

General Conditions

- (i) The examinations of the Board shall be conducted as per schedule approved by the Chairman. Draft scheme of examination centres shall be prepared by the Controller of Examinations and finally approved by the Chairman who shall have powers to revise, modify or amend it.
- (ii) The examinations of the Board shall be held only at the centres approved by the Board and all the examination papers will be administered simultaneously at all centres as per Indian Standard Time (I.S.T.).
- (iii) As provided in clause 13(3) of the Affiliation Bye-Laws, the building and furniture of affiliated school shall be placed at the disposal of the Board for the conduct of any of its examinations and for spot evaluation, free of charge and the management and the Principal shall cooperate with the Board in the conduct of examinations and evaluation of answer scripts.
- (iv) It shall be obligatory on the part of schools to provide teachers for conduct of Examinations and for evaluation of scripts.

33. Norms for Fixation of Examination Centres at places other than Delhi/New Delhi

33.1 General Conditions

- (i) For the purpose of fixing the examination centres, cities will be classified under the following three categories:
 - (a) Single School Cities
 - (b) Multiple School Cities
 - (c) Foreign Countries
- (ii) Examination centres shall be fixed in any school after considering the availability of appropriate facilities like sufficient number of rooms with ventilation, fan, light and furniture.
- (iii) An examination centre shall be created subject to availability of bank/treasury facilities for the safe custody of question papers etc. as per requirement of the Board.

(iv) Except for Single School Cities, students shall have the examination centre other than their own school, as far as practicable.

33.2 Single School Cities

*(i) Subject to the fulfilment of conditions as given under clause 33.1 , the school itself may be the examination centre, provided:

(a) it presents at least 30 candidates for Class X, if it is affiliated upto secondary stage;

(b) it presents at least 50 candidates for classes X and XII taken together, if it is affiliated upto + 2 stage; and

(c) the school should complete two years of its affiliation to the Board

(ii) In respect of such schools, the Centre Superintendent and Supervisory staff shall be appointed from among those who are not employees of the school or the trust running it. Centre Superintendent as far as possible, will not be from the same city.

33.3 Multiple School Cities

(i) As far as practicable, no school shall be allowed to have the candidates appearing for an examination of the Board at their own school as an examination centre.

(ii) In case of two or more schools presenting candidates for an examination in a city, the students shall be rotated among different centres, avoiding mutual interchange of students between schools as far as possible.

33.4 Foreign Countries

(i) In respect of schools in Foreign Countries, as far as possible, the norms applicable to examination centres in India, shall be applicable.

However, the Chairman shall be empowered to create an examination centre in a foreign country keeping in view the number of students, geographical conditions etc.

(ii) In respect of private/patrachar candidates appearing from foreign countries, the examination centres may be fixed in Embassies/Chancelleries if no school exists in that country/city provided the candidate furnishes willingness of the Embassy/Chancellery to conduct the examination as per Board norms.

33.5 Norms for Fixation of Centres at Delhi/New Delhi.

- (i) Normally, an examination centre should fall within 10 kms. from the location of the school.
- (ii) The examination centres shall be fixed only in such schools which have boundary walls. where public trespassing is not possible and have enough furniture.
- (iii) The examination centres shall be fixed in schools which have 'pucca' buildings and the school is not run In tents/sheds etc.

34. Norms for Appointment of Centre-Superintendents, Deputy Superintendents/ Asstt. Superintendents

34.1 Centre Superintendents

- (i) The Principal/Vice-Principal/Senior PGT of a school shall be appointed as the Centre Superintendent of an examination centre provided the students from his/her school are not appearing at that centre.
- (ii) No person whose ward/near relative is appearing in an examination of the Board, shall be appointed for this assignment.
- (iii) A Centre Superintendent shall not leave an examination centre without prior approval of the Board under normal circumstances. In case of an emergency, he/she may hand over the charge to the Deputy Superintendent, where appointed, or to the next senior most person under intimation to the Board.
- (iv) A Centre Superintendent who:
 - (a) leaves an examination centre without prior permission of the Board and proper arrangement;
 - (b) misuses his/her position; or
 - (c) engages himself/herself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examinations; shall face such disciplinary action, as may be decided by the Chairman, which may include disciplinary action through departmental agencies or legal action by the Board in public Interest.

34.2 Deputy Superintendents

(i) The Deputy Superintendent shall be appointed at an examination centre having a total of 250 or more candidates - both for All India/Delhi Senior School Certificate Examinations /Secondary School Examinations.

(ii) The Deputy Superintendent will be appointed by the Centre Superintendent of the Centre under intimation to the Board. In cases, where the Centre Superintendent is from other school, the Deputy Superintendent shall be appointed by the Centre Superintendent in consultation with the Principal or Principal-Incharge of the school.

(iii) The Deputy Superintendent shall not be below the rank of Vice-Principal/Senior PGT. In case of complaint (s) against the Deputy Superintendent, where in the opinion of the Superintendent, immediate action has to be taken against him/her, the Superintendent shall have the powers to relieve him/her of his/her responsibilities and entrust the work to another suitable teacher. A report of such action, along with circumstances that forced such an action, shall be made to the Board immediately in writing and also by telephone, fax etc.

(iv) No official shall be appointed as Deputy Superintendent from the school whose candidates are appearing at the examination centre.

34.3 Assistant Superintendents

(i) As the Centre Superintendent shall be responsible for the smooth conduct of examinations, he/she will be authorised to appoint the required number of Assistant Superintendents, from amongst the teachers of his/her school provided the candidates appearing at the centre do not belong to his/her school.

(ii) In case the students from the same school are taking examination at the Centre, the Centre Superintendent shall draw up a list of teachers who will work as Asstt. Supdts. from the neighbouring schools in consultation with the Principal of the school. He/she should furnish the list of Asstt. Supdts. with complete details to the Regional Officer of the Board immediately.

(iii) Persons other than teachers possessing equivalent qualifications (minimum graduation) may also be detailed as Assistant Superintendent in case the adequate number of teachers are not available. However, the appointment of such persons to act as Assistant Superintendent shall be restricted to the minimum and complete details in such cases shall be furnished to the concerned Regional Officer of the Board.

(iv) The Centre Superintendent shall see that the instructions to Assistant Superintendent(s) are duly noted and observed by them. An undertaking to the effect that no near relation(s) or any other student(s) who has/have been receiving private coaching from him/her, is/ are appearing in the examination at the centre, may please be obtained from each Assistant Superintendent.

(v) One Assistant Superintendent for every 20 candidates or a part in the hall or big rooms, or two for each room having 40 or less candidates, are to be provided. Care should be taken not to keep the same Assistant Superintendent in the same room or the same part of the examination hall every day/session. The allotment of rooms to the Assistant Superintendent should, therefore, be changed every day/session and it should be done without any previous notice to this effect to the concerned Assistant Superintendent(s). The names of the Assistant Superintendents put in different rooms for various papers should be shown on the seating plan while sending information to the Board.

(vi) An Assistant Superintendent who engages himself/herself directly or indirectly in using or promoting or abetting use of unfair means shall be dealt with appropriately under the rules of Board.

34.4 Guidelines for Centre Superintendents etc.

Guidelines for Centre Superintendents, Deputy Superintendents and Assistant Superintendents will be issued by the Controller of Examinations with the approval of the Chairman separately for adherence by all concerned.

34.5 Clerical Assistance

The Centre Superintendent shall appoint clerical and class IV staff as per the Guidelines to the Centre Superintendents.

Appointment of Observers/Inspectors/Flying Squads

The Chairman may appoint Observers/Inspectors/Flying Squads to ensure smooth and fair conduct of examinations at the Examination Centres where necessary.

34.7 In exceptional circumstances where deviation from the Bye-Laws of this chapter is considered necessary, the Chairman shall have the powers to do so for reasons to be recorded.

35. Change of Examination Centres

(i) Save as provided for, no candidate shall be allowed to appear from an examination centre to which he/she has not been allotted.

(ii) The Chairman may allow change of an examination centre from one city to another if the student has joined a school in another city, provided that an application is made in writing and is duly forwarded by the Head of the Institution to which a candidate has been admitted.

(iii) The change of an examination centre from one city to another may be allowed to the candidate by the Chairman only in case of transfer/migration of his/her parents. No change of centre shall, however, be allowed within one month of the commencement of examinations.

(iv) A candidate who has appeared at an examination centre not allotted to him/her without prior approval of the Board, shall forfeit his/her eligibility for examination and the Board has the right to declare him/her as 'Not Eligible' for the concerned examination.

*(v) A candidate appearing for the first chance compartmental examination shall appear from a centre in the same Region from where he/she had appeared at the main examination. However, in case of transfer of the parent from one place to another, the Chairman may allow change of centre subject to fulfilment of the following:

(i) the parent produces a valid documentary evidence of his/her transfer from one place to another;

(ii) that the request for change of centre is received before 15th of July of the year; and

(iii) that the change of centre will be considered only subject to availability of question papers at the requested place of centre.

36. Rules for Unfair Means Cases

36.1 General

(i) If a candidate is found to have made a wrong statement in his/her application form for admission to the examination or has attempted to secure or has secured admission to any of the examinations of the Board or has secured admission to the examination of the Board by making a false statement or by production of a false document or

otherwise, he/she shall be deemed to have used unfair means and his/her results shall not be declared.

In case where such a candidate has not yet appeared at the examination, his/her form of application shall be rejected and fee paid forfeited. If he/she has completed his/her examination, his/her form of application shall be rejected, fee paid forfeited and his/her examination shall be cancelled.

(ii) If at any stage a candidate has tampered with any entry in the certificate or statement of marks or migration certificate or any other document that has been issued to him/ her by the Board, he/she shall be deemed to have used unfair means. The Board may cancel the document in question and may even cancel his/her result, if it deems so necessary.

(iii) In the answer book, a candidate is not permitted to write his/her name or put his/her signature or any sign or mark which may disclose his/her identity to the examiner. A candidate infringing this rule shall be deemed to have used unfair means and his/her result shall not be declared and in addition he/she shall be liable to be punished under the rules.

(iv) If during the course of examination, a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations, and as such his/her result shall not be declared but shall be marked as UNFAIR MEANS (U.F.M.) :

(a) having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned;

(b) giving or receiving assistance directly or indirectly of any kind or attempting to do so;

(c) writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;

(d) tearing of any page of the answer book or supplementary answer book. etc.;

(e) contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;

(f) taking away the answer book out of the examination hall/room;

(g) using or attempting to use any other undesirable method or means in connection with the examination;

(h) smuggling out Question Paper or its part; or smuggling out answer book/supplementary answer sheet or part thereof; and

(i) threatening any of the officials connected with the conduct of the examinations or threatening of any of the candidates

(v) A candidate found guilty of any of the unfair means mentioned at (iv) above:

(a) may be disqualified by the Board from the examination in that year (i.e. his/her examination for that year may be cancelled);

(b) may further be debarred from appearing at any examination of the Board for a period which may extend upto five years; and

(c) in serious cases, may permanently be debarred from taking any examination of the Board.

36.2 Identification and Reporting of Unfair Means Cases

(i) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate, during the course of examination, has been found using or attempting to use unfair means as detailed in rule 36.1 (iv), he/she shall take possession of the answer book of the candidate along with the paper(s) or other material(s) found with him/her, if any, and provide the candidate with a second answer book immediately. The candidate is not to be expelled from the examination centre in that paper. The Centre Superintendent shall record, on the first answer book, the time when it was taken away from the candidate and on the second answer book the time when it was issued. While issuing the second answer book, the candidate shall be asked by the Centre Superintendent to submit his/ her explanation in regard to the allegation against him/her. If the candidate refuses to give an explanatory statement, the fact of refusal should be recorded by two Asstt. Supdts. and attested by the Centre Superintendent on duty at the time of the occurrence. The Centre Superintendent shall call for the statement(s) of the Asstt. Supdt.(s). concerned and forward the same to the concerned Regional Officer of the Board, in a separate sealed cover, the two answer books used by the candidate alongwith the explanation of the candidate or the attested statement of refusal, the statement(s) of the Asstt. Supdt(s) and his/her own note on the case for further action by the Board.

(ii) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate has smuggled out an answer book, he/she should call for the student directly or through the Principal of the school concerned and try to secure the answer book. In case of non-availability of the answer book, the matter should be reported to the police and a copy of the report be sent to the office of the Board along with the statements of the Asstt. Supdts. present in the room and also of the candidate. The statements of peon, police constable etc. if any, relevant to the situation should also be forwarded. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book. Efforts made to recover the answer book should also be stated.

(iii) In case of impersonation, the Centre Superintendent should send to the Board's office, the statement of the person found to be impersonating, the Asstt. Supdts. and that of the real candidate, if possible. The Centre Superintendent shall also report the matter to the police.

(iv) In case of misconduct of a serious nature, the matter should be reported to the Police, if necessary. Statements of the Asstt. Supdt.(s) and that of the peon/policeman concerned may be obtained and sent to the office of the Board for further action.

(v) If a candidate is found guilty of communicating or attempting to communicate either directly or indirectly with an examiner or any other person connected with the examination with the object of influencing him/her in any way, he/she shall be deemed to have used unfair means and shall be liable to punishment under the rules.

(vi) If after the examination, it is found that a candidate has copied the answer either of some candidate or from any other source, he/she shall be treated to have used unfair means and shall be liable to be punished under the rules.

(vii) Use of abusive language or making derogatory remarks in the answer book shall be treated as use of unfair means.

(viii) If any examiner notices any case of copying of answer(s) either among two or more candidates or from any other source, he/she should mark the relevant portion(s) of the answer(s) and send the case immediately, alongwith his/her report on the same, to his/ her Head Examiner. The Head Examiner will scrutinize the case and forward it alongwith his/her own remarks, in a sealed cover, to the Controller of Examinations of the Board for necessary action by the Board. If such a case comes to the notice of the Head Examiner himself/herself, he/she should also mark the relevant

portion(s) in the answer(s) and forward the same immediately, alongwith his/her remarks in a sealed cover to the Controller of Examinations of the Board for further action.

36.3 Imposition of Penalties

(i) The results of all candidates who have been reported to have used unfair means in an examination, by an Assistant Superintendent, Deputy Superintendent, Centre Superintendent, members of Raid Parties, Surprise Inspectors, Observers or Examiners/Head examiners, shall be declared as 'Unfair Means (U.F.M.)'.

(ii) All cases of 'Unfair Means (U.F.M.)' shall be decided within a reasonable time after the declaration of the result.

(iii) All cases of Unfair Means shall be reported to the Result Committee and the result of such candidates shall be disposed of in a manner and as recommended by the Result Committee of the Board.

(iv) Before any penalty is imposed, under any of the provisions of these byelaws, on a candidate reported to have used unfair means, he/she shall be given an opportunity for explaining his/her conduct. He/she will be required to appear personally before the Result Committee to explain his/her conduct for consideration of the Result Committee. In case he/she does not avail himself/herself of the opportunity by the given date, ex-parte decision taken by the Result Committee shall be final.

(v) If the Board is satisfied that the use of Unfair means in a paper or papers has been widespread at a centre, the Board has the right to cancel the result of all candidates of that centre, in the paper or papers concerned or even the entire examination at the centre, if several papers are involved.

(vi) The names of candidates, who are punished under any of the above rules, shall be communicated to the Universities, Boards and other Organisations which conduct Secondary School, Senior School Certificate Examination, Intermediate or equivalent examinations and to the various State Governments as well as to the different Public Service Commissions in the country.