

CONFIDENTIAL WORKS

47. General

- (i) The Board may use multiple sets of question papers for the same examination at the same centre / examination hall if so considered desirable.
- (ii) The Paper setters, Moderators, Secrecy Officers, Head Examiners, Examiners etc. shall be appointed by the Chairman in accordance with the provisions contained in the Regulations and these bye-laws; provided that, notwithstanding anything contained in byelaws 47 to 55, the Chairman shall have the power to appoint persons in relaxation of the provisions of these byelaws for reasons to be recorded.
- (iii) No person shall be appointed to act as a Paper setter, Moderator, Chief Secrecy Officer, Secrecy Officer, Head Examiner and Coordinator whose 'NEAR RELATION' is appearing or has appeared at an examination conducted by the Board in that year. For this purpose 'NEAR RELATION' shall mean and include wife/husband, sons and daughters and members of their family; nephew, niece or similar relations of wife/husband.

48. (A) Qualifications for Appointment of Paper Setter/Moderator

(I) A paper setter shall :

- (i) have a post graduate degree in the concerned subject or allied subject.
- (ii) have a minimum of ten years' experience of teaching the concerned subject at Secondary/Senior Secondary/higher education level; or persons working in the State/National level education agencies set up by the Govt. and are actually involved in the organisation of inservice training programme or research/development of study materials for the Secondary/Senior Secondary students/teachers.

Provided that the Chairman may also appoint other persons in the profession related to the subject as Paper setter in that subject if in the opinion of the Chairman such appointment is desirable.

(iii) Every person appointed as Paper Setter shall be required to furnish a declaration in the form as may be prescribed by the Chairman, inter alia, stating that:

(a) he/she has not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subject;

(b) he/she has not been engaging himself/herself in private tuitions and/or coaching at private institutions or carrying out similar other work;

(c) none of his/her relations mentioned in these bye-laws is appearing in the Board's examinations in that year.

II) Qualifications of Moderators :

The persons appointed as Moderators:

- (a) shall be a person, other than the Paper setter; and
- (b) shall possess the qualifications prescribed for Paper setters under bye-laws 48 (A) (I) (i) to (iii).

48. (B) Moderation of Question Papers/Duties of Paper Setters and Moderators

- (i) Moderation of question papers may be undertaken by a team of Moderators or individual Moderator as may be decided by the Chairman.
- (ii) Paper setters while setting the question papers and Moderators while moderating the question papers, shall ensure that all sets of question papers are comparable, as far as possible, with regard to the concepts tested, cognitive operation required, the scope of the answer, difficulty level, time limit and conformity with the syllabus.
- (iii) The Moderator/team of Moderators may also be required to prepare additional sets of question papers as per instructions/directions given by the Board.
- (iv) The Paper setters as well as Moderators shall :
 - (a) ensure that each question paper has been set according to the syllabus of the subject, blue print, design and text books/recommended books;
 - (b) prepare a comprehensive marking scheme for each question paper, giving expected answers, value points and distribution of marks;
 - (c) workout themselves the solution to the questions particularly the numerical questions;
 - (d) mention against each question approximate time that may be required for answering the question by an average student who has carefully studied the course and has prepared for the examination methodically;
 - (e) ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey. (Each question should linguistically be unambiguous, clear, accurate and free from all limitations);
 - (f) respectively set and moderate the question paper strictly in accordance with the unit wise weightage given in a curriculum of the subject, keeping the variations of the marks, if any, under different sub-units at the minimum;
 - (g) furnish a certificate that the provisions of sub-clauses (ii) and (iv) have been complied with.

48. (C) Disqualifications of Paper Setters/Moderators/Head Examiners/Examiners/Coordinators

(a) No person shall be appointed as a Paper setter/Moderator:

(i) if he/she has written a guide-book, help-book, key or any similar matter, with whatsoever name, relating to the subject;

(ii) if he/she has been or is engaging himself/herself in private tuitions and is coaching at private institutions or carrying out similar other activity.

(b) Where the Chairman is satisfied that a Paper Setter/Moderator/Head Examiner/ Examiner/ Coordinator :

(i) is unable to perform the work or has not performed the work of the desired standard/quality; or

(ii) has not been able to conform to the directions of the Board; or

(iii) is suspected to have engaged himself/herself in the activities defying the trust reposed (such as leakage of question papers etc.) and/or in such activities which are unethical, unacademic or undesirable; or

(iv) has furnished false declaration or has concealed facts.

he/she may:

(a) cancel his/her appointment as Paper setter/Moderator/Head Examiner/Examiner/Coordinator; and/or

(b) disqualify him/her from all or some of the remunerative work of the Board for a specified period or permanently; and/or

(c) forfeit/reduce remuneration payable to him/her; or

(d) take any other action;

as deemed appropriate by him/her in the circumstances of the case.

48. (D) Instructions to Paper Setters/Moderators/Head Examiners/Examiners etc.

The Controller of Examinations, with the approval of the Chairman, shall issue detailed instructions for all examinations work (including Paper setters/Moderators/Head Examiners/ Examiners/Coordinators) in conformity with these bye-laws;

Provided that if any emergency arises out of the administrative business or otherwise, which, in the opinion of the Chairman require instructions/directions in deviation of these bye-laws, the Chairman may order issuance of such instructions/directions as he/she may deem necessary but the same shall be reported to the appropriate Committees/Governing Body in their next meeting.

(E) (i) All question papers shall be in the exclusive custody of the Controller of Examinations and other officers as may be identified by the Chairman.

(ii) All copy rights in respect of Question Paper set by the Paper Setter and subsequently moderated by the Moderator(s) shall vest with the Board.

49. Receipt of Answer Books

(i) All answer books from examination centres shall be received by the concerned Regional Officer or by an officer identified and recommended by the Controller of Examinations and approved by the Chairman.

(ii) All answer books shall be deemed as confidential document and no person(s) other than identified by the Controller of Examinations/Chairman shall be permitted to handle the same.

(iii) All the answer books received from the examination centres in real roll numbers of the candidate shall be converted into fictitious numbers.

(iv) The conversion of real numbers to fictitious numbers will be carried out by a team of Secrecy Officers with the overall control of a Chief Secrecy Officer.

50. Chief Secrecy Officers/Secrecy Officers

(i) The Chairman shall appoint a Professor or a Principal of a College or Reader/Senior Lecturer of a college or such other person of integrity, honesty and experience as Chief Secrecy Officer for an examination of the Board at Delhi and at Regional levels.

(ii) Each Chief Secrecy Officer will identify his/her own team of persons who will carry out the work under his/her guidance. Such persons shall not be below the rank of lecturer in Colleges.

(iii) The Chief Secrecy Officer and his/her team shall undertake to maintain the confidentiality of the assignment given to them.

(iv) No person whose ward or near relative is appearing in any given examination of the Board shall work as a Secrecy Officer.

(v) Each Chief Secrecy Officer and Secrecy Officer shall be paid remuneration for their work on such rates as approved by Board from time to time.

51. Evaluation

(i) All answer books bearing fictitious roll numbers shall be evaluated by approved examiners.

(ii) The Board, under normal conditions, shall get the answer books evaluated at such cities and centres, identified by the Chairman from time to time.

(iii) Normally the spot evaluation centres shall be situated in schools affiliated to the Board.

(iv) Under special circumstances the answer books may be evaluated by examiners at their residences.

52. Marking Scheme

(i) A detailed marking scheme shall be prepared for each question paper by the paper setter alongwith the question paper.

(ii) The marking scheme shall indicate value points in respect of each answer and the award to be assigned for each of the value points.

(iii) The original marking scheme may be amended/modified by a group of Head Examiners on the basis of evaluation of sample answer scripts.

53. Head Examiners

(i) The Chairman shall appoint a senior person in the rank of Principal, Vice-Principal, Post Graduate Teacher of an affiliated school or a lecturer in a college as Head Examiner for a subject/paper.

(ii) The Head Examiner shall be responsible for ensuring uniform evaluation of answer books as per the final marking scheme. The Head Examiner shall monitor the evaluation and ensure strict implementation of the marking scheme.

(iii) The Head Examiner shall bring to the notice of the Controller of Examinations, discrepancies, anomalies and suspected use of unfairmeans identified during the course of evaluation.

(iv) The Head Examiner shall report to the Controller of Examinations in writing the names of such examiners who have not carried out the instructions of the Board or have not maintained punctuality or have not observed the code of conduct for such actions as may be deemed fit by the Board.

(v) No person whose ward or relation or the ward of whose near relation is appearing in the examination shall be appointed as Head Examiner.

(vi) The Head Examiner shall be the custodian of all answer books entrusted to him/her for evaluation at the evaluation centre and shall provide such physical and administrative facilities as are necessary to ensure quick, smooth and fair conduct of evaluation.

(vii) The Head Examiner shall treat all information provided to him/her and all materials supplied to him /her as strictly confidential, and at no stage divulge directly or indirectly any such

information
to any person other than those authorised by the Board.

(viii) One Head Examiner shall be appointed for each set of ten to fifteen examiners.

***54. Additional Head Examiners**

(i) Additional Head Examiner shall be appointed by the Head Examiner if the approved number of examiners is more than five on any day of evaluation. He /she shall assist the Head Examiner in discharging his/her duties and shall also discharge duties as assigned by the Board from time to time.

(ii) A PGT in the same subject with not less than five years experience is eligible to be appointed as AHE for class XII and a TGT having not less than five years experience in the same subject is eligible to be appointed as AHE for class X.

(iii) Notwithstanding anything contained in the rule 54(i) and (ii), the Chairman shall have the powers to appoint Additional Head Examiner(s) in relaxation of the provisions of these Bye Laws for reasons to be recorded.

EXAMINERS

List of Teachers

(i) The Head of the affiliated institutions shall recommend, every year, the names of teachers in their respective institutions, eligible for appointment as an Examiner in accordance with the provisions of these bye-laws

Qualifications of an Examiner

(ii) An Examiner shall :

(a) hold at least a post graduate degree in case of Senior Secondary level and a graduate degree in case of Secondary level in the concerned/allied subject;

(b) have at least three years' teaching experience at Secondary/Senior Secondary/ higher education level; and

* (c) be a practising teacher teaching the same subject in a school affiliated to this Board or any other recognised Board/University/Institution or a person working in the State National level educational organisations set up by the Govt. and are actually involved in the organisation of inservice training programmes/development of study materials for the Secondary/Senior Secondary students/teachers or research work or a retired teacher from a CBSE affiliated school (PGT for Class XII and TGT for Class X) teaching the same subject prior to his/her retirement and has not attained the age of 65 years on 1st of April of the year of evaluation work.

(iii) No person shall be appointed as an Examiner in a subject if :

he/she has been under suspension from service; and/or a departmental enquiry is either pending or is envisaged against him/her or has earlier been debarred from any work of the Board or his/her integrity is doubtful in the opinion of the Chairman.

(iv) No person shall be appointed as an Examiner for more than one subject or for more than one examination simultaneously.

56. Team Evaluation

(i) The Board may adopt individual team approach of evaluation of the answer books.

(ii) The mode of fixation of team shall be exclusively left to the Board or the Head Examiner as the case may be.

(iii) The question paper and the marking scheme shall be suitably designed in such cases to facilitate team evaluation.

57. Award List

** (i) The award lists shall be prepared in Triplicate.

(ii) All award lists are confidential documents of the Board.

(iii) No person except those authorised by the Controller of Examinations shall be permitted to handle the award lists.

(iv) No person other than the Controller of Examinations or Joint Secretary (Coordination) or Regional Officer is authorised to communicate any change in the awards. All such communications shall be sent in writing duly attested and signed by the concerned officials.

(v) The award lists of an examination shall be destroyed three months after the declaration of results in the presence of a committee appointed by the Chairman of the Board.

58. Spot Evaluation "NODAL Centres"

A '**nodal centre**' is a school which can provide space, facilities and amenities for evaluation and coordination for a number of specified subjects/schemes and located in the vicinity of about 10 schools. Regional Officers of the Board shall explore the possibilities of setting up a nodal centre at an appropriate central place, especially in areas outside Delhi. A 'nodal centre' shall be fixed, keeping in view, the following points:

(i) the 'nodal centre' should be centrally located in the neighbourhood of about 10 schools;

(ii) it should be easily accessible to the staff appointed at the centre;

(iii) qualified and experienced staff in the nodal as well as the neighbouring schools is available to act as Head Examiners/Examiners/Coordinators;

(iv) sufficient number of rooms/stores can be provided to keep the bags of answer books and allied confidential material, subject wise, separately;

(v) it should have appropriate security, transport and communication facilities; and

(vi) a nodal centre shall be fixed with the approval of the Chairman.

59. Declaration of Results

(i) All the results of the examinations conducted by the Board shall be declared with the approval of the Chairman.

(ii) The Board shall not be responsible for non receipt of any communication by a candidate or a school with regard to the declaration of the result.

(iii) The Board shall not be held responsible for any material or other loss incurred by candidate(s), if the results of the candidate(s) are delayed by the Board due to "Result Later" cases for justifiable reasons and that they are declared within a reasonable period of time as prescribed in the rules.

(iv) The 'Result' shall indicate the factual position of the candidate with the marks/grades obtained by a candidate alongwith his/her status i.e. Pass/Fail/Comptt. in a 'Gazette' kept in the office of the Board.

60. 'Result Later' Cases

(i) The Board may declare the result of the candidate(s) as 'Result Later' due to inadequacy of data, lack of information from the candidate, school, examination centre etc.

(ii) The result of such candidates shall be declared by the Board on availability of data/ information within a reasonable time from the date of declaration of results by the Board. The Board shall not be liable for any loss/damage caused to the candidate for 'Result Later'.