

**GOA BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION
ALTO BETIM GOA**

CIRCULAR NO. 24

**GBSHSE/EXAM/HSSC/2002
Date: 27/5/2002**

To,
The Heads of all recognised Secondary &
Higher Secondary Schools/Institutions
Under the jurisdiction of this Board.

Sir/Madam,

The following decisions of the Board shall be implemented for the public examinations of SSC/HSSC to be held from March 2002.

1. **Improvement Scheme for S.S.C./H.S.S.C. Examination - Rule 79.**

Improvement scheme shall be made applicable to SSC Examination from March 2002 Examination as per the provisions in Rule 79. The said rule is reproduced.

Rule 79. Improvement scheme for S.S.C./H.S.S.C. Examination - (1) A candidate who has passed S.S.C./H.S.S.C. examination shall be eligible to appear for examination with one or more subjects to improve his/her performance in the Examination provided he/she has passed the examination.

- (2) The application for such examination shall be forwarded to the office of the Board through the head of the same institution last attended.
- (3) The candidate shall offer only those subjects under improvement which he/she had offered at the attempt of passing SSC/HSSC examination. No change in the subjects shall be allowed under improvement scheme.
- (4) The candidate shall be provided only one chance for improvement within a period of two years from his/her passing the SSC/HSSC examination.
- (5) The result of the examination whichever is better i.e. either after improvement or before improvement, shall prevail.
- (6) The revised statement of marks and certificates in case of improvement of the result shall be issued only after surrendering of the statement of marks/certificate of passing HSSC issued to the candidate earlier.
- (7) The candidate improving his/her performance in HSSC examination shall not be eligible for prizes.
- (8) The statement of marks and under improvement scheme of such candidate shall bear a remark that the performance shown is under improvement scheme.
- (9) The candidates appearing for examination under improvement scheme shall be eligible to continue their further studies simultaneously.

2. **Verification of marks - Rule 80**

The verification in absentia or in presentia shall be allowed. The said rule is reproduced.

Rule 80. Verification of marks - (1) The Board shall on receipt of the application in specified form with necessary fees from any candidate who appeared for the examination, if such application is received through the head of the institution, shall verify the answer paper/s of such candidate as regards the correct totalling of marks, transfer of marks on the front page of the answer-books and assessment of all questions and sub-questions.

- (2) The application for verification of marks shall be made within four weeks of the declaration of results.
- (3) No application shall be entertained for re-assessment of answer book.
- (4) The verification shall be done as per the norms specified by the Board.
- (5) If as a result of the verification made under this rule it is discovered that there has been either an omission to examine and mark any answer or answers and/or a mistake in the totalling of the marks, the fee for verification shall be refunded to the candidate. If a mistake is discovered, it shall be corrected by the Secretary duly attested and dated, and if as a result of this correction, the candidate's result as

already declared is altered in any way, he/she shall be informed of this correct result by a telegram.

- (6) The Board shall make refund of fees paid by the candidate with application for verification if there is any change in the marks of the candidates communicated earlier.
- (7) The Board shall, on receipt of the application in specified form with necessary fees from any candidate, shall supply photo-copies of his/her answer-books in the subject/s so desired, if such application is received through the head of the institution within ten days of declaration of results, as per the norms specified by the Board.
- (8) The verification of marks of any candidates shall be permitted in presence of the candidate vis-à-vis the above mentioned procedure if desiring candidates submits such application to the Board within four weeks of declaration of results along with specified fees. However, such candidate shall produce hall ticket or the authentic documents as an identity for his/her presence at the time of verification of marks.
- (9) No persons other than the candidates at the time of verification shall be permitted to be present with him/her. In the event of failure of the candidate to remain present, the verification shall be done in his/her absence. -
- (10) Any changes effected in the said answer book as a result of verification of marks shall be attested with date by both i.e. verifying officer and the concerned candidate.
- (11) If the application for verification of marks is rejected/withdrawn within specified time, the fees paid towards verification of marks shall be refunded after deduction of 50% amount as service charges.

The norms for verification shall be as follows-

- (a) Application for verification shall reach the office of the Board through the head of the Institution with an attested copy of mark-sheet/mark-sheet-cum-Passing certificate and with prescribed fees within four weeks of the date of declaration of the results.
- (b) The candidate shall surrender the original mark-sheet-cum-Passing Certificate to the Head of the Institution against acknowledgement to be produced to claim the document after the declaration of result on verification.
- (c) The fees for verification of marks in absentia shall be Rs.75/- per subject from March 2002 Examination subject to revision.
- (d) In case of change in the statement of marks after verification, a new mark-sheet-cum-Passing Certificate shall be issued to the candidate through the Head of the Institution on producing the acknowledgement as referred in (b) above.
- (e) If case of change in the statement of marks after verification, the amount of fees paid by the candidate shall be refunded subject to deduction of 25% as service charges.
- (f) In case of no change in the statement of marks after verification, no fees shall be refunded.
- (g) The report of verification will be sent within 15 days if there are changes after verification and within 30 days if there are no changes after verification.
- (h) In case of change in the statement of marks on verification, the Head of the Institution shall deposit mark-sheet-cum-passing certificate in original to the office of the Board for further necessary action.

3. **Supply of Photocopies of Answer-books - Rule 80 (7)**

The candidates shall be supplied the photocopies of their answer-books. The said rule is reproduced.

Rule 80(7) The Board shall, on receipt of the application in specified form with necessary fees from any candidate, shall supply photo-copies of his/her answer-books in the subject/s so desired, if such application is received through the Head of the institution within ten days of declaration of results, as per the norms specified by the Board.

The norms for supply of such photocopies shall be as follows:-

- (a) Application for photocopy of the answer-book/s alongwith attested copy of statement of marks and prescribed fees shall reach the office of the Board through the Head of the Institution within ten days of declaration of the results.
- (b) The fees for supplying photocopy of answer-books shall be Rs.250/- per subject for H.S.S.C.E. and Rs.200/- per subject for S.S.C.E., subject to revision.
- (c) In case, the application for supply of photocopy is withdrawn with prior sanction of the Secretary, the fees paid shall be refunded after deducting 50% amount towards service charges. The application for such refund shall reach the office of the Board within 3 months of date of sanction for withdrawal.
- (d) The Board shall prepare a schedule of the time and date of availability of photostat copies and shall display the same at the office of the Board on seventh day from the date of his/her application.
- (e) The candidate shall produce his/her Examination Admission Card /School Identity Card to prove his/her identity before claiming the photocopies. In case, the photocopy is not made available to the candidate within the scheduled time, he/she may contact the Secretary for further course of action. In case of any other difficulty, the Secretary may be contacted.
- (f) He/She shall produce the receipt towards payment of fees for supply of photocopy.
- (g) The photocopies shall bear the seal of the Board on every page.
- (h) No person other than the candidate shall be allowed to see the photocopy of the answer-book applied for.
- (i) No claim towards (i) re-evaluation, either whole or part (ii) error in totaling/transferring of marks, comparison, comments, discussion, arguments, observation, etc. shall be entertained on supply of photocopy.
- (j) No comparison of answers, comments, discussion, arguments or other observation during verification of photocopies will be permitted. Verification of photocopies shall be done in isolation and maintaining strict silence.
- (k) The candidates shall return the photocopies within time specified (not exceeding sixty minutes in normal course).
- (l) The question paper of the subject for his/her reference shall be made available to him/her at the office of the Board, if necessary. The students shall not be allowed to carry any material including text-book, guide, etc. in the premises.
- (m) If the candidate does not report to see the photocopy on the scheduled date and time, the copies shall not be shown later.
- (n) The candidate shall certify that he/she has received the photocopies, verified them to his/her satisfaction and returned them. He/She shall make necessary entries to that effect in the register.

4.

Verification of marks in presence - Rule 80 (8)

The candidates can avail the facility of verification of marks in their presence. The said rule is reproduced.

Rule 80(8) The verification of marks of any candidates shall be permitted in presence of the candidate vis-à-vis the above mentioned procedure, if desiring candidates submit such application to the Board within four weeks of declaration of results along with specified fees. However, such candidate shall produce hall ticket or the authentic documents as an identity for his/her presence at the time of verification of marks.

The norms for verification in presence of candidates shall be as follows:-

- (a) Application for verification shall reach the office of the Board through the head of the institution with an attested copy of mark-sheet/mark-sheet-cum-Passing certificate and with prescribed fees within four weeks of the date of declaration of the results.
- (b) The candidate shall surrender the original mark-sheet-cum-Passing Certificate to the Head of the Institution against acknowledgement to be produced to claim the document after the declaration of result on verification.

- (c) The fees for verification of marks in presence of candidate shall be Rs. 350/- per subject in case of H.S.S.C.E. and Rs.300/- per subject in case of S.S.C.E., subject to revision.
- (d) The Board reserves the right to reject the application for verification. In case, the application for verification of marks in presence is rejected, the verification fees shall be refunded after deducting 50% amount towards service charges.
- (e) The Board shall prepare a schedule of the time and date of verification and shall display the same at the office of the Board on the seventh day from the date of his/her application.
- (f) The candidate shall produce his/her Examination Admission card/School Identity Card to prove his/her identity. In case, answer-book is not made available to the candidate within the scheduled time, the Secretary may be contacted.
- (g) He/She shall produce the receipt towards payment of fees for verification of marks in presentia.
- (h) He/She shall produce acknowledgement in original towards submission of original mark-sheet-cum-Passing Certificate to the Head of the Institution..
- (i) No person other than the candidate shall be allowed to verify his/her answer-book.
- (j) In the event of failure of the candidate being present at the given schedule of appointment, the verification shall be done in his/her absence.
- (k) No claim towards re-evaluation either whole or in part shall be entertained.
- (l) No comparison of answers, comments, discussion, arguments or any other observation during verification in presentia will be permitted. Verification will be done in isolation and maintaining strict silence.
- (m) Misconduct at the time of verification of marks on the part of the candidate shall attract penal action and cancellation of verification.
- (n) Assessment of unassessed part, if identified, shall be done later in accordance with the rules and not in presence of the candidate.
- (o) The verification report in the specified proforma shall be attested by both, the candidate and the verifying officer.
- (p) In case of change in the statement of marks after verification, a new mark-sheet-cum-Passing Certificate shall be issued to the candidate through the head of the Institution on producing the acknowledgement as referred in (b) above.
- (q) In case of change in the statement of marks on verification, the Head of the Institution shall deposit the mark-sheet-cum-passing certificate in original in the office of the Board for further necessary action.
- (r) If there is any change in marks after verification, the amount of fees paid by the candidate shall be refunded **after deduction of 25% towards service charges**. If there is no change in marks after verification, no fees shall be refunded.
- (s) The report of verification will be sent within 15 days if there are changes after verification and within 30 days if there are no changes after verification.
5. **"Needs improvement" in case of "Fails" -**
The Board has decided that the remark of "Needs improvement" shall be incorporated instead of "Fails".

Yours faithfully,

Devi Dhami
Secretary 27.9.02

Copy forwarded to:-

1. All the members of the Goa Board of Secondary and Higher Secondary Education, Alto Betim
2. The Director of Education, Directorate of Education, Panaji.
3. The Director of State Institute of Education, Alto-Betim, Goa.
4. All Assistant Directors/ Dy. Education Officers, NORTH/SOUTH/CENTRAL Educational Zones. MAPUSA/MARGAO/PANAJI
5. All sections of this Board.