the original documents(s) for the replacement document(s)

Signature of the candidate:

Contact Number:

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**NOTE: Attach a photocopy of copy of Citizenship I.D. Card and a recommendation letter from the School for a change in name and other biographical details**

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**APPLICATION FORM FOR CLERICAL RE-CHECK OF ANSWER SCRIPTS  
TO BE COMPLETED BY THE CANDIDATE REQUESTING RE-CHECK**

Name of candidate :

Index No :

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Examination :

Stream (only for class XII) :

Name of school :

SUBJECT(S)	PAPER(S)

I hereby declare that information given above is correct.

Signature of Candidate:

Date:

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**Note:** Fee for 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). Candidates will be refunded their fee for the paper/s that have changes.



འབྲུག་གི་སློབ་གྲིཛ་སྤྱད་ཆུགས་དང་བརྟག་ཞིབ་ཆེན་མོ།  
**Bhutan Council for Examinations and Assessment**  
 Thimphu : Bhutan



BCSEA(01)/SED/BHSEC/BCSE/101775

4<sup>th</sup> September 2018

### NOTIFICATION

In compliance to the 18th National Education Conference held in January 2018 and in adherence to Royal Education Council Circular no. REC/CDC/01/2016-2018/87 dated 26<sup>th</sup> January 2018, 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 2018 examinations onwards. No pass certificate will be awarded to any candidate who does not secure the minimum passing mark.

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 & best four for BCSE) / best-three (English & best three for BHSEC) score category as long as the candidate has passed in Dzongkha.


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.

(Tenzin Dorji)  
 Secretary  
 BCSEA

Copy to:

1. Hon'ble Sherig Lyonpo (Chairperson, Board of Directors, BCSEA) Ministry of Education, Thimphu, for kind information.
2. Hon'ble Secretary, Ministry of Education, Thimphu, for kind information.
3. The Director General, DSE, Ministry of Education, Thimphu, for kind information.
4. The Secretary, Dzongkha Development Commission, for kind information.
5. Dasho Dzongdags, all Dzongkhags, for kind information.
6. The Director, REC, Paro, for kind information.
7. Dzongkha Education Officers/Thromdey Education Officers for necessary actions.
8. Principals, all schools, for necessary actions.
9. Office file




  
**འབྲུག་གི་སློབ་ཁྲིམས་རྒྱུགས་དང་དྲག་ཞིབ་ཚོགས་ཁྲུང་།**  
**Bhutan Council for School Examinations and Assessment**

**No. MC 16 002607**

**གནས་སྤྱོད་ལག་ཁྲུང་།**  
**CERTIFICATE OF MIGRATION**

Certified that  
of  
with Index Number : \_\_\_\_\_ was awarded a Pass Certificate at the

conducted by the Bhutan Council for School Examinations and Assessment, Thimphu.  
Permission is hereby given to the above mentioned candidate to study and appear for  
the examination of any Board, University or College.

  
**Secretary of Examinations**  
**Bhutan Council for School Examinations and Assessment**

To be entered by the Principal of the School

Father's Name.....

Date..... **Signature of Principal**



འབྲུག་གི་སློབ་ཁྲིའི་ཚོས་རྒྱུགས་དང་བཟླ་ཞིབ་ཚོགས་སྡེ།  
**Bhutan Council for Examinations and Assessment**  
 Thimphu : Bhutan



BCSEA(17)/SED/Equi/.....

Dated: 15<sup>th</sup> May 2018

**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**

