

INSTRUCTIONS FOR CONDUCT OF ACCOUNTANCY PRACTICAL EXAMINATION (SUBJECT TEACHER)

Follow the procedures given below:

1. Familiarize yourself with the attached documents.
2. Develop practical examination question paper as per the prioritized curriculum.
3. Conduct the practical examination before the board examinations.
4. The total duration of the practical examination is 40 minutes; First 10 minutes is to be spend on reading the questions. Remaining 30 minutes is to be used to answer all questions.
5. The practical examination marks will assessed out of 20 marks.
6. Read the **‘Score sheet for accountancy practical examination’** and **‘Rubrics for accountancy practical examination’**
7. Fill up the **“Score sheet for accountancy practical examination”** for each candidate by referring the **‘Rubrics for accountancy practical examination’** and get it signed by the HoD, Subject Teacher and the Principal in the space provided on the Forms.

MARK ENTRY

8. Enter the practical examination marks on the BCSEA online system from the **“Score sheet for accountancy practical examination” with the support from** School Office Assistant.
9. Print out a copy of online mark entry form, sign and get the signature of the Principal, HOD and keep it in the school as a record. The link will be activated on **14th October, 2020** and deactivated on **30th November, 2020**.