**DIRECTORATE OF GOVERNMENT EXAMINATIONS, CHENNAI-600 006**

**HIGHER SECONDARY FIRST YEAR EXAMINATION MARCH 2018**

**Rc.No: 144084/HF1/2017 Dated: 29.01.2018**

**CIRCULAR**

**INSTRUCTIONS TO ALL HEADS OF HIGHER SECONDRY SCHOOLS IN TAMILNADU AND PUDUCHERRY FOR THE CONDUCT OF HIGHER SECONDARY FIRST YEAR PRACTICAL EXAMINATION AND SUBMISSION OF PRACTICAL MARK SHEETS.**

**The Practical Examination for the Higher Secondary first year students will be held in the year 2018 of February as per Government Order (Ms)No.227, School Education(GE1) Department, Dated:06.11.2017.**

1. **PRACTICAL EXAMINATION – PUPIL CANDIDATES:**

**The Practical Examination for Pupil candidates may be commenced from the date intimated by this office in Annexure-A enclosed herewith. The practical examination for pupil candidates should be conducted on the dates and sessions mentioned in the downloaded Blank mark sheets.**

**The practical examination should be conducted from the syllabus already in vogue for General and Vocational subjects.**

1. **CONDUCT OF PRACTICAL EXAMINATION:**

**Practical Examination for the +1 Pupil Candidates for all the Practical involving subjects should be conducted as per procedures followed for the Higher Secondary Second year (+2) Practical Examinations. Practical marks should be awarded as per the guidelines of G.O.(2D)No.50, School Education (GE1) Department, dated.09.08.2017.**

1. **ABSENT FOR PRACTICAL SUBJECTS-PREPARATION OF PROFORMA“B”**

**The Chief Superintendents/Headmasters of the Practical Examination Centres are requested to furnish the particulars of the Register Number of the Pupil who have absented for particular subject for the External practical Examinations, conducted in their respective centres in the prescribed “Proforma-B” (Specimen copy) enclosed herewith. This Proforma-B should necessarily be filled up for all the practical subjects for which the external examinations are conducted in a centre and sent along with Practical Mark Sheets without fail.**

1. **THE HEADS OF INSTITUTIONS SHOULD CONTACT IMMEDIATELY THE**

**CHIEF EDUCATIONAL OFFICERS CONCERNED FOR THE FOLLOWING**

**ARRANGEMENTS.**

**(a). Constitution of Practical Examination Centres.**

**(b). Appointment of the following categories of staff in connection with the conduct of Practical Examinations.**

**-2-**

**-2-**

**(i) Chief Superintendent**

**(ii) Other School Teacher as External Examiner**

**(iii) Same school teacher as Internal Examiner**

**(iv) Skilled Assistants, wherever necessary**

**(v) Clerks**

**(vi) Office Assistants, Waterman, Sweeper, Sanitary Worker, Etc.,**

**The Chief Educational Officers shall consider the persons with integrity and seniority, besides possessing adequate Educational Qualification for appointment to the above categories in connection with the conduct of Practical Examinations.**

**No Departmental officers need be appointed for the Practical Examinations.**

1. **REMUNERATION TO SUPERVISORY STAFF**

 **Proposal has been sent to Government for allocation of fund related to Higher Secondary First Year Examinations. Orders are awaited from the Government. Hence, the Chief Superintendents / Head Masters are instructed that as soon as the Government Orders received, they can address the Chief Educational Officer for the sanction of amount.**

1. **INSTRUCTION FOR BIOLOGY PRACTICAL**

 **For the subject ‘Biology’ the columns in the mark sheets are to be divided and the same mark sheets have to be used.**

1. **SPECIAL INSTRUCTIONS FOR PHYSICS PRACTICAL**

**Candidates are allowed to bring “Scientific calculator excluding digital diary” for Physics practical Examination. The Chief superintendents and external Examiners must ensure that the particular type of calculators alone are in possession of the candidates before allowing them for the physics practical Examinations.**

1. **CONDUCT OF PRACTICALS AND MAINTAINING CONFIDENTIALITY:**

**The external examination marks awarded to any of the candidates should not be divulged by external examiners or Internal Examiners or Chief Superintendent. Marks awarded in practical examination (including internal assessment) should be entered in a register and kept under the personal custody of the Headmaster concerned. It must be used for future reference only. They will personally be held responsible for any leakage of marks of practical examination. Any violation of the above instruction will be viewed very seriously.**

**-3-**

**-3-**

1. **DESPATCH OF PRACTICAL MARK SHEETS THROUGH CHIEF**

**EDUCATIONAL OFFICERS:**

**Procedure: The Chief Superintendents/Headmaster should keep all**

**the materials along with the completed practical mark sheets pertaining to each subject in separate cover, noting the name of the subject on the cover and sealed everyday by Chief Superintendent.**

**The sealed practical mark sheet cover should be kept under the**

**personal custody of the Chief Superintendent.**

**On completion of all practical exams (both General/Vocational), all the sealed cover containing the completed practical mark sheets subject wise kept by the Chief Superintendent should be packed in two separate sealed inner bundle one for ‘General subject Practicals’ and another for ‘Vocational Subject Practicals’. The above sealed bundle should directly be handed over by special messenger to the Chief Educational Officer concerned on or before 27.02.2018 without fail. The particulars of mark sheets should also be furnished in the enclosed Proforma ‘A’ and ‘B’ and handed over to the Chief Educational Officer along with the sealed bundle.**

**The Headmaster/Chief Superintendent should also certify that all**

**practicals in all subjects involved in their school/centre have been**

**completed and mark sheet sent (vide specimen enclosed).**

**The Chief Educational Officers will upload the practical marks from 28.02.2018 to 6.03.2018 through on-line. After the on-line entry of marks are over, The Chief Educational Officer will then arrange to send all the sealed bundles containing the practical mark sheets and required certificate obtained from the school/centre under his/her jurisdiction in one lot to THE JOINT DIRECTOR OF GOVERNMENT EXAMINATIONS (HIGHER SECONDARY), Chennai- 600 006, by special messenger on the 10.03.2018.**

**Any delay in sending the practical examination mark sheets to this**

**office through Chief Educational Officer concerned will seriously affect the time schedule for releasing the results of the examination. Hence, the Chief Superintendent/Headmaster of the examination centre (both for pupil and private) should stick to the time schedule with utmost care.**

**ENCLOSURES TO BE SENT ALONG WITH PRACTICAL MARK SHEET:**

**1. Practical mark sheets of all practical subjects in (both General and**

 **Vocational) sealed covers.**

**2. Proforma ‘A’**

 **-4-**

**-4-**

**3. Proforma ‘B’**

**4. Certificate of completion of practical examination.**

**The time schedule mentioned in the Annexure-A should be strictly followed.**

**External practical Examination should be conducted smoothly without giving**

**room for any sort of complaints from any quarters.**

**Encl: 1. Annexure ‘A’**

 **2. Proforma ‘A’.**

 **3. Proforma ‘B’.**

 **sd/-**

**DIRECTOR**

**To**

**All the Heads of Higher Secondary Schools.**

**Copy to: All Chief Educational Officers for necessary action. They are**

**requested to see that the Practical Examination for the practical involving subjects are conducted as per the guidelines followed for the +2 Practical Examinations, taking special care in this regard without giving room for any complaints.**

**The Chief Educational officers are requested to collect the Practical Mark Sheets from the Chief Superintendents of practical Examination Centre under their control with a ‘certificate’ enclosed herewith. After the on-line entry of Practical marks over, the Chief Educational Officers may arrange to send all the mark sheets through special messenger to the JOINT DIRECTOR OF GOVERNMENT EXAMINATIONS (HIGHER SECONDARY) in one lot on the specified date mentioned in Annexure-A (enclosed).**

**The non- receipt of Practical Mark Sheets from a particular school for a particular subject will badly affect the computer processing and**

**publication of results. The Chief Educational Officers are therefore**

**requested to furnish a certificate to the effect that the Practical Mark Sheets from all the Higher Secondary Schools under their jurisdiction have been received without omission and sent to this Department.**

**Copy to:**

**1.Joint Director of Education (Higher Secondary) Puducherry**

 **- for information and necessary action.**

**2. All District Educational Officers/ Inspector of Anglo-Indian Schools,**

**3. All Inspectors of Matriculation Schools for information.**

**4. The Regional Deputy Director of Government Examinations,**

 **Madurai/Coimbatore/Tiruchirappalli/Chennai/Tirunelveli/**

 **Cuddalore/ Vellore.**

**5. Liaison Officer (Directorate)**

**6.The Superintendents, HF3, HS4, HS6 (Office)**

**HIGHER SECONDARY FIRST YEAR EXAMINATION, MARCH/JUNE**

**PROFORMA – A**

**Submission of Practical Mark Sheets to the Chief Educational Officer**

 **Educational District No…………………….**

**School No…………………**

**Name of School/Centre………………… Centre Number:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of****Practical****Subjects** | **Total Number of****candidates** | **Register****Numbers****Of Mark Due****Cases** | **Practical****Marks due****If any****(with****reason)** | **Register****Number of****absentees****and Deleted****case** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
|  |  |  |  |  |

**(LIST OF PRACTICAL SUBJECT CODES (GENERAL AND VOCATIONAL) IS ENCLOSED)**

**Place: Signature of the Headmaster/**

**Date : Chief Superintendent**

 **School/Centre Seal.**

**N.B.: This Proforma A should be handed over to the Chief Educational**

**Officer, along with the Sealed bundles of Mark sheets and with**

**Proforma B.**

**HIGHER SECONDARY FIRST YEAR EXAMINATION, MARCH/JUNE**

**CONDUCT OF PRACTICAL EXAMINATION**

**PROFORMA – B**

**List of Register Numbers absented for the practical examination.**

**(Separate form must be used for each subject)**

**Educational District No. and Name.**

**School/Centre Number and name.**

**Name of Practical Subject…………………**

**Subject Code………………………**

**Centre Number :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Register****Numbers****(ABSENT)** | **Register** **Numbers** **(Deletion – if any)** | **Remarks** |
| **(1)** | **(2)** | **(3)** | **(4)** |
|  |  |  |  |

**NOTE: . The Headmasters are requested to furnish the above required**

**particulars without fail.**

**2. This Proforma should be prepared separately for each**

**Subject, mentioning the name of the subject(both General/Vocational)**

**3. This Proforma should be handed over to the Chief Educational Officer**

**along with the sealed bundles of mark sheets.**

**Place: Signature of the Headmaster/**

**Date : Chief Superintendent**

 **NAME IN CAPITAL LETTERS**

 **School/Centre Seal.**

**CERTIFICATE**

**I hereby certify that I have conducted all Practical Examination in all practical involved subjects as per syllabus both in General & Vocational stream for all Pupil candidates, appeared in my School/Centre for the Higher Secondary First Year Examination of March 2018 and mark sheets prepared and sent completely to Chief Educational Officer.**

**2. I also certify that one inner cover containing ‘GENERAL SUBJECTS’ Practical Mark Sheets and another inner cover containing ‘VOCATIONAL SUBJECTS’ Practical Mark Sheets as furnished in the above Proformas are handed over to the Chief Educational Officer.**

**Place: Signature of the Headmaster/ Date : Chief Superintendent**

 **School/Centre Seal.**

**DEPARTMENT OF GOVERNMENT EXAMINATIONS, CHENNAI-600 006**

**HIGHER SECONDARY FIRST YEAR EXAMINATION, MARCH 2018**

**R.C.No.144084/HF1/2017 Dated. 29.01.2018**

**ANNEXURE – A**

**TIME SCHEDULE FOR CONDUCTING**

**PRACTICAL (EXTERNAL) EXAMINATION**

**-------------**

|  |  |
| --- | --- |
| **ITEM OF WORK** | **SCHOOL PUPIL** |
| **PRACTICAL(EXTERNAL)****EXAMINATION** |  **14th February 2018****To** **26th February 2018** |

**NOTE: 1. Detailed instructions given in Circular must be**

 **followed without fail in conducting Practical (External)**

 **examination.**

 **2. DOWNLOADING of Practical Examination mark sheets-**

 **Batch wise from 06.02.2018 to 13.02.2018.**

 **3. Before the commencement of Practical Examination, all the**

 **mark sheets for all the batches should be downloaded.**

 **4. Candidates have to appear for the Practical**

 **examination on the date and session mentioned in the**

 **down loaded Blank mark sheet, which contain batch wise**

 **Register Numbers.**

 **5. In case of unavoidable circumstances, if any Practical batch**

 **is postponed, the same mark sheet should be used by**

 **changing the date in the Mark sheet only by the Chief**

 **Superintendent. Need not be corrected / rescheduled in the**

 **website.**

 **6. For Internal Mark, Blank Mark sheets containing Register**

 **numbers can be downloaded.**

**HIGHER SECONDARY FIRST YEAR EXAMINATION, MARCH 2018**

**PROGRAMME RELATED TO**

**PRACTICAL EXAMINATION WORK**

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Item of work** | **Date** |
| **1.** | **Downloading of blank Practical mark sheets through on-line**  | **06.02.2018** **to****13.02.2018** |
| **2.** | **Conducting of Practical Examination**  | **14.02.2018** **to****26.02.2018** |
| **3.** | **Handing over of Practical Examination****mark sheets to CEO by the Chief Superintendent/ Headmaster** | **On or before** **27.02.2018** |
| **4.** | **Uploading of Practical marks through on-line by CEO** | **28.02.2018****to****06.03.2018** |
| **5.** | **Submission of Practical Examination****mark sheets to DGE**  | **10.03.2018** |

 **sd/-**

**DIRECTOR**