

General Guidelines for conduct of practical examination and project works for Class - XI (Eleven) Promotion Examination and HSSLC Examination 2024

- A. The practical examination and project works shall be conducted internally by the institution. The head of the institution shall be responsible for conducting this examination.  
For HSSLC Examination, the head of the institution shall appoint the external examiners. **In no case, external examiner(s) shall be appointed from the same institution.** The list of external examiners must be submitted to the Board 1(one) month ahead of the commencement of the practical examination.
- B. The institution shall provide all the materials and equipments required for the conduct of practical examination/project works.
- C. Practical examination fee shall not be collected by the Board. The institution shall collect the fees at the rate approved by the Board and utilise it for the remuneration of external examiners.
- D. The practical examination shall be conducted only on the dates(days)/time notified by the Board in the academic calendar.
- E. If it is found that an institution has not conducted the examination at all or has not conducted the examination on the notified dates, the examination for the whole institution shall be cancelled.
- F. If, in the opinion of the Board, the integrity of the head of the institution, teacher or examiner(s) is doubted, the Board shall appoint external examiners and take any other action as deemed fit.

Form no.58

HSSLC Practical Examination/Project Work 20

Name of the Institution : \_\_\_\_\_

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

Full Marks : \_\_\_\_\_

Details of marks secured by the examinees

Sl. no of the candidate	Reg'd. no	Roll no.(to be allotted by the Board)	Lab. Record	IP/Surv	Viva		Problem solving/written test	Expt/ Q.no.1	Expt/ Q.no.2	Expt/ Q.no.3	Expt/ Q.no.4	Expt/ Q.no.5	Total	Remarks	
					Project	Expt.									

Note:

- 1) In remarks column, write 'Absent' for an absence and 'Expelled' for an expelled examinee.
- 2) For Music and Economics subjects the details of marks is not required.
- 3) Problem solving/Written test column is for Commerce stream only.
- 4) IP stands for Inves igatory Project & Surv. stands for Surviving.

Name and signature of subject teacher

1) \_\_\_\_\_

Name and signature of external examiner

2) \_\_\_\_\_

## **I. Guidelines for the conduct of Class XI Practical Examinations:**

- 1. Arrangement :-** Before the practical examination starts, the institution/centre shall ensure that all the materials and equipments necessary for the conduct of the practicals are kept ready. The examiner(s) shall make all arrangements for the conduct of the practical examination.
- 2. Allotment of Centre:** - All the recognised Higher Secondary Schools and Colleges registered with the Board shall be centres of practical examinations unless notified otherwise. The centre of examination for private candidates shall be notified by the Board.
- 3. Examiner:** - The subject teacher(s) of the institution shall be the examiner(s) who shall conduct the practical examination, assess/evaluate the answer scripts and award marks under the supervision of the school administration. In case, due to unforeseen circumstances, the subject teacher of the institution is not able to conduct the examination, the head of the institution must immediately inform the Board.
- 4. Conduct of Practical Examination:** - The Class XI practical examination shall be internally conducted by the institutions basing on the experiments, projects, etc given in the syllabus.
- 5. Date of Practical Examination :-** The Practical Examination for Class XI should be completed by **first week of February 2024**.
- 6. Question papers:** - Question papers shall not be supplied by the Board. The subject teacher(s) shall set the question paper based on the syllabus and shall evaluate the practical strictly in accordance with the marking scheme.

- f) The examiners, under no circumstances, shall help the examinees in answering question in any manner. He/she shall not commit himself/herself in any manner that may reduce or enhance marks directly or indirectly.

## **11. Evaluation :-**

- a) Both the internal and external examiners shall evaluate the answer books. The examiners must consult the guidelines, marking scheme and the syllabus.
- b) On Form no. 58 (Details of marks scored by the examinees), the examiner must give the details of marks scored by the examinees.
- c) The roll numbers of absentees must be marked with red ink as ABSENT in Form no. 57.
- d) Rampant awarding of marks and unfair practices shall invite serious action. Students who scored high marks in the practical examination are expected to score good mark in theory examination also.

If, on comparison, discrepancies are found between the two, and in the opinion of the Board the marking in practical examination has been unfair, the examiner/institution shall be liable for explanation. In such a case, all relevant materials such as answer scripts, details of experiment and results/inference, question papers, evaluation scheme, etc shall have to be produced to the Board.

- Note :**
- i) The institution shall keep the laboratory records and investigatory projects done by the candidates in safe custody till the declaration of the result. It should be kept ready for verification.
  - ii) In the event of any candidate failing in the Practical examination or Project Work and whose individual form have been forwarded to the Board to appear the HSSLC examination, the institution shall immediately inform the Board in written to cancel the student's candidature. This should be submitted right after the declaration of practical result.

**After the declaration of result, the laboratory record, investigatory project, project file / work, etc of failed candidates are to be returned back to them by giving a remark. Care should be taken to see that it is returned back to the right person.**

**11. Submission: -**

Class-XI Promotion Examination:- The institutions shall submit the practical marks along with the theory marks and all the necessary forms and documents with a copy of the set/sets of question papers of the practical examination during the submission of Class XI Promotion Result to the Board.

**12. Candidates resorting to malpractices :-** A candidate resorting to malpractices during the Class XI Practical Examination shall be penalized as per the rules laid down for conduct of HSSLC & HSLC Examinations.

**13. Inspection: -** The inspecting officer/team shall be appointed by the Board.

**14. Report of the examination: -** The Principal shall send the names of the paper setters, examiners, laboratory assistants and orderlies who were appointed for the conduct of the practical examinations along with a brief report to the Chairman, NBSE after the examination.

**The Board reserves the right to take any action against an institution in the conduct of the practical examination.**

**II. Guidelines for the conduct of HSSLC Practical Examination**

- 1. Arrangement:-** Before the practical examination starts, the institution/centre shall ensure that all the materials, and equipments necessary for the conduct of the practicals are kept ready. The examiner shall make the final arrangements for the conduct of the practical examination according to the question paper set by him.
- 2. Allotment of Centre :-** All the recognised Higher Secondary Schools and Colleges registered with the Board shall be centres of practical examinations unless notified otherwise. The centre of examination for private candidates shall be notified by the Board.
- 3. Examiner: -** The internal and external examiner shall be a teacher /lecturer whose name(s) is submitted to the Board. The subject teacher(s) of the institution and the external examiner shall be the examiner(s) who shall conduct the practical examination, assess/evaluate the answer books and award marks under the supervision of the school administration. In case, due to unforeseen circumstances, the subject teacher or the external examiner appointed by the institution is not able to conduct the examination, the head of the institution must immediately inform the Board.
- 4.** If, in the opinion of the Board the subject teacher is unreliable, the Board shall appoint the examiner(s), or the candidates from the institution shall be made to appear in another institution/centre selected by the Board.
- 5. Conduct of Practical :-** Experiments, projects, etc. as given in the practical syllabus shall be followed as per the marking scheme. The examiner shall acquaint himself with the marking scheme and practical syllabus for conducting the practicals.
- 6. Date of Practical Examination : 4<sup>th</sup> Dec - 15<sup>th</sup> Dec. 2023**

**The practical examination shall be conducted within the dates notified by the Board.**