



**HANDBOOK  
FOR  
SUPERVISING EXAMINER**

**(BHSEC, BCSE and LCSC)  
FEBRUARY 2022 EXAMINATIONS**

### **EDITORIAL ADVICE**

Ms. Kesang Deki Tshering, Controller of Examinations

### **CONTRIBUTORS**

Mr. Pema Wangdi, Examination and Assessment Officer (Specialist)  
Mr. Shriman Gurung, Examination and Assessment Officer (Specialist, SEN)  
Mr. Karma Jigme Lepcha, Examination and Assessment Officer (Specialist)  
Mr. Loden Chozin, Examination and Assessment Officer (Specialist)  
Ms. Sharda Rai, Examination and Assessment Officer (Specialist)  
Mr. Kinley Dorji, Examination and Assessment Officer (Specialist)  
Ms. Kencho Dem, Examination and Assessment Officer (Specialist)  
Ms. Renuka Chettri, Examination and Assessment Officer  
Ms. Sapna Subba, Examination and Assessment Officer  
Mr. Sherab Gyeltshen, Examination and Assessment Officer  
Ms. Dorji Dema, Examination and Assessment Officer  
Ms. Karma Chuki, Adm. Asst, SED, BCSEA

### **LAYOUT & DESIGN**

Mr. Karma Jigme Lepcha, Examination and Assessment Officer (Specialist), BCSEA

### **THIRD EDITION 2022**

Copyright ©2021 by Bhutan Public for School Examinations and Assessment  
All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publisher.

## THE PURPOSE

The Bhutan Council for School Examinations 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 purpose, competent examination conducting officials are deputed by BCSEA as Supervising Examiners.

The Supervising Examiners as the custodian of public examinations perform their duties professionally with a high sense of integrity.

The clauses laid here are excerpts from *Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2020* to cater to queries of Supervising Examiners for the smooth, fair and standardized 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 in Bhutan should be referred for details.

Soft copies of this handbook and Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2020 can be obtained from [www.bcsea.bt](http://www.bcsea.bt).

## TABLE OF CONTENT

CHAPTER 1 INTRODUCTION .....	1
1.1 Before the Examination .....	1
1.1.1 The Examination Conducting Officers .....	1
1.1.2 Supervising Examiner .....	1
1.1.3 Examination Arrangements .....	4
1.1.3.1 Examination Venue .....	4
1.1.3.2 Examination Room .....	4
1.1.3.3 Display of Unauthorized Materials .....	5
1.1.3.4 Time Keeping .....	5
1.1.3.5 Important Notice to Candidates and Display of Information .....	5
1.1.3.6 Dress Code .....	5
1.1.3.7 Seating Arrangements .....	5
1.1.3.8 Seating Plan .....	6
1.1.4 Invigilation Arrangements .....	6
1.2 Start of the Examination .....	6
1.2.1 Identification of Candidates .....	6
1.2.2 Distribution of Question-Answer Booklet .....	7
1.2.3 Attendance Sheet .....	7
1.2.4 Unauthorized Materials .....	7
1.2.5 Guidelines for Frisking .....	8
1.2.6 Stationery, Materials and Other Equipment .....	8
1.2.7 Starting the Examination .....	8
1.3. During the Examination .....	9
1.3.1 Supervision of the Candidates .....	9
1.3.2 Use of Calculators .....	10
1.3.3 Use of Topography Maps .....	11
1.3.4 Late Arrival of Candidates .....	11
1.3.5 Candidates Arriving After the Examination is Over .....	11
1.3.6 Candidates Falling Sick During the Examination .....	11
1.3.7 Leaving the Examination Room .....	12
1.3.8 Visiting Examiner .....	12
1.3.9 Invigilation .....	12
1.3.10 Finishing the Examination .....	12
1.3.11 Collection of Question-Answer booklets .....	13
1.4 After the Examination .....	13
1.4.1 Packing of Question-Answer Booklets .....	13
CHAPTER 2 CONTINGENCY PLANS FOR DISASTERS AND EMERGENCIES .....	15
2.1 Introduction .....	15
2.2 Contingency Plan .....	15

2.3 Orientation to the SE, Invigilators and Candidates .....	15
2.4 An Emergency During Examination .....	15
2.4.1 Earthquakes / Fire / Windstorm .....	16
2.4.2 Theft.....	16
2.4.3 Breach in the Confidentiality of Examination Documents .....	16
2.4.4 Illness .....	16
2.4.5 Malpractice.....	17
2.4.6 Accidents .....	17
2.4.7 Student Behavioural Problems .....	17
2.4.8 Candidate Riots .....	17
<b>CHAPTER 3 EXAMINATION MALPRACTICE, OFFENSES AND PENALTIES .....</b>	<b>19</b>
3.1 Introduction .....	19
3.2 Dishonesty, Malpractice and Misconduct by Candidates.....	19
3.2.2 Impersonation .....	21
3.2.3 Break-ins.....	22
3.2.4 Intimidation and Assault.....	23
3.2.5 Collusion and Copying .....	23
3.2.6 Unauthorized Materials .....	24
3.2.7 Leakage of Question Paper .....	25
3.2.8 Mal-administration and Malpractice .....	26
3.2.8.1 Centre Staff.....	26
3.2.8.2 Supervisory Staff.....	27
3.2.8.2.1 Malpractice by Supervising Examiner.....	27
3.2.8.2.2 Misconduct by Supervisory Staff.....	28
<b>CHAPTER 4 SPECIAL ARRANGEMENTS AND SPECIAL CONSIDERATION .....</b>	<b>29</b>
4.1 Introduction .....	29
4.2 Definition of Special Arrangements and Special Consideration.....	29
4.3 Principles Governing Special Arrangements and Special Consideration.....	29
4.4 Application for Special Arrangement.....	29
4.5 Guidance on Particular Challenges.....	30
4.5.1 Candidates with Physical Challenges .....	30
4.5.2 Candidates with Visual Impairment.....	30
4.5.3 Candidates with Hearing Impairment.....	31
4.6 Regulations Governing the Use of Special Arrangements and Consideration.....	31
4.6.1 Practical Assistant.....	31
4.6.2 Reader .....	32
4.6.3 Amanuensis .....	33
<b>CHAPTER 5 SUBJECTS OFFERED IN THE PUBLIC EXAMINATION .....</b>	<b>35</b>
5.1 Bhutan Certificate of Secondary Education .....	35
5.2 Bhutan Higher Secondary Education Certificate.....	36
5.3 Language and Culture Studies Certificate (LCSC X).....	37
5.4 Language and Culture Studies Certificate (LCSC XII).....	37

CHAPTER 6 SPECIAL FEATURES 2021 EXAMINATIONS .....	38
6.1 New BCSE (X) Centres .....	38
6.2 New BHSEC (XII) Centres .....	38
6.3 Candidates Relocated .....	38
6.4 Technical and Vocational Education and Training (TVET) .....	39
6.5 Language and Culture Studies Certificate (LCSC X) examination.....	40
6.6 Foreign Language .....	40
6.7 Special Need Candidates.....	41
6.8 Supplementary Candidates appearing the BHSEC Computer Studies theory and practical examinations .....	44
6.9 Supplementary and Private Candidates appearing the BCSE Old Curriculum Economics	45
6.10 Paper storage and arrangement .....	46
6.11 Practical Examinations .....	46
6.12 Examination Conducting Officials .....	47
6.13 Attendance and Admit Card .....	47
6.14 Other important reminders .....	47
COVID-19 Safety Protocols for the conduct of Public Examinations - 2021 .....	48
Appendix 3 Letter of Undertaking - Examinations conducting officials .....	51
Appendix 4 Declaration Form for Invigilators .....	52
Appendix 10 Centre Inspection Checklist Form.....	53
Appendix 11 Examinations Centre Report Form .....	56
Appendix 12 Report of Malpractice .....	58
Declaration of Conflict of Interest.....	59

# CHAPTER 1 INTRODUCTION

The Bhutan Council for School Examinations and Assessment has an important role in maintaining the education standards by ensuring the integrity of assessment processes through the fair conduct of public examinations.

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 teachers and education officials annually 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,
- Visiting Examiner (VE) for BCSE Technical and Vocational Education and Training (TVET) courses, and BHSEC Computer Studies practical examination and
- Inspecting Officer (Officials designated by BCSEA)

The 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 when an examination is in session.

### 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](http://www.bcsea.bt))

Duties and Instructions

1. Use the following documents from SE kit during the examination:
  - Examination timetables

- COVID -19 Safety Protocols
- Importance Notice to Candidates (if required)
- Letter of undertaking (for examination conducting officials)
- Declaration of Conflict of Interest (for examination conducting officials)
- Declaration Form for Invigilators
- Checklist for Supervising Examiner, Assistant Supervising Examiner and Invigilator
- Centre Inspection Checklist Form (for Inspecting officer)
- Examination Center Report Form (for SE)

**Note:**

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

2. Report to the centre as per the office order.
3. Take over the charge of the examination documents from the Convener on the day of arrival at the examination centre with official handing-taking over notes.
4. 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.
5. SE should verify the subjects with two papers (eg. English I/English II) with the date of examination and arrange accordingly.
6. Ensure that 'Important Notice to Candidates' related to the conduct of the examinations is received with the consignments.
7. The SE should update the delivery and proper receipt of examination materials and documents online on the SE dashboard.
8. 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 a new lock for the room is recommended.
9. 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.
10. **Be the sole custody of steel almirah and 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.



11. Carry out the duties and responsibilities as per the letter of undertaking and sign.
12. Declare Conflict of Interest Form and sign.
13. Coordinate the signing of Letter of Undertaking (LoU), Declaration of Conflict of Interest for all the examination conducting officials and the LoU for NIGHT GUARD.
14. Collect signed documents given above from the officers given below and enclose in Miscellaneous Box:
  - a. Convener
  - b. Assistant Supervising Examiners (if applicable)
  - c. Visiting Examiners for BCSE TVET and BHSEC Computer practical examinations
  - d. Invigilators
  - e. Night Guard (LoU)
15. The SE should update the delivery and proper receipt of examination materials and documents online on the SE dashboard.
16. The packets of question papers and other examination materials must not be opened until the time scheduled for the examination concerned.
17. SE should crosscheck the subject/paper with the date of examination before distributing it.
18. 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.
19. 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.
20. 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 as per the Selection Guidelines of officials for Public Examination Duties; instruct the invigilators/ASEs not to up load examination related information in social media.
21. Ensure that all doubts (any or subject related) are clarified with BCSEA and not with other examination conducting officers.
22. Ensure that all the invigilators have carefully read the IMPORTANT NOTICE TO CANDIDATES (APPENDIX 7) well in advance of the examinations. This must be carried out as a mandatory procedure during the meeting with the invigilators.
23. Subject related issues should be submitted in writing by the subject teacher to the Supervising Examiners and enclosed in the miscellaneous box.

24. Brief the candidates on the IMPORTANT NOTICE TO CANDIDATES and other general rules and regulations before the examinations with the assistance of the Convener and Invigilators.
25. Study the examination hall(s)/room(s) and accordingly prepare seating arrangements (APPENDIX 8).
26. Ensure that the index numbers are pasted on the desks/tables in ascending order from the invigilator's table.
27. Check and counter-check along with the ASE/invigilator that the labelled envelopes correctly contain the question papers as scheduled before the examinations.
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. Prepare the daily invigilation duty roster and assign the invigilators to their respective examination rooms just before the start of every examination.
30. Ensure that the candidates are admitted to the examination rooms/halls 20 minutes before the examination starts so as to help them settle down.
31. Ensure that no question paper is given to anyone including the invigilators and subject teachers until the examination is over; they are not permitted to take photos of the question papers and circulate in social media.
32. 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.
33. 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.

### **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 Important 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 a candidate's chair to the other candidates' chairs must be 1.25 meters apart (APPENDIX 8).

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 are 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 candidate's 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. An invigilator in an examination room is responsible for the conduct of a particular examination session. Invigilators must give their full attention to the proper conduct of the examination and must not perform any additional task in the examination room. Use of mobile phones is strictly limited to contact with SE in an emergency.
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. 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.
5. 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.
6. 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 VE in general.
7. Invigilators should be familiarized with the rules and regulations contained in the SE handbook and any specific regulations related to the subject being examined as per BCSEA directives if any.
8. **Invigilators are not entitled to any day-off during the examination.**
9. Centres must keep signed records of Declaration Form for Invigilators 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 from the school online dashboard.

Only the candidates 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 question-answer booklets along with their names and examination centers. Invigilator must ensure the right question-answer booklets are given to the candidates. SE must make arrangements to resolve any unforeseen problems such as issuance of wrong question-answer booklets, shortage of question-answer booklets, etc., 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.

SE must be careful and ensure that only the initials (not signatures) of himself/herself 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 from the school administration. 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 invigilator/s 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. 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 must be frisked after their toilet visits.

### **1.2.6 Stationery, Materials and Other Equipment**

Prior to each examination session, centres will be provided with additional information if required 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 their own 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 handed in previously, must be handed in immediately,
- 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.
- A fault in a calculator will not be considered as justification for giving any special consideration or advantage 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 SE should collect the toposheets at the end of the subject/paper examination and hand them over to the convener for school use.

### **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 and credibility 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 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 toilet) 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 Visiting Examiner**

A Visiting Examiner (VE) is a teacher/assistant instructor appointed as an external examiner to conduct practical examinations in BCSE TVET courses and BHSEC Computer Studies practical examination.

#### **Notes:**

- VEs for BCSE TVET courses and BHSEC Computer Studies will assist the SE in the preparation and conduct of the practical examinations; attendance sheet should be packed in the first packing envelope of the answer script booklets and the seating plan in the Miscellaneous Box.
- 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. should be enclosed in the Miscellaneous Box.

### **1.3.9 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.

### **1.3.10 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.

### **1.3.11 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 room/cell.

Follow the packing instructions:

1. **Ensure that the candidates' attendance sheet is packed in the first answer script packing envelope of each subject.**
2. Pack the BCSE TVET courses practical papers in separate envelopes and label it accordingly.
3. Check all the documents in the examination cell everyday till the end of the examination.
4. Pack all the unused materials and hand them 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
2	Examination Centre Report Form	APPENDIX 11
4	Declaration Form for Invigilator	APPENDIX 4
5	Inspection Checklist Form	APPENDIX 10
6	Declaration of Conflict of Interest form (RCSC)	
7	Letter of Undertaking	APPENDIX 3

# **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 floods. The goal of such contingency plans is to minimize disruption, keep everyone safe and reduce the damage to property.

All centres should have a contingency plan which will be adapted during the public examinations by the 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 protocols and areas identified for safety. 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 SEs must familiarize themselves with the school disaster management plan given by the convener. He/she will adapt the plan for examination purposes bearing in mind the safety of the candidates, evacuation procedures, etc. This plan should be discussed and oriented with the invigilators and if possible mock sessions should be conducted with the candidates.

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

## **2.4 An Emergency During Examination**

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

While the candidates evacuate in an orderly manner, the SE should consider the security of the examination materials/documents, depending on the situation and type of disaster. Ensuring evacuation of all candidates and accounting for 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/Director of the situation for 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. Follow 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 wherever present till it is safe or to evacuate to a 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 (2020).

### **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 (2020).

### **2.4.4 Illness**

In the event that a candidate falls ill refer to Chapter 2, Rules and Regulations for the Conduct of Public Examinations in Bhutan (2020).

### **2.4.5 Malpractice**

In the event of malpractices, refer Chapter 4, Rules and Regulations for the Conduct of Public Examinations in Bhutan (2020).

### **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 (2020);
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 (2020),

### **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 Council for School Examinations and Assessment Office: 02 332546
- 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, OFFENSES 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 for the candidate/s once he/she 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/s.

## **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 by BCSEA will be given to take water or prescribed medicine, if informed earlier by the centreol- 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 candidate's answer script.
13. the submission of another person's work as if it were the candidate's own.
14. persons impersonating an actual candidate.

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

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

The following course of action should be taken:

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 and
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 candidate/s 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.

### **3.2.2 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 and
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. The 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 centre;
  - 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.

### 3.2.3 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.

The following course of action should be taken:

1. The Convener/SE should immediately inform BCSEA and report to the police immediately without disturbing the scene;
2. 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 give their clearance to enter the room.

4. In case of tampering of questions papers of papers/subjects which are yet to be conducted, the SE must inform BCSEA immediately;
3. The tampered question-answer booklets for paper/s/subject/s shall be cancelled for the whole country and a reexamination shall be held;
4. The reexamination shall be held as soon as the last subject on the examination time table tentatively;
5. 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
6. The Convener and the examination conducting officials must render full cooperation to the police to complete the investigation.
7. 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.

### **3.2.4 Intimidation and Assault**

Assaults or threats with or without weapons to examination conducting officials 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;
3. The Convener and the examination conducting officials must render full cooperation to the police to complete the investigation; and
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.

### **3.2.5 Collusion and Copying**

The dishonest act of using another candidate's work as one's own; reproducing another candidate's work with or without cooperation and exchanging 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 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 shall be kept under the supervision of the Convener until the parent(s)/local guardian of the candidate arrive to the centre. If the parent/local guardian does not arrive before the end of the examination, the Convener may act as the guardian in loco parentis while the candidates write their statements; for boarder candidates, the Convener and a teacher of the school may represent their parent/guardian and
5. The Convener must inform the parents in writing about the case and cancellation of the result.
6. In the event where the malpractice occurred due to lapses in supervision and not following the specifications for seating plan, the matter will be referred to the concerned agency for appropriate action by BCSEA Management as per the civil service rules.
7. 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.

### **3.2.6 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 candidate 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 Box.

#### Penalty

- The results of the candidate/s 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.

### **3.2.7 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 but we shall discuss the most relevant which can happen during the conduct of the board examinations.

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 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 offense.

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.

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

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 candidate/s who gained undue advantage over the other candidates, his/her/their results shall be cancelled.

### **3.2.8 Mal-administration and Malpractice**

The following are forms of malpractice which can happen before the conduct, during the conduct and after the conduct of any public examination.

#### **3.2.8.1 Centre Staff**

Any centre's staff charged with the receipt, custody or dispatch of confidential documents, or any question-answer booklet, statement of marks, certificates or other documents relating to public examinations in hard and soft copies, who fraudulently breaks open or destroys any sealed packet, package, box, safe, data bank or other receptacle containing any such documents or takes out any such documents or part thereof there from, 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 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:
  - 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.
  - 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.

### **3.2.8.2 Supervisory Staff**

#### **3.2.8.2.1 Malpractice by Supervising Examiner**

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

In suspected cases of mal-administration or malpractice by Supervising Examiner, 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 similar to other cases of malpractice reports.

1. If in the case the Supervising Examiner is involved, the Convener 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, examination conducting official/s are 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.

On the basis of the evidence received, BCSEA Management shall consider each case and the following actions may be taken:

- Ask the Dzongkhag/Thromde Education Officers to take disciplinary action against the staff involved and inform BCSEA accordingly.
- The concerned parent school principal should be informed.
- The involved staff may be debarred from involvement in the administration of BCSEA examinations and

- 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.

### **3.2.8.2.2 Misconduct by Supervisory Staff**

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

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 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 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 ARRANGEMENTS AND SPECIAL CONSIDERATION**

### **4.1 Introduction**

This section is designed to support 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**

Application for special arrangements and considerations from schools should be made four months before the examinations with supporting documents.

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 4.5.1.1.
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 4.5.1.1)

## **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 BCSEA SEN coordinator shall advise a proposed line of action and get it endorsed by the BCSEA management.



# 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 language 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)

### Optional Subjects

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

- Economics
- Agriculture for Food Security
- Environmental Science
- Technical and Vocational Education and Training Courses (Automobile, Electrical, Welding, Plumbing, Masonry, Tailoring, Painting, Furniture Making and, Computer Hardware and Networking)

**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, 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:

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

### **5.3 Language and Culture Studies Certificate (LCSC X)**

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

Compulsory Subjects:

- Dzongkha (I & II)
- English (I & II)
- Ngagdron
- Suumtag Dhuedhom

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

- Lhadri
- Jungrab
- Tsi
- Lhadri
- Agriculture for Food Security

### **5.4 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
- Ngagdron & Tagjug
- Nyengag

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

- Gyelrub
- Luzhey & Nyenchha
- Driglam
- Tsi
- Media Studies

## CHAPTER 6 SPECIAL FEATURES 2021 EXAMINATIONS

### 6.1 New BCSE (X) Centres

There are 6 middle secondary schools appearing for the BCSE (X) Examination for the first time:

1. Nanglam MSS, Pemagatshel
2. Umling MSS, Sarpang
3. Jangchubling MSS, Sarpang
4. Choekhorling MSS, Sarpang
5. Jigmecholing MSS, Sarpang
6. Damphu MSS, Tsirang

### 6.2 New BHSEC (XII) Centres

There are 7 higher secondary schools appearing the BHSEC (XII) Examination for the first time:

1. Kidheykhar CS, Mongar
2. The Royal Academy, Paro
3. Yelchen CS, Pemagatshel
4. Pelrithang HSS, Sarpang
5. Minjiwoong CS, Samdrup Jongkhar
6. Samcholing HSS, Trongsa
7. Samtengang CS, Wangdue

### 6.3 Candidates Relocated

The following centers are stationed in new locations due to the COVID-19 pandemic and unfavourable conditions. Supervising Examiners should pack these papers accordingly reflecting proper center details:

Center Name	New Station	Examination Level
Phuentsholing HSS, Phuentsholing Thromde	Phuntshothang School, Punakha	BCSE and BHSEC
Phuentsholing MSS, Phuentsholing Thromde	Phuntshothang School, Punakha	BCSE
Sonamgang MSS, Phuentsholing Thromde	Phuntshothang School, Punakha	BCSE
Laya MSS, Gasa	Bjishong CS, Gasa (since 2020)	BCSE

## 6.4 Technical and Vocational Education and Training (TVET)

There are 7 BCSE (X) centres offering TVET in 9 courses. A total of 170 candidates will be appearing these courses in both theory and practical examinations for the first time. The papers for the courses will be mailed as encrypted question papers to the concerned SEs a day before the examination and password will be sent an hour before the examination as a text message. Please use the BCSE stationery (cellotape and packing envelope) for enclosing the answer scripts and label accordingly. VEs will be sent to conduct the practical examinations. The details are given below:

SI #	Trades	School Name	Total
1	Automobile	Babesa HSS, Thimphu	15
2	Automobile	Bajothang HSS, Wangdue	15
3	Electrical	Khuruthang MSS, Punakha	9
	Welding		9
4	Electrical	Punakha CS, Punakha	17
	Welding		19
5	Plumbing	Chumey MSS, Bumthang	9
	Masonry		11
6	Tailoring	Bayling HSS, Trashiyangtse	21
	Painting		19
7	Electrical	Ranjung CS, Trashigang	9
	Furniture making		6
	Computer Hardware and Networking		11
		Total	170

## 6.5 Language and Culture Studies Certificate (LCSC X) examination

A total of 12 candidates will be appearing the LCSC (X) examination for the first time from Taktse CS, Trongsa. Except for English I & II, Dzongkha I & II and AgFS, the remaining 3 subjects will be mailed as encrypted question paper to the concerned SEs a day before the examination and password will be sent an hour before the examination as a text message. Please use the BCSE stationery (cellotape and packing envelope) for enclosing the answer scripts and label accordingly.

## 6.6 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 a text message.

SEs placed in Thimphu shall drop the answer script packet in person and other centres must send by registered post to the Controller of Examinations, as soon as the paper is over.

There are 18 candidates registered for BCSE (X) foreign second language papers in the following centers:

Sl #	Subject/Paper	School Name	Total
1	Tamil	Gedu HSS, Chukha	1
2	Malayalam	Khangkhu MSS, Paro	1
3	Bengali	Ugyen Academy, Punakha	1
4	Spanish	Pelkhil School, Punakha	2
5	Hindi	Gelephu HSS, Gelephu	3
6	Hindi	Gongzim Ugyen Dorji CS, Haa	4
7	Hindi	Sarpang CS, Sarpang	1
8	Hindi	Wangbama CS, Thimphu	1
9	Hindi	Babesa HSS, Thimphu	3
10	Hindi	Changangkha MSS, Thimphu	11
		Total	18

There are 7 candidates registered for BHSEC foreign second language papers in the following centers:

Sl.#	Subject/Paper	School Name	Total
1	Hindi	Sarpang CS, Sarpang	1
2	Hindi	Babesa HSS, Thimphu	1
3	Hindi	Pelkhil School, THimphu	3
4	Hindi	Yangchenphug HSS, Thimphu	1
5	Hindi	Jigme Sherubling CS, Trashigang	1
		Total	7

## 6.7 Special Need Candidates

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

The Special Need Candidates for 2021 BCSE examination are accorded with the following accommodations:

Sl.#	School	Name	Accomodations
1	Yangchen Gatshel MSS, Thimphu	Sonam Zangmo	Extra time allowance of 25% of the total allocated for each subject.
2	Gesarling CS, Dagana	Meto Selden and Dambari Bhattarai	Extra time allowance of 25% of the total allocated for each subject.
3	Kamji CS, Chukha	Dawa Zangmo	Extra time allowance of 25% of the total allocated for each subject.
4	Tendruk CS (7), Samtse	Chatraman Ghalley	Extra time allowance of 25% of the total allocated for each subject. Arrangement of a separate examination room Low Vision papers for Durga Maya Ghalley including the above 2 accommodations.
5		Hem Raj Ghalley	
6		Goray Ghalley	
7		Ramesh Dahal	
8		Parmila Rai	
9		Dev Raj Rai	
10		Durga Maya Ghalley	

Sl.#	School	Name	Accomodations
11	Sherubling CS, Trongsa	Khando Wangmo	Extra time allowance of 25% of the total allocated for each subject. Low Vision papers to be provided.
12		Namgay Wangmo	
13	Sarpang CS, Sarpang	Jitendra Subba	Extra time allowance of 25% of the total allocated for each subject.
14	Punakha CS, Punakha	Tshering Bidha	Extra time allowance of 25% of the total allocated for each subject.
15	Motithang HSS, Thimphu	Hemant Saru	Extra time allowance of 25% of the total allocated for each subject. Arrangement to be seated on the ground floor near the toilet.
16	Khasadrapchu MSS, Thimphu	Karma Dorji	Extra time allowance of 25% of the total allocated for each subject.  Arrangement to be seated on the ground floor near the toilet.
17	Khengkhar MSS, Mongar	Ugyen Lhamo	Extra time allowance of 25% of the total allocated for each subject.
18	JSCS, Trashigang	Cheki Lhamo	Extra time allowance of 25% of the total allocated for each subject. Braille papers to be provided. Arrangement of a separate examination room.
19		Dema Yangzom	
20		Norbu Zangmo	Extra time allowance of 25% of the total allocated for each subject. Low Vision papers to be provided. Arrangement of a separate examination room.
21		Rani Maya Limbu	
22		Tshering Dema	
23	Choekhorling MSS, Sarpang	Dolma Tshering Wangdi	Extra time allowance of 25% of the total allocated for each subject.  Low Vision papers to be provided.
24	Changangkha MSS, Thimphu	Mon Bahadur Subba	Extra time allowance of 25% of the total allocated for each subject. Arrangement of a separate examination room.
		Minjur Pelden	



The Special Need Candidates for 2021 BHSEC examination are accorded with the following accommodations:

<b>Sl.#</b>	<b>School</b>	<b>Name</b>	<b>Accomodations</b>
1	Karma Academy, Paro	Thukten Dema	Extra time allowance of 25% of the total allocated for each subject.
2	Nima HSS, Thimphu	Rigdhen Yoezer	Extra time allowance of 25% of the total allocated for each subject.  Arrangement of a separate examination room.
3	GUDCS, Haa	Tandin Zangmo and Chundu Dorji	Extra time allowance of 25% of the total allocated for each subject.
4	Desi HSS, Thimphu	Sonam Lhamo	Extra time allowance of 25% of the total allocated for each subject.
		Rinchen Dorji	Arrangement to be seated on the ground floor near the toilet as he is wheelchair bound.
5	Tendruk CS, Samtse	Sonam Yangchen	Extra time allowance of 25% of the total allocated for each subject.
		Jamuna Gurung	Arrangement of a separate examination room.
6	Phuentsholing HSS, Punakha	Pema Choki	Extra time allowance of 25% of the total allocated for each subject.
7	Motithang HSS, Thimphu	Dorji Wangmo	Extra time allowance of 25% of the total allocated for each subject.  Low Vision papers to be provided.
8	JSCS, Trashigang	Mangal Maya Limbu	Extra time allowance of 25% of the total allocated for each subject.
		Sonam Peldon	Low Vision papers to be provided.
		Thinley Zangmo	Arrangement of a separate examination room.
		Choki Wangchuk	
9	ELC High School	Rebecca Raika	Extra time allowance of 25% of the total allocated for each subject.

In relation to the accommodations given above for SEN candidates, the following centres will be allotted an extra invigilator.

Sl.#	School	Number
1	Changangkha MSS, Thimphu	1
2	Nima HSS, Thimphu	1
3	Tendruk CS, Samtse	1
4	Kengkhar MSS, Mongar	1
5	JSCS, Trashigang	1

## 6.8 Supplementary Candidates appearing the BHSEC Computer Studies theory and practical examinations

There are 128 supplementary candidates registered for the 2021 BHSEC Computer Studies in the theory and practical examinations. Both the papers will be mailed as encrypted question papers to the concerned SEs a day before the examination and password will be sent an hour before the examination as a text message. Please use the BHSEC stationery (cellotape and packing envelope) for enclosing the theory answer scripts and label accordingly. Wherever required, VEs will be sent. The details are given below:

Sl.#	School	Number	Remarks
1	Sonam Kuenphen HSS, Bumthang	1	
2	Kuendrup HSS, Gelephu	5	Not appearing in practical examination
3	Losel Gyatsho Academy, Gelephu	22	
4	Jampel HSS, Haa	22	
5	Sherub Reldri HSS, Mongar	6	
6	Karma Academy, Paro	5	
7	Rigzom Academy, Paro	7	
8	Utpal Academy, Paro	6	
9	Yoezerling HSS, Paro	1	
10	Norbu Academy, Phuentsholing	2	
11	Yonten Kuenjung Academy, Phuentsholing	19	
12	Dungsam Academy, Samdrup Jongkhar	2	
13	Kelki HSS, Thimphu	11	

Sl.#	School	Number	Remarks
14	Nima HSS, Thimphu	2	
15	Pelkhil School, Thimphu	14	
16	Rinchen HSS, Thimphu	2	Not appearing in practical examination
17	Sonamthang CS, Zhemgang	1	
	<b>GRAND TOTAL</b>	<b>128</b>	

## 6.9 Supplementary and Private Candidates appearing the BCSE Old Curriculum Economics

There are 53 supplementary and private candidates appearing for the 2021 BCSE Old Curriculum Economics from 32 centres. The question paper will be mailed as encrypted question papers to the concerned SEs a day before the examination and password will be sent an hour before the examination as a text message. Please use the BCSE stationery (cellotape and packing envelope) for enclosing the answer scripts and label accordingly. The details are given below:

SL#	CENTRE	TOTAL
1	Arekha Middle Secondary School	1
2	Bjishong Central School	1
3	Changangkha Middle Secondary School	1
4	Changzamtog Middle Secondary School	3
5	Chukha Central School	2
6	Chundu Armed Forces Public School	1
7	Darla Middle Secondary School	1
8	Dechhenchoeling Higher Secondary School	2
9	Dorokha Central School	1
10	Garpawong Middle Secondary School	2
11	Gaselo Central School	1
12	Gelephu Higher Secondary School	1
13	Gomtu Higher Secondary School	1
14	Jakar Higher Secondary School	1
15	Losel Gyatsho Academy	2
16	Loseling Middle Secondary School	3

<b>SL#</b>	<b>CENTRE</b>	<b>TOTAL</b>
17	Lungtenphu Middle Secondary School	3
18	Lungtenzampa Middle Secondary School	1
19	Martshalla Central School	1
20	Peljorling Higher Secondary School	1
21	Pemagatshel Middle Secondary School	1
22	Phuentsholing Middle Secondary School	1
23	Sarpang Central School	1
24	Shaba Higher Secondary School	2
25	Tendruk Central School	3
26	Trashigang Middle Secondary School	1
27	Tsenkharla Central School	3
28	Utpal Academy	3
29	Wanakha Central School	1
30	Wangbama Central School	1
31	Yangchenphug Higher Secondary School	2
32	Zhilukha Middle Secondary School	4
	<b>GRAND TOTAL</b>	<b>53</b>

## 6.10 Paper storage and arrangement

Subjects with multiple papers should be arranged according to the timetable, separately and mindfully in the storage almirah to prevent the wrong scheduled paper being opened and distributed (English I & English II, Dzongkha I & Dzongkha II, BCSE Science and BCSE HCG 1 and HCG 2).

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

## 6.11 Practical Examinations

- BCSE TVET practical examinations will be conducted for 9 trades as mentioned earlier by VEs.
- BHSEC Computer Studies Practical examinations for the supplementary candidates will be conducted by VEs where required, otherwise, they have to be conducted by the SEs.
- The final BCSE TVET courses practical instructions will be sent to the principals concerned a month ahead of the examination for preparation.

- SE should support VEs in conducting the practical examination.

## 6.12 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.
- The reliever will assist the SE during the conduct of examinations in a centre.

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.

## 6.13 Attendance and Admit Card

- Ensure the admit cards for candidates printed by the schools have their photographs for identification.
- Attendance of the candidates should be maintained daily in the online system and the hard copies enclosed in the **1st** answer script packing envelope.

## 6.14 Other important reminders

- You will receive only Important Notice to Candidates with the confidential consignment; the other forms are in the SE Kit to be printed and used.
- Get the attendance sheets from BCSEA's focal OAs.
- No photographs of the question papers should be taken by the subject teacher after the paper is over and circulated in social media; this could lead to unnecessary gossip and lead to an investigation OR don't give the question papers at all.
- BCSE AgFS has written exam starting this year.
- Do not send the BCSE topography maps with the answer scripts, leave them in the school for its use.

# 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.

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

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

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

<b>Issues</b>	<b>Contact Officials</b>	<b>Contact Number</b>
Language and Culture Studies Certificate	Loden Chozin	17600237 / 77374645
Special Arrangements 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
COVID 19 Safety Protocol	Dorji Dema	17624616
Examination Time table	Sherab Gyeltshen	17693511/77693511



## Appendix 3 Letter of Undertaking - Examinations conducting officials



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་སྡེ།  
**Bhutan Council for School Examinations and Assessment**  
 Royal Government of Bhutan



### LETTER OF UNDERTAKING

1. I, \_\_\_\_\_, am aware of my duties and instructions as detailed under the 'Duties and Instructions' of the Convener / Supervising Examiner / Assistant Supervising Examiner / Visiting Examiner / Invigilators / Night Guard / Scribe / Reader / Practical Assistant (circle the appropriate) of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).
2. As the CONVENER / SUPERVISING EXAMINER / ASSISTANT SUPERVISING EXAMINER / VISITING EXAMINER / INVIGILATORS / NIGHT GUARD / SCRIBE / READER / PRACTICAL ASSISTANT for BCSE / BHSEC / LCSC X / LCSC XII (circle the appropriate) for the center \_\_\_\_\_, I will
  - 2.1. understand the serious nature of the job and the level of integrity, commitment and discipline entailed.
  - 2.2. undertake all the responsibilities, starting before the conduct of the examinations till after the examinations is completed, with a heightened sense of consciousness, integrity, commitment and discipline.
  - 2.3. consciously undertake any additional responsibilities assigned by the BCSEA.
3. For lapses in my job responsibilities summarized and as required under 2 above, I/will be:
  - 3.1. verbally reprimanded.
  - 3.2. answerable to any investigation.
  - 3.3. required to give a written statement.
  - 3.4. issued a letter of reprimand.
  - 3.5. answerable to HRC of Dzongkhag/Thromde and school.
  - 3.6. subject to appropriate disciplinary and legal action as per the BCSR rules and regulations.

Full Name

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

School

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

Subject (for VE only):

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

Employment ID No.

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

Citizenship ID No.

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

Date

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

Mobile No.

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

Affix  
 legal  
 Stamp

Post Box: 156  
 Phone: +975-2-322724 | 332546 | 326559  
 Fax: +975-2-325086

Email: bcsea@bcsea.bt  
 Website: www.bcsea.bt  
 Location: Babesa Thimphu

## Appendix 4 Declaration Form for Invigilators



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱགས་དང་བརྟག་ཞིབ་ཚོགས་ལྷན།  
 Bhutan Council for School Examinations and Assessment  
 Royal Government of Bhutan



### DECLARATION FORM FOR INVIGILATORS

[For use during BCSE / BHSEC / LCSC Examinations]

Name of the Centre :

Name of the Invigilator :

EID / CID :

School from :

Contact number :

Date of arrival at the examination centre :

#### DUTY ROSTER

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

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

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

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

Post Box: 156  
 Phone: +975-2-322724 | 332546 | 326559  
 Fax: +975-2-325086  
 Email: bcsea@bcsea.bt  
 Website: www.bcsea.bt  
 Location: Babesa Thimphu

## Appendix 10 Centre Inspection Checklist Form



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་ལྷན་  
**Bhutan Council for School Examinations and Assessment**  
 Royal Government of Bhutan



### CENTRE INSPECTION CHECKLIST FORM

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

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

Examination Centre :

Convener :

Supervising Examiner :

Mobile Number :

School from :

Assistant Supervising Examiner(1) :

Mobile Number :

School from :

EID :

Assistant Supervising Examiner(2) :

Mobile Number :

School from :

EID :

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

Date of visit :

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

Examination (subject) in progress :

	BHSEC	BCSE	LCSC
Number of candidates			
Arts			
Commerce			
Science			
Absent			
Total appearing the exam			

Post Box: 156  
 Phone: +975-2-322724 | 332546 | 326559  
 Fax: +975-2-325086

Email: bcsea@bcsea.bt  
 Website: www.bcsea.bt  
 Location: Babesa Thimphu



འབྲུག་གི་སློབ་གྲུབ་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་ལྷན།  
**Bhutan Council for School Examinations and Assessment**  
 Royal Government of Bhutan



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

1	Examinations Conducting Officers (ECO)	Yes	No	NA
a	The Convener was available at the center			
b	Convener has signed the Letter of Undertaking			
c	1 Assistant SE appointed for every 150 – 299 candidates			
d	2 Assistant SEs appointed for every 300 – 449 candidates			
e	1 invigilator appointed for every 25 candidates in a hall			
f	1 invigilator appointed in every class room			
2	Examination Room	Yes	No	NA
a	Examination conducted in classrooms			
b	Examination conducted in hall			
c	Seating plan done as per rules (Appendix 12)			
d	Index number pasted on desk for each candidate			
e	Furniture arrangement made			
f	Notice to Candidates displayed at strategic places			
g	Time-table displayed on the notice board			
h	Starting and finishing timings displayed			
i	Unauthorized materials on or around the desks			
j	Posters, maps, charts, etc., are in the examination rooms			
k	Sufficient light in the room			
l	Has provided a wall clock (if in the hall)			
3	Examination Materials	Yes	No	NA
a	Copy of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version) available with the SE and the Convener			
b	Examination materials were kept in a secure place			
c	Examination materials were kept in the safe			
d	Examination materials were kept in the lockable almirah			
e	Examination materials were kept in the lockable cupboard			
f	All the remaining examination materials were found intact			
g	Invigilation duty roster available			
h	Handing taking over note from Convener to SE status updated online			
i	Contingency plan in place			
j	Invigilation duty roster available			
k	Daily attendance update online			

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

Post Box: 156  
 Phone: +975-2-322724 | 332546 | 326559  
 Fax: +975-2-325086

Email: bcsea@bcsea.bt  
 Website: www.bcsea.bt  
 Location: Babesa Thimphu



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ས་དང་བརྟན་ཞིབ་ཚོགས་ལྷན།  
**Bhutan Council for School Examinations and Assessment**  
 Royal Government of Bhutan



Final comments and recommendations from the Inspecting Officer for future improvement / immediate implementation:

\_\_\_\_\_  
 Name of the Visiting Inspector

Date of visit : 

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

\_\_\_\_\_  
 Signature of the Visiting Inspector

\_\_\_\_\_  
 Name of the Supervising Examiner

Date : 

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

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

\_\_\_\_\_  
 Name of the Convener

Date : 

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

\_\_\_\_\_  
 Signature of the Convener

**N.B: A COPY OF THE REPORT TO BE KEPT AT THE CENTRE FOR FUTURE REFERENCE.**

Post Box: 156  
 Phone: +975-2-322724 | 332546 | 326559  
 Fax: +975-2-325086

Email: bcsea@bcsea.bt  
 Website: www.bcsea.bt  
 Location: Babesa Thimphu

## Appendix 11 Examinations Centre Report Form



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ཁབ་དང་བརྟམ་ཞིབ་ཚོགས་ལྷན།  
**Bhutan Council for School Examinations and Assessment**  
 Royal Government of Bhutan



### EXAMINATION CENTRE REPORT FORM [TO BE COMPLETED BY THE SUPERVISING EXAMINER]

Name of the Centre

Name of the Supervising Examiner

School from

Mobile number

1. Were there any teachers who reported a problem/issue in their subjects? Yes  No   
 If yes, ask the teacher to fill in the information in the format given below and attach it with the centre report:

Centre: \_\_\_\_\_

Examination: \_\_\_\_\_

Subject: \_\_\_\_\_

Name of the teacher: \_\_\_\_\_

Contact number: \_\_\_\_\_

Problem identified: \_\_\_\_\_

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

2. List the names of invigilator(s) and their date of reporting on a separate sheet as per the format shown below:

Sl.#	Name	School from	Date of reporting

3. Were there any candidate involved in unfair means in the examination? Yes  No  If yes, use the reporting format given below and ensure that it is attached with the candidate's question-answer booklet as specified in the Chapter 4 of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).

Sl.#	Name	Index No.	Subject	Examination

4. Please list the candidates who partially appeared in subjects on a separate sheet as per the format shown below and attach it with the Centre Report.

Sl.#	Name	Index No.	Subject	Subject/s

Post Box: 156  
 Phone: +975-2-322724 | 332546 | 326559  
 Fax: +975-2-325086

Email: bcsea@bcsea.bt  
 Website: www.bcsea.bt  
 Location: Babesa Thimphu



འབྲུག་གི་སློབ་གྲུབ་ཚོས་རྒྱུགས་དང་བརྟག་ཞིབ་ཚོགས་ལྷན།  
**Bhutan Council for School Examinations and Assessment**  
 Royal Government of Bhutan



5. Have you packed the 'Attendance Sheet' for subject/s in their respective 'FIRST answer script packing envelope' for both theory and practical papers? Yes  No
6. Have you packed the BHSEC Report on Physics Practical Examination, Report on Chemistry Practical Examination and Report on Biology Practical Examination forms in the respective 'FIRST answer script packing envelope'? Yes  No
7. Have you sent the foreign 2nd language papers to BCSEA addressed to the Controller of Examinations immediately after the paper was over? Yes  No
8. Have you packed the following in the 'MISCELLANEOUS BOX'?

Sl.#	Forms	Tick
1.	Declaration of conflict of interest forms	
2.	Letter of undertaking	
3.	Computer practical CDs/Storage device separately packed and labeled	
4.	Inspection check list form	
5.	Declaration form for invigilators	
6.	Examination centre report form	
7.	Question-answer booklets of absent candidate/s	
8.	Two sets of question-answer booklets (BCSE/BHSEC/LCSC)	
9.	Left over stationery (BCSEA cello tape)	

9. Please list the details of the carton boxes handed over to the Convener in the format given below and attach with the Centre Report.

Carton Box No	Content
1	English I (3 packets), English II (3 packets)
2	Dzongkha I (3 packets), Dzongkha II (3 packets)

10. Comments and recommendations for improvement:

Signature of Supervising Examiner

Date:

Post Box: 156  
 Phone: +975-2-322724 | 332546 | 326559  
 Fax: +975-2-325086

Email: bcsea@bcsea.bt  
 Website: www.bcsea.bt  
 Location: Babesa Thimphu

## Appendix 12 Report of Malpractice



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱགས་དང་བརྟག་ཞིབ་ཚོགས་ལྷན།  
 Bhutan Council for School Examinations and Assessment  
 Royal Government of Bhutan



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

Complete the following details:

1. Subject:  Paper:
2. Date of Examination: 

(	D	)	(	M	)	(	Y	)	(	Y	)	(	Y	)	(	Y	)
3. Name of Candidate:
4. Administrative Number:
5. Index Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
6. Name of school:
7. Name of the Supervising Examiner:
8. Name of Invigilator:
9. Room No./Hall:
10. Specify the changes required in the document(s)

Post Box: 156  
 Phone: +975-2-322724 | 332546 | 326559  
 Fax: +975-2-325086

Email: [bcsea@bcsea.bt](mailto:bcsea@bcsea.bt)  
 Website: [www.bcsea.bt](http://www.bcsea.bt)  
 Location: Babesa Thimphu



## Declaration of Conflict of Interest

FORM 3/2



ROYAL CIVIL SERVICE COMMISSION  
ROYAL GOVERNMENT OF BHUTAN

### DECLARATION OF CONFLICT OF INTEREST

I, .....(name), bearing CID/EID No....., (Position Title) .....(Agency) ..... as per the provisions of Section 3.3.25 of Chapter 3 of the BCSR 2018, I declare that in serving as a member of .....(Committee) in.....(Agency):

- I do not have or anticipate any Conflict of Interest. I shall notify the Agency concerned immediately in the event such interests arise in the course of or before discharging my duty; OR
- I do have Conflict of Interest in view of the following reason(s):
  - Family Member:.....
  - Close Relative: .....
  - Close Friend:.....
  - In-Laws:.....
  - Enemy:.....
  - Others:.....

I hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action.

Date:

Place:

Signature

