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THE PURPOSE

The Bhutan Public for School Examination and Assessment (BCSEA) as an organization for conduct of public examinations annually, upholds the principle of fair and successful conduct of the national examinations.

For this prime cause, competent conducting officials are deputed by BCSEA spearheaded by Supervising Examiners.

The Supervising Examiners as the custodian of Public Examinations perform their duties professionally with high integrity.

The clauses laid here are excerpt from Rules and Regulations for the Conduct of Public Examination, 2020 to cater to queries of Supervising Examiner for the smooth, fair and uniform conduct of the Public Examinations in Bhutan.

It may also be noted that though this handbook is comprehensive in nature, Rules and Regulations for the Conduct of Public Examinations should be referred for many cases.

Soft copies of this handbook and Rules and Regulations for the Conduct of Public Examination in Bhutan, 2020 can be obtained from www.bcsea.bt.

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CHAPTER 1 INTRODUCTION

The Bhutan Public for School Examinations and Assessment has a role in maintaining education standards by ensuring the integrity of assessment processes through fair conduct of Public Examination.

The processes of conduct of examinations are categorized under:

- Before the Examination
- Start of the Examination
- During the Examination
- After the Examination

1.1 Before the Examination

1.1.1 The Examination Conducting Officers

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

- Convener (Principal),
- Supervising Examiner (SE),
- Assistant Supervising Examiner (ASE),
- Invigilator,
- Chief visiting Examiner,
- Visiting Examiner (VE) and
- Inspecting Officer (Officials designated by BCSEA)

Duties related to each of these officials are explained below. The BCSEA expects the highest standard of professionalism on the part of each official in the discharge of their duties and responsibilities. Officials are strictly prohibited from taking pictures of the examination rooms/halls.

1.1.2 Supervising Examiner

The Supervising Examiner (SE) is the key officer responsible for the overall management in the conduct of examinations in a Centre. He / she is selected by the BCSEA based on the nominations from the school and criteria laid in the Guidelines for Selection of Officials for Public Examination Duties 2020. (www.bcsea.bt)

Duties and Instructions

1. Use the following documents from SE kits during the examination:
 - Letter of undertaking (for examination conducting officials)
 - Declaration of Conflict of Interest (for examination conducting officials)
 - Inspection checklist form (Visiting officer)
 - Examination timetables
 - Examination Center Report Form (SE checklist)
 - COVID -19 Safety Protocols

Note:

Handing-Taking over note (Convener and Supervising Examiner) should be prepared and enclosed in the miscellaneous box.

2. Carry out the duties and responsibilities as per the letter of undertaking signed. (refer: APPENDIX 5, Rules and Regulations for the Conduct of Public Examinations in Bhutan 2020)
3. Declare a Conflict of Interest.
4. Coordinating the signing of Letter of Undertaking (LoU), Declaration of Conflict of Interest for all the examination conducting officials and the LoU for the NIGHT GUARD.
5. Collect signed Letters of Undertaking and Declaration of Conflict of Interest from the following and send them to BCSEA in the miscellaneous box:
 - a. Convener
 - b. Assistant Supervising Examiners (if applicable)
 - c. Chief Visiting Examiners (if applicable)
 - d. Visiting Examiners
 - e. Invigilators
 - f. ASEs
 - g. Night Guard (LoU)
6. Report to the centre as per the office order.
7. Take over the charge of the examination documents from the Convener on the day of arrival at the examination centre on official handing-taking over notes.
8. Physically verify and tally the total number of question papers written on the packets with the list of candidates appearing in different subjects as per respective SE dashboard and arrange them in the steel almirah in order of the dates of examinations.
9. SE should verify the subjects with two papers (eg. English I/English II) with the date of examination and arrange it accordingly.

10. Ensure that the following documents related to the conduct of the examinations are received with the consignments:
 - a. Important Notice to Candidates
 - b. Declaration Form for Invigilators
 - c. Inspection Checklist Form
 - d. Examination Center Report Form
11. The SE should update the delivery and proper receipt of examination materials and documents online on the SE dashboard.
12. Ensure that the documents are locked securely in a steel almirah provided by the Centre along with the stationery. 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 and using a new lock for the room is recommended.
13. SE 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.
14. 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.
15. The packets of question papers and other examination materials must not be opened until the time fixed for the examination concerned.
16. SE should crosscheck the subject/paper with the date of examination before distributing it.
17. 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.
18. 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, alternate locking arrangements should be made to store the documents securely.
19. 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 as per the selection guidelines of official for Public examination duties; instruct the invigilators/ASEs not to use/upload examination related information in social media. Ensure that all doubts (any or subject related) are clarified with BCSEA and not with other examination conducting officers.
20. Subject related issues should be submitted in writing by the subject teacher to the Supervising Examiners as per APPENDIX 11.

21. Ensure that all the invigilators have carefully read the NOTICE TO CANDIDATES (APPENDIX 7) well in advance of the examinations.
22. Brief the candidates on the general rules and regulations before the examinations with the assistance of the Convener and Invigilators.
23. Study the examination hall(s)/room(s) and accordingly prepare seating arrangements (APPENDIX 8).
24. Ensure that the index numbers are pasted on the desks/tables in ascending order from the Invigilator's table.
25. Check and counter-check along with the ASE that the labelled envelopes correctly contain the question papers as indicated just before the examinations.
26. Appoint local invigilator(s) in case of emergency: the SE and Convener in consultation with DEO/TEO can appoint additional invigilators with the written approval from the Controller of Examinations.
27. Prepare the daily invigilation duty roster and assign the invigilators to their respective examination rooms just before the start of every examination.
28. 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.
29. Ensure that the candidates are admitted to the examination rooms/halls 20 minutes before the examination starts so as to help them settle down.
30. Ensure that no question paper is given to anyone including the invigilators and subject teachers until the examination is over.
31. Deal firmly with any student violating the rules and regulations during the examination or outside but related to the examination as per the Rules and Regulations provided in Chapter 4 with the assistance of the other examination conducting officers, Convener and Inspecting Officers if required and available. A report supported by the signed statements should be enclosed in the Miscellaneous Box.

1.1.3 Examination Arrangements

1.1.3.1 Examination Venue

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

1.1.3.2 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.

1.1.3.3 Display of Unauthorized 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.

1.1.3.4 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 the same time.

1.1.3.5 Important Notice to Candidates and Display of Information

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

1.1.3.6 Dress Code

Candidates should attend examination in school uniform unless permitted otherwise due to genuine health reasons.

Candidates requiring to wear additional attire (coat, mufflers, gloves, etc.) should be discouraged unless deemed necessary due to weather or health conditions.

Strict instructions should be given to all examination conducting officials to wear footwear that produces no footstep sound.

1.1.3.7 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 12).

For written examinations:

1. all candidates should face in the same direction
2. each candidate should have a separate desk or standard table of sufficient size or sufficient space to accommodate question-answer booklets,
3. candidates should be seated in the order of their index numbers which is 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.

1.1.3.8 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.

1.1.4 Invigilation Arrangements

1. Invigilators will be appointed by the Dzongkhags/Thromdes.
2. Invigilators should be stationed within the vicinity of the centre.
3. The SE and Convener must ensure that invigilators are fully briefed in the meeting prior to carrying out the task of invigilation.
4. 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. Use of mobile phones to be strictly limited to contact the SE in emergency.
5. 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.
6. There will be no reliever if a centre uses only the hall. The number of relievers will be as per the following ratio for classrooms:
 - a. One reliever (invigilator) shall be appointed in a centre with 75-149 candidates and additional one reliever for every 150 candidates thereafter.
 - b. For centres in cold regions, one reliever will be provided even if the total number of candidates is less than 75.
7. In practical examinations, it is essential that the laboratory assistant of the subject be available at the center for support to deal with technical difficulties that may arise, including matters of safety, and to assist the CVE/VE in general.
8. Invigilators should be familiarized with the rules and regulations contained in the SE handbook and any specific regulations related to the subject being examined.
9. Invigilators are not entitled to any day-off during the examination.

10. Centres must keep signed records of the invigilation duty roster for each examination session (APPENDIX 4). This record is required by BCSEA at any time until publication of results.

1.2 Start of the Examination

1.2.1 Identification of Candidates

All registered candidates should produce admit cards to gain entry into the examination hall/room.

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.

If a candidate fails to produce admit card, the Convener should re-issue admit card from the school online dashboard.

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

1.2.2 Distribution of Question-Answer Booklet

Candidates index numbers are already printed on a question-answer booklet with name and examination centre. Invigilator must ensure the right question-answer booklet is given to the candidate. Make arrangements to resolve any unforeseen problems such as issuance of wrong question paper, shortage of question papers and submit a detailed report to BCSEA.

If a candidate is not registered / incorrectly registered in a subject, provision should be made to allow the candidate to appear for the correct subject upon verification from the convener. In such cases, the candidate will use the extra question-answer booklet and write their details (Name, Index number etc.) on the cover page provided. Such candidates' names should be entered in the last sequence of the attendance sheet. His/her name should be struck off from the wrong attendance list.

Ensure that only the initials (not signatures) of the SE or the Invigilators are put on the answer booklets/sheets in the specified space.

1.2.3 Attendance Sheet

Subject wise attendance sheet of candidates and instructions for both theory and practical will be available at the centres along with the other consignments. These sheets for recording the presence of candidates must be completed in accordance with the instructions printed on them.

Note: Mark absentees as 'A' with red ink and 'P' with blue ink.

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 SE dashboard daily following the instruction given.

1.2.4 Unauthorized Materials

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

Unauthorized materials such as mobile phones, smart watches, earphones, electronic devices, etc., should be left with the invigilators on duty.

1.2.5 Guidelines for Frisking

The candidates should be checked physically before entering the examination hall/room using the following guidelines:

1. Frisking of candidates should not add to the candidates' stress.
2. Candidates' pockets, folds of sleeves and collar should be checked for possession of unauthorized materials.
3. Candidates permitted to wear additional attire, should be frisked thoroughly for possession of unauthorized materials.
4. The female candidates should be checked by female invigilators.
5. In case of non-availability of female invigilators, a female school staff could be deputed for the purpose.
6. Stationeries: Pencil case, geometry box, calculators should be checked for possession of written notes.
7. Candidates should be frisked after toilet visits.

1.2.6 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. The invigilator must ensure that only the specified items are issued to the candidates. Other writing paper, including paper for rough work should not be provided.

Candidates should bring pens, pencils, 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.

1.2.7 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.

1. Ensure that unauthorized people including the subject teachers (for both theory & practical) are not permitted into the examination hall while the examination is in progress.
2. Before candidates are permitted to write, the invigilator must:
 - a. ensure the candidates are seated as per the seating plan,
 - b. inform the candidates that they are subject to the regulations of the examination,
 - c. warn the candidates that any unauthorized material including food and drinks not previously handed in must be handed in,
 - d. check that the candidates have all the necessary materials to enable them to complete the examination,
 - e. 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,
 - f. 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,
 - g. 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,
 - h. 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,
 - i. inform the candidates of the time allowed for the examination and announce clearly that they may begin to write their answers,
 - j. instruct candidates that:
 - i. they must write their answer legibly in black or dark blue ink or blue or black ballpoint pen.
 - ii. correcting fluid/pens must not be used.

- iii. highlighters, colour pencils/pens and glue must not be used unless instructions are given to the contrary on the question-answer booklets and
- iv. 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.
- v. 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.

1.3. During the Examination

1.3.1 Supervision of the Candidates

Invigilators must supervise the candidates throughout the entire examination duration and pay complete attention at all times to this duty.

1.3.2 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 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 devices such as card, tape, disk, smart card and plug-in modules, must not be in the possession of candidates during the examination.
- 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.

1.3.3 Use of Topography Maps

Candidates should use the standard topography maps provided in the question-answer booklets for the BCSE Geography examination. The toposheet should be retained at the centre after the examination.

1.3.4 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.

1.3.5 Candidates Arriving After the Examination is Over

1. A candidate who arrives after the other candidates have been released from the examination room shall be treated absent for the paper. However, a candidate can sit for the subsequent papers. Such candidates must write a statement in the presence of parents/guardians and convener.
2. 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.
3. The Supervising Examiner should send a full report in writing to the BCSEA regarding the case/s.

1.3.6 Candidates Falling Sick During the Examination

1. 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.
2. 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.
3. 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 on the same day. The question-answer booklet along with supporting documents should be enclosed with the rest of the question-answer booklets.
4. The Supervising Examiner should send a full report in writing to the BCSEA regarding the case/s and enclose it in the miscellaneous box with the prescriptions.

1.3.7 Leaving the Examination Room

1. 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.
2. Candidates who need to visit toilets (preferably staff toilets) must leave the examination room one at a time accompanied by an invigilator.

3. 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.

1.3.8 Special Instructions for Practical Examinations

The requirements for practical examinations in Science, Computer, and Geography are given in the syllabus. The final instructions for BHSEC Science practical will be sent to centres before the examination through SE. They must be regarded as confidential and are intended only to enable the chief visiting examiners for proper preparations of laboratories before the examination session.

1.3.9 Chief Visiting Examiner/Visiting Examiner

A Chief Visiting Examiner (CVE) / Visiting Examiner (VE) is a teacher appointed as an external examiner to conduct practical examinations in:

- Computer Studies (BHSEC)
- Science subjects (BHSEC)

Notes:

- Science, Computer Studies and CVE/VEs will assist the SE in the preparation and conduct of the practical examinations.
- Computer Studies VEs will be instructed to send the work of the candidates through email to the concerned BCSEA official; attendance sheets, seating plan, etc. will be handed over to SE.

1.3.10 Large Number of Candidates

Computer Studies

- 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.
- The center should make arrangements with resources to be able to complete the practical examinations in three sessions.

- 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.
- Retain the practical examination question papers and hand them over to the centre the next day.

Science Subjects

- The candidates are divided into batches by the center.
- A center will have a maximum of three batches as per the number of candidates.
- The candidates should be informed about their batch and examination time.
- 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.
- BHSEC Science practical examinations will begin at 7:00 am.

1.3.11 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.

See APPENDIX 6 for a brief guide to invigilating practical examinations. It is intended to be used as a reminder for CVEs/VEs and must only be used in conjunction with the regulations contained in this booklet.

1.3.12 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.

1.3.13 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 and kept under lock and key.

1.4 After the Examination

1.4.1 Packing of Question-Answer Booklets

- Great care must be taken in packing the question-answer booklets.
- 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 a registered post.
- Each envelope must contain 50 question-answer booklets. However, if the booklets do not fit in the envelope, pack it appropriately.
- Question-answer booklets for different subjects must not be packed in the same envelope.
- 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.

Follow the packing instructions:

1. Ensure that the candidates' attendance sheet is packed in the first answer script envelope of each subject.
2. Pack the practical papers of BHSEC Science subjects in separate envelopes and label it.
3. Check all the documents in the examination cell everyday till the end of the examination.
4. Pack all the unused materials and hand over to the convener along with the other examination materials.
5. 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.
6. 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.
7. Centres are provided with a set of adhesive address labels by BCSEA to be pasted on carton boxes containing question-answer booklets.
8. Fill in the number of boxes in the specified space on the labels (Eg: 1/5, where 5 is the total number of boxes in the center).
9. On a separate box labeled MISCELLANEOUS BOX, pack the following documents:

1	Seating Plan in an Examination Room/Hall	APPENDIX 8
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2	Examination Centre Report form for all national level examinations	APPENDIX 11
3	Candidates Attendance Sheet for all the practical examinations including BHSEC Geography viva-voce	APPENDIX 13
4	Declaration Form for Invigilators	APPENDIX 4
5	Inspection checklist Form	APPENDIX 10
6	Declaration of Conflict of Interest forms	
7	Letter of Undertaking	

CHAPTER 2 CONTINGENCY PLANS FOR DISASTERS AND EMERGENCIES

2.1 Introduction

Under the School Disaster Management Policy, all schools have comprehensive disaster management plans and evacuation strategies to prepare against natural hazards such as earthquakes, fire, windstorms and flood. The goal of such contingency plans is to minimize disruption, keep everyone safe and reduce the damage to property.

All centres by policy should have a contingency plan which will be adapted during the public 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.

2.2 Contingency Plan

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 disasters 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 public 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.

2.3 Orientation to the SE, Invigilators and Candidates

The SE should get familiarized 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.

2.4 An Emergency During Examination

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 places. 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 an 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 convener, 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 the Dzongkhag Focal Person for support, recommendations and directives. SE should immediately also report to the 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 options 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.

2.4.1 Earthquakes / Fire / Windstorm

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

1. By following the safety procedures and guidelines recommended.
2. 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.
3. Candidates' question-answer booklets can be collected if safe to do so.
4. Resume examinations if safe to do so.
5. Report to the BCSEA as soon as possible.
6. All papers to be administered as planned as far as possible.
7. A report should be submitted to BCSEA on the options and decisions made by Incident Commander.

2.4.2 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 (latest version).

2.4.3 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 (latest version).

2.4.4 Illness

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

2.4.5 Malpractice

In the event of malpractices, refer Chapter 4, Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).

2.4.6 Accidents

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

1. determine the nature and severity of the accident,
2. seek medical assistance, if required.
3. think of ways to assist the candidate.
4. send someone to the accident site and organize assistance, if required.
5. 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 (latest version);
6. medical reports to be included with the Centre Report (APPENDIX 11).

2.4.7 Student Behavioural Problems

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

2.4.8 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 as soon as possible.
- Ensure the safety of all examination documents.

Numbers to be contacted in case of emergencies:

- Police: 113
- Ambulance: 112
- Fire: 110
- Bhutan Public for School Examinations and Assessment Office: 02 322724
- Contact the Director at: 17223344
- 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 (2020).

CHAPTER 3 EXAMINATION MALPRACTICE, OFFENCES AND PENALTIES

3.1 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 Examiners and invigilators to make sure the candidates are familiar with the contents of Important Notice to Candidates and more importantly the consequences of using unfair means well in advance of the examinations. Every effort and information must be shared in order to prevent malpractice.

The Supervising Examiner and examination conducting officials should follow the procedure laid down in this chapter. They should inform BCSEA immediately and report in writing. Failing to report is in itself malpractice and this may result in sanctions being applied against the examination conducting officials.

BCSEA and the examination conducting officials will not be responsible once the candidate is kept under the supervision of the convener.

NOTE: All written statements must be affixed with legal stamp and have witnesses and enclosed in the Miscellaneous box with the question-answer booklet of the concerned candidate.

3.2 Dishonesty, Malpractice and Misconduct by Candidates

Possible examples are as follows:

1. possessing unauthorized material such as typed / hand-written notes, torn pages of books or any material into the examination room.
2. carrying and using prohibited electronic devices / equipment during the examination such as mobile phones, Bluetooth devices, headphones, cameras, pen drives, tablet, PCs, laptops, etc.
3. consulting with other candidates and persons inside or outside the examination room during the examination.
4. threatening or physically or verbally abusing or indulging in any form of misbehaviour with other candidates, invigilators, Supervising Examiner and Inspecting Officers in the examination room or outside during the examination.
5. the inclusion of offensive or obscene material in the question-answer booklets.

6. use of offensive or obscene language / action to other candidates, invigilators and Supervising Examiners and Inspecting Officers inside and outside the examination hall during the examination.
7. carrying of weapons (knife / scissors/ knuckles/ any incendiary devices and chemicals, etc.) with the intention to disrupt, threaten and inflict harm on self or others inside and outside the examination hall during the examination.
8. carrying and / or consuming food and beverage in the examination room. (consideration to take water or prescribed medicine, if informed earlier by the school- esp for SwDs)
9. moving from the assigned seat without the permission of the invigilator.
10. theft of examination materials to be stored and facilitating for reproduction and transmission to other candidates.
11. copying from another candidate and allowing other candidates to copy;
12. allowing another candidate to write answers in the actual candidates answer script.
13. the submission of another person's work as if it were the candidate's own.
14. Persons impersonating an actual candidate.

Cases Identified at the Centre:

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 proposed course of action can be taken:

1. 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;
2. 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;
3. 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;
4. 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 indicating they have been given the opportunity to make a statement in the presence of parent / guardian and Convener accordingly. Convener may act as the guardian in loco parentis while the candidates write their statement/s.

5. The discretion of the candidate's result will lie with BCSEA.
6. A detailed account of the circumstances surrounding the emergency and any investigation carried out by the Centre should be reported to BCSEA. It should include:
 - a) written statement/s from the candidate/s.
 - b) written statement/s from the invigilator/s and other staff concerned.
 - c) seating plan.

Penalty

- The results of the candidates involved in malpractice will be cancelled.
- 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 candidate.
- BCSEA shall 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 shall be made by BCSEA management.

3.2.1 Impersonation

This is an act of arranging another person to take an examination on behalf of the registered candidate for a particular paper or the whole examination by providing him / her Admit Card.

The following course of action should be taken:

1. The invigilator should inform the Supervising Examiner immediately;
2. The convener should handover the candidate/impersonator to the police;
3. The Supervising Examiner must conduct the examination for the day as usual with the least disruption as possible;
4. The Convener must render full cooperation to the police to complete the investigation;
5. The Supervising Examiner must inform BCSEA immediately.
6. The convener should call the parents/guardians of the candidate/s involved immediately and inform them. Convener may act as the guardian in loco parentis while the candidates write their statement/s.
7. candidate/s involved shall not be allowed to sit for the rest of the examination and the results will be cancelled.
8. Reports to BCSEA from the Centre following the investigation should include:
 - a) a detailed account of the investigation carried out by the cCentre;

- b) written statements from the invigilators and other staff concerned; and
- c) seating plans.

Penalty

- The results of the candidates involved in malpractice will be cancelled.
- The decision on re-appearing the examination in the following year pertaining to the candidate/s involved in the case will be made by BCSEA management.

3.2.2 Break-ins

Breaking into the examination cells where the confidential documents are securely kept is treated as criminal acts. People suspected and involved in such an act or assisting an offender in carrying out the crime shall be reported to the police.

Break-ins could happen for the following reasons:

1. To steal the examination question-answer booklets (physically or digitally) of papers/subjects which have not as yet been conducted,
2. to rewrite the answers for the completed paper/s/subject/s,
3. to steal question-answer booklets of subjects yet to be conducted and taking away of written question-answer booklets of papers / subjects already conducted with malicious intentions.
4. The following course of action should be taken:
5. The convener/SE should immediately inform BCSEA and report to the police immediately without disturbing the scene;
6. The Supervising Examiner in the presence of Convener must check the confidential documents after the police gives clearance to enter the room (to check 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);

Note: |If the break in takes place before the arrival of the SE to the centre, the convener with another teacher must check the confidential documents after the police gives clearance to enter the room.

7. In case of tampering of questions papers of papers/subjects which are yet to be conducted, the SE must inform BCSEA immediately;
8. The tampered question-answer booklets for paper/s/subject/s shall be cancelled for the whole country and a reexamination shall be held;
9. The reexamination shall be held as soon as the last subject on the examination time table tentatively;

10. 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
11. The Convener and the examination conducting officials must render full cooperation to the police to complete the investigation.
12. Reports from the Centre following the investigation should include:
 - a. A detailed account of the circumstances surrounding the break-in; and
 - b. Written statements from the Convener, the examination conducting officials and other staff concerned.

Penalty

- The results of the candidates involved in malpractice will be cancelled.
- The decision on re-appearing the examination pertaining to the candidate involved shall be made by BCSEA management.
- In case of missing written 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.

3.2.3 Intimidation and Assault

Assaults or threats with or without weapons to examination conducting officials is are considered as criminal acts. People suspected and involved in such an act or assisting an offender should be immediately reported to the police.

The following course of action should be taken:

1. The convener/SE should report to the police and BCSEA immediately;
2. The SE must conduct the examination for the day as usual with the least disruption as possible; and
3. The Convener and the examination conducting officials must render full cooperation to the police to complete the investigation.
4. The SE must submit a report to the BCSEA following the investigation which should include:
 - a. a detailed account of the circumstances surrounding the assault or the threat; and
 - b. written statements from the invigilators and other staff concerned.

Penalty

- The results of the candidates involved in malpractice will be cancelled.

- The decision on re-appearing the examination pertaining to the candidate involved shall be made by BCSEA management.

3.2.4 Collusion and Copying

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

The following course of action should be taken:

1. The invigilator/s should report to the SE immediately,
2. The SE should escort handover the candidates to the convener with the least disruption as possible to the other candidates,
3. The convener should call the parents of the candidates immediately,
4. the candidates will shall be kept under the supervision of the convener until the parent(s)/local guardian of the candidate arrives to the centre. If the parent(s)/local guardian cannot does not arrive before the end of the examination, the convener may act as the guardian in loco parentis while the candidates makes the written write their statement.
5. The candidates must give written statements about the incident in presence of parents/guardian and cConvener. and f For boarder candidates, the cConvener and another a teacher may of the school to represent their parent/guardian.
6. The Convener must inform the parents in writing about the case and cancellation of the result.
7. In the event where the malpractice occurred due to lapses in supervision and not following the specifications for seating plan, the matter will shall be referred to the concerned agency for appropriate action by BCSEA Management as per the civil service rules.
8. In such case the report to the BCSEA should include:
 - a. A detailed account of the investigation carried out by the centre;
 - b. Written statements from the invigilators and other staff concerned;
 - c. 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;
 - d. Seating plans;
 - e. The procedures followed by the centre for advising staff and candidates of the BCSEA regulations for the conduct of its examinations and
 - f. Written statements that the candidate(s) involved has been notified of the report and that they are aware of the content of the report.

Penalty

- The results of the candidates involved in malpractice will be cancelled.
- The decision on reappearing the examination as a private candidate shall be made by BCSEA management.

3.2. Unauthorized Materials

Possession of unauthorized items not approved for an examination is a form of malpractice. 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 to give an advantage to a candidate in the examination. If a candidate is caught using any of these methods during the examination, the following course of action should be taken:

1. The invigilator/s should seize the material immediately,
2. The SE should be informed immediately,
3. The SE should escort the candidates to the convener with the least disruption as possible to the other candidates,
4. The convener should call the parents of the candidates immediately,
5. the candidates shall be kept under the supervision of the convener until the parent(s)/local guardian of the candidate arrives to the centre. If the parent(s)/local guardian cannot does not arrive before the end of the examination, the convener may act as the guardian in loco parentis while the candidates makes the written statement.
6. 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 of the candidate.
7. In such cases the report should include:
 - a. A detailed account of the investigation carried out by the centre;
 - b. Written statements from the invigilators and other staff concerned;
 - c. 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
 - d. The unauthorized material should be attached/enclosed with the question-answer booklet/s of the candidate/s and enclosed in the miscellaneous.

Penalty

- The results of the candidates involved in malpractice will be cancelled.

- The decision on re-appearing the examination as a private candidate shall be made by BCSEA management.
- For any other malpractices identified at the Centre but which are not listed above, the invigilator must report to the Supervising Examiner for further directives from the BCSEA.

NOTE: In the event the Supervising Examiner and other examination conducting officials are required full time to support the investigation for any unfair means by the police, the Convener should report to BCSEA for immediate replacement of exam conducting officials.

3.3 Leakage of Question Paper

The act of gaining an examination paper by candidates before it is officially opened and conducted is termed as leakage of question paper.

In the BCSEA, examination process is an ongoing activity where the final question papers for the BCSE, BHSEC, LCSC - X and LCSC - XII examinations are prepared, printed and delivered involving individuals at various stages. Such an act could occur in any one of the following stages:

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.

There are several handing-taking over and transportation of confidential documents as listed below:

1. Confidential mass printing at the printing press and at the time of transportation of confidential documents from the place of printing to the place of delivery by the confidential printers.
2. Handing-taking over between the confidential printers and BCSEA officials at the place of delivery.
3. Handing-taking over between the BCSEA officials and the transport agency at the place of delivery and at the time of transportation by the transport agency to the Centres.
4. Handing-taking over between the transport agency and Convener.

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 an offence.

At the time of handing-taking over between the Convener and Supervising Examiner and during the conduct which involves all the examination conducting officials.

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 thereof or part of such document or copy, shall be guilty of malpractice.

In the cases of (1) and (3), the incident should be immediately reported to police by BCSEA for further investigation.

The incident shall also be reported to the concerned agency for appropriate disciplinary action. BCSEA shall debar the involved officials from all BCSEA activities.

In the case of (2): the incident should be immediately reported to police by BCSEA for further investigation. The lapses of the agencies leading to leak will be governed by the clauses in the contract agreement.

The following course of action shall be taken:

- The leaked paper/subject shall be cancelled for the whole country and a re-examination shall be held and
- The re-examination shall be held as soon as the last subject on the examination time table is conducted tentatively.

If during the investigation it is proven that, the leakage involved candidates who gained undue advantage over the candidates, their results shall be cancelled.

3.4 Mal-administration and Malpractice

Any non-compliance with the Rules and Regulations for the Conduct of Public Examinations in Bhutan as laid down in chapter 2 (latest version),(see Chapter 2), shall 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 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, shall 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.

1. The Convener and the SE shall be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted.
2. If in the case the Convener is involved, the SE will shall be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted;
3. On the basis of the evidence received, BCSEA Management will shall consider each case and the following actions may be taken:
 - a. Ask the Convener/ Dzongkhag Education Officers to take disciplinary action against the staff involved and inform BCSEA accordingly.
 - b. Issue a warning letter to the centre with a copy to the DEO/TEO and MoE and
 - c. The involved members of staff may be debarred from involvement in the administration of BCSEA examinations.
 - d. The incident should be immediately reported to police by BCSEA for further investigation if required.
 - e. BCSEA will endeavor to ensure that candidates are neither advantaged nor disadvantaged as a consequence of malpractice or mal-administration by staff.

3.4.2 Supervisory Staff

3.4.2.1 Malpractice by Supervising Examiner

Any official conducting or supervising any Public 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.

In suspected cases of mal-administration or malpractice by Supervising Examiner Supervisory staff, the Convener / Assistant Supervising Examiner must report in writing for submission to BCSEA. The Convener / Assistant Supervising Examiner should report to BCSEA immediately for further directives.

In suspected cases of mal-administration or malpractice by an examination conducting official, the Convener / Supervising Examiner must report in writing for submission to BCSEA. The Convener / Supervising Examiner should report to BCSEA immediately for further directives.

The procedures are is similar to other cases of malpractice reports.

1. If in the case the Supervising Examiner is involved, the Convener will shall be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted.
2. If in the case the examination conducting officials involved, the Convener / Supervising Examiner shall be advised of any subsequent investigation required by BCSEA and of the nature of the report to be submitted.

3. On the basis of the evidence received, BCSEA Management shall consider each case and the following actions may be taken:
4. ask the Dzongkhag/Thromde Education Officers to take disciplinary action against the staff involved and inform BCSEA accordingly.

The concern parent school principal should be informed.

1. the involved staff may be debarred from involvement in the administration of BCSEA examinations and
2. The incident should be immediately reported to police by BCSEA for further investigation if required.

BCSEA shall endeavor to ensure that candidates are neither advantaged nor disadvantaged as a consequence of malpractice or mal-administration by staff.

3.4.2.2 Misconduct by Supervisory Staff

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

1. Misconduct with the candidates,
2. Absence from the duties,
3. Anti-social activities,
4. Negligence on discharge of duties and
5. Under the influence of intoxicating substances.

The Convener should report to BCSEA immediately for further directives. In such suspected cases of misconduct by any examination conducting official mal-administration or malpractice by a supervisory staff, the convener must report in writing for submission to BCSEA.

The following actions should be taken:

1. The Convener should notify BCSEA/ Dzongkhag/Thromde Education Officers immediately for replacement.
2. The concerned parent school principal should be informed.
3. The Convener must submit a report with written statement from invigilators and other staff concerned.
4. The involved officials shall be debarred from involvement in the administration of BCSEA examinations and
5. The incident should be immediately reported to police by BCSEA for further investigation if required.

CHAPTER 4 SPECIAL ARRANGEMENT AND SPECIAL CONSIDERATION

4.1 Introduction

This section is designed to help those centres presenting candidates who are physically challenged or handicapped in any way, which might affect their performance at the time of the examinations.

4.2 Definition of Special Arrangements and Special Consideration

Special Arrangements are made to allow candidates with disabilities 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.

4.3 Principles Governing Special Arrangements and Special Consideration

All candidates are assessed according to the same marking criteria, so that grades and certificates have the same validity.

All candidates are assessed for what they know and can do, not for what they might have achieved, had circumstances been different.

Special Arrangements and Special Consideration must not give the candidate an advantage over other candidates.

The Convener and the Supervising Examiner are responsible for making sure that the applications for the arrangements / considerations are based on evidence of the candidate's needs and if approved they shall strictly follow the guidance and regulations given below. Failure to do so could lead to maladministration investigation.

4.4 Application for Special Arrangement

Examination Centers apply to BCSEA for accommodations / special arrangement and considerations four months before the examinations.

In emergencies such as temporary disability or illness during the examination, or cases of delayed application by centers, the Supervising Examiner in consultation with the Convener and BCSEA shall grant concessions most appropriate that will alleviate the problem. The Supervising Examiner must submit a detailed report detailing the concession provided for the candidate with supporting documents (prescriptions, etc.).

4.5 Guidance on Particular Challenges

4.5.1 Candidates with Physical Challenges

1. The needs of most candidates who are physically challenged shall be met by an additional time allowance of up to 25%. Therefore, 15 minutes in an 1-hour paper, 30 minutes in a 2-hour paper and 45 minutes in a 3-hour paper.
2. The Convener may recommend more than 25% additional extra time allowance in cases of severe physical challenges based on the concession given during the conduct of home exams, but it should be noted that providing too much time can be counter-productive.
3. 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.
4. 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.
5. If the candidate cannot manipulate equipment independently, an application to use a practical assistant to give necessary physical assistance to the candidate should be submitted with supporting medical documents by the Centre.
6. The Centre is responsible for selecting an appropriate practical assistant and the regulations governing the use of practical assistant must be observed. (Refer 4.6.1)

4.5.2 Candidates with Visual Impairment

1. The needs of most candidates with a visual impairment shall be met by an additional time allowance of up to 25%. Refer 4.5.1.a.
2. The Convener may recommend more than 25% additional extra time for some cases based on the concession given during the conduct of home examination, but it should be noted that providing too much time can be counter-productive.
3. Candidates having more than 25% additional extra time allowance may require supervised rest-breaks. The timing of the examination should be stopped and restarted when the candidate is able to continue. The candidate must remain under supervision at all times.
4. If the candidate cannot read or write independently or use Braille, an application to use a reader / scribe with supporting medical documents should be submitted by the Centre.
5. The Centre is responsible for selecting an appropriate reader and scribe, and the regulations governing their use must be observed. Refer 4.6.2 and 4.6.3. Please note,

the reader is not a scribe, but the same person may act as both provided the candidate has the approval for both arrangements.

6. A separate room should be arranged for candidates using Braille which must remain under supervision at all times.
7. Papers can be provided in the following formats:
 - a) Braille papers-visual information shall 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.
 - b) modified papers - the paper is modified so that visual information is enlarged. The paper is reprinted in minimum enlarged fonts (For eg:Times New Roman 18 pt and DDC Uchen 19 pt) on A4 sheets.
 - c) adapted papers - visual information shall be replaced by textual information of the same standard in certain subjects.

4.5.3 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. (Refer 4.5.1.a)

4.6 Regulations Governing the Use of Special Arrangements and Consideration

4.6.1 Practical Assistant

A practical assistant is a responsible adult who carries out practical tasks at the instructions of the candidate and is appointed by the Convener. He / she should be familiar to the candidate and competent to read the materials provided but should not be the subject teacher, friend, relative or peer. A practical assistant can also be a scribe if the candidate has permission to use these arrangements. We recommend a fellow pupil who has not reached the same academic standard in the subjects as the candidate for this consideration.

He / she must abide by the following regulations as failure to do so can lead to the disqualification of the candidate:

1. shall ensure the safety of the candidate.
2. shall report visual observations at the candidate's instruction.
3. shall carry out all or some of the manual tasks of the examination accurately as instructed by the candidate.

4. must not help with the analysis of the data and give factual help to answer the questions.
5. must not comment on the candidate's answers.
6. must not advise the candidate on the choice of questions or when to move on or the order in which to answer questions.
7. must not disturb other candidates.

The use of a practical assistant must not disadvantage the candidate nor give the candidate unfair advantage. Depending on the immediate circumstances, the assessment can be done with the rest of the candidates or in a separate room or after the scheduled examination is over. They must remain under supervision at all times.

4.6.2 Reader

A reader is a responsible adult who reads questions to the candidates and is appointed by the Convener. He / she should be familiar to the candidate and competent to read the materials provided but should not be the subject teacher, friend, relative or peer. A reader can also be a scribe if the candidate has permission to use these arrangements. We recommend a fellow pupil who has not reached the same academic standard in the subjects as the candidate for this consideration.

He / she must abide by the following regulations as failure to do so can lead to the disqualification of the candidate:

1. shall only read the instructions and questions on the question paper to the candidate. This may involve reading the whole paper or parts / words on the candidate's request.
2. shall not be allowed to clarify the meaning of words or decode symbols and unit abbreviations as these could be components of assessment.
3. For example, do not read 22 as 'two squared' or $<$ as 'smaller' but directly point to the function.
4. must not comment on the candidate's answers nor give factual help to answer questions.
5. must not advise the candidate on the choice of questions or when to move on or the order in which to answer questions.
6. may give the spelling of a word given in the question paper but apart from that must not give other spellings.
7. may read back the candidate's answers if the candidate's requests.
8. must not disturb other candidates.
9. immediately refer any problems in communication during the examination to the invigilator. If in doubt, always ask the Supervising Examiner.

NOTE: A Reader shall not be allowed for papers and sections that test reading. It is recommended to make candidates and the reader aware of what the reader can do and cannot do before taking an examination.

4.6.3 Amanuensis

An amanuensis is a scribe (writer) who in an examination, writes down, types or word-processes a candidate's dictated answers to questions. He / she should be familiar to the candidate and competent to read the materials provided but should not be the subject teacher, friend, relative or peer. A reader can also be a scribe if the candidate has permission to use these arrangements. We recommend a fellow pupil who has not reached the same academic standard in the subjects as the candidate for this consideration. The use of an amanuensis should not give an unfair advantage or disadvantage to the candidate. A separate room and separate invigilation shall be required. The amanuensis should not act as the invigilator.

He / she must abide by the following regulations as failure to do so can lead to the disqualification of the candidate:

1. must produce an accurate record of the candidate's answers.
2. must write legibly, type or word process at a reasonable speed; in the case of a scientific, mathematical or technical subject, should ideally have a working knowledge of that subject.
3. neither give factual help to the candidate nor offer any suggestions.
4. 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.
5. write down, type or word process answers exactly as they are dictated.
6. draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions.
7. write, type or word process a correction on a typescript or Braille sheet if requested to do so by the candidate; 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.
8. at the candidate's request read back what has been recorded.
9. not expect to write throughout the examination as the candidate may require supervised rest breaks during the working of the examination.
10. immediately refer any problems in communication during the examination to the invigilator. If in doubt, always ask the SE.

NOTE: It is recommended to make candidates and the scribe aware of what the scribe can do and cannot do before taking an examination.

The scribe/ practical assistant/reader should mandatorily sign a letter of undertaking prior to the examination. (Refer: appendix 3, RR)

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 shall advise a proposed line of action.

CHAPTER 5 SUBJECTS OFFERED IN THE PUBLIC EXAMINATION

5.1 Bhutan Certificate of Secondary Education

The candidates registered for BCSE examination shall be appearing for the following subjects

Compulsory Subjects

- Dzongkha (I & II): (any other second languages for foreign students)

Note: foreign students shall appear for only one second language paper.

- English (I & II)
- Mathematics
- Science:
 - Physics
 - Chemistry
 - Biology
- History, Civics and Geography:
 - HCG 1 (History and Civics)
 - HCG 2 (Geography)

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).

- Economics
- Agriculture for Food Security (Internally Assessed)
- Environmental Science

Note: Candidates are registered in only one optional subject.

5.2 Bhutan Higher Secondary Education Certificate

The candidates registered for BHSEC examination shall be appearing for the following subjects under each stream:

Arts:

Compulsory subjects:

- English (I&II)

- Dzongkha (I&II)(for Bhutanese)

Elective Subjects:

- Geography, History; Economics, Business Mathematics, Computer Studies, Rigzhung, Media Studies, Agriculture for Food Security (AgFS), Second Language (for foreign students), Environmental Science.

Commerce:

Compulsory subjects:

- English (I & II)
- Dzongkha (I & II) (for Bhutanese),

Elective Subjects:

- Commerce, Accountancy, Economics, Business Mathematics, Computer Studies, Rigzhung, Media Studies, Environmental Science, Agriculture for Food Security (AgFS), Second Language (for foreign students).

Science:

Compulsory subjects:

- English (I & II)
- Dzongkha (I & II) (for Bhutanese)

Elective Subjects:

- Physics, Chemistry, Biology, Mathematics, Computer Studies, Rigzung, Media Studies, Agriculture for Food Security (AgFS), Second Language (for foreign students), Environmental Science.

5.3 Language and Culture Studies Certificate (LCSC XII)

The candidates registered for LCSC (XII) examination shall be appearing for the following subjects:

Compulsory Subjects:

- Dzongkha (I & II)
- English (I & II)
- Choedjug
- Ngagdon & Tagjug
- Nyengag

Optional subjects: candidates should take any ONE of the following subjects:

- Gyelrab

- Luzhey & Nyencha
- Driglam
- Media Studies

CHAPTER 6 SPECIAL FEATURES 2021 EXAMINATIONS

6.1 Foreign Language

For centres with foreign second language papers, encrypted question paper and answer sheet will be mailed to the concerned SEs a day before the examination and password will be sent an hour before the examination as text message.

SEs placed in Thimphu shall drop the packet in person if in Thimphu or send it by registered post to the Controller of Examinations, as soon as the paper is over.

There are 19 candidates registered for BCSE foreign second language in the following centers:

SI #	Subject/Paper	School Name	M	F	T
1	Hindi	Yangchenphug HSS	1	0	1
2	Hindi	Gelephu HSS	3	2	5
3	Hindi	Gongzim Ugyen Dorji CS	1	4	5
4	Hindi	Gomtu MSS	1	0	1
5	Hindi	Sarpang CS	1	0	1
6	Hindi	Wangbama CS	1	0	1
7	Hindi	Lungtenphu MSS	1	0	1
8	Hindi	Babesa HSS	2	0	2
9	Malayalam	Trashitse HSS	1	0	1
10	Tamil	Jampeling CS	0	1	1
		Total	12	7	19

There are 5 candidates registered for BHSEC foreign second language in the following centers:

SI.#	Subject/Paper	School Name	M	F	T
1	Hindi	Yangchenphug HSS	2	1	3
2	Hindi	Gelephu HSS	0	1	1
3	Hindi	Kelki Higher Secondary School	0	1	1

6.2 Schools appearing for BCSE for the first time:

- Laya MSS, Gasa
- Gelephu MSS, Gelephu Thromde
- Dekiling MSS, Sarpang
- Lungtenphu MSS, Thimphu Thromde
- Kenkhar MSS, Mongar
- Sarpang MSS, Sarpang
- Mongar MSS, Mongar

6.3 Higher secondary schools appearing the BHSEC (XII) for the first time:

- Kelki School, Trashigang
- Gyalpozhing HSS, Mongar
- Sonamthang CS, Zhamgang
- Dorokha CS, Samtse
- Gomtu HSS, Samtse
- Norbuling CS, Sarpang
- Babesa HSS, Thimthrom
- Bartsham CS, Trashigang
- Mendrelgang CS, Tsirang
- Tshangkha CS, Trashigang
- Tsenkharla CS, Trashigang
- Tangmachu CS, Lhuntse
- Gesarling CS, Dagana

6.4 Relocation of candidates

Relocation of candidates to different centers

The following centers are stationed in new locations due to unfavourable conditions. Supervising Examiners should pack these papers accordingly reflecting proper center details:

Center Name	New Station	Examination Level
Norbu Academy, Phuntsholing Thromde	Dorokha LSS, Samtse	BHSEC
Phuntsholing HSS, Phuntsholing Thromde	Khuruthang MSS, Punakha	BHSEC
Phuntsholing HSS, Phuntsholing Thromde	Wangdue PS, Wangdi	BCSE
Phuntsholing MSS, Phuntsholing Thromde	Thinleygang PS, Punakha	BCSE
Sonamgang MSS, Phuntsholing Thromde	Shengana LSS, Punakha	BCSE
Khuruthang MSS, Punakha	Punakha CS, Punakha	BCSE
Laya MSS, Gasa	Bjishong CS, Gasa	BCSE

6.5 Paper storage and arrangement

Subjects with multiple papers should be arranged according to the timetable, separately and mindfully in the storage almirah. (English I & English II and Dzongkha I & Dzongkha II)

Please ask for extra secure storage if the storage is not enough.

6.6 Practical Examinations

- There is no Computer Application for BCSE and Literature in English for BHSEC.
- There will be only one BHSEC Science Practical paper, irrespective of the number of batches for each Science subject.
- BHSEC Science practicals irrespective of the number of batches will begin at 7 am.
- BHSEC practical examinations will be conducted for Physics, Chemistry, Biology and Computer Studies by CVEs/VEs.
- For the conduct of BHSEC Science practical examination, final instruction will be encrypted and mailed to concerned SEs a day before the examination and password will be sent on the preparation day as a text message.
- SE should support CVEs/VEs in ensuring candidates for the subsequent batches are securely kept in separate rooms.
- Dechencholing HSS, BHSEC Science (eight candidates) will be appearing for Science practical examination from Druk School.

- Rigzom Academy Science candidates will not appear Science practical examination as they are supplementary candidates.

6.7 Examination Conducting Officials

Reliever ratio:

- One reliever (invigilator) shall be appointed in a centre with 75 - 149 candidates and an additional 1 reliever for every 150 candidates thereafter. However, there will be no reliever if a centre uses only the hall.
- For centres in cold regions, one reliever will be provided even if the total number of candidates is less than 75.

ASE entitlement:

- 150 to 299 candidates = 1 ASE
- More than 300 candidates = 2 ASEs

If there is no lady invigilator for frisking, please take the help of a lady school staff to do the job under the supervision of the invigilator on duty.

6.8 Attendance and Admit Card

- The admit card for each candidate is generated from the online system. The center should print and keep them ready.
- Attendance of the candidates should be maintained daily in the online system.

6.9 Special Need Candidates

- The question answer booklet for low vision candidates is provided in A4 size, font 18.
- Low vision candidates should write their index number, name and school on the cover page of each question-answer booklet.

The Special Need Candidates are accorded with the following accommodations:

Sl.#	IndexNumber	School	Category	Accommodations
1	010201380037	Arekha MSS	Other	Extra Time
2	010201080142	Changangkha MSS	Hearing Impaired	Extra time and Large Print
3	010201080035	Changangkha MSS	Other	Extra Time and Large print
4	010200070044	Drukgyel CS	Other	Extra Time and Separate room
5	012200370061	Gaselo CS	Other	Extra Time
6	010200270009	Gongzim Ugyen Dorji CS	Other	Extra Time

Sl.#	IndexNumber	School	Category	Accommodations
7	010200270018	Gongzim Ugyen Dorji CS	Other	Extra Time
8	010200110028	Jigme Sherubling CS	Visual Impaired	Braille Print, Extra Time and Separate room
9	012200110102	Jigme Sherubling CS	Visual Impaired	Braille Print, Extra Time and Separate room
10	010200110002	Jigme Sherubling CS	Low Vision	Braille Print, Extra Time, Separate invigilator and Separate room
11	010200110021	Jigme Sherubling CS	Low Vision	Extra time, Separate room and Large Print
12	012200110093	Jigme Sherubling CS	Low Vision	Extra time, Separate room and Large Print
13	012200110109	Jigme Sherubling CS	Low Vision	Extra time, Separate room and Large Print
14	012201500230	Kelki School	Other	Extra Time
15	010200420078	Khasadrapchu MSS	Autism	Extra Time
16	010200430027	Khuruthang MSS	Other	Extra Time and Separate Invigilator
17	012200700176	Kuendrup HSS	Visual Impaired	Extra time and Large Print
18	012200710115	Losel Gyatsho Academy	Visual Impaired	Extra Time
19	012200710178	Losel Gyatsho Academy	Other	Extra Time
20	012200710481	Losel Gyatsho Academy	Other	Extra Time
21	010200140095	Mongar HSS	Other	Extra Time
22	012200170118	Nima HSS	Autism	Extra Time, Separate invigilator and Separate room
23	010200750276	Norbuling CS	Low Vision	Large Print
24	010200490202	Sarpang CS	Other	Extra Time
25	010200830097	Sonamthang CS	Low Vision	Large Print
26	010200620049	Tendruk Cs	Other	Extra Time, Separate invigilator and Separate room
27	010200620165	Tendruk CS	Other	Extra Time, Separate invigilator and Separate room
28	010200620116	Tendruk CS	Other	Extra Time, Separate invigilator and Separate room
29	010200620189	Tendruk CS	Other	Extra Time, Separate invigilator and Separate room
30	012200620139	Tendruk CS	Other	Extra Time, Separate invigilator and Separate room
31	012200620090	Tendruk CS	Other	Extra Time, Separate invigilator and Separate room

Sl.#	IndexNumber	School	Category	Accommodations
32	012200620078	Tendruk CS	Other	Extra Time, Separate invigilator and Separate room
33	012200620095	Tendruk CS	Other	Extra Time, Separate invigilator and Separate room
34	010200620041	Tendruk CS	Other	Extra Time, Separate invigilator and Separate room
35	010201310053	Yelchen CS	Other	Extra Time
36	010201310039	Yelchen CS	Other	To be seated near the rest room

COVID-19 Safety Protocols for the conduct of Public Examinations - 2021

The health and safety of the candidates, examinations conducting officials and the inspecting officers is of top priority for the conduct of public examinations. Therefore, it is vital for the Supervising Examiner (SE) to conduct examinations with specific preventive measures to contain spread of COVID-19. The safety procedures in place ensure that the examination centre is free of the disease. Furthermore, care must be taken to avoid stigmatizing students and officials who may have been exposed to the virus. The protocol contains the following checklists to be followed during the examination:

- Adequate thermal gunners.
- Proper ventilation in the examination rooms/hall/laboratory.
- Proper sanitation and waste management facilities.
- The examination center is equipped with COVID-19 contingency plans.
- Adequate functional hand washing facilities like continuous supply of water and soap.
- Proper marking for physical distancing at the centre entrance for thermal screening for day-scholars and examination conducting officials.
- Appropriate marking for physical distancing at the entry and exit of the examination room/hall.
- Clear mark routes to washrooms, tap points, examination room/hall and laboratory.
- Provision for additional room for candidates detected with higher body temperature.
- At least two dedicated COVID-19 Safety Focal Persons (preferably School Health Coordinator and the Counsellor) to carry out thermal screening and other COVID-19 safety precautions.
- Place/s identified for pick-up and drop of candidates by parents / transport services.

In addition to the clauses laid down in the "Rules and Regulations for the Conduct of Public Examinations" document, SE shall assume the following responsibilities to keep candidates and examination conducting officials safe at the centre and help reduce the risk of COVID-19:

- Practise personal safety measures at all times.
- Plan out the reporting time for invigilators and candidates in a staggered manner so as to avoid overcrowding at the center.
- Ensure that the sick candidates and examination conducting officials do not come to the centre, if advised so by concerned health officials.
- Make sure the counselling services are available at all times to facilitate mental health support/help candidates cope up with examination related stress.

- Ensure that the COVID-19 Safety Focal Persons carry out thermal screening and other COVID-19 safety precautions daily at the centre entry point.
- Familiarise the invigilators with hand washing facilities placed at various strategic points.
- Brief the candidates and examination conducting officials to avoid crowding before, during and after the examinations.
- Instruct the candidates and examination conducting officials to practise good habits of sneezing or coughing into the flexed elbow/handkerchief and wash their hands after visiting the washroom. If paper towels are used, dispose off immediately in the waste bin.
- Instruct the candidates and examination conducting officials to use face masks right from the time they enter the examination centre. They must not remove their face masks during the entire time in the examination room/hall and must not touch their face, eyes, nose and mouth at all times. They must use personal hand sanitizers and hand washing facilities frequently.
- Keep doors and windows of examination rooms/hall/laboratory open for air circulation.
- Permit the candidates to move into the examination room/hall in an orderly manner with proper physical distancing.
- Invigilators involved in frisking must wear personal disposable hand gloves/sanitize hands/wash hands.
- Ensure that the invigilators sanitize their hands prior to distribution of question-answer booklets.
- Ensure the examination inspecting officers practise personal safety measures while visiting centres.
- On completion of the examination, the candidates should be permitted to move out of the examination hall in an orderly manner with proper physical distancing.
- Disinfect and clean examination rooms after every paper.
- Make sure the candidates leave the centre premises immediately after the examination. Do not allow candidates and the examination conducting officials to crowd in the centre premises.

Appendix I

The examination conducting officials are entitled to the following incentives for the entire examination period:

- Supervising Examiner Nu. 600
- Asst. Supervising Examiner Nu. 500
- Invigilator Nu. 400
- Night Guard Nu. 3000
- Refreshment Nu. 50 (per person per examination)

For queries related to online information system/BCSEA dashboard, contact the following officials during office hours:

Contact Officials	Contact Number
Karma Jigme Lepcha	17117835
Karma Chuki / Sonam Tshering	17639142 / 17726040

For queries related to conduct of examination use the following contact numbers:

Issues	Contact Officials	Contact Number
Project Work and Practical issues. Subject related issues.	Kinley Dorji	17518700
Language and Culture Studies Certificate	Loden Chozin	17600237 / 77374645
Special Arrangement and special consideration	Shriman Gurung	77371203
Examination malpractice and offences	Sharda Rai	17163773
After the Examination (Packing and handing- taking)	Pema Wangdi	17664203 / 77664203
Before the Examination	Renuka Chettri	17690016
During the Examination	Kencho Dem	17650443
Contingency Plans	Sapna Subba	77845628
Shortage of Question paper	Karma Jigme Lepcha	17117835
Financial issues	Raju Gurung	17501217

Issues	Contact Officials	Contact Number
Covid 19 Safety Protocol	Dorji Dema	17624616
Examination Time table	Sherab Gyeltshen	17693511/77693511

Note: BCSEA officials will be visiting the centers to monitor and provide support during the examinations.

ASSISTANT SUPERVISING EXAMINER

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

ཚོས་རྒྱགས་ལྷ་རྟོག་འགོ་དཔོན་ལས་རྒྱུས་པ།

ཚོས་རྒྱགས་ལྷ་རྟོག་འགོ་དཔོན་ལས་རྒྱུས་པ་འདི་ ལྷ་བ་ནང་ ཚོས་རྒྱགས་རྒྱབ་པའི་སྐབས་ ལྷ་རྟོག་འགོ་དཔོན་ལུ་ ཆ་རྒྱས་འབད་ནིའི་འགན་འཛིན་ འགོ་དཔོན་ཅིག་ཨིན།

Nomination Criteria

- Should be a teacher teaching classes IX - XII.
- Should have five or more years of teaching experience.
- Should have served as an invigilator in the Public Examinations for at least two times.
- Should not have any adverse records (disciplinary, irregular attendance, criminal conduct, etc.).
- Should be of reputed integrity.

གདམ་འཕྲིའི་ཚད་གཞི།

སློབ་དཔོན་ སློབ་རིམ་ ༩-༡༢ པ་རྩུན་ སློབ་སྟོན་འབད་མི་ཅིག་དགོ།
 སློབ་སྟོན་ཉམས་སྤོང་ལོ་རྒྱུ་ ཡང་ན་ དེ་ལས་མངམ་དགོ།
 ཚོགས་སྡེའི་ ཚོས་རྒྱགས་ལྷ་རྟོག་པ་སྡེ་ ཉུང་མཐའ་གཉིས་ཕྱག་ལུ་མི་དགོ།
 ཉེས་སྲོད་ཀྱི་ཚོ་ (ཡོད་ཚོ་དུས་རིམ་ལྷ་རྟོག་མེད་པ་ སློབ་ཁྲིམས་དང་འགལ་བའི་ཁྲིམས་འགལ་གྱི་བྱ་སྲོད་ལ་སོགས་པ་) ཚུ་ནང་མ་རྩུད་མི་དགོ།
 ཆ་གནས་ཡོད་པའི་ གཤེས་རྒྱུད་དང་པོ་དགོ།

Condition for selection

- ONE ASE is appointed for a centre having 150 - 299 candidates and TWO ASEs for a centre exceeding 300 and more for larger centres.
- For centres conducting both the levels of examinations the number of ASEs will be calculated based on the level with the larger population of candidates.

གདམ་འཕྲིའི་གནས་ཚོགས།

ལྷ་བ་ནང་ མི་ངོ་ ༡༥༠-༢༩༩ གི་ནང་འཁོད་ཡོད་པ་ཅིན་ ལྷ་རྟོག་འགོ་དཔོན་ལས་རྒྱུས་པ་གཅིག་དང་། མི་ངོ་ ༣༠༠ དང་ དེ་ལས་མངམ་ཡོད་པའི་ ལྷ་བ་སློབ་སྟོན་ཚུ་ནང་འབད་བ་ཅིན་ ལྷ་རྟོག་འགོ་དཔོན་ལས་རྒྱུས་པ་གཉིས་ བསྐོ་བཞག་འབད་དགོ།
 གནས་ཚད་གཉིས་ཆ་རའི་ ཚོས་རྒྱགས་འགོ་འདྲེན་འཐབ་དགོ་པའི་ ལྷ་བ་རྩུ་གི་དོན་ལུ་འབད་བ་ཅིན་ ལྷ་རྟོག་འགོ་དཔོན་ལས་རྒྱུས་པ་གི་ གྲངས་ཁ་འདི་ གནས་ཚད་གང་རུང་གི་ མི་ངོའི་མི་འབོང་མང་མི་ལུ་གཞི་བཞག་སྟེ་ ཕྱིས་བཏོན་དགོ།

Procedure for Selection

An ASE is selected jointly by the Convener, SE and Invigilators from amongst the invigilators teaching classes IX - XII, appointed in a centre.

གདམ་འཐུའི་ལམ་ལུགས།

ཚོས་རྒྱགས་ལྟ་ཉེག་འགོ་དཔོན་ལས་རྟོགས་པ་འདི་ ཚོས་རྒྱགས་ལྟ་ཉེག་འགོ་དཔོན་དང་ ལྟ་ཉེག་པ་ དབུ་འཛིན་ཚུ་ སྤྱི་རུབ་ཀྱི་ཕོག་ལས་ སློབ་རིམ་^༩ པ་ལས་^{༡༢} པ་ཚུན་སློབ་སྟོན་འབད་མི་ མི་ངོམ་ཅིག་ གདམ་འཐུ་འབད་དགོ།