



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR -751013.

No. EC-I-34/2022/5886/CHSE (O), Dt. 30.12.2023

From,
The Controller of Examinations,
CHSE, Odisha, Bhubaneswar.

To,
The Principals of all institutions affiliated to the Council

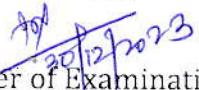
Sub: Conduct of Practical Examinations/Project work evaluation of the Annual Higher Secondary Examinations, 2024: Arrangement and instruction thereof.

Madam/Sir,

This is for your kind information that the Practical Examinations/Project work evaluation for different subjects/papers (Arts, Science, Commerce & Vocational streams) of the Annual Higher Secondary Examination, 2024 are scheduled to be held between **02.01.2024 to 12.01.2024** in all affiliated institutions of the Council having subjects/papers with Practical/Project components.

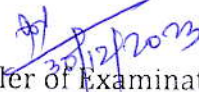
You are, therefore, requested to go through the instructions for conduct of practical examinations /evaluations of project papers appended with this, and make necessary arrangements for smooth conduct of practical examinations and project work evaluation

Yours faithfully,


Controller of Examinations

Memo No 5887/CHSE, Date- 30.12.2023

Copy forwarded to the P.S. to Chairman/all officers/Deputy Secretary of three zonal offices for information and necessary action.


Controller of Examinations

COUNCIL OF HIGHER SECONDARY EDUCATION (CHSE), ODISHA

ANNUAL HIGHER SECONDARY EXAMINATION-2024

INSTRUCTIONS

FOR

CONDUCT OF PRACTICAL EXAMINATION AND EVALUATION OF PROJECT WORK

The principals/centre superintendents are requested to go through the following instructions/guidelines for smooth conduct of practical/project work examinations:

1. Please complete the practical examinations/project work evaluation as per the schedule given by the CHSE, i.e. between 02.01.2024 and 12.01.2024.
2. Notify the groups and practical schedule of the college well ahead to the candidates and others concerned.
3. The external examiners appointed by the CHSE in respect of a H.S. School can't be ignored ordinarily without prior permission of the Controller of Examinations.
4. The external examiners appointed by the CHSE for Arts/ Science/ Commerce practical examination/project work evaluation is to be intimated about the date, group allotted to him and time of examination at least before two working days
5. In case any external examiner does not turn up, the principal may make a local appointment for the same, preferably from the same district and he/she should not have to travel more than 50 kilometers away from his/her H.S. School, who is eligible for the purpose with prior permission of the controller of examinations.
6. OSEPA will take care of the conduct of practical examinations and evaluation thereof with respect to practical papers of vocational trade subjects (VTS) like ITV, MTV etc. in Arts/Commerce/ Science.
7. For conduct of practical examination of different papers of vocational stream, externals are to be appointed at local level. Teachers of respective trade and BFC papers like Physics, Chemistry and Biology (Botany/Zoology separately) will act as internal examiners.
8. Examiners shall as far as possible be appointed from teachers employed in institutions admitted to the privileges of the Council. Ordinarily, no person shall be appointed except in a subject for whom there is a paucity of suitable examiner, who has not had at least two years of teaching experience in an institution. However, for vocational stream/VTS/IVS, the guidelines issued by OSEPA and other competent bodies, from time to time, will be followed. If there is no teacher in the H.S. School for any Practical/project paper, the principal of the said college is authorized to appoint one internal examiner from nearby affiliated colleges subject to condition that she/he fulfils all eligibility criteria fixed by the Council for the purpose.

9. Pre- Examination preparations:

- i. Steps must be taken to notify groups as per instructions (Minimum candidates in a group must be twenty four)
- ii. Practical programme in respect of a H.S.School must be in such a manner that a student will not have two practical examinations on the same day.
- iii. There must be sufficient arrangement of drinking water and First Aid.

- iv. Laboratories shall have to be made well ventilated and well lighted.
- v. Functioning of CC TV is mandatory in all the laboratories of the self-financing H.S. Schools.
- vi. Fire extinguishers are to be kept in readiness to face any fire outbreak.

10. During the Examination :

- i. Students having valid admit card are to to be allowed enter into the laboratory/ examination room before 15 minutes of commencement of examinations only.
- ii. Students arriving for examination late may be allowed to sit for examination maximum by half an hour; however, such students shall not be allowed compensatory time for the late coming.
- iii. Students should sit in their respective seats maintaining proper distance as it is required.
- iv. Candidates are to put their signature against their Roll Numbers in the Attendance sheets
- v. The Internal examiner must sign on the designated place of attendance sheet.
- vi. Serial number(s) of the answer sheet issued to a candidate must be mentioned against her/his roll number.

11. Post-Examination Works :

❖ Recording of Marks in the answer script:

- i. Marking must be done using **red ball point pens** only (No gel pen to be used).
- ii. If there is any bit/sub-questions of a main question, then each bit/sub-question is to be given mark, and finally all will be summed up at the end of the last sub question attempted, and total marks awarded to main question is to be mentioned there.
- iii. For example: If in Biology-I(BOTANY) paper, Question-2 has 2(a), 2(b) and 2(c) sub-questions/bits and each sub-question carries F.M of 2.0, and the marks awarded are :

2(a)-1.5

2(b)-1.8

2(c)-1.7

Then, the examiner is required to mention at the end of Q2. (in available space below or in left side margin) the following manner:

$$Q2: 1.5 + 1.8 + 1.7 = \textcircled{056}$$

- iv. **In the front page of the answer script**, all question numbers and corresponding marks awarded, and total marks awarded must be recorded legibly.
- v. **Corrections to wrongly posted marks in the answer scripts:** Overwriting must be avoided as far as practicable and will be subject to strict scrutiny. However, in case of exigencies, if any overwriting is unavoidable, then a diagonal line (/) must be drawn on the wrongly posted number(s)/digit(s), and rewritten afresh in the space available above or below that, & such corrections must be accompanied with the initials of the examiners (preferably both external and internal).

Example: If the candidate has originally secured 17 marks, and the examiner has wrongly written it 18, then she/he has to rectify the error as suggested below:

- i. **First draw a diagonal line all across the incorrect mark (digit/digits) written as shown below:**

~~18~~

- ii. **Then write the correct mark (17 in this case) above or below the crossed number**

17 (put initial signature)
~~18~~

- iii. **Finally, corrected mark is to be initialed by the examiner who has awarded the mark**

- vi. Total marks should be reflected both in numerals and words.
Example: If a candidate has secured 23 marks in total, then it must be mentioned as follows:

Total mark awarded is to be encircled as given below and has to be followed by the signature of both examiners:

23

TOTAL MARKS=TWO-THREE

- vii. Any correction in the total numbers awarded is compulsorily to be done as follows, if correct mark secured by the candidate is 23 instead of 24

~~24~~ = 23

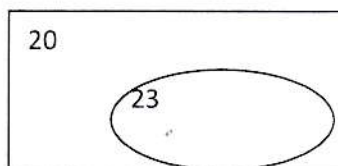
❖ **Recording of Marks in standard/Non-standard mark foils :**

- a) Subject-wise pre-printed computerized **standard mark foils** (mark foils bearing serial number, examination roll numbers, name of paper, paper code etc) have been sent to your institutions for necessary use.
- b) The colleges have also been supplied with computerize **Non-standard mark foils (mark foils which don't have any mention of subject, paper and Roll numbers, but have sl. no. only).**
- c) After practical examinations/project evaluations are over, the examiners are required to evaluate the answer scripts preferably on the same day and prepare the mark foils at the examination centre. The internal/external examiner is

at

required to enter the marks using **red ball point pen** in the computerized Standard mark foils in his/her own handwriting. The internal and external examiners must put their full signature on the answer scripts/project reports and the mark foils in the appropriate places. Any deviation will be seriously viewed.

- d) The pre-printed Practical/Project mark foils contain two copies with a carbon in between. **In any circumstance, one must not try to detach the carbon and separate the pages of mark foil.** The mark foils must be sent intact to the Council after posting the marks neatly and completing other necessary formalities.
- e) The marks in the computerized mark foils should be recorded neatly using small size letters so that one can get scope to rectify in the event of any wrong posting of marks in the mark foil. There should be **no over writing on the mark foils.** In case of an urgent need for correction of mark in the foils, the following steps are to be followed:
- i) The incorrect mark (e.g. 23 in following example) must be completely encircled neatly.
- ii) The changed/rectified mark (e.g. 20 in following example) **is to be recorded inside the same box meant for posting the mark** of a particular Roll Number, but it **must be written outside the circle**, but well inside the box meant for the roll number concerned.



(Example as described above)

- f) **Care must be taken to distribute groups in such a manner that only one external and one internal examiner can handle one mark foil.** However, in case of urgency, a particular computerized mark foil can be shared maximum by two external examiners and two internal examiners. When such case arises, **all the examiners are required to put their full signatures on it;** but the totaling of marks shall be done by the last internal and external examiner who used it.
- g) If any standard/non- standard mark foil(s) is found to be damaged due to wrong handling or otherwise and becomes unfit for use due to some unavoidable reasons, that mark foil(s) must be preserved and returned along with other mark foils.
- h) For Practical examination in **Education**, marks should be posted on the lesson plans as well as on the Mark Foils and both these must be sent to the Council.

i) For Project Work Evaluation in **Commerce subjects**, marks should be posted on the front page of the Project report in three heads:

i. Project Work-----

ii. Viva-----

iii. Total:-----.(both in digit and words)

Finally total marks shall have to be posted in computerized standard mark foil.

Use of Nonstandard Mark foil:

Prior permission of the controller is required for use of Non-standard Mark foil, and it can be used only when following conditions arise:

- i. If a computerized mark foil does not have the Roll Number(s) of the examinees of a particular paper
- ii. If any standard mark foil is found to be mis-printed/without carbon/ damaged due to wrong handling/or any other valid reason

Steps for entering marks in Non-standard Mark foil:

- Please **enter the subject name, subject code, paper code etc, as it is in the standard mark foil,**
- **then write the roll number in the box meant for it**
- **Then write the mark in the corresponding box lying below the roll number.**
- Then the total of line1 and line 2(if required) are to be entered.
- Finally, grand total is to be written in digit and words (capital letter only) in specified boxes.
- Put signature(both internal and external)

12. Submission of Examiners' report:

Required number of examiners' report forms has been provided to your institution and if not, then these are to be get Xeroxed. All Practical Examiners are required to submit their report in the Proforma which must be sent to the Controller of Examinations separately along with the packet containing Answer Scripts/project papers.

13. Despatch of Mark Foils and Answer Scripts/Project Reports to Council :

A. PACKING OF ANSWER SCRIPTS & OTHER DOCUMENTS OF PRACTICAL Examinations(Arts/Science/Commerce & Vocational):

- I. Please keep the examiners reports of the paper concerned (of different examiners) in an envelope and super scribe on it "Examiners report" and seal it properly.
- II. Please keep the Memo forms in an envelope and super scribe on it "MEMO FORMS" and seal it properly.

27

- III. Please keep all the **Mark foils** of the paper concerned in an envelope separately and super scribe on it "Mark foils of____(name of subject)", Name of the H.S. School & Code_____ of AHSE 2024(PRACTICAL/PROJECT) and seal it properly with signature of the Principal.

Envelopes mentioned at (I) and (II) and the answer scripts of the paper concerned(related to envelope I and II above) are to be kept in a cloth packet which is to be sealed .

If there are more scripts and can't be kept in a packet, then these can be kept in more than one cloth packets as per requirement.

Cloth packets must be superscripted with following details:

ANNUAL H.S. EXAMINATION (PRACTICAL)-2024

NAME OF SUBJECT & PAPER:

DATES OF EXAMINATION:

TOTAL SCRIPTS:

NAME OF HS SCHOOL WITH CODE:

NAME OF EXTERNAL & INTERNAL EXAMINERS:

PACKET NUMBER (for example: 1/3, 2/3, 3/3 if there are three packets for a paper /subject) and other information (if required).

- IV. **IMPORTANT INFORMATION:** THE MARK FOILS ARE NOT TO BE KEPT INSIDE CLOTH PACKET FOR 2024 AHSE.THESE ARE TO BE KEPT SEPARATELY SUBJECT/ PAPER WISE AND ARE TO BE HANDED OVER IN EC-I SECTION AS PER SCHEDULE.

Signature of Principal/Centre Superintendent

B. PACKING OF VALUED PROJECT PAPERS & OTHER RELATED DOCUMENTS Examinations(COMMERCE):

- I. Please keep the examiners reports of the paper concerned (of different examiners) in an envelope and super scribe on it "Examiners report" and seal it properly.
- II. Please keep the Memo forms in an envelope and super scribe on it "MEMO FORMS" and seal it properly.
- III. Please keep all the Mark foils of the paper concerned in an envelope and super scribe on it "**Mark Foils Of____(Name Of Subject)**, Name of the H.S. School & Code_____ of AHSE 2024(PRACTICAL)" and seal it properly with signature of the Principal.
- IV. The valued project papers of a paper concerned (for example BSM) are to be made a packet using cloth.
- V. **Envelopes mentioned at (I) and (II) and the Project woks of the paper concerned (related to envelope I and II above) are to be kept in a cloth packet which is to be sealed.**

If there are more scripts so that these can't be kept in one packet, then these can be kept in more than one cloth packets as per requirement.

Cloth packets must be superscripted with following details:

ANNUAL H.S. EXAMINATION (PROJECT EVALUATION)-2023

NAME OF HS SCHOOL WITH CODE:

NAME OF SUBJECT & PAPER:

DATES OF EXAMINATION:

TOTAL SCRIPTS

NAME OF EXTERNAL & INTERNAL EXAMINERS:

PACKET NUMBER (for example: 1/3, 2/3, 3/3 if three packets have been made for a subject) and other information (IF REQUIRED).

Signature of Principal/Centre Superintendent

IMPORTANT INFORMATION: THE MARK FOILS ARE NOT TO BE KEPT INSIDE CLOTH PACKET FOR 2024 AHSE. THESE ARE TO BE HANDED OVER IN EC-I SECTION SEPARATELY SUBJECT/PAPER WISE ON SCHEDULED DATES.

N.B. IN CASE OF COMMERCE PROJECT WORK EVALUATION, IN RESPECT OF A PAPER (e.g. BSM Project), ALL ENVELOPES (MENTIONED AT I and II) AND EVALUATED PROJECT PAPERS PACKET (mentioned at IV above) ARE TO BE KEPT SEPARATELY IN A LARGER CLOTH PACKET WHICH MUST BE SUPERSCRIBED WITH ALL REQUIRED INFORMATION.

14. Practical Bills and Vouchers are to be submitted in separate cover super-scribed with Bills and Vouchers of Annual H.S. (Practical/Project) Examination, 2024. These are to be handed over to EC-II (Examination Confidential Section-II).

15. CC TV Surveillance is made compulsory for all self-financed HS Schools during conduct of practical examination/evaluation of project papers:

Installation of CC TV in the Practical Laboratories of Self-Financing H. S. Schools is compulsory. Self-Financing H.S. Schools must conduct all Practical Examinations/Project evaluation and viva-voce under CC TV surveillance. The evaluation work after Practical Examination, entering of marks in mark foils and sealing of mark foils, answer scripts/project papers and examiner's reports must be done under CC TV surveillance and be preserved in sealed packets under CC TV surveillance until deposit of the same in Controller of Examination's office. They must submit the entire CC TV footage, in CD/DVD marked with the year of examination, H.S. School name, H.S. School Code and signature of the Principal/Centre Superintendent in permanent marker, pen in the Controller's office. The CC TV footage must be preserved by the Self-Financing H.S. Schools in external hard disk for one year from the date of examination for necessary verification by CHSE. The CC

GA

TV footage of the Project/Practical Examination must be submitted by the Self-Financing H.S. School along with other materials.

16. Remuneration/TA/DA:

a. Remuneration: Rs 8.00(Eight rupees) only per script (subject to a minimum of Rs60.00-sixty rupees only) per examiner

b. TA/DA: As per Government rules

c. For claiming DA, one has to submit the salary certificate from the DDO

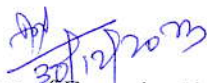
d. No car TA is allowed

17. Schedule of submission of Practical Mark Foils etc.

Sl. No.	<u>District Code</u>	<u>Date of submission</u>
1.	AA/AB/AZ	16.01.2024
2.	BA/BB/FA/FB/ND	17.01.2024
3.	CA/CB/CC/PA	18.01.2024
4.	CD/CZ/DA/DB	19.01.2024
5.	EA/EB/EZ/LA/LB	20.01.2024
6.	HA/HB/HC/HD/NB/NC	22.01.2024
7.	GA/KA/KZ/MZ	24.01.2024
8.	MA/MB/MC/NA	25.01.2024

18. IMPORTANT NOTE:

- Copy of student's Attendance Sheet and memo form must be preserved by the H.S. School for future reference.
- Answer Scripts/Project Reports/Examiner's Reports and Mark Foils must contain the signature of Internal and External Examiners, failing which the results will be held up and the Centre Superintendent will be held responsible for the same.
- All records of practical examination received in the Council after the scheduled date will not be accepted.


30/12/2023
Controller of Examinations