SSLC FAQ

1) What are the features of SSLC New Scheme Examination?

The new scheme SSLC Examination 2008 is conducted on the basis of the syllabus and portion prescribed for the academic year 2006-2007.

As per G.O.(MS) 148/07 dated 4-8-07 the PCN candidates (13 papers) under the scheme having 13 papers who are not eligible for higher studies even after the 2007 September Examination shall appear for the March 2008 Examination under new scheme as private candidate (PCN) in the syllabus and portions prescribed for the regular students come into force from 2006-07 academic year onwards (ie 10 papers).

Regular students shall appear for the examination in new scheme under grading system for the academic year 2007-08 also. Candidates mentioned below who are not eligible for higher studies during 2006-07 shall appear for the examination under new scheme (10 papers) as private candidates.

2. How the scoring for written examination and CCE is done?

The written examination for English, Social Science and Mathematics and score for CE will be 80:20 and for all other papers the score will be 40:10 except Information Technology.

The score for written examination is 490 and internal assessment 130 and for IT Practical 20. Maximum score for the examination is 640.

3. What is the option for 2007 September SSLC examination failed candidates to appear for another exam?

There will be no examination for old scheme during 2007-08. Candidates who failed in the old scheme even in 2007 September Examination shall appear for the A level equivalency examination conducted by the Kerala Literacy Mission Authority.

4. What are the rules under the New Scheme (2007-08)?

As per the GO (MS) 200/2006/G.Edn. dt 14/8/2006 Number of Papers of SSLC Examination is reduced as ten papers from March 2007 onwards, subject to the conditions mentioned below.

(a) From the academic year 2006-07 public examination of 10th standard will be in 10 papers. This will continue in 2007-08 academic year also.
(b) The written examination for English, Mathematics and Social Science and score for CE will be 80:20 and for all other papers the score will be 40:10 except Information Technology.
(c) There is no change in the score for Information Technology
(d) The duration of written examination of the subjects with maximum of 80 marks will be 2½ hours and 1½ hours for the subjects with maximum of 40 marks and 1 hour for IT Examination.

Maximum score fixed for the examination is 640 including the mark allotted for the written examination (490) internal assessment (130) and IT Practical 20 marks.

Examination is based on the revised curriculum prepared in accordance with the concept of continuous evaluation and grading system.

No moderation marks will be awarded for the SSLC Examination for March 2008 No marks will be recorded in the certificate cards for the year 2008 March 9 point absolute grading system will be followed for the SSLC Examination 2008.

5. What are the details of scoring for CCE and written examination?

Details of Maximum score for CCE and written examination is as follows:

No	Subjects	Score for CE	PE	Score for written Examination	Score	Time
1	First Language Part I	10	---	40	50	1½
2	First Language Part II	10	---	40	50	1½
3	English	20	---	80	100	2½
4	Hindi	10	---	40	50	1½
5	Social Science	20	---	80	100	2½
6	Physics	10	---	40	50	1½
7	Chemistry	10	---	40	50	1½
8	Biology	10	---	40	50	1½
9	Mathematics	20	---	80	100	2½
10	Information Technology (IT) Practical	10	20	10	40	1
	Total	**130**	**20**	**490**	**640**	**171½**

6. What is 9 Point Absolute Grading?

Grade	Range	Grade Value	Grade Position
A+	90 - Up to 100%	9	Outstanding
A	80 - Up to 89%	8	Excellent
B+	70 - Up to 79%	7	Very Good
B	60 - Up to 69%	6	Good
C+	50 - Up to 59%	5	Above Average
C	40 - Up to 49%	4	Average
D+	30 - Up to 39%	3	Marginal

D	20 - Up to 29%	2	Need Improvement
E	Below 20%	1	Need Improvement

The details of score obtained for CE should reach the office of the Commissioner for Government Examinations on or before 31st January 2008 itself.

7. Which candidates are eligible for 'SAVE A YEAR' (SAY) Examination?

There will be no separate minimum for the written examination, whereas at least Grade D+ (30-39%) should be secured in each paper together for CE and written examination to qualify for pursuing higher education. 'SAVE A YEAR' Examination will be conducted for the candidates those who secure D Grade or below for any two subject in the SSLC examination March 2008. They are permitted to appear for a maximum of two papers. The SAY Examination will be conducted during the month of June 2008. The notification in this regard will be published separately.

8. What is the eligibility for appearing SSLC New Scheme examination 2008?

All Pupils in the rolls of Std X on 16-7-2007 of Government/ Aided/ Unaided (Recognised) schools should be presented for the examination. They should have also undergone the CE for each paper, under the new pattern of grading system.

Details regarding the Information Technology Examination March 2008

As per G.O. (Rt) No. 4030/2007/G.Edn dated 4-9-2007 and G.O.(MS).No. 295/04/E.dn (G) Department dt. 17-9-2004 the score for SSLC IT subject is fixed as 40 (10 scores for continuous evaluation and 30 scores for public Examination).The 30 scores for the public Examination is divided to 10 scores for Theory Examination and 20 scores for Practical Examination. As per G.O. cited first, Government have ordered to conduct the IT education for high school classes and SSLC IT Examination for March 2008 is on Free Software platform.

The details are given below:

- SSLC IT Examination March 2008 has to be conducted in Free Software platform only.
- Theory and Practical Examination for IT should be conducted separately. Scores for theory Examinations is 10 while scores for practical Examination is 20. 10 scores is therefore continuous evaluation.
- SSLC IT Examination (theory and practical) March 2008 should be conducted in the same way as of SSLC IT Examination March 2007.
- SSLC IT Theory Examination should be conducted in the same way as of other theory Examinations of SSLC.
- The Chief Superintendent of the schools are responsible for the smooth conduct of IT Examinations. IT Examination will be conducted on the basis of the orders to be issued by or Government and Commissioner for Government Examinations.
- The software for SSLC IT Practical Examination will be tested by the software testing agency of the Central Government, that is Standardisation Testing and Quality certification agency (STQC).

Continuous Evaluation

Score for the continuous evaluation of IT should be calculated by awarding 20 scores each for Project, Seminar and class test and the total scores should be calculated out of 10. Theory Examination

- IT Theory Examination should be conducted as in the same manner as that of other theory Examinations. The Scores for IT theory Examination are 10 and the time allotted is 1 hour. An extra time for 15 minutes should be allotted as cool off time.
- The conditions for evaluation re-evaluation etc of SSLC IT Theory Examination should be in the same way as of other theory Examinations.

Practical Examination

Total scores for IT Practical Examination is 20 (18 scores for testing IT skills and 2 scores for IT Practical work book). Practical Examination will be conducted by using Examination software. The invigilators posted for conducting Practical Examinations are the evaluators. The software should have a facility to enter the scores for teacher evaluation and IT Practical workbook.

9. What are the Topics, Number of Questions and Scores for Practical Examinations?

The Topics, Number of Questions and Scores for Practical Examinations are given below:

Sl. No.	Topic	Number of Questions	Scores
1	Word processing software	(Answer one question out of two questions)	4 Scores
2	Spread sheet software	(Answer one question out of two questions)	4 Scores
3	Presentation software	(Answer one question out of two questions)	4 Scores
4	Graphics software (GIMP), BASIC, HTML	(Answer one question out of two questions. Two questions from any topics specified above)	6 Scores
5	Practical work book	---	2 Scores
	Total	---	20 Scores

- Examination software working in Linux operating system should be provided to schools in Malayalam, English, Tamil and Kannada media.
- Maximum time allotted for the completion of IT Practical Examination is 45 minutes and time should be displayed in the examination software. Time for teacher evaluations is not included in 45 minutes.
- The Examination software has a facility to enter the scores answered by the students for Examination as well as for Practical work book. The invigilator should enter both the scores in the prescribed area of the software after the completion of Examination of each student.
- If the scores awarded by the students have decimal places it should be rounded off to next higher whole number.

- School IT Co-ordinators (SITC), Joint School IT Co-ordinators (JSITC) and IT trained high school teachers only are to be posted as invigilators for SSLC IT Practical Examination. The Executive Director, IT@ School Project has the responsibility to train these teachers.
- The District Co-ordinators and Masters Trainers of IT@School Project in consultation with Deputy Director of Education and District Educational Officers should arrange and monitor the IT Practical Examination. The District Co-ordinators and Master Trainers should arrange technical support to schools, if needed.
- A state level control room should be set up by Pareeksha Bhavan and IT@School Project jointly for clarifying the technical and other doubts from examination centres. An Educational District level control room also should be set up by the District Educational Officers. Telephone numbers of control rooms should be published before the commencement of Practical Examination. In case of doubts the same can be got clarified from concerned DC/MTC.
- The Government will post the invigilators to Gulf Countries, Lakshadeep and Mahe for IT Practical Examination from the list of Master Trainers which will be submitted by Executive Director, IT School Project and Secretary, Pareeksha Bhavan.

10) Which are the Practical Examination Centres?

- As per the directions of Deputy Directors of Education, District Educational officers and the District Co-ordinators, Master Trainers (Co-ordination) should select the schools as IT Practical Examination Centres and the list of such centres should be consolidated in D.E.O. wise and is submitted to Executive Director, IT School Project on or before 30th January 2008. The same shall be consolidated by the Executive Director, and it should be submitted to the Secretary, Pareeksha Bhavan. The Secretary Pareeksha Bhavan shall notify these centres as IT Practical Examination Centres. The school Headmasters should arrange the number of computers needed for the completion of Practical Examination in the manner of one computer for five students per day. So that the examination can be completed within a maximum period of eight days.
- Commissioner for Government Examinations has the right to allot special IT Examination Centres, Special IT Examination centres are the Schools which are not SSLC Examination Centres and those which have sufficient number of computers.
- The Executive Director IT School has the responsibility to provide alternative arrangement for IT Practical Examinations if the students who are studying in the schools do not have sufficient number of computers.
- The software for IT Practical Examination should be developed before 15th January 2008. After the completion of prescribed tests, the software should be made available to each Examination Centres before 23rd February 2008.
- The invigilators are the responsible persons for installing the Examination software in the computers of Examination Centres.
- Each District Educational Officer should select the teachers to be posted as invigilators of IT Practical Examination and the list shall be forwarded to Executive Director, IT School should in term consolidate the list and submit the same to Secretary, Pareeksha Bhavan. After the completion of Practical Examination, the consolidated score sheet should be printed and the details should be stored in CD. The countersigned copies of consolidated score sheet and CD in sealed cover should be handed over the D.E.O.s concerned. The responsibility for this work rests with concerned Chief Superintendent. The sealed covers received from school to the D.E.O.s shall be collected by the authorities of Pareeksha Bhavan by giving proper receipt. One copy of consolidated countersigned score sheet and CD should be kept in the safe custody of the Chief Superintended concerned.
- No revaluation is provided for SSLC IT Practical Examination
- The scores awarded by the students will not be published in the Examination centres due to the secret nature.

11) What are the directions for the students who are not eligible for Higher studies after SSLC March 2007 Examinations?

- Students who attended SSLC Examination March 2007 and had not attained minimum scores for higher studies (D-grade and E-grade for IT) will be provided one more chance for attending SSLC IT Theory Examination during March 2008 in the same way as of SSLC Examination in March 2007.
- The scores for continuous evaluation and IT practical examination during March 2007 will remain the same for such students.
- The students who had not attended the SSLC IT Practical Examination during March 2007 will be provided one more chance for attending the same on 29th March 2008 at the selected centres in each District Education Office.
- Candidates who have not appeared for the examination during the academic year 2006-07 for want of attendance of any other valid reasons can write the examination as Attendance Recouped Candidates during 2007-08.

12) Who are Attendance Recouped Candidates (New Scheme) (ARC)?

Candidates who have not appeared for the examination during the academic year 2006-07 for want of attendance of any other valid reasons can write the examination as Attendance Recouped Candidates during 2007-08.

13) How a candidate could make use of Betterment of Result (BT)?

Candidates who have passed the SSLC Examination and who want to make use of the scheme of betterment of results (GO (MS) 98/77/G.Edn. dated 7-5-1977 and G.O. (MS.) 8/82/G.Edn. dated 19-01-1982) will be permitted to appear only as full course candidates without cancelling their previous results. Under this scheme any candidates who have passed the examination either compartmentally or in full can appear for the examination. The appearance for betterment of results is limited to one chance within a period of three years of the last successful appearance and the candidate should not have acquired any higher qualification. A declaration in this regard should be obtained from the candidate and kept in the centre by the Head of School, (Higher qualification include possession of acquiring any professional or technical certificate/ diploma/ degree). Those who appear under the scheme will be eligible for the benefit of the result, which is more advantageous to them. The candidates who appear under new scheme and eligible for higher studies are also eligible for the benefit of their result as per G.O. (Rt.) No. 4168/05/GI.Edn. dtd 23-8-2005.

Holders of Indian Army Certificate of Education (first class) are permitted to appear for the first Language under the scheme and if they secure a minimum of 40 % marks they will be declared eligible for Civil Employment. The Army Certificate in Original should be enclosed with the application. They need not remit the cost of SSLC card. Those who have secured 40% marks in regional language papers prior to the possession of education (First class) are eligible to receive the civil employment certificate vide G.O.(Ms.) 596/62/G.Edn. dated 6-9-1962 and G.O. (Rt) 1337/76/G.Edn. dt. 30-3-1976.

Teachers who possess Rashtra Bhasha Certificate of Dakshina Bharath Hindi Prachar Sabha or Hindi Bhooshan Certificate of the Travancore/ Kerala Hindi Prachar Sabha or Hindi Vidwan Certificate of Universities in Kerala are allowed to appear for the examination.

Note :- The above Certificate in original should be enclosed with the application. The application should be countersigned by the Head of School in which the teacher is employed at the time of submitting the application. Examination fee and cost of SSLC card should be remitted.

14) Who are eligible for Save A Year (SAY) Examination?

Candidates who have not secured minimum grade for higher studies in the SSLC Examination, March 2008 (New Scheme) are eligible for appearing "Say" Examination during June 2008. Notification regarding this examination will be issued in due course.

15) Time Table For SSLC Examination March 2008 (New Scheme)

Day	Date	Time	Subject
Wednesday	12-3-2008	9.45 AM to 11.30 AM	First Language Part- I Malayalam, Tamil, Kannada, Sanskrit, Arabic, Gujarathi, Urdu, Additional English, Additional Hindi, Sanskrit, Paper I for Sanskrit Schools, Arabic Paper I for Arabic Schools
Thursday	13-3-2008	9.45 AM to 11.30 AM	First Language Part- II Malayalam, Tamil, Kannada, Special English for English Medium pupils, Sanskrit Paper II for Sanskrit Schools, Special Sanskrit, Arabic Paper II for Arabic Schools, Fishery Science for Regional Fisheries Technical Schools.
Friday	14-3-2008	9.45 AM to 11.30 AM	Third Language- Hindi/ General Knowledge (in English and Malayalam)
Monday	17-3-2008	9.45 AM to 12.30 AM	Second Language - English
Tuesday	18-3-2008	9.45 AM to 12.30 AM	Social Science
Wednesday	19-3-2008	9.45 AM to 11.30 AM	Biology
Monday	24-3-2008	9.45 AM to 12.30 AM	Mathematics
Tuesday	25-3-2008	9.45 AM to 11.30 AM	Physics
Wednesday	26-3-2008	9.45 AM to 11.30 AM	Chemistry
Thursday	27-3-2008	9.45 AM to 11.30 AM	Information Technology

- Standard time format should be strictly followed.
- On any account the examination shall not be postponed unless there is a direction issued by the Commissioner for Government Examinations.
- The above schedule should be strictly followed even if any one or more days mentioned in the time table are declared as holiday.

- Cool of time 15 minutes

16. What are the Examination Fees for SSLC?

The examination fee will be as follows:

Category	Fee
SSLC Exam fee for School going candidate (NS)	Rs. 30.00
SSLC Exam fee Private New Scheme (PCN) (For One Paper)	Rs. 20.00
SSLC Hindi only	Rs. 15.00
SSLC First language only	Rs. 40.00
Fine late remittance	Rs. 10.00

On no account the examination fee should be send directly to the office of Pareeksha Bhavan in cash, Cheque, Money order, Postal order or in any other form. Amount once remitted as examination fee will not be refunded or adjusted towards the fee for subsequent examination on any account

Late application will not be considered on any account. Candidates should not remit the examination fee into the Treasury in their own name. Such chalans will not be accepted. The candidates should remit the examination fee only through the Heads of Examination centres.

17) Who are exempted from the payment of Examination Fees?

Students below poverty line appearing for the SSLC Examination after the completion of the course in any Government or Aided School of the State are exempted from the payment of fees for the first appearance [G.O.(Rt) No. 3668/01/G.Edn dated 3-10-2001] provided such appearance is at the close of the academic year in which the candidates studied in Std X for the first time [G.O. (MS) 32/'74/G. Edn. dated 18-2-1974] SC/ST students have also exempted from payment of fees.

Students belong to Scheduled Caste and other Eligible communities including Kudumbies and Converts from among them as notified as such by the Director of Scheduled Caste Development Department or Scheduled Tribe Department are eligible for exemption from the payment of examination fees for two appearances, provided the second chance is within a period of three years from the first appearance for the examination. Students belong to Scheduled Tribes are eligible for exemption from the payment of examination fees for five years inclusive of the benefit enjoyed by them prior to February 1981 [G.O.(Rt) 680/81/G.Edn dated 25-2-1981].

Subject to the conditions laid down in the first paragraph above, Students appearing for the SSLC Examination of Kerala Government after completing Std X of Mahe area and Lakshadweep Islands (Union Territory) are exempted from payment of fee for the first appearance with usual benefit of two years concession for Scheduled Caste and Scheduled Tribe Candidate [G.O. (Rt.) 1387/'71/S.Edn dated 17-6-1971].

Students except Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and converts from among them appearing for the SSLC Examination after completing their courses in Unaided Recognised Schools should pay examination fees.

The Heads of the Examination Centres should collect the Examination fees and remit to the treasury under the Head of Account “0202-01-102-00” and retain the chalan receipt in the centres for further verification.

18) What is the fee for SSLC Card?

All candidates have to pay Rs. 15/- towards the cost of SSLC card.

The Heads of Schools will collect the amount towards cost of SSLC Cards and remit the amount in separate chalan (Head of account “0202-01-102-92- Other Receipts). The original chalan should also be retained in the centre for verification.

19) How the heads of schools could prepare the Candidates List and CD?

After the last date of receipt of fees, the Heads of Schools should forward the candidates list (Schools going) and CD to the concerned District Educational Officers on or before 23-11-2007. In addition to this, the details of all candidates may be prepared using the software issued from this office. A copy of the CD containing the details, prepared in text format, should be handed over to the concerned D.E.O.’s along with the Candidate list. The details of candidates should also be uploaded in the official web portal of Pareeksha Bhavan (SSLCexampkerala.gov.in) on or before 23-11-2007. The candidates list and CD will be collected from the D.E.O.s by this office on 26-11-2007.

The Headmasters should ensure that the details of candidates are uploaded in the Official Web site of Pareeksha Bhavan on or before 23-11-2007.

The Head of schools should forward the candidates list and CD of the PCN candidates to the D.E.O.’s office before 23-11-2007 and the same will be collected form the D.E.O.’s on by 26-11-2007.

The details of the candidates to be presented must be prepared in the candidates list and CD in the following manner and a copy of the same should be kept in the Schools. The candidates list should be signed by the Head of the school. The Heads of School should confirm that there are no errors in the CD. The list is to be prepared in the alphabetical order of the name without considering the initials, Boys first, Girls second and in Language-wise as mentioned below. The initials should be suffixed to the name.

Candidate Part	**Language wise**
School Going (Regular) (RC)	1.Malayalam 2. Additional English 3. Additional Hindi 4. Sanskrit 5. Arabic 6. Urdu 7. Tamil 8. Kannada 9. Gujarathy
Attendance Recouped (ARC)	
Betterment (BT)	
Malayalam only (M)	
Hindi only (H)	
Private Candidate New Scheme	

20. How the Heads of examination centres of Gulf Region and Lakshadweep should forward the candidates list and CD to the Secretary to the Commissioner for Government Examinations?

In the case of Gulf Region and Lakshadweep, the Heads of Centres should prepare the Candidate Details in the Prescribed format and entered into the CD and then the candidates list along with the CD to be forward to the Secretary to the Commissioner for Government Examinations, Thiruvananthapuram on or before 23-11-2006. Special care should be taken while preparing the list. Examination Fees and the cost of SSLC cards are to be remitted by way of Demand Draft drawn in favour of the Secretary to the Commissioner for Government Examinations, Pareeksha Bhavan, Poojappura, Thiruvananthapuram.

Heads of Schools are instructed to retain the SSLC books/ cards of all candidates at the time of registration and ensure that no correction and tampering is made in the certificate and should be retained together with the application in the centre and it will be issued to the candidate after obtained mark list. The application for SSLC book/ card should not be forwarded to the Pareeksha Bhavan. Certificate of Private Candidates, chalans, applications, etc. should be retained in the Centre. Those certificates should be issued to the candidates together with their new certificates after identifying the candidate.

21. What are the general instructions for the preparation of candidates list?

Special care should be taken in entering the Nationality and date of birth of the candidates, in the candidates list and floppy. Category of Candidates should be entered in Candidate list as Private Candidates New Scheme (PCN), Attendance Recouped (ARC)/ Betterment (BT). Following guidelines are included for SSLC Examination 2007 as per GO (Rt) 4168/05/G1.Edn. dated 23-8-2005. D+ Grade for each paper in the SSLC Examination 2008 is prescribed as minimum qualification for higher studies. The candidates who have not secured D+ Grade in a paper can write that paper only to improve the grade and they will be eligible for higher studies.

Fifteen minutes will be allowed as extra time before starting the examination as “cool off time” to read the question paper and avoid fearness of examination. Any attempt to write examination during in ‘cool off time” is not allowed. The candidates who are eligible for higher studies will be permitted to improve their result without cancelling their previous result. However the result of CE cannot be improved or altered.

22. How the grace marks are awarded?

Grace marks will be awarded to the new scheme candidates also, as per G.O. (MS) 313/2004/G.Edn dtd 11/10/2004 and as per the existing rules relating to grading system. Grace marks will be awarded for the written examination for an aggregate of 490 marks. Maximum grace marks will be awarded up to A Grade (80-89). Candidates came first in athletics, games, aquatic items will be awarded a maximum of 10% to get D+. The Heads of Schools should send the list of candidates who are eligible for Grace marks (Youth Festival, Sanskrit Festival, Work Experience Mela, Sports and Games, Bharath Scouts and Guides, NCC Cadets) to the Director of Public Instruction, Thiruvananthapuram – 14 through the D.E.O. before 2nd February 2008. The office will not be responsible for the delay in awarding Grace Marks on the belated proposals.

23. What are the concessions to the Blind, Deaf and Dumb and Orthopaedically Handicapped candidates?

Blind candidates will be exempted from questions including drawing, graphs etc. They will be allowed 15 minutes more for every hour of examination, as they have to write in Braille system. Blind pupils appearing for the public examinations will be allowed to utilise the service of a scribe each on a remuneration of Rs. 5 per paper. Blind pupils answering the SSLC Examination papers utilising the services of scribes will be granted extension of time of 10 minutes per hour per paper. The scribe appointed for the purpose should be persons who do not possess above 50% of mark or below C+ grade in 13 or failed SSLC examination for which they are appointed (G.O. (P) 412/’69/Edn dated 13-11-1969 and G.O.(MS) 142/’80/G.Edn

dated 9-9-1980]. SSLC failed or passed persons with no other additional qualifications alone should be appointed as scribe. The District Educational Officers concerned are competent to sanction the service of scribe subject to the approval of the Secretary to the Commissioner for Government Examinations as per G.O. (Rt) 110/05. They will be exempted from appearing for Mathematics and allowed to appear for Computer, Rattonwork, Music, and Instrumental Music as per G.O. (Rt.) 3193/G.Edn. dtd. 11-8-2003.

The Deaf and Dumb candidates will be given additional 25% of marks secured by them in theory papers as they are backward in language ability. Chief Superintendents should make necessary notings on the facing sheets of the main answer book of each such candidate. Deaf and Dumb students are exempted from the study of any two languages if they desire so, subject to the provisions contained in G.O. (Rt.) 1697/'83/dated 14-6-1983 & G.O. (Ms.) 135/88/G.Edn. dated 1-9-1988. They have also the option to select any two of the following vocational subject based on their interest and aptitude.

i)	Computer Education
ii)	Horticulture
ii)	Horticulture
iv)	Drawing and Painting

Orthopaediacally Handicapped students, who cannot freely use their hands due to the handicap in their upper limbs will be granted an extra time of ten minutes for every hour of the examination and they will be exempted from the questions in drawing diagrams and geometrical figures on the basis of a certificate to the effect that the nature of the handicap in hands in such as it would warrant the grant of exemption given by a qualified medical specialist in physical medicine and rehabilitation of orthopaedics [G.O.(P)150/'72/S. Edn. dated 30-10-1972 and G.O.(MS.) 159/'85/G.Edn. dated 23-7-1985]. The D.E.O.s shall conduct a test for such candidates and issue a certificate to that effect in order to get exemption from the office of the DPI.

Mentally retarded pupils whose disability is 40% or above will be given additionally 25% of the marks secured by them in the theory papers as grace marks to obtain pass marks of the SSLC Examination considering their lack on concentrating short span of memory, etc. Vide G.O. (Ms.) No. 61/'98/G.Edn dated 18-2-1998.

For all the above four cases prior sanction should be obtained from the DPI as per G.O (Rt). No. 110/05 of 6-1-2005. The application from the parents of the candidates with Medical Certificate from the competent Medical Officer recommended by the Head of School are to be routed through the D.E.O. concerned so as to reach this office on or before 30.11.2007.

A prescribed application form is also given in the notification vide Appendix F.

24. Which are the dates for receipt and remittance of examination fees and submission of candidate list (new scheme school going and PCN)?

New Scheme School Going and PCN:

Receipt of applications and examination fees without fine	12-11-2007 to 15-11-2007
Remittance of fees (collected from) 12-11-2007 to 15-11-2007 to the Treasury by Heads of Examination centres	16-11-2007

Date of receipt of applications and examination fees with fine from candidates	16-11-2007 to 20-11-2007
Remittance of fees collected with fine into treasury	21-11-2007
Submission of original certified Candidate list along with Computer CD by the H.Ms to the D.E.O.s concerned.	23-11-2007
Submission of candidates list and CD by the D.E.O.s to the Secretary, Pareeksha Bhavan	1-12-2007

Heads of the centres are strictly forbidden from accepting fees from candidates after the prescribed date. Fees collected should be remitted in the dates prescribed. Belated remittance will not be accepted on any account. Applications, SSLC books/ cards, original chalans for examination fees, chalans for cost of Books/Cards should be retained in the centres for further verification. Candidate details should be prepared in permanent black ink or Computer Print out. The name of candidates should be noted in capital letters and other details in legible letters. The details in the candidates lists and floppy should be the same and this should be confirmed by the Head of School before submitting to the D.E.O. (This office circular No. C.GI,. 22887/04/CGE dated 14-6-2004).

25. How to register for the SSLC Examination?

(a) There is a form of application prescribed for every category mentioned. There are three prescribed forms:-

Appendix A – This form is intended for the Private Full Course & Attendance Recouped Betterment candidates.

Appendix B – This form is intended for the candidates who wish to appear for First Language/ Hindi only.

26. How to use this application forms?

- Printed forms are not available and therefore will not be supplied.
- Candidates may use typed or manuscript form on A4 size paper.
- The forms used should be exactly similar in every respect to the form published in this notification.
- Entries should be carefully made in the candidate's own handwriting.
- The Centre Code and the name of Centre should be correctly noted and they should agree to the Centre Code and the name of the Centre in the Notification.
- Private candidates should see that the group for which they appear is noted very carefully and the prescribed fee is paid to the Headmaster of the school, which has been chosen by them as Centre.
- Partial payments or inadequate or belated payments will not be accepted on any account. Such defective applications will be summarily rejected.
- The SSLC book/ card of private candidates may be verified by the Chief Superintendent of the Examination Centre and permitted to write the examination
- Candidates are cautioned against entrusting applications, SSLC book/ card, etc. with any intermediary/ agency.

Every candidate appear for the examination should hand over the relevant form duly filled in along with the SSLC book/ card, if any and the required examination fee in cash to the Head master of the School selected by him as centre for the examination during the period specified for the same in the notification. Receipt should be issued using the School fee receipt book for

every item of fees collected. Candidates should select centres nearest to their residence to facilitate identification. The centre once selected will not be allowed to change subsequently. If a School is not a centre for the examination, the Headmaster of such school should forward candidate list along with computer CD to the heads of centres so as to reach on or before 22-11-2007. The unaided Recognised Schools, which are not centres of examination, should hand over the certified copy of the candidates list and the computer CD to the main centres on or before 22-11-2007.

27. How to pack the documents of SSLC Exam?

Candidates details for the SSLC exam March 2008 (Certified Candidate list and Computer CD) should be packed in separate bundles. The following details should be legibly written on the packet (1) Centre Code, (2) Name and Address of Centre, Pin Code, (3) Name of Educational District and telephone No. with STD Code.

It should be addressed to the Secretary to the Commissioner for Government Examinations, Pareeksha Bhavan, Poojappura, Thiruvananthapuram-12 and handed over to the D.E.O. concerned on or before 23-11-2007.

Contingent Bills for SSLC Examination have to be prepared separately and sent directly i n the name cover of the Deputy Director of Education concerned (orders in this regard will be issued separately)

28. What is the procedure for the Issuance of Admission Tickets?

Private Candidates: (PCN)

The Chief Superintendent concerned will issue admission tickets to private candidates. Admission tickets will be issued only on proper identification of the candidate to the entire satisfaction of the Chief Superintendent. The Chief Superintendent should direct the candidate to produce his/her recent photograph duly attested by the head of the school, where the candidate has studied, separate admission tickets should be issued to the Private candidates. Form for identification is appended.

General Candidates:

Admission tickets are to be issued at least three days before the commencement of the examination.

The candidates should scrutinise entries in the admission tickets then and there and bring to the notice of the Head of the School/Chief Superintendent the mistake if any and get them corrected. Complaints if any raised during or after the examinations will not be entertained.

A register for the issue of admission tickets should be maintained in the centre.

29. Which schools will be Examination Centres?

A list of examination centres will be appended timely. Candidates presented from a school, which is not a centre, should appear at the centre assigned to the school.
A private candidate should select the school which presented him/ her first for the SSLC Exam as his/ her centre for this examination. Orders of the D.E.O.s concerned should be obtained before a candidate selects a different centre. In such cases the candidates should produce identification certificate.
Change of centre once chosen will not be permitted

30. How the malpractice in the exams will affect the candidates?

Any candidate who commits or attempts to commit malpractice in the examination need not be expelled immediately and may be allowed to sit for any paper subsequently in the examination provided he/ she agrees in writing to abide by the decision taken by the higher authorities holding proper enquiries. Copying from another candidate or giving convenience to another candidate for copying or speaking to another candidate or possessing any written or printed matter in the examination hall will be treated as Malpractice.

If any candidate behaves in any unruly manner either in the examination hall or in the premises of the institution where the examination is conducted, the Chief Superintendent will expel him/ her from the examination. Stringent action will be taken on the basis of reports received from the Chief Superintendent. Appropriate strong action will be taken on reports of attempt to write examination in cool off time intimidation, assault, use of abusive language, threatening, sprinkling of ink or indecent behaviour (inside or outside the school premises) towards those engaged in examination duty.

In all such cases the result will be withheld. The decision taken by the Joint Commissioner for Government Examinations against such candidates for the reason stated above will be final. Candidates should use only one colour of ink for writing the examination. i.e. from beginning to the end of that particular subject.

31. How SSLC Cards are issued?

The SSLC Cards of the school candidates and additional cards of private candidates will be sent to the Heads of schools concerned for distribution. The head of the school must ensure the signature, office seal and correct entry in the certificate before issuing to the candidates if found any discrepancy the same may be reported to the Secretary to the Pareeksha Bhavan and obtain a corrected one before distribution

The Headmaster should affix their monogram (a small rounded rubber seal inscribing the name of School around and place in the middle) on the right bottom corner of the photograph of the candidate and the Head of the School should sign the SSLC Card in permanent black ink before issuing the same, signature of the candidate should also be obtained in the card before issuing the same to the candidate.

If the SSLC Cards/ Books are not claimed from the headmaster or Chief Superintendent of the centre within a period of three months from the date of publication of result, the candidate will have to pay a penalty fee as detailed below for claiming the certificate thereafter, with the recommendation of the head of School.

Penalty up to 5 years	Rs. 5.00
Between 5 and 10 years	Rs. 10.00
Above 10 years	Rs. 25.00

Before issuing the SSLC Cards, the Chief Superintendent should enter the details in the Duplicate SSLC Register and after identifying the candidate, the same should be handed over to the candidate. Signature with designation of the Head of School should be made in the Bio-data side of the SSLC card in Black Ink only.

32. How the Photocopy, Scrutiny and Revaluation of valued answer scripts are done?

Photocopy

The amount of fee for the Photocopy of the Answer scripts is fixed as Rs. 200 (Rupees Two Hundred only) per paper. Application for photocopy of answer script in Appendix C should be submitted within 15 days of the publication of result.

The request for scrutiny/ revaluation of any answer script after getting the photocopy will be entertained only for the limited purpose of correcting the mistake if any in totalling the marks awarded or for valuing the answer of any particular question convincingly found by the Secretary as not valued by the Examiner in the CV camp. Application enclosing the photocopies of the answer scripts should be submitted for the above purpose. Any question valued by the Examiner will not be revalued.

Revaluation of entire portion of the valued answer script will not be entertained after obtaining photocopies. Fee once remitted will not be refunded or adjusted.

Scrutiny

Application from candidates in the form prescribed in Appendix D for scrutiny of valued answer scripts will be accepted only if it is received by the Secretary within 15 days from the date of publication of result. Belated applications will not be accepted. Scrutiny fee is Rs. 50/- (Rupees Fifty only) per paper.

Application for Scrutiny need not be made in respect of the papers for which revaluation has been sought. Fee once remitted will not be refunded or adjusted.

Revaluation

Application for revaluation of answer scripts from the candidates in the form prescribed in Appendix E will be considered. The fee for revaluation of answer scripts is fixed at Rs. 400/- (Rs. four hundred only) for each paper. The application should be submitted within 15 days from the date of publication of result. The answer script of those candidates which were revalued for determining state rank holders will not be revalued again.

The fee remitted for revaluation will be refunded for a variation of 10% or above of the maximum marks per paper. The fee Photocopy, Scrutiny and Revaluation will not be accepted in cash, cheque or by Money Order. Amount of fee should be remitted in any nationalised bank as Demand Draft drawn in favour of the Secretary to the Commissioner for Government Examinations, Pareeksha Bhavan, Poojappura, Thiruvananthapuram, payable at Thiruvananthapuram.

The corrections regarding the name of pupil, case, religion, date of birth etc., are to be effected according to Rule 3 Chapter 6 of KER before the preparation of candidate list.

33. What are the procedures to correct the Date of Birth?

School going students can forward the application through the Head of the School. Unless the applicant is a school going student, application shall be routed through the Headmaster of the School in which he/ she last attended SSLC Examination. Authority to make changes in date of the birth of any student in any certificates or registers is bestowed to none other than Commissioner for Examination.

Those who are passed out from school or relieved (failed) from school can only be applied with special government order. They can apply to Secretary, General Education, Secretariat (Annexe), Thiruvananthapuram. The application can send along with the copy of Birth Certificate and SSLC Certificate.

Prescribed Application Form from the Pareeksha bhavan can be used. If the applicant is school going, his/ her parent or guardian have to apply, otherwise (if he/ she is passed SSLC), he/ she have to apply themself.

34. What is the Address to send the application for Correction/ Alteration of Date of Birth in School Records and Qualification Certificates?

Joint Commissioner,
Pareeksha Bhavan,
Poojappura
Pin- 695 012

35. What all documents have to send along with the application for Correction/ Alteration of Date of Birth in School Records and Qualification Certificates?

Documents send along with Application:

1.	Original chalan receipt for Rs. 500 (head of account 0202-01-102-92 other receipts)
2.	Identification certificate from Village office in a prescribed format.
3.	Affidavit from the Notary
4.	If the applicant is a student a statement from the parent/ guardian
5.	If the applicant is passed out, the statement should be signed by the himself
6.	An exctract of School Admission register from every school he/ she has studied
7.	Original SSLC certificate
8.	Attested copies of the SSLC Certificate (If passed SSLC) or exctract of School Admission register of the the applicant's brothers and sisters
9.	A statement showing the details of shools he/ she has studied

To get back the original certificate from the Pareeksha Bhavan, applicant has to give separate application with photostat copies of certificates. If the applicant is employed, he/ she will not get back the original certificate.

The application will be send back unless all the recommended documents are attached with the application. Employed have to give the job details (public or private sector) where as unemployed should mark it as "unemployed" in the respective column. All documents have to be tagged (not staple) with application.

36. What are the procedures to correct the Date of Birth occured due to clerical error?

If the error occured due to clerical mistake, it can be cleared by a special order from Joint Commissioner without submitting chalan of Rs. 500. Documents send along with the application are:

1.	Application affixed with a court fee stamp of Rs. 5.00
2.	Report from the Head Master giving details of clerical error
3.	Original application form of admission in his/ her first standard, if the date has been given correctly
4.	Extract of school admission ticket
5.	Original TC (tansfer certificate), if the error occured in it
6.	Original Birth Certificate

37. What are the documents to correct clerical error occured in the certificate other than the Date of Birth?

1.	Original SSLC Card
2.	Copy of Admissission register in a stamp paper of Rs. 20
3.	Letter from Headmaster furnishing the details of error
4.	A detailed request from the applicant affixing court fee stamp of Rs. 5.00
5.	Chalan of Rs. 30 (head of account 0202-01-102-92 other receipts)

Note: --All the five documents listed above are to be attached with the applications for all other clerical errors.
--Error in Name, Caste and Religion of an SSLC passed out due to clerical can be corrected only on GO(MS) GAD. Dated 14/03/4984.
--Only clerical errors can be SSLC certificate, other errors can be corrected through gazzette notification.

a. To correct the name of Mother

1.	Original Birth Certificate and attested copy of the student
2.	Certificate from Village Officer

b. To correct the name of Father

Note: Name of father can be corrected only if it is occured due to clerical error.

1.	Attested copy of application of admission in his/ her first standard
2.	Copy of admission register
3.	Letter from the head of respective school
4.	Attested copy of TC
5.	Copy of admission register of the Upper Primary school where the applicant studied

c. To correct Name in Regional Language

APPLICATION FOR CHANGE OF LANGUAGE

1.	Original SSLC Card
2.	Copy of Admissission register in a stamp paper of Rs. 20
3.	Letter from Headmaster furnishing the details of error
4.	A detailed request from the applicant affixing court fee stamp of Rs. 5.00
5.	Chalan of Rs. 30 (head of account 0202-01-102-92 other receipts)