

CHAPTER-1

GENERAL RULES FOR EXAMINATION

1.1 Definitions

In this calendar, unless there is anything repugnant in the subject or context:

- a. “Board” means the Federal Board of Intermediate & Secondary Education Islamabad.
- b. “Chairman, Secretary and Controllers of Examinations” means Chairman, Secretary and Controller of the Examination of the Board.
- c. “Head of an Institution” means the Principal of a College or Higher Secondary School or the Headmaster or Headmistress of a School.
- d. “Headmaster” and “Headmistress” include the Principal of School.
- e. “Institution” means a college or a school.
- f. “Teacher” means a person engaged in teaching work in affiliated institution or in an institution affiliated to a University or any other person recognized as such by the Board.
- g. “Student” means a regular student on the roll of an affiliated institution.
- h. “Examination” means an examination conducted by the Board and includes an examination recognized as equivalent.
- i. “Teaching Experience” denotes teaching experience in the subject in an institution recognized by the Board or a College affiliated to a recognized University.
- j. “Superintendent” means a teacher/person who acts as the Superintendent of an examination centre of the Board.
- k. “Examination Centre” means a premises used by the Board for holding an examination.
- l. “Prescribed” means prescribed in the regulations or prescribed by the Board, in any form, as the case may be.
- m. “Answer Book” means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination (and include a part of an answer book).
- n. “Question Paper” means a document containing the question(s) to be given at an examination to be answered by the candidate.
- o. “Examiner” means a person appointed by the Board for the purpose of examining and assessing the answer books of a candidate or his/her ability through a written or oral/practical examination and award marks thereof. This also includes a person appointed to check the standard of marking of such examiner and instructing him/her in assessing the marks to be awarded by him/her and also includes a person who sets a question paper.
- p. “Academic year” means the total period during which instructions are imparted by the institution.
- q. “Ex-student” means a regular student after having appeared SSC-II/HSSC-II examination and declared fail.

- r. "Private Candidate" means a candidate not on the rolls of an affiliated institution after 31st December and 31st January at SSC and HSSC levels respectively, before appearing in the examination.
- s. "Tabulator" means a person, specially engaged for tabulating the result from counterfoils of award lists or from such other material as may be provided to him/her by the office.
- t. "Scrutineer" means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.
- u. The words imparting the masculine gender be taken to include females, and words in singular shall include the plural and vice versa.
- v. Terms not expressly defined in the regulations shall bear an interpretation that may be determined by the Board.

1.2 General

- a. All examinations of the Board shall be held at such places and dates as it may decide from time to time. The date for commencement of examination as well as the last date for the receipt of examination forms and fees shall be notified through institutions and the local press well in advance.
- b. The fees of admission to examination shall be such as may be determined by the Board from time to time.
- c. The programme of practical examination shall be notified through the respective institutions and centre of examinations.
- d. It shall be the responsibility of candidates to find out and know the correct date, time, place of examination and the seats earmarked for and allotted to them at the centre of examinations.
- e.
 - (1) All registered students of an affiliated institution shall be eligible for admission to the examination of the Board as provided under these rules.
 - (2) Private candidates who fulfill the conditions laid down for their admission to the examination shall be eligible to sit in the examination.
 - (3) Such other students shall be eligible for admission to the Board's examination as may be permitted by the Chairman to appear from time to time.
- f. A candidate who ignores the cautions, warnings and instructions prescribed by the Board shall himself/herself be responsible for any mistake or eventual mishap, which may occur to him/her at the examination.
- g. The following shall be the medium of examination:
 - (1) Urdu
 - (2) English
 - (3) Approved provincial language. (Permission to use an approved provincial language as medium of examination shall have to be sought).
- h. Action taken by the Chairman towards regulating the examinations and ensuring that the examinations are conducted and concluded satisfactorily shall not be called into question

in any executive, administrative or judicial proceedings except the Controlling Authority i.e. Board of Governors and the Ministry of Education which may review the same and give such instructions as it may decide.

- i. The Chairman shall have power to exclude any candidate from any examination, if he/she is satisfied that such a candidate is not a right person to appear in it.
- j. Notwithstanding anything contrary to these rules, no candidate who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he/she intends to appear shall be admitted to the examination.
- k. The students who have completed their studies from affiliated institutions of FBISE in abroad and thereafter returned and settled in Pakistan shall be treated at par with local/inland students for different payment on submission of documentary proof i.e. photocopy of Passport indicating the expiry or cancellation of his/her VISA or CNIC showing his/her address in the country or an affidavit to this effect i.e. He/She has returned to Pakistan and now is residing in Pakistan, etc.
- l. Existing Examination Rules for SSC shall be applicable for SSC Technical Group.
- m. No private candidate shall be allowed to appear in SSC (Technical Group).
- n. There would be no gender discrimination for opting any trade of the Technical Group. (Notification dated 20-07-2022)

1.3 Re-examination/ Quashing/ Revision of Results

- a. If the Chairman is satisfied that a situation did arise or has arisen which calls for re-examination of paper(s) in particular subject(s), it may issue necessary directions to that effect.
- b. Notwithstanding anything contrary to these rules the Chairman shall have the power to:
 - (1) hold a special examination for any reason;
 - (2) cancel the paper/entire examination(s) held at a particular centre/all centres if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.
- c. The Chairman shall have the power to quash the result of candidate wholly or partially after it has been declared, in case:
 - (1) he/she has been disqualified on account of using unfairness in the examination;
 - (2) a mistake is found in his/her result;
 - (3) it is found that he/she was not eligible to appear in the examination;
 - (4) there is any other reason which may be determined by the Chairman.
- d. If in quashing the result under rule c (2) and c (3) a candidate is declared as failed who was previously declared to have passed in an examination, the Board may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he/she may have acquired by studying in the next higher class in an affiliated institution or taking an examination conducted by the Board.

e. The Board shall have the powers to revise the result of the candidate(s) in a particular subject(s) before declaration, if it is satisfied that a malafide has been shown by the examiner or any other concerned person. In such a case the revision will be made by the examiner(s) appointed by the Chairman.

f. The special examiner appointed by the Chairman under clause 'e'. above shall be paid remuneration as admissible to the sub-examiners per copy or the minimum charges payable to sub-examiner(s) under Board's rules.

1.4 Loss of answer book(s) of a candidate

a. If any answer book of candidate is lost at the centre after having been received by the Centre Superintendent of the examination or by any of the invigilator(s) or in transition and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that particular paper in which the answer book was lost, on a date fixed by the Chairman and if he/she obtains pass marks he/she shall be deemed to have passed the examination.

b. If an answer book of a candidate received by the office or by an examiner is lost, the Chairman shall have the power to decide:

- (1) whether the candidate be given the average of marks, earned by him, in the missing paper;
- (2) whether the candidate be required to appear again in that paper on a date to be fixed by the Chairman.

c. The following formula shall be applicable for determining the average of missing paper(s) both at SSC and HSSC levels:

- (1) Compulsory Paper(s): Average of other Compulsory Papers
- (2) Science Paper(s): Average of other Science Papers
- (3) Elective/optional Paper(s): Average of other Elective/optional Paper(s)
- (4) Practical Papers(s): Average of other Practical Papers
- (5) Average of Mathematics Paper shall be determined either on the average of Science Papers or on the average of Elective Papers, as the case may be.
- (6) Objective paper(s) (Compulsory): Average of other compulsory objective paper(s).
- (7) Objective paper(s) (Elective/optional): Average of other Elective/optional objective paper(s).
- (8) Subjective paper(s) (Compulsory): Average of other Compulsory Subjective paper(s).
- (9) Subjective paper(s) (Elective/optional): Average of other Elective/optional Subjective paper(s).
- (10) Sheet B: average of the all other subjective question(s) of the paper.

d. In case of a dispute whether answer book(s) of candidate(s) was/were duly received or not, the decision of the Chairman shall be final.

1.5 Recounting of marks of answers book(s)

- a. The answer book of a candidate in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the Board's examination, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he/she may apply to the Controller of Examinations (Secrecy) on prescribed application form along with attested photocopy of Marks Sheet for recounting of marks of his answer book in one paper or more as the case may be on payment of prescribed fee.
- b. Application for recounting shall be received upto 20 days from the date of announcement of the result.
- c. The Chairman may accept the application for recounting of marks of answer books upto 10 days from the expiry of the date in exceptional cases. He may also have the powers to condone the delay of the receipt of application(s) in case of hardship.
- d. Whereas the recounting does not mean reassessment or re-evaluation of the answer book, the Chairman or any officer of a Recounting Committee appointed by him shall see that:
- (1) there is no mistake in the grand total on the title page of the answer book;
 - (2) the total of various parts of a question has been correctly made at the end of each question;
 - (3) all totals have been correctly brought forward on the title page of the answer book;
 - (4) no portion of any answer has been left un-marked;
 - (5) total marks in the answer book tally with the marks sheet;
 - (6) the answer book or any part thereof has not been changed/detached;
 - (7) the handwriting of the candidate tally in the questions/ answer book.
- e. The Recounting Committee in the event of detection of any omission or mistake in the script or in the compilation of the result of a candidate shall report the case to the Controller of Examinations who shall forward the case along with relevant record and recommendations to the Chairman for perusal / approval. After approval, the Controller of Examinations will get the omission rectified by referring the answer script to the relevant Head or Sub-Examiner / Secrecy Officer as first priority. However, in cases of real hardships due to non-availability of concerned officer(s), the Controller of Examination shall identify a panel of available reputed senior Head/Sub Examiner/Secrecy Officer on case to case basis for suitable nomination by the Chairperson. Record of such nominations/cases along with change(s) in result, if any, shall be compiled by the concerned Controller of Examinations. Revised mark sheet will be issued on surrendering the previous one.
- f. If the Recounting Committee/officer concerned of the Board finds, subject to provisions made under rule e. above, any discrepancy by virtue of which the marks of the candidate are decreased the record shall be corrected accordingly and revised marks sheet issued after the previous one is surrendered.
- g. If any such candidate refuses to surrender his/her marks sheet required under rule g. above shall be treated as to have misbehaved. As such his result shall be liable to cancellation and to any other penalty awarded by the Chairman/Committee or officer appointed by the Chairman.

- h. The Chairman shall also have the powers to effect the recovery of the marks sheet by force through any of the law enforcing agencies.
- i. (1) The Controller of Exams (Secrecy) with the approval of Chairman shall constitute Recounting Committee(s) on yearly basis for recounting of marks of answer scripts of candidates, each for SSC and HSSC examinations, comprising three members from amongst the teaching faculty of affiliated institutions.
- (2) The candidate(s) may see his/her answer script(s) up to the extent of identifying the script as his/her own.
- (3) In case of any change in marks/discrepancy, the recounting fee shall be refunded to the candidate(s) for that paper(s).
- j. (i) Non-mentioning the version by a candidate, MCQs shall be evaluated against all keys/versions and award of better marks shall be given.
- (ii) Failure of machine to read an OMR sheet due to technical reasons or in case of non-availability of OMR sheet(s) during paper(s) in examination centre(s) and MCQs marked manually but with wrong key, such cases shall thoroughly be checked and recommended, if any, by the following Committee as these cases do not fall in purview of re-evaluation/re-assessment i.e. probability of correctness of MCQs is either zero or one:
- | | |
|---|---|
| 1. Secretary, FBISE | 2. Data Processing Manager |
| 3. Controller of Examinations (Secrecy) | 4. Controller of Examinations (Conduct) |
- (iii) Cases of mismatch between the marks of machine and examiners, sub-examiner shall re-ascertain its evaluation before final submission of result and if discrepancy emerged at any later stage before or after declaration of result, marks given by machine shall be awarded.

1.6 Refund of examination fee

Examination fee once paid shall not be refunded or transferred to a subsequent Examination even if the candidate fails to present himself for the Examination, except in the following cases:

- a. If the name of the candidate has been submitted by the Head of the Institution, but later on his attendance is found short of the required percentage and his name has been withdrawn at least 30 days before the commencement of Examination, fee so deposited will be refunded 90%.
- b. If the candidate after having deposited the fee and Examination Form is declared ineligible to appear in an Examination, his Admission Form will be rejected and 90% of fee will be refunded.
- c. If the amount paid in the Board's funds is in excess of the amount due from the candidate/institution as admission fee or late fee or both as the case may be, the amount in excess shall be refunded.
- d. If admission fee is paid but the admission form is not submitted and as a result the candidate has not taken the examination, 90% of the fee deposited will be refunded.
- e. If the candidate is declared pass in the subject(s) on recounting basis or correction in result (even Roll No. is allotted), 90% of deposited fee meant for examination shall be refunded.

- f. If a candidate dies before appearing in the examination 100% fee shall be refunded, to his/her legal heirs immediately.
- g. A claim for refund of any fee, if admissible under the rules, must be made within one year after the fee is deposited. No claim shall be entertained after that date. However, in case of private candidate, the examination fee shall be refunded in the name of parents/guardian/candidate as the case may be.
- h. Amount deposited erroneously in the Board's account should be refunded.
- i. Fee should be refunded, in-case of non-utilization of services by the depositor.
- j. In case of discrepancy established on part of Board, fee should be refunded without deduction of service charges.
- k. Fee should be refunded after proper verification of concerned section & Accounts branch.
- l. Admission fee should be refunded after start of exam, in case of non issuance of roll number slip.
- m. 10% Service charges will be deducted on refund cases except Sr. No. f & j.
- n. Amount less than Rs. 500/- (Rupees Five Hundred Only) should not be refunded.
- o. Secretary – FBISE will be the sanctioning authority for all refund cases.

1.7 Appointment of Amanuensis/Writer

- a. An amanuensis shall be allowed at the examination centre if requested for in the case of:
 - (1) a blind candidate.
 - (2) a candidate who is permanently or temporarily disabled from writing with his/her own hand.
- b. On application by the candidate or his/her guardian on prescribed form, Controller of Examinations concerned may permit the appointment of amanuensis and inform the Superintendent of the Centre concerned for making arrangements.
- c. A medical certificate issued by the civil surgeon/Specialist of Govt. Hospital or Head of an Organization established by the Government for disabled shall be provided that the candidate is disabled either permanently or temporarily and that he/she is not able to write with his/her own hand.
- d. The amanuensis shall be a regular student of eighth class if a candidate is appearing in SSC Part-I or II (or both) examinations and of matriculate if the candidate is appearing in HSSC Part-I or II (or both) examinations. The amanuensis will produce a certificate from head of institution verifying his/her being a bonafide student as such.
- e. The Centre Superintendent shall arrange a separate accommodation for the disabled/blind candidate and appoint special invigilator for him/her.
- f. No remuneration shall be paid to the amanuensis by the Board. The special invigilator provided to disabled/blind candidate shall however be paid by the Board.

g. No additional fee shall be charged from a candidate who has been allowed an amanuensis. However, an incentive (per paper) equal to remuneration of an Invigilator shall be given to the writer.

h. Disabled/Blind/Amanuensis/Writer candidates may be given 45 minutes extra time for writing their answers at the centre.

1.8 Change of examination centre

a. Change of centre shall not be allowed under normal circumstances. However, under special circumstances stated below permission for change of centre may be granted.

b. Candidate will be allowed change of centre if his/her father or guardian has been transferred/retired/shifted within Pakistan and abroad. The application should be accompanied by a photocopy of transfer/retirement order of father/guardian duly attested by the head of affiliated institution and in case of shifting within Pakistan an affidavit is required and from abroad or vice versa, an attested copy of passport and valid visa/ confirmed air-ticket must be provided. The change of centre shall only be allowed by the Chairman or his authorized officer.

c. Each application for change of centre shall be accompanied by the prescribed fee as prescribed by the Board from time to time which shall not be refunded even if the change is not allowed.

d. No change from one centre to another in the same city/ twin city shall be allowed under any circumstances.

e. An application for change of centre shall ordinarily be entertained upto 30 days before the commencement of examination. However, Chairman in exceptional cases, may accept the application after the stipulated period and allow change of centre at any time.

f. In case the Chairman feels necessary, he may order change of centre of candidate(s) at any time, before or during the examination, for any reason not necessarily to be disclosed to the candidate(s).

1.9 Inspection of Examination Centre

a. Every examination centre (within Pakistan and Abroad) shall be open to inspection by the Chairman/Secretary or Controller of Examinations (Conduct) and such other officers as authorized by the Chairman or Controller of Examinations (Conduct) on his behalf.

b. There shall also be the Centre Inspectors who shall be required to visit centre allotted to them during the course of examination and check that the examinations are being conducted properly according to the rules.

c. The Centre Inspectors referred to above may be drawn from amongst Board's Members, Board's officers, Retired or Serving Inspectors of Schools, Education Officers, Head of Institutions, Senior Officers of the Department of Education and Professors of the Universities etc.

d. Every centre inspector shall submit/ dispatch his/her inspection report on prescribed form on the same day to the Controller of Examinations (Conduct).

e. The principal of each institution (examination center) shall be appointed as Resident Inspector. Following are the Terms of Reference (TOR's) for Resident Inspector:

- i. Reach the examination center before opening of the question papers;
- ii. Check the seals of the packet containing the question papers and ensure that the same have not been tampered;
- iii. Affix signatures on the sealed packet of question papers before opening;
- iv. The Resident Inspector or his/her nominee is not authorized to visit the examination center for any purpose after start of the paper;
- v. Extend full cooperation and assistance to the Superintendent for the fair conduct of examination;
- vi. Ensure that law & order is maintained around the examination center. In case of any difficult situation, he/she may call upon the local administration for help;
- vii. In case of emergency (Supervisory Staff not turning up), he/she will make provisional arrangement for one day at the center and inform the Secretary FBISE immediately for proper action;
- viii. Appoint a Security Guard solely for the examination center for which remuneration will be paid by the Superintendent concerned/ claimed in the center bill;
- ix. Prepare the Resident Inspector Report for each session and send the same to the Controller of Examinations at the end of the examination. (Notification dated 20-07-2022)

1.10 Conditions for qualifying the examination

- a. In order to qualify the examination, it shall be necessary for a candidate to pass in all the subjects. Where, a subject comprises two papers, it shall be necessary for him/her to pass at least in the subject on the aggregate of marks of the two papers.
- b. Where a subject involves practical, it shall be necessary for a candidate to pass theory and practical separately.
- c. A candidate shall have to obtain at least minimum qualifying marks i.e. 33% in theory and practical, separately.
- d. Marks obtained by the candidate in theory paper-I will be combined with marks of theory paper-II of the subject or its alternative for aggregate purpose at SSC and HSSC levels.
- e. If a candidate fails either in the theory or practical of a paper the marks obtained by him/her in theory and practical shall not be combined for aggregate purposes.
- f. If a candidate fails to pass in the subject on aggregate of the two papers of Part-I and Part-II (theory and practical) shall be declared fail in the paper in which he/she actually fails.
- g. Appearance in both the papers of a particular subject is necessary for the compilation of result.
- h. If a candidate fails to qualify in the subject on the aggregate of two papers he/she will be declared fail in the paper(s) in which he/she actually fails and shall be allowed to appear in compartmental/ failure paper(s), if otherwise eligible.
- i. A candidate failing in more than two (02) subjects in SSC-II/ HSSC-II examination shall have to appear in all the subjects of that examination in the next Annual examination as a fresh one, while a candidate failing in 2 or less than 2 subjects would be placed under compartment and would appear in the failed paper(s)/subject(s) at the examination within the prescribed chances i.e. five subsequent attempts only. The candidates shall be allowed to

appear in the course (syllabus) in which he/she already appeared upto two attempts (within one year) for the remaining chances (i.e. three attempts), he/she shall be allowed to appear in failed paper(s) only in the current course.

j. A regular/private candidate, who does not appear in SSC Part-I/HSSC Part-I examination, due to any valid reason, may appear in SSC Part-I/HSSC Part-I or in both the parts, if otherwise eligible.

k. A regular/ex/private candidate failing in any number of subjects or a candidate appearing in additional subject in SSC/HSSC examinations will be eligible for grace marks up to 01% of total marks. One star shall be given against the marks where grace marks have been given to the candidate, and the definition of the star shall be given in a footnote on the Result Card.

l. One mark shall be allowed to all those candidates losing higher grade by one mark.

m. No grace marks shall be allowed to candidates who appear for improvement of marks/grade.

n. Case of extreme hardship presented to the Chairman for grant of marks up-to a maximum of five marks, may be considered by the Chairman in favour of the candidate in order to alleviate the hardship provided that:

(1) The candidate does not avail of double benefit in terms of provision of grace marks and /or award of one mark towards better grade, after award of the said marks under hardship. However, all those candidates, including those who appear for improvement, who are losing better division or in individual subject, as the case may be for want of one to five marks, shall be given these marks, automatically, through computer system at the time of compilation of their result.

(2) Two stars shall be shown against the marks where such hardship marks have been added. In a footnote on the Result Card definition of the stars shall be given.

(3) The candidate to whom marks under hardship have been given by the Chairman, via system, for improving him/her to better division, shall not claim any further marks, even if he/she has not been granted all the marks which the Chairman is otherwise empowered to.

(4) In determining the hardship, the decision of the Chairman shall be final.

o. The word 'Retry' instead of 'fail' shall be used on the result card of failure candidates.

1.11 Eligibility and reappearance in the Secondary/Higher Secondary School Certificate Examination

a. Failure candidates of SSC-I/HSSC-I will re-appear in their failed paper(s) alongwith SSC-II/HSSC-II in next annual examination.

b. A candidate failing in more than two (02) subjects in class SSC-II/HSSC-II examination shall have to appear in failed paper(s) only in the current course.

c. The result of SSC Part-I and HSSC Part-I examination shall remain intact for a period of two (02) years after the date of its declaration.

d. No additional examination chance shall be provided in lieu of the allowed chance of appearing in theory or practical examination missed on the part of candidate for any reason.

e. The special children (physically handicapped deaf & dumb and blinds) may qualify the examination without any restriction of the number of examination opportunities/attempts. Medical Certificate issued by the Specialist or Civil Surgeon of any Government Hospital is

a pre-requisite for the purpose. These students shall be exempted from all sort of fee payable to the Board.

f. During the period specified for the attempts to clear the failed subjects/papers the candidate can get his/her elective groups/subjects (from practical to non-practical subjects only) changed in the current course. However, specified period i.e. five subsequent attempts will remain the same.

g. Failure candidates of SSC-II/HSSC-II after availing their permissible chances will be eligible to appear as Ex/Private in SSC-I/HSSC-I or SSC-I & II/HSSC I & II or both parts.

h. A student, who has completed the courses but does not appear in SSC-I/HSSC-I examination or having appeared has failed/absent shall be eligible to join the class in which he/she was studying, not later than 20 days to the re-opening of the institution after summer vacations or after the declaration of the examination result whichever is later. A failed/absent/passed candidate can get his/her all papers of SSC-I/HSSC-I cancelled for re-appearing in these papers i.e. SSC-I/HSSC-I. A passed candidate can also get his/her all/any paper(s) of SSC-I/HSSC-I improved by re-appearing in these papers along with SSC-II/HSSC-II. However, the regular candidates shall invariably apply through institution along with prescribed fee.

i. A passed candidate is allowed facility of reappearing in any number of papers of SSC-I / HSSC-I along with SSC-II /HSSC-II examinations for the purpose of improvement. The candidate shall be eligible to retain the previous result/marks in case he/she fails to obtain better marks in any reappearing paper.

1.12 Second Annual Examination

a. Second Annual Examination shall be held after declaration of Annual Examination result of that year but before the next Annual Examination.

b. Supplementary Examination shall be open to:

(1) all compartmental candidates of SSC-II and HSSC-II Annual Examinations.

(2) all those candidates of SSC-II/HSSC-II who were issued Roll Numbers in Annual Examination but for any reason could not appear at all and remained absent in all papers.

(3) all candidates who desire to improve the grade/marks.

1.13 Improvement of Grade/Marks

a. A candidate who has already passed the SSC-II or HSSC-II examination (annual/supplementary) shall be given multiple chances to reappear for improvement of grade/marks in the examination as an Ex-candidate in the current course (syllabus), provided he/she avails the concession within a period of four years of passing (before obtaining higher qualification) the said examination. If a candidate submits his/her admission form for improvement of grade/marks and does not avail the opportunity, he/she may avail the next chance within the time limits as specified above.

b. If a candidate succeeds in improving his/her grade/marks, a Result Card showing the improved grade/marks shall be issued to him/her without surrendering previous Result Card.

c. Opportunity for improvement of grade/marks will not be provided to those candidates who have passed the Secondary/Higher Secondary School Certificate Examination from the

Boards of Education other than the Federal Board.

- d. (1) Candidate who wish to improve their marks in SSC or HSSC examination can do so by re-appearing in any number of subject(s)/paper(s) of their choice or part-I or Part-II or both the parts/entire examination as the case may be, within a period of one year of passing the relevant examination.
- (2) Candidates appearing in any subject (both the papers) involving practical examination shall appear in the practical examination as well. However, candidate neither required nor can appear in a practical if he/she is appearing in a paper of a subject or any one part of the examination.
- (3) Each paper of theory in a subject (Part-I and Part-II) shall be treated individually for the purpose of grant of better marks. Moreover, practical shall also be dealt on same analogy in case of improvement.
- e. No application for improvement of grades/marks shall be considered without prescribed fee (non-refundable) for improvement of grades/marks.

1.14 Submission of Admission Form and Fee

- a. Every candidate on the roll of an institution and registered with the Board shall submit his/her application for admission to the examination on the prescribed form and remit the prescribed fee through the head of the institution concerned so as to reach the Board on the dates as notified by the Board.
- b. Every Ex/Private candidate shall submit his application for admission to the examination duly attested by a Government officer of BPS-17 & above in Education Department/officers of Armed Forces beside the Head of an affiliated institution on prescribed form complete in all respects and remit the prescribed fee to the Board within such dates as may be fixed by the Board.
- c. Those institutions/candidates who mail their admission forms to the Board must dispatch them at least three (03) days before the last date specified by the Board to avoid payment of extra fee and rejection of admission forms.
- d. No late fee shall be charged from a candidate if his result is declared after the last date prescribed for submission of admission form and fee, provided the admission form and fee are received in the Board's office within 15 days from the date of declaration of his result, but before commencement of examination in which he intends to appear.
- e. Admission form will only be accepted if the requisite admission fee is deposited along with it. In case, the fee is short of the required amount the admission form will be accepted after full fee is deposited which is due according to schedule notified by the Board.
- f. No admission form of regular candidate for his examination shall be entertained in absence of the Registration number.
- g. Fees from foreign national students studying in Board's affiliated Institutions within Pakistan shall be charged at par with the candidates of overseas Pakistani Institutions.
- h. The admission form & Examination Fee must be submitted upto 10 (ten) working days before the commencement of examination with penalty per day, after the expiry of quadruple fee schedule. After the dead line the rest of the admission forms (as hardship cases) will be entertained on fulfillment of the requirements (Performa of late admission along with requisite fee).

1.15 Change of elective Subject/Group/Category

- a. The students of affiliated institutions and private candidates will be permitted to change their subject(s)/Group of subjects once offered by them only in accordance with the conditions laid down in these rules.
- b. Elective subject(s)/Group offered by or allowed to regular students in class IX/ XI in the beginning of the session shall not be changed ordinarily. If however, change of elective subject(s)/Group is/are absolutely necessary in the interest of a student keeping in view his/her aptitude and interest, the change will be allowed provided the case is referred by Head of Institution and he/she is able to complete the required attendance in the changed subject(s)/Group.
- c. The change will be allowed only for a particular examination.
- d. After a candidate has appeared at SSC-II/HSSC-II Examination, he/she shall not be allowed to change any subject
- e. Change of category from regular to private after passing SSC-I/HSSC-I is allowed upto last date of submission of admission form.
- f. Application for change of subject(s) in case of regular candidate shall be entertained up to 30th November of that year. In case of private candidate, the permission for change of subject(s) may be obtained up to last date of submission of admission forms before commencement of examination with prior permission of Controller of Examinations (Conduct).
- g. The cases of candidates, which do not fall under any of these rules, may be referred, by the Head of the institution concerned, to the Chairman, who will decide each case on its merit.
- h. A candidate who seeks permission to change the group or subject offered by him shall give the option finally and the permission once issued will not be cancelled.
- i. A regular candidate failing at SSC-II/HSSC-II Annual Examination may reappear as ex-candidate of his respective institution within the allowed chances only in the same group and subjects which he offered in the last examination as a regular candidate.

OR

During the period specified for the attempts to clear the failed subjects/papers the candidate can get his/her elective groups/subjects (from practical to non-practical subjects only) changed in the current course however, specified period i.e. five subsequent attempts will remain the same.

- j. Before appearing, at part-I of the SSC/HSSC Examination, a student may with the permission of the Principal, change one or more elective subjects in the same group of subjects provided he is able to complete the required attendance in the changed subject(s) or Group of subjects during the Academic year.
- k. After a candidate has appeared in Part-I of SSC/HSSC Examination he will not be allowed to change any individual subject or subjects except in exceptional cases which would be referred to the Chairman whose decision shall be final.
- l. A student having appeared in SSC Part-I /HSSC Part-I Examination as a private candidate may change his category from private to regular and seek admission in Class X/XII, provided:

(1) The Head of affiliated institution is prepared to admit him in class X/XII on the basis of class IX/XI result.

(2) He can change his/her subject(s) /groups as indicated by him in the admission form for Class IX/XI. However, at HSSC level if the candidate opt subject involving Practical of any group, he/she must had opted Science Group at SSC level.

(3) Change of category from private to regular is allowed up to 30th November.

1.16 Examination of Additional Subjects

a. A candidate after one year of passing HSSC-II examination or an examination recognized as equivalent thereto, may appear in additional subject of Mathematics or Biology in current course not offered by him previously.

b. (1) A candidate can appear in any number of additional subjects along with their group of subject(s) already opted at SSC/HSSC level. However, in case they opt for subject(s) involving practicals, proof of performing the relevant practical will be provided to the Board before appearing in examination.

(2) The students of Diploma of Associate Engineering (DAE) to pass Biology as an additional subject along with their subjects of technology already opted can do so by providing proof of completion of practicals from any FBISE affiliated institution for equivalence of HSSC Pre-Medical Group. (Notification dated 20-07-2022)

(3) A candidate after having passed an examination of a foreign agency which has been declared as equivalent to SSC/HSSC by the IBCC may appear in first available opportunity in additional subject(s) required for seeking admission to a higher class in first available opportunity.

(4) A candidate passing additional subject(s) will be issued certificate of additional subject(s) only and this examination shall have no bearing on his/her grade and as such it will not be considered as improvement in grade/marks.

(5) A candidate failing in additional subject shall not be allowed the 2nd attempt.

(6) A candidate may appear in Pakistan Studies and Islamiyat as additional subject(s) in the first available opportunity.

(7) A candidate who is allowed to appear in additional subject(s) by the IBCC may qualify his examination without any restriction of the number of opportunities / attempts.

(8) If a candidate submits his/her admission form for additional subject(s) exam and does not avail of the opportunity, he may appear in the next chance, if otherwise eligible.

1.17 Constitution of Examination Centre

a. No place shall be constituted as a centre of examination unless:

(1) adequate arrangements for furniture, accommodation, laboratory equipment/material etc. are made to the satisfaction of the Controller of Examinations concerned by the institution;

(2) minimum number of candidates for constituting an examination centre shall be 50 (Boys)/25 (Girls) who are likely to appear at that centre for the examination.

- b. Establishment of the examination centre is at the discretion of the Board. Even if the institution fulfills the conditions mentioned above, the Controller of Examinations may not constitute it as an examination centre without assigning any reason.
- c. Notwithstanding anything contrary to these rules, the Chairman may permit to constitute a place as a centre of examination under special circumstances on such terms and conditions as may be determined.
- d. A special examination centre may be constituted on payment of prescribed fee, in case the number of candidates of an institution is less than the minimum number required to appear from a center as stated in a(2) above. In case the permission is not granted the fee shall be refunded after the deduction of service charges as prescribed by the Board from time to time.
- e. Each institution shall make available to the Superintendent all facilities as are required for the constitution of a centre.
- f. No examination centre shall be established at a place where an affiliated institution of the Federal Board does not exist.
- g. The Chairman may suspend, shift and close any examination centre during the period of examination if he/she is satisfied that the circumstances so warrant.
- h. School/College will be established as examination centre for its own students supervised by the staff from outside for theory papers. However, the practical examination will be conducted at students' own Alma Mater (wherever possible). (Notification dated 20-07-2022)
- i. Where there is a single school/college at a station, special arrangements will be made on payment of prescribed fee, as determined by the Board from time to time.
- j. Supervisory staff for conduct of examinations will be appointed one month before commencement of each examination from among the staff of School/College from any other institution through computerized draw as indicated below: (Notification dated 20-07-2022)

HSSC

- | | | |
|------------------------------------|---|-----------------------|
| (1) Principal/Vice Principal | - | Centre Superintendent |
| (2) Vice Principal/Senior Teachers | - | Deputy Superintendent |
| (3) Teaching Staff | - | Invigilators |

SSC

- | | | |
|--|---|-----------------------|
| (1) Principal/Vice Principal/Head Master/
Head Mistress/Deputy Head Master/
Deputy Head Mistress | - | Centre Superintendent |
| (2) Vice Principal/Deputy Head Master/
Deputy Head Mistress/Senior Teacher | - | Deputy Superintendent |
| (3) Teaching Staff | - | Invigilators |

1.18 Placement in Grades

A candidate who has qualified for the grant of Secondary/ Higher Secondary School Certificate, shall be placed in one of the following grades:

<u>S. No.</u>	<u>Percentage of Marks</u>	<u>Grade</u>	<u>Remarks</u>
1.	80% and above	A1	Exceptional
2.	70% and above but below 80%	A	Excellent
3.	60% and above but below 70%	B	Very good
4.	50% and above but below 60%	C	Good
5.	40% and above but below 50%	D	Very fair
6.	33% and above but below 40%	E	Fair

1.19 Declaration of Top Positions

- a. A candidate shall be eligible for ranking among position holders who:
- (1) qualifies SSC/HSSC Annual Examination in the first attempt;
 - (2) appears in the HSSC examination within 2 years of passing the SSC or equivalent examination.
 - (3) was admitted in class-IX/X, promoted to class-XI/XII and appeared in SSC/HSSC Part-I & II examination together.
- b. A candidate shall not be considered eligible for ranking among position holders, if he/she
- (1) repeats Part-I examination after getting previous Part-I result cancelled.
 - (2) does not appear/pass or fail in SSC Part-I/HSSC Part-I examination and rejoins class-IX/XI.
 - (3) avails the facility of improvement in one or two papers SSC-I/HSSC-I examination as per proviso of clause 1.11(i).
 - (i) Each paper of theory in a subject (Part-I and Part-II) shall be treated individually for the purpose of grant of better marks. Moreover, practical shall also be dealt on same analogy in case of improvement.
 - (4) remains absent in any paper of SSC-I/HSSC-I and re-appears in the same paper along with SSC-II/HSSC-II examination.
- c. Position will be determined on the basis of actual awards shown on the answer books. However, the final award will be considered if errors/omissions are found by the Re-checking Committee appointed by the Chairman Board and the same have been rectified.
- d. Positions will be declared on the basis of highest total marks, in order of merit.
- e. Separate positions will be worked out for each group in the SSC as well as HSSC examination irrespective of gender discrimination in each group.
- f. Positions once declared shall be liable to change if a discrepancy is found and corrected by the Board within six months of the declaration of the result, or completion of the rechecking cases, whichever is later.
- g. The Board shall have the power to declare as many numbers of positions, as it may deem necessary.

1.20 Issuance of Free of Cost Result Card

The candidates (ex/private) would be issued free of cost Result Cards within one year after declaration of Result. All such applications would be entertained after 10 days after declaration of Result.

1.21 Issuance of Duplicate Result Card

- (a) Every successful / failure candidate may obtain Duplicate Result Card by submitting application to the Controller of Exams (Secrecy).
- (b) Fee for Duplicate Result Card will be charged as prescribed from time to time by the Board.
- (c) Duplicate Result Card will be dispatched through Registered Post/TCS etc.
- (d) The word 'Duplicate' will be mentioned at the Result Card by the Board.