



विदर्भ माध्यमिक शिक्षा मण्डल, नागपुर

VIDARBHA BOARD OF SECONDARY EDUCATION, NAGPUR

(Maharashtra)

GUIDELINES FOR EXAMINATION

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TO.
THE SECRETARY
VIDARBHA BOARD OF SECONDARY EDUCATION
NAGPUR (MAHARASHTRA) – 441106
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Examination Guidelines for RC's, School's, AC's, Invigilators & Students

INSTRUCTION FOR EXAM PAPERS:

1. Maximum Number of Marks is 100 per subject.
2. The question paper consist 100 questions.
3. All the questions are compulsory for both 10th & 12th standard.
4. The duration for solving the exam paper is 90 minutes for the practical subjects which has maximum of 80(+20) marks for 10th class.
5. The duration for solving the exam paper is 90 minutes for the practical subjects which has maximum of 70(+30) marks for 12th class.
6. 3hrs.duration for solving question paper which has maximum of 100 marks. Both for 10th & 12th exams.

INSTRUCTION FOR RC's , School's & AC's

1. Soft Copy of Examination paper will be sent one day before of commencing of Examination.
2. RCs will take sufficient number of copies of that paper (as per AC's list/requirement)
3. Examination papers must be kept in a secure place such as a safe or lockable cupboard until they are needed.
4. The duty of AC is to check that exam centers are duly well prepared for conducting the Exam's.
5. Maximum number of student's allotted to each examination centre (AC) is 100 students. If it is less than 100 then a nearby center will be allotted to the students by the RC.
6. Only 6 OMR sheets will be provided to students during exams. The remaining OMR sheets should be sent back to the RC.
7. The OMR sheets will be filled by the students by using pencil or black pen only.
8. After the exams are over the OMR sheet should be packed & sealed properly and should be sent back to RC.

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9. Students should reach the examination centre before 15 minutes and take seat showing the admission card.
 10. The admit card is must for examination.
 11. Without the admission card entry will not be given to the student.
 12. Entrance to examination hall will not be allowed after 30 minutes after the start of examination.
 13. Students should bring only pencil with them; OMR Sheets will be supplied in the examination hall.
 14. Students should not keep any book/notebook/Mobile with them during the examination otherwise Invigilator in charge can disallow the student from the examination.
 15. Student should obey the orders and rules of examination. If any student found breaking the rules, the Invigilator has the right to disallow the student from the examination.
 16. In case of doubt Invigilator can interrogate the student's personal search.
 17. On demand students should show the admit card to the invigilator.
 18. Students should sign the attendance sheet daily.

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POST EXAMINATION RESPONSIBILITIES (RC's, School's & AC's):

- 1 The examination papers, including any unused scripts, must be placed in the plastic envelope(s) supplied, bearing the address of VBSE's Head Office.
- 2 Invigilators must ensure the attendance sheet is complete with the required details and that the attendance list has been fully completed with all absences noted.
- 3 The AC must complete the Supervisor's report and enclose the whole document with the question papers, a completed Returned exam papers log and any answer sheets in the envelope(s).
- 4 Envelopes must be sealed with the supervisor's signature written across the seal.
- 5 The examination papers and paperwork must be returned to VBSE's Head Office, within three days after Exams.
- 6 If there is any delay the Controller of Examination at VBSE must be contacted immediately. Failure to do so may result in the papers being voided.
- 7 The Centre Representative is responsible for checking that there are the correct numbers of papers per level.
- 8 The RC's has to give instructions to all the AC's accordingly for keeping the Examination centers up to date before conducting the Exams.
- 9 The RC should prepare the Gazette properly for each and every student after declaration of results.

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DURING THE EXAMINATION:

1. No candidate may leave the room in the first 30 minutes, or during the last 15 minutes of their examination.
2. After the examination has been in progress for 15 minutes, no students can enter in examination hall.
3. Verify the identity of candidates by checking their admit cards and after that which should be placed on the top right hand corner of the desk.
4. If no photo ID is provided, please record this on the attendance list.
5. Lack of a suitable form of ID will prevent the candidate from completing the examination.
6. After the examination has been in progress for 30 minutes, ensure that missing candidates are recorded on the attendance sheet by writing there absent. Please take care to update the attendance sheet to include any late-comers and any additional candidates.
7. Exercise surveillance at all times. At no time should candidates be left unsupervised in an exam hall.
8. Do not allow a candidate to leave and return to the examination unless supervised by an invigilator while absent.
9. Do not permit a candidate to communicate with anyone other than an invigilator during the course of the examination without permission.
10. Your task is to invigilate the exam. During the exam, you must not read, use a laptop or work on your own projects in any format.
11. You should ensure that you regularly walk around the room and attend promptly to students with raised hands. If you have to communicate with another invigilator, please do so very quietly or leave the room if this is possible.

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INSTRUCTION FOR INVIGILATORS:

1. One or Two invigilator is required to be present in every examination room. In rooms with more than 25 candidates, there must be two invigilators for every 25 candidates.
2. Where examinations take place in separate classrooms, there must be some invigilators available outside the rooms in case an invigilator inside a room needs assistance.
3. Question papers must not be released to the supervisor/invigilator more than 30 minutes before the start of the exam.
4. Bags and other belongings must be left either outside the examination room or placed in a secure area.
5. Candidates must ensure that mobile phones and all other electronic equipment are switched off and left in the secure area. If a candidate is found in possession of a mobile phone, they will be required to leave the Examination room and must not be readmitted.
6. When all papers have been distributed, the supervisor must tell candidates to read the front cover, check that they have received the correct paper for their examination and fill in the details required.
7. The supervisor/invigilator must remind candidates of the rules regarding leaving the room, cheating or communicating with other candidates once the exam has started.
8. Take the question paper (and answer sheets if relevant) from the candidate, ensuring that each candidate has completed their details, including name, candidate number, centre number and date of exam.
9. Collect any spare question papers and answer sheets if relevant. Candidates can leave the examination room once all examinations scripts have been counted.
10. As some exams may still be in progress, supervisors/invigilators may be required to supervise leaving candidates to ensure that remaining candidates are not disturbed.
11. You must arrive at the Examination Room at least 30 minutes before the start of the examination and sign in on arrival.
12. Invigilators are jointly responsible for all the papers being examined not just papers from their own school and must stay for the duration of the longest paper.

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13. Invigilators are responsible for all procedures in the exam hall, including script collection, exam paper queries and reading out any instructions and announcements.
 14. Please read the instructions carefully and ensure you also familiarize yourself with the 'Emergency procedures' and 'Responsibilities of the Invigilator' document.
 15. Students are admitted into the exam hall 10-15 minutes before the start of the exam.
 16. Ensure that all bags and other personal belongings are deposited in the designated area.
 17. One or two invigilators should be stationed at the entrance to ensure that bags are not blocking exits and that no one leaves the room once they have entered.
 18. Mobile telephones or other electronic devices must be switched off and put into a bag.

If the student does not have a bag, the phone should be placed in a box at the front of the hall.

INSTRUCTION FOR STUDENTS:

1. Students should reach the examination centre before 15 minutes and take seat showing the admission card.
2. The admission card is must.
3. Without the admission card entry will not be given to the student.
4. Entrance to examination hall will not be allowed after 30 minutes after the start of examination.
1. Students should bring only pen with them, OMR Sheets will be supplied in the examination hall.
2. Students should not keep any book/notebook/Mobile with them during the examination otherwise Invigilator in charge can disallow the student from the examination.
3. Student should obey the orders and rules of examination. If any student found breaking the rules, the Invigilator has the right to disallow the student from the examination.
4. In case of doubt Invigilator can interrogate the student's personal search.
5. On demand students should show the admit card to the invigilator.
6. Students should sign the attendance sheet daily.

Issue of Mark sheet and Certificate

You shall be serviced with-

A- Mark-Sheet on declaration of result through your AC.

B-Provisional and Migration Certificate will be issued to successful candidates.

C-The passing certificate will be issued about one months after declaration of Results.

VBSE does not issue any Transfer/School Leaving/ Character/Date of Birth Certificate separately to its learners.

In case of your passing in additional subjects(s) or improvement of performance in one or more than one subject, no fresh certificate will be issued; you shall be issued only a Marksheet. No migration Certificate will be issued to the learners unless they complete their course

Pass and Certification Criteria

Course	Pass Criteria	Certification Criteria
Secondary Course	A minimum of 33% marks in the aggregate (Theory plus Practicals where applicable) in the public examination.	Pass in 6 subjects including at least two but not more than three languages (third language could be taken as extra subject)
Senior Secondary Course	A minimum of 33% marks (separately in theory and Practicals in subjects having both and also in aggregate) in the public examination.	Pass in 5 subjects including at least one but not more than two languages

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TO PROVIDE PHOTOCOPIES OF ANSEWER SHEETS

After months of deliberation, Vidarbha Board Of Secondary Education of regular and private / distance learning at Secondary and Senior Secondary level , has decided to provide photocopies of answer scripts to students from this year under Right to Information (RTI) Act, 2005.

The results of Senior Secondary Certificate (SSC) examination will be declared on in June last week. The students can apply on or after 15th of July online to get the photocopies. The photocopies will be handed over to students but the answer scripts will not be shown to them.

The students who have been caught while copying will be shown their answer scripts.

The students can apply online or through the post for photocopies of his/her answer scripts. The students will get photocopies at their residence. They will have to submit a demand draft of Rs.500/subject/student in favour of the Board. The students will attach the photocopy of their hall ticket. When students come to the office to receive photocopies, they will have to provide photo identity cards.

The students then don't have to apply for verification of marks. If a student applies under RTI, then he will not be able to submit any other application as well.

In a move to make the education system more transparent the board (VBSE) has decided to provide photocopies of answer scripts of its various examinations to students for a fee of Rs500/subject/student.

*** However, the students will not show the photocopies to media or any other public use.**

In August last year, the apex court had ruled that students can obtain the copies of their answer sheets under the RTI Act. The then Chief Information Commissioner (CIC) of India, Vijay Sharma, in 2015, had also ruled that students should be given copies of their answer sheets for the Secondary School Certificate (SSC) and Senior Secondary School Certificate (SSSC) examinations conducted by the Board of Secondary and Senior Secondary Education .

Policy on "Mass Copying"

Penalties for resorting to Mass Copying in examinations in VBSE :-

Following penalties are levied against the examination centres booked under Mass copying :-

1. Disaccreditation of A.C.
2. In the case of institution other than A.Cs, examination centre is cancelled for ever.
3. Intimation to the respective Boards for disaffiliation of the institution for resorting to unethical practices.
4. Lodging of FIR with police where it is established that money exchanged hands and there is involvement of the Centre Superintendent and Invigilators in this racket.
5. Publicity in the press against the Institution involved in unethical practices during the examination indicating action taken against those institution/s.

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Fee Sturcture

Sr. No.	For Middle (Class- 8th) Examination	Fees
1.	Application Form	100/-
2.	Registration Fee	500/-
3.	Exam Fee (For Six Subjects)	2000/-
4.	Study Material/ Center Fee	2000/-
5.	Total	4600/-

Sr. No.	For Secondary (Class- 10th) Examination	Fees
1.	Application Form	100/-
2.	Registration Fee	500/-
3.	Exam Fee (For Six Subjects)	3000/-
4.	Study Material/ Center Fee	3500/-
5.	Total	7100/-

Sr. No.	For Ser. Secondary (Class- 12th) Examination	Fees
1.	Application Form	100/-
2.	Registration Fee	500/-
3.	Exam Fee (For Five Subjects)	3250/-
4.	Study Material/ Center Fee	4000/-
5.	Total	7850/-

Other Fee Details

Sr. No.	Miscellaneous	Fees
1.	Migration Certificate Fee	500/-
2.	Duplicate Certificate Fee	500/-
3.	Correction Fee	500/-
4.	Re-Evaluation Fee For (One) Subject	500/-
5.	Re-Evaluation Fee For All Subject	1000/-
6.	Document Verification Fee	500/-
7.	Transfer of Credits / Subject Change (One) Subject	1000/-
8.	Fees For Additional Subject (One) Subject	500/-
9.	Fee For Examination (One) Subject	500/-

Note:

- (i) Re-appear candidates should pay only Examination fee.
- (ii) Demand draft should be drawn in the favour of 'Vidarbha Board of Secondary Education' and payable at NAGPUR.
- (iii) If a candidate requires study materials, he/she to pay extra amount for it.



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Evaluation System:

Vidarbha Board of Secondary Education Nagpur has certain features in its evaluation system such as-

- freedom to answer the questions in Public Examinations in any one of the scheduled regional languages, although the Question Papers supplied would generally be in English and Hindi/ available Regional mediums only.
- Intimation letter and Certificate have scanned photographs of the learners.
- the information about Examination Centres and results are made available online.
- VBSE has been doing innovations in the evaluation system to maintain its credibility and standards. The On Demand Examination System at Secondary and Senior Secondary level for the registered candidates is one such innovation.

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The Public Examinations are held twice a year in the months of March – April and September – October on dates fixed by the VBSE. However, you are also eligible to appear through On Demand Examination at Secondary Level and Senior Secondary level in those subjects only in which you have admission in VBSE.

Registration for Public Examination for admission are through ACs as well as Online admission under all stream. To appear for the VBSE examination, you must register yourself by filling up the Examination Form and paying requisite examination fee as per schedule given.

- 1- For March – April Examination : 31st June to 31st August (without Late fee), from 01st September to 30th September (with late Fee of Rs.100 per subject) and from 1st

October to 30th October (with late Fee of Rs.200 per subject) and from 1st November to 30th December (with Consolidated late of Rs.300 per subject).

- 2- For September - October Examination : 01st December to 31st January (without Late fee), from 01st February to 10th March (With late Fee of Rs.100 per subject) and from 11th March to 20th April (with late Fee of Rs.200 per subject) and from 21st April to 30th June (with Consolidated late of Rs.300 per subject).

Important Note:

Learners admitted to Senior Secondary Course must ensure that for the purpose of obtaining a certificate at the Senior Secondary level, a two-year gap is essential from the year of passing the Secondary examination. If you do not have the requisite gap of two years, you can appear in a maximum of four subjects only in the forthcoming March – April examination and subsequent September – October Examination. You will be eligible to appear in the remaining subjects only on completion of the two years gap. In the absence of the two years gap, your examination fee will be adjusted for the first four opted subjects and the remaining fee, if paid for other subjects, will be forfeited.

- No examination fee will be accepted at VBSE Headquarters.
- In case, your AC stands cancelled/ non functional, you may pay your fee in the prescribed form at the concerned Regional Centre of the area as listed on the website within the prescribed dates in person or by post along with the bank draft. The Bank Draft is to be drawn in favour of "Vidarbha Board of Secondary Education" payable at Nagpur.
- Contact your AC or log on to VBSE website about two weeks prior to commencement of examination for finding out details regarding your Examination Centre and date sheet.
- Fixation of Examination Centre is the prerogative of VBSE. However, the Examination Centres are normally fixed in District Headquarters, Sub-Divisional Headquarters and other available places nearest to the ACs.
- You have to appear in the Examination Centre allotted to you by VBSE. The decision of VBSE with regard to allotment of Examination Centre will be final. In case, you appear in an Examination Centre other than allotted by VBSE, your result will not be declared and your case will be treated as having resorted to unfair means.

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Credit Accumulation

You can avail as many as nine chances to appear in the public examinations spread over a period of five years. VBSE holds external examinations twice a year. VBSE will keep and accumulate your passes (Credit) in particular subjects in its computer till you clear all the required subjects for a certification. Avail this flexible scheme of examination to learn well and to get better results.

It may, however, become necessary for the VBSE to revise the syllabus of different courses from time to time.

If a Senior Secondary candidate passes in Practicals but fails in the Theory of a subject, his/her Practical awards are retained and he/she can appear in Theory examinations. However, if he/she re-appears in practicals again, then better of the two results will be taken into account.

Likewise the part credit of passing in the Theory but failing in Practicals is retained. **But the examination fee of both Theory and Practicals has to be paid even if the candidates does not intend to appear in Theory or Practicals.**

For Secondary examinations, theory and practicals are considered as one unit and a candidate has to pass in aggregate of the two. Hence, a candidate reappearing in a subject is required to appear in both theory and practicals.

For the purpose of obtaining a certificate at the Senior Secondary level, a two-year gap is essential from the year of passing the Secondary examination. If you don not have the requisite gap of two years, you can appear in a maximum of four subjects only in the forth coming March-April and subsequent September-October Examinations. You will be eligible to appear in the remaining subjects only on completion of the two years gap. If a candidate with less than two years gap applies for examination in more than four subjects, then the registration for examination will be done only for the first four subjects. The remaining subjects will not be considered and the fee will be forfeited.

Improvement of Performance

VBSE allows you to apply again in a subject, which you have already passed, for improvement of performance but only once.

You have to apply for improvement in the same manner as for appearing at the first chance examination and pay the required fee. This chance can be availed only once within the five years of admission.

For subjects involving Practicals you have to appear in both Theory and practicals for improvement in the performance.

Better of the two results would be considered and indicated in the marksheet.

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