

EXAMINATION BYE - LAWS

PREPARED AS PER CLAUSE(IV) OF SUB-SECTION(3) OF SECTION 22 OF THE MBSE ACT, 1975 AND APPROVED BY THE 30TH MEETING OF THE GOVERNING BOARD HELD ON 27TH JUNE, 2008 AND SUBSEQUENTLY APPROVED BY THE 242ND OF THE EXAMINATION COMMITTEE HELD ON 4TH AUGUST, 2008.

**(AFTER INCORPORATING AMENDMENTS AND
CORRECTIONS UPTO 18TH FEBRUARY, 2026)**



**MIZORAM BOARD OF SCHOOL EDUCATION
AIZAWL - 796012**

CONTENTS

<u>Rule No.</u>	<u>Contents</u>	<u>Page No</u>
1.	Short Title	01
2.	Definition	01
3	Interpretation	02
4.	Jurisdiction to file suits	02
5.	Examination	02
6.	Centre and date of Examinations	02
7.	The language of Examination	02
8.	Curriculum and syllabi	02
9.	Registration of Student	02
10.	School eligible to send up candidates for the examination	03
11.	Eligible to appear as Regular Candidate	03
12.	Selection of candidates not allowed	05
13.	Eligible to appear as Private Candidate	05
14.	Use of scribes and appointment of scribes	06
15.	Eligibility of Compartmental Candidates	06
16.	Photograph of Candidates	07
17.	Submission of fees, forms etc.	07
18.	Issue of Admit Card	08
19.	Allotment and change of Examination Centre	09
20.	Refund and forfeiture of Examination Fee	10
21.	Subjects for Examination.	10
22.	Criterion for determining success or failure in the examination	10
23.	Retention of Practical Marks	11
24.	Cancellation of Admission to the Examination	11
25.	Eligibility for improvement of performance	12
26.	Rules for unfair means cases	13

EXAMINATION BYE LAWS

<u>Rule No.</u>	<u>Contents</u>	<u>Page No</u>
27.(A)	General	14
(B)	Qualification for Appointment of Paper Setter/Moderator	14
(C)	Moderation of Question Papers/Duties of Paper Setters and Moderators	15
(D)	Disqualification of Paper Setters/Moderators/Head Examiners/Examiners	15
(E)	Conditions and Mode of appointment of Paper Setters, Moderators Examiner, Scrutinizers, Tabulators & Head Examiner	16
(F)	Instructions to Paper Setters/Moderators/Head Examiners/Examiners etc.	17
(G)	Safe Keeping of Questions Papers	17
28.	Norms for the opening of Examination Centre	17
29.	Norms for appointment of Centre Superintendent, Assistant Superintendents	19
30.	Head Examiners	20
31.	Examiners	21
32.	Appointment of persons for the conduct/management examinations	21
33.	Receipt of Answer books	21
34.	Evaluation	21
35.	Model answer and marking scheme	22
36.	Declaration of Results	22
37.	Supply of Marks	22
38.	Issue of Photocopy of Answer script(s)	23
39.	Re-evaluation	23
40.	Post Publication Scrutiny	24
41.	Award of Certificate	25
42.	Maintenance of Answer Book	26
43.	Migration Certificate	26
44.	Provisional Certificate	26
45.	Abetment of Offence	26
46.	Changes and correction in Name	26
47.	Correction in the Date of Birth	27
48.	Equivalences	28

EXAMINATION BYE - LAWS

1. Short title

These Bye-Laws may be called 'The Mizoram Board of School Education Examination (Amendment) Bye-Laws, 2026'

They shall come into force at once.

2. Definitions

In these Bye-laws unless the context otherwise requires :

- (a) 'Board' means the Mizoram Board of School Education.
- (b) 'Chairman' means the Chairman of the Mizoram Board of School Education
- (c) 'Secretary' means the Secretary of the Mizoram Board of School Education.
- (d) 'Controller of Examinations' means the Controller of Examinations of the Mizoram Board of School Education.
- (e) 'Examination' means Examinations conducted by the Mizoram Board of School Education.
- (f) 'Examination Committee' means Examination Committee of the Board.
- (g) 'Government' means Government of Mizoram.
- (h) "Institution" means an educational institution including a school affiliated to the Board/University or by the Union Government or a State Government or the Govt. of a Union Territory in India
- (i) "Centre" means a school or an institution selected by the Board for conducting examinations.
- (j) "Centre Superintendent" means a person appointed by the Board to conduct and supervise examinations of the Board and includes Assistant Superintendent.
- (k) "Confidential papers" mean such paper as are considered confidential by the Board in connection with the Board's examinations.
- (l) "Custodian of Confidential papers" means a person appointed by the Board to have custody of the confidential papers for the examination.
- (m) "Head of Institution" means the head of institution.
- (n) "Paper setter, Moderator, Examiner, Head Examiner, Scrutinizer, Tabulator, Head Tabulator, Head Examiner, Re-scrutinizer, Pre-Publication Scrutinizer, Scrutinizer of Tabulation means persons appointed by the Board under such designations".
- (o) "Invigilator" means a person appointed to perform invigilation work at an examination centre.
- (p) "Supervisor" means a person appointed to assist the Centre Superintendent for the smooth conduct of examination.
- (q) "Migration Certificate" means a certificate issued by the Board to a student who is willing to prosecute to studies outside the jurisdiction of MBSE.
- (r) "Recognised Board" means an education Board recognised by MBSE and/or by the Union/State Govt. in India.
- (s) "Public Examinations" mean such examinations conducted by the Board.

EXAMINATION BYE LAWS

- 3. Interpretation** On any question as to the interpretation of any provision of these **Examinations Bye-Laws**, the decision of the **Chairman** shall be final.
- 4. Jurisdiction to file suits**
- (1) The **Secretary** shall be the legal person in whose name the Board may sue and be sued.
 - (2) The legal jurisdiction for the suits to be filed against the Board shall be the State Capital of Mizoram only.
- 5. Examination** The MBSE shall conduct the following examinations every year :
- (1) Diploma in Elementary Education (D.El.Ed) Examination
 - (2) Higher Secondary School Leaving Certificate (HSSLC) Examination
 - (3) High School Leaving Certificate (HSLC) Examination
 - (4) Compartmental Examinations
 - (5) Such other examinations as the Board may decide or may be asked to conduct from time to time.
- 6. Centre and date of Examinations** The Examinations shall be conducted at such centres as may be selected by the Board and on such dates and such time as may be determined by the Board every year.
- 7. The language of examination** The language of examination shall be English except for MIL subjects in the following examinations ; namely -
- (a) Diploma in Elementary Education Examination
 - (b) Higher Secondary School Leaving Certificate Examination.
 - (c) High School Leaving Certificate Examination.
 - (d) Compartmental Examinations.
- 8. Curriculum and syllabi** All examinations under the Board shall be conducted in accordance with the curricula and syllabi prepared and approved by the Board from time to time.
- 9. Registration of Students**
- (1) All students belonging to schools that have obtained permission to open school from the government shall register themselves under the Board at Class IX on payment of prescribed fees.
 - (2) All students belonging to schools that have not yet obtained permission to open school from the board at Class IX on payment of prescribed fees with an additional amount as fixed by the Board from time to time over and above the regular rate.
 - (3) Every migrating student shall be required to submit Original Migration Certificate alongwith attested photo-copy of progress report card/ marksheet of the last examination. Provided that if the Board from where the student is migrating is not issuing Migration Certificate, original Registration Card issued by that Board and/ original Transfer Certificate shall be submitted in lieu of Migration Certificate.

E X A M I N A T I O N B Y E L A W S

- 10. Schools eligible to send up candidates for the examinations**
- (1) Every affiliated school/institution shall be eligible to send up candidates for the Examinations for which affiliation has been granted to it by the Board, subject to such conditions as may be laid down by the Board from time to time.
 - (2) Every non-affiliated school/institution for which permission to open school is granted by the government.
 - (3) Every affiliated and non-affiliated school/institution -
 - (a) shall carry out and observe such instructions as may be issued by the Board from time to time and shall supply to the Board, on or before such dates as fixed by the Board, such returns and information as may be required;
 - (b) shall provide all facilities and co-operation for the conduct of Public Examination held by the Board and shall maintain such Registers and Records as may be required by the Board from time to time.
- 11. Eligibility to appear as Regular Candidate**
- (1) A student of affiliated school/institution and non affiliated institution having permission to open school from Govt. of Mizoram having the requisite number of attendance and academic activities shall be eligible to appear as regular candidate at the D.El.Ed / Higher Secondary School Leaving Certificate / High School Leaving Certificate Examinations on fulfilling the following conditions:-
 - (a) the Candidate of HSSLC Examination should have passed the Secondary School Examination (HSLC) of this Board or an equivalent examination from any recognized Board /University at least two years before the year in which he/she would appear in the HSSLC Examination and has registered him/her self under the Board at the class IX or class XI Stage.
 - (b) the candidate of HSLC Examination should have passed the class IX standard at least one year before the year in which he would appear in the HSLC Examination and has registered him/herself under the Board at the class IX Stage.
 - (c) the candidate of D.El.Ed examination should have passed the HSSLC Examination and has registered him/herself under the Board at I Semester.
 - (d) no student from a school shall be eligible to take the examination unless he/she has completed 75% of attendance, counted from the opening of Class X/XII upto the 1st of the month preceding the month in which the examination commences.
 - (e) no student of D.El.Ed shall be eligible to take the examination unless he/she has completed the prescribed attendance criteria as notified by the Board from time to time.
 - (f) the Board may, for special reasons, and on the recommendation of the head of the school/institution concerned, condone the deficiency in the attendance of a candidate as prescribed under clause (iii) above;

EXAMINATION BYE LAWS

- (g) in case the deficiency in the attendance of any regular candidate is not condoned by the Board, such application shall be proved by the Board withdrawn by the concerned Head of the School/Institution, from the Board, and the Examination fee etc., refunded, if already paid to the Board.
- (2) The head of school/institution shall certify that :-
 - (a) the candidate has attended the prescribed percentage of attendance as regular student of his school as laid in sub-regulation (1) above, and that candidate has regularly and diligently prosecuted his/her studies;
 - (b) to the best of his knowledge, the candidate is eligible and fit for admission to the examination and that he knows nothing against the character and conduct;
 - (c) the candidate who will appear for D.El.Ed, Higher Secondary School Leaving Certificate and High School Leaving Certificate Examinations has himself given his personal information on the application form and has signed the application in his presence.
- (3) There shall be no age limit for a candidate for admission to the examination.
- (4) The Head of School shall certify the date of birth of a candidate strictly as recorded in the admission Register of the school where such candidate is to appear in the High School Leaving Certificate Examination.
- (5) In the case of candidates for admission to the Diploma in Elementary Education/ Higher Secondary School Leaving Certificate and High School Leaving Certificate Examinations, the head of school shall attest the correctness/genuineness of the photograph submitted by the candidate.
- (6) A candidate whose name is struck off the rolls of the school after submission of his name for admission to the Examination to the Board, shall cease to be a regular candidate and as such will not be eligible for admission to or appearing at the examinations. In such cases, the head of the institution shall submit a written report to the Board stating the reasons for striking off the candidate's name from the roll for final decision of the Board.
- (7)
 - (a) It is mandatory upon a school mentioned in 10 (1) and (2) to follow the Examination Bye Laws of the Board in toto.
 - (b) No school shall endeavour to present candidates who are not on its roll nor will it present the candidates of non-permitted schools to any of the Board's Examinations.
 - (c) If the Board has reasons to believe that a school is not following the sub-section (i) and (ii) of this sections, the Board shall resort to penalties as deemed fit.

E X A M I N A T I O N B Y E L A W S

12. Selection of candidates not allowed

- (1) There shall be no selection of candidates for admission to the D.El.Ed , Higher Secondary School Leaving Certificate (HSSLC) and High School Leaving Certificate (HSLC) Examinations under this Board.
- (2) No School/Institution recognised by the Board and/or Government shall debar a student/candidate who has fulfilled the prescribed attendance and duly completed the prescribed course of studies for the final class of the school stage, from appearing at the D.El.Ed, HSSLC and HSLC Examinations of this Board.
- (3) Schools/Institutions may debar a student/candidate from appearing at the D.El.Ed/ HSSLC & HSLC Examinations on account of poor attendance as prescribed in clause (d) & (c) of sub-section (1) of section 11 and/or on account of gross misconduct and bad character.

13. Eligibility to appear as private candidate

- (1) The following categories of candidates shall be eligible to appear as private candidates at the HSSLC and HSLC Examinations -
 - (a) A candidate who had failed at the Higher Secondary School Leaving Certificate examination or High School Leaving Certificate Examination of the Board will be eligible to reappear at the subsequent examinations as a private candidate in the syllabus and textbooks as prescribed for the examinations of the year in which he/ she will reappear.
 - (b) Teachers serving in any educational institutions affiliated to the MBSE. Teacher candidates should submit their application forms to the Board along with a certificate issued by the Head of institution in which they are serving duly countersigned by the concerned DEO/ SDEO.
 - (c) Women/Physically handicapped students on producing reason able evidence of having difficulty to attend normal institutions in the not involving practical examinations, subject to conditions mentioned in sub-section (1)(a)&(b) of Section 11
 - (d) Detenu candidates and candidates from Defence services shall fall under the category of the Private candidates. They will be required to submit their application for appearing at the Higher Secondary and High School Leaving Certificate examinations duly filled in along with the prescribed fees, as notified from time to time, direct to the Centre Superintendent through which they desire to appear at the Higher Secondary and High School Leaving Certificate examination, on or before the date as may be fixed by the Board. A detenu candidate will be required to furnish along with his/her application, a certificate from a Gazetted Officer of the Prison/Jail authorities to the effect that the candidate is a detenu.
 - (e) the candidates from Higher Secondary School and High School not affiliated by the Board and permission to open school is not granted by the School Education Department, Govt. of Mizoram shall fall under the category of other private candidates provided that the school must obtain prior permission from the Board and subject to the condition that the candidates from Higher Secondary School do not offer such subjects for the examination which involve practical work.

**14. Use of scribes
and appointment
of scribes**

- (1) Blind, Physically Handicapped and Dyslexic student appearing for the D.El.Ed, Higher Secondary School and High School examination is permitted to use a scribes and shall be allowed a compensatory time of 60 (sixty) minutes time for each paper.
- (2) Scribes may be allowed in the following cases :
 - (a) to a blind or physically handicapped or spastic candidates;
 - (b) on sudden illness rendering the candidate unable to write as certified by the Centre Superintendent
 - (c) The scribe must be a student of a class lower than the one for which the candidate is taking the examination.
 - (d) The candidate shall choose a suitable scribe subject to approval of the Centre Superintendent and must forward immediately to the Controller of Examinations of the Board.
 - (e) The Superintendent shall arrange a suitable room for the candidate for whom a scribe is allowed and appoint one special invigilator to supervise his examination.
 - (f) Such a candidate shall pay fees as may be prescribed for use of scribe. However, a blind or physically handicapped or spastic candidate will be provided service of a scribe free of cost;
 - (g) The scribe shall be paid by the Board a remuneration as prescribed from time to time.

**15. Eligibility of
Compartmental
Candidates**

- (1) Candidates of Higher Secondary and High School Leaving Certificate Examinations of this Board, who have failed or been absent on unavoidable circumstances in not more than one subject will be allowed compartmental chance, to pass in that subject and will be eligible to appear under Compartmental Rules within two Examinations immediately following the examination at which the candidate is given compartmental chance.
- (2) The Compartmental candidate shall be allowed only two chances to pass his/her failed subject within the stipulated two examinations as mentioned in sub-section (1).
- (3) For subjects involving practical work/internal assessment, in case the candidate has passed in practical/internal assessment at the main examination he/she shall appear only in theory part and previous practical/internal assessment marks will be carried forward and accounted for. In case a candidate has failed in practical he/she shall have to appear in theory and practical both irrespective of the fact that he/she has already cleared the theory examination.

EXAMINATION BYE LAWS

- (4) The Compartmental candidate shall be required to secure full pass marks in the particular subject in order to be declared successful and shall be eligible for the award of any Division in their results.

16. Photograph of Candidates

- (1) Every candidate for the D.El.Ed, Higher Secondary and High School Leaving Certificate Examinations shall submit two pass port size copies of his/ her recent photograph with the application for appearing at the Examination.
- (2) The Head of Institution through which the candidate submits the applications must attest the genuineness and correctness of both the photographs of the candidate and also clearly write the name and father's name of the candidate so attested on the back of the photographs.
- (3) One copy of the photograph of the candidate shall be pasted on the application of the candidate concerned in the space provided on the form and the other copy shall be retained at the centre for pasting on the Admit Card of the candidates.

17. Submission of fees, forms etc.

- (1) Examination forms for all the categories of candidates along with other necessary forms will be issued from the Board's Office to the Head of all schools every year in due course.
- (2) The Heads of Schools must submit their requisitions for the prescribed examination and other connected forms so as to reach the Board's Office on or before such dates as may be fixed by the Board from time to time.
- (3) The Heads of Schools shall also furnish the probable number of their candidates category-wise as follows, while requisitioning the examination forms.
- | | | | |
|-------|--------|---|---------------|
| (i) | Male | - | Regular |
| (ii) | Female | - | Regular |
| (iii) | Male | - | Private |
| (iv) | Female | - | Private |
| (v) | Male | - | Compartmental |
| (vi) | Female | - | Compartmental |
- (4) The last date for submission of fees and forms by the candidates to their respective heads of institution and Examination Centres will be fixed and notified to the candidates by the respective heads well in time.
- (5) The heads of institutions shall submit the fees and forms received from the candidates along with the statement of payment of examination fees in duplicate and soft copies as per the prescribed proforma and consolidated statement of candidates in a prescribed form for D.El.Ed, High School Leaving Certificate and Higher Secondary School Leaving Certificate Examination to the Board's Office on or before such date as may be fixed and notified by the Board from time to time.

EXAMINATION BYE LAWS

- (6) The application forms of the candidates who have not paid the requisite fee should not be forwarded to the Board.
- (7) No fee or form will be accepted in the Board's Office, direct from the candidates.
- (8) No fee or form shall be accepted beyond the seventh day from the last date fixed for submission of forms and fees by the Board.
- (9) A candidate who submits his/her application after the last date fixed for submission of forms and fees shall be fined a late fee as fixed by the Board from time to time which will be collected and submitted by the head of institution to the Board along with other fees and forms.
- (10) All fees are to be paid in Cash or by Bank Draft through the State Bank of India or any Scheduled Bank or by Indian Postal Order pledged in favour of the Secretary, Mizoram Board of School Education, Aizawl.
- (11) The candidates belonging to Scheduled Castes, Scheduled Tribes and other backward communities are to be indicated in the space provided in the "application" forms as follows – 'SC' for Scheduled Castes, 'ST' for Scheduled Tribes and 'OBC' for Other Backward Communities.
- (12) In the case of Higher Secondary and High School Leaving Certificate Examination, the MIL subject of the Candidate and additional subject, if offered, must be shown correctly against each candidate on the space given for the purpose.
- (13) While filling up the application form, special care must be taken to enter correctly the personal information of the candidates, that is, name, father's name, date of birth, etc. Personal records of the candidate cannot be changed subsequently once these have been recorded in the Board.

18. Issue of Admit Cards

- (1) The candidate who fulfills all the requirements, shall be issued an 'Admit Card' by the Board for admission to the Examination.
The following information shall be shown on the Admit Card of the candidates:-
 - (a) Name of the candidate
 - (b) Mother's name of the candidate
 - (c) Father's name of the candidate
 - (d) Roll number allotted to the candidate
 - (e) Name of examination to which admitted
 - (f) Date of birth of the candidate (in HSLC only)
 - (g) Photograph of the candidate(to be pasted)
 - (h) Centre Code No.
 - (i) School Code No.
 - (j) Routine of the examinations
 - (k) Registration No. of the candidate (D.El.Ed & HSSLC)

EXAMINATION BYE LAWS

- (2) In the event of loss or damage of the original Admit Card, a duplicate copy of the same may be issued to a candidate on submission of application with one copy of his/her passport size photograph to the Controller of Examinations of the Board in the prescribed form shown in Appendix II to these Regulations, and on payment of the prescribed fee as fixed by the Board from time to time.

19. Allotment and change of Examination Centre

- (1) Candidates from the same Institution must take their examination at the same centre to which the institution concerned has been allotted by the Board.
- (2) Private candidates including Compartmental Candidates shall take their examination at the Centre to which the institution through which they submit their application, has been allotted by the Board.
- (3) No Candidate can choose his/her centre of examination according to his/her convenience.
- (4) A candidate may, however, apply for change of Centre of Examination under exceptional circumstances for which an application in the prescribed form (as shown in Appendix IV to these Regulations) should be submitted through the Head of the institution concerned in accordance with the following directions, namely –
 - (a) Each application for change of Centre is to be submitted in duplicate along with the prescribed fee, as fixed by the Board from time to time.
 - (b) No application for change of centre shall be entertained after the last date fixed for submission of forms and fees for admission to the examination concerned.
 - (c) Each candidate applying for change of centre should furnish two passport size copies of his/her recent photograph attested by the Head of Institution concerned along with his/her application for change of examination centre.
- (5) Once the permission for change of centre is granted for a particular centre, further change, thereafter, shall not be permitted and the fee paid for the purpose cannot be refunded.
- (6) In case the application for change of centre is not granted, the fee paid for the purpose shall be refunded to the candidate, provided the candidate submits an application for such refund.
- (7) An examinee applying for change of centre should satisfy himself/herself at least one week before the commencement of the examination that his/her application has been granted.

EXAMINATION BYE LAWS

- 20. Refund and forfeiture of Examination fee**
- (1) Fees already paid may be refunded where the name of a candidate is being withdrawn by the Head of Institution concerned. subject to condition laid down in sub-section (6) of Section 11.
 - (2) When a candidate's application for admission to the examination is rejected on account of a false statement made by him, the entire fee paid by the candidate shall be forfeited to the Board.
- 21. Subjects for Examinations**
- (1) Subjects for the various examinations under the Board shall be as shown in the Section 8 of these bye-laws and shall be governed by the scheme of examinations.
 - (2) The subject offered by a candidate as an Additional subject, once accepted by the Board, shall be final and no subsequent change shall be allowed.
 - (3) A candidate if so desires, may drop his/her Additional Subject, at any time, before or during the examination, and in such case, the examination of the candidate shall not be affected.
- 22. Criterion for determining success or failure in the Examinations**
- (1) Pass or fail of a candidate in the D.El.Ed and School Leaving Certificate Examinations shall be determined on the basis of marks obtained by the candidate in the compulsory subjects. Excess over pass marks obtained in the Additional subjects, if any, shall not affect the position of the candidate.
 - (2)
 - (a) In HSLC and HSSLC Examination, a candidate shall be declared to have passed the Annual/Board Examination if he/she obtains-
 - (i) at least 33% of total marks in each theory paper
 - (ii) at least 33% of total marks in each practical paper
 - (iii) at least 33% of the aggregate marks, and
 - (iv) at least 'D' grade in the internally assessed subjectsA candidate shall be required to pass separately in -
 - (i) Theory and practical papers
 - (ii) Internal assessment and External assessment.
 - (b) No overall division or distinction shall be awarded in High School and Higher Secondary School Leaving Certificate Examinations.
 - (c) In D.El.Ed Examination, a candidate shall be declared pass when he/she secures a minimum of 40% marks separately in external, internal and practical examinations.
Division for pass candidates:

Percentage	Division
75% and above	Distinction
60-74	I Division
50-59	II Division
40-49	III Division
 - (3) A candidate who fails in not more than one subject in Higher Secondary School Leaving Certificate Examination and the High School Leaving Certificate Examination shall be eligible to appear in those subjects at the Compartmental Examination as specified under Section 15.

- 23. Retention of Practical/Internal marks**
- (1) A candidate who has failed in the Higher Secondary and High School Leaving Certificate examinations in the first attempt shall be required to re-appear in all the subjects at the subsequent annual examination of the Board but -
 - (a) Shall have the option to appear for the practical examination in subjects involving practicals or retain the previous year's practical marks for three consecutive years only.
 - (b) Shall retain the previous year's internal marks for three consecutive years only. In case he/she fails to pass the examination in three consecutive years he/she shall have to re-appear in all the subjects including practicals and internal assessments.

Failure candidates who want to appear as regular candidates shall re-appear in all the subjects including practicals and internal assessments.
 - (2) A candidate who has failed in the D.El.Ed Examinations shall have the option to retain the previous semester's practical/ internal marks with the condition that he/she must clear all papers within a maximum of three years.
- 24. Cancellation of Admission to the Examination.**
- (1) If it is found subsequently at any time that the admission of a candidate to the examination has been done through error, malpractice, fraud, improper conduct or the very admission of the candidate to the final standard of school stage is found to be irregular, the Board shall have the power to cancel the candidate's admission to the examination and the candidate shall forfeit the examination fee already paid, notwithstanding the inclusion of the candidate's name in the list of examinees, or the candidate's actual appearance at the examination, and also to debar the candidate from appearing at subsequent examination/examinations as the Board may determine in each case.
 - (2) The Board Shall be competent to admit a candidate to the examination provisionally, where any enquiries in respect of the candidate's eligibility for admission to the examination are in progress or contemplated, and in the light of the findings of the enquiries, to deal further with the case as per the provisions of these regulations.

25. Eligibility for improvement of performance

- (1) A candidate who has passed the Higher Secondary and High School Leaving Certificate Examination and desires to re-appear for improvement of his/her result/division, may be permitted to do so, subject to the following conditions-
 - (a) A candidate who has passed an examination of the Board may reappear for improvement of performance in one or more subjects in the succeeding main examination only, as a private candidate.
 - (b) A candidate who has passed an examination of the Board may reappear for the improvement of performance in the whole examination as a regular candidate if admitted by an institution as a regular student with proper intimation to the Board through the head of the institution in which the candidate is readmitted.
 - (c) This facility shall be available only to a candidate who has not pursued further studies after passing the examination, the result of which the candidate desires to improve.
 - (d) Candidates appearing for improvement in a subject involving practical shall appear only in theory and previous practical marks and internal marks shall be carried forward and accounted for.
 - (e) The result of such a candidate shall be redeclared only if he/she improves the score already obtained, otherwise the previous score shall stand.
- (2) A candidate who has passed the Diploma in Elementary Education (D.El.Ed) Examination and desires to reappear for improvement of his/her result/division, may be permitted to do so, subject to the following conditions -
 - (a) A candidate desirous to improve his/her performance in any course(s) of any semester shall be eligible to appear in the examination of improvement after qualifying the examinations of all the four semesters.
 - (b) Eligibility under this category of partial improvement shall be subject to maximum of three (3) courses to be opted by a candidate from among all four semesters. A candidate may opt one or more courses from either a particular semester or from among different semesters subject to the maximum of three courses of either one or more semesters.
- (3) A candidate who has passed Higher Secondary or High School Leaving Certificate Examination and desires to improve his/her performance only in one subject shall be given an opportunity at the Compartmental Examination conducted immediately following the Main Examination.
 - (a) The result of such a candidate shall be re-declared only if he/she improves the score already obtained. Otherwise, the previous score shall stand.
 - (b) This provision shall be applicable only in theory papers. In case candidates wish to improve in more than one subject, they shall appear in the Main Examination conducted in the succeeding year as mentioned in Sub-section 1.

26. Rules for unfair means cases

- (1) If a candidate is found to have made wrong statement in his/her application form for admission to the examination or has attempted to secure or has secured admission to the examination by production of a false document, the candidate shall be deemed to have used unfair means and his/her results shall not be declared.
- (2) In case the candidate has not already appeared at the examination, his/her application shall be liable to be rejected and the fees if already paid, shall be forfeited.
- (3) In case the candidate has not already appeared at the examination and whether his/her result has not yet been declared or has been declared and certificate issued, his/her result and certificate (if already issued) shall be liable to be cancelled.
- (4) If at any stage a candidate is found to have tampered with any entry in the certificate or statement or marks, or Migration Certificate or any other Examination document that might have been issued to him/her by the Board, the candidate shall be deemed to have used unfair means and the Board may even cancel his/her result, if deemed necessary.
- (5) If during the course of examination, a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations, and as such his/her result shall not be declared but shall be marked as UNFAIR MEANS (U.F.M.) :
 - (a) Having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned ;
 - (b) Giving or receiving assistance directly or indirectly of any kind or attempting to do so;
 - (c) Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers ;
 - (d) Tearing of any page of the answer book or supplementary answer book, etc.,
 - (e) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre ;
 - (f) Taking away the answer book out of the examination hall/room.
 - (g) Using or attempting to use any other undesirable method or means in connection with the examination ;
 - (h) smuggling out Question Paper or its part; or smuggling out answer book/supplementary answer sheet or part thereof ; and
 - (i) threatening any of the officials connected with the conduct of the examinations or threatening of any of the candidates.

EXAMINATION BYE LAWS

- (6) A candidate found guilty of any of the unfair means mentioned at (5) above
- (a) May be disqualified by the Board from the examination in that year (i.e., his/her examination for that year may be cancelled)
 - (b) May further be debarred from appearing at any examination of the Board for a period which may extend upto five years ; and
 - (c) In serious cases, may permanently be debarred from taking any examination of the Board.

CONFIDENTIAL WORKS

- 27. General (A)**
- (1) The Board may use multiple sets of question papers for the same examination at the same centre/examination hall if so considered desirable.
 - (2) The Paper setters, Moderators, 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 bye-laws 27 to 31, the Chairman shall have the power to appoint persons in relaxation of the provisions of these bye-law for reasons to be recorded.
 - (3) No person shall be appointed to act as a Paper setter, Moderator, Head Examiner, Examiner, Scrutinizers and tabulators 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.
- B. Qualification for Appointment of Paper Setter/ Moderator**
- (1) A paper setter shall :
 - (a) have a post graduate degree in case of Higher Secondary level and a graduate degree in case of Secondary level in the concerned subject or allied subject.
 - (b) have a minimum of ten years experience of teaching the concerned subject at Secondary/Higher Secondary 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 student/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.
 - (c) 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;

- (i) he/she has not written or revised a guide book, help-book, key or similar other matter, with whatsoever name, relating to the subject;
- (ii) he/she has not been engaging himself/her self in private tuitions and/or coaching at private institutions or carrying out similar other works;
- (iii) none of his/her relations mentioned in these bye-laws is appearing in the Board's examination in that year.

- (d) Qualification of moderators: The persons to be appointed as moderators:
 - (i) shall be a person, other than the Paper setter; and
 - (ii) shall possess the qualifications as prescribed for Paper setters under bye-laws 27(A)(1) to (3).

***C. Moderation of Question Papers/
Duties of Paper Setter and Moderator***

- (1) Moderation of question papers may be undertaken by a team of Moderators or individual Moderator as may be decided by the Chairman;
- (2) 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 the concepts tested, cognitive operation requires scheme of examinations and conformity with the syllabus;
- (3) The Moderator/team of Moderators may also be required to prepare additional sets of question papers as per instructions given by the Board;
- (4) 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 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;
 - (e) ensure that no question is ambiguously worded, leading to an interpretation different from the question intends to convey. (Each question should be linguistically unambiguous, clear, accurate and free from all limitation);
 - (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-clause (ii) and (iv) have been complied with.

D. Disqualification of Paper Setters/ Moderators/ Head Examiners/ Examiners.

- (1) No person shall be appointed as a Paper setter/Moderator :
 - (a) if he/she has written a guide-book, help-book, key or any similar matter, with whatsoever name, relating to the subject.
 - (b) 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.
- (2) Where the Chairman is satisfied that a Paper Setter/Moderator/Head Examiner/Examiner:
 - (a) is unable to perform the work, or has not performed the work of the desired standard/quality; or
 - (b) has not been able to conform to the directions of the Board; or
 - (c) 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
 - (d) has furnished false declaration or has concealed facts.

He may :

- (a) cancel his/her appointment as Paper setter/Moderator/ Head Examiner/Examiner 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.

E. Conditions and mode of appointment of Paper Setters, Moderators, Examiners, Scrutinizers, Setters, Moderators, Tabulators & Head Examiners, Head Coders, Re-scrutinizers, Pre Publication Scrutinizers and Scrutinizers of Tabulation.

- (1) The Controller of Examinations shall prepare lists of persons suitable for appointment as Paper Setters, Moderators, Examiners, Scrutinizers, Coders, Head Examiners, Tabulators, Head Coders, Re-Scrutinizers, Pre-Publication Scrutinizers and Scrutinizers of Tabulation and make such appointments as may be necessary subject to the approval of the Chairman".
- (2) The qualifications, experience and other criteria for determining the suitability of a person for appointment as Paper Setters, Moderators, Examiners, Scrutinizers, Coders, Head Examiners, Tabulators, Head Coders, Re-Scrutinizers, Pre-Publication Scrutinizers, and Scrutinizers of Tabulation shall be prescribed by the Board from time to time".
- (3) A person shall be disqualified from being appointed as a Paper Setter or Moderator
 - (a) If a near relation of his is appearing in the Examination concerned in that subject (near relation shall include, Husband, Wife; Sons and Daughters);
 - (b) If he is coaching or has coached or worked as a private tutor during the two years preceding the year of examination of any candidate appearing the examination.
 - (c) If he has published any note or annotations of textbooks prescribed for the examination concerned.
 - (d) If his name has been removed by the Board from the approved panel of names for any reason whatsoever.

E X A M I N A T I O N B Y E L A W S

- (4) Ordinarily four Paper Setters and a team of Moderators will be appointed for each paper
- (5) Records of persons eligible for appointment as Paper Setters , Moderators, Examiners, Scrutinizers, Coders, Head Examiners and Tabulators will be maintained by the Controller of Examinations.
- (6) The identity of Paper Setters, Moderators, Examiners and Tabulators and the distribution of Answer books to be examined shall be kept strictly confidential by all concerned.
- (7) If at any time it comes to the notice of the Board that a person appointed as a Paper Setter, Moderator, Examiner, Head Examiner, Scrutinizer, Coder and Tabulator has been guilty of any dishonesty misconduct or culpable negligence, the Board may cancel his/her appointment forthwith and appoint someone else in his/her place.

***F. Instructions to
PaperSetters/
Moderators/***

The Controller of Examinations, with the approval of the Chairman, shall issue detailed instructions for all examination works (including Paper **Head Examiners/** setters/Moderators/Head Examiners/Examiners/Coders/Tabulators) in **Examiners etc.** 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 instruction/directions 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.

***G Safe Keeping
of Question paper***

All question papers shall be in the exclusive custody of the Controller of Examinations or other officers as may be entrusted by the Chairman.

***28. Norms for the
opening of
examination
Centre.***

- (1) The following shall be the norms to be followed for the opening of Examination Centre:-
 - (a) The school to be selected for a Centre of Examination should fulfil the following criterion -
 - (i) It should be a school affiliated to the Board.
 - (ii) The school should have standard-size classroom well-lighted and properly ventilated and should be properly walled to be free from outside interference;
 - (iii) The school should have permanent building(s).
 - (iv) The school should have standard desks and benches and furnitures which should be arranged as per specifications laid down by the Board.
 - (v) There should be adequate sanitary arrangements for boys and girls within the premises of the school;
 - (vi) The school should have a campus big enough to be cordoned off during the hours of examination;
 - (vii) The school campus should be so located as to be free from noise, hazards and other sources of disturbances;
 - (viii) The school should have proper lighting facility and good water supply;

EXAMINATION BYE LAWS

- (ix) The school management should be competent and reliable and should be in the hands of a properly constituted authority of Managing Body and possess an assured financial stability.
 - (b) the school should be able to provide or the school authority should be able to arrange for enough accommodation for boys and girls coming from outside.
 - (c) the school should be open for inspection to person or persons deputed by the Board and to the District Education Officer or his representative concerned.
 - (d) There should be a Government Treasury or State Bank of India (SBI) or a Police Station or a Security Post within a reasonable distance from the school for depositing all confidential documents relating to the Examination.
 - (e) There should be a regular post office which can handle registered /insured letters/parcels, within easy reach from the school.
 - (f) There should be good roads and regular bus/transport service to and from the area.
 - (g) There should be a hospital or dispensary or any other government medical facilities within the area.
 - (h) There should be at least hundred candidates who will appear at the Centre.
- (2) In cases where there is shortage in the seating capacity or any other genuine necessity in an existing Centre, the Board may open an Extension Centre attached to that existing Centre on such terms and conditions -
- (a) The school should have fulfilled all the criterion mentioned in sub-section (1) of this Section.
 - (b) Norms for appointment of Centre Superintendent/Asst. Centre Superintendent, etc. shall be at par with the norms mentioned in Section 29 of this Bye-Laws.
 - (c) The duty rosters of invigilators for the existing Centre and the Extension Centre should be jointly prepared by the Centre Superintendents concerned. Lecturers/Teachers should, as far as practicable, be shuffled for invigilation duty in these Centres.
- (3) Notwithstanding anything provided in sub-section (1) and (2), the school which fulfils all the conditions in sub-section (1) and (2) may be considered even if the candidate in such a school are less than one hundred provided that :
- (a) There is an extreme necessity due to geographical location, socio-economic conditions of the people, etc for opening a Centre.
 - (b) Effective management of examinations at the said school is feasible as per Board rules.

- (4) The Board reserves the right to reselect a School as Examination Centre/Extension Centre for the areas, in case the selected school fails to fulfill the conditions laid down or on any other grounds the Board may think fit and proper for such action."

**29. Norms for
appointment of
Centre
Superintendent,
Asst.Superintendents.**

Centre Superintendent

- (1) The Principal/Vice-Principal/Senior PG Lecturer/ Headmaster/ Headmistress of a school shall be appointed as the Centre Superintendent of an examination centre.
- (2) A Centre Superintendent shall not leave an examination centre without prior approval of the Board under normal circumstances. In case of an emergency, he/she may hand over the charge to the Assistant Superintendent, where appointed, or to the next senior most person under intimation to the Board.
- (3) A Centre Superintendent who:
 - (a) leaves an examination centre without prior permission of the Board and proper arrangement;
 - (b) misuses his/her position; or
 - (c) engage himself/herself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examinations; shall face such disciplinary action, as may be decided by the Chairman, which may include disciplinary action through departmental agencies or legal action by the Board in public interest.

Assistant Superintendents

- (4) As the centre Superintendent shall be responsible for the smooth conduct of examinations, he/she will be authorised to appoint the required number of Assistant Superintendents, from amongst the teachers of his/her school provided that the candidates appearing at the centre exceed 250.
- (5) The Centre Superintendent shall draw up a list of teachers who will work as Assistant Superintendents from the neighbouring schools in consultation with the Principal of the school. He/she should furnish the list of Assistant Superintendents with complete details to the Board immediately.
- (6) Person other than teachers possessing equivalent qualifications (minimum graduation) may also be detailed as Assistant Superintendent in case the adequate numbers of teachers are not available. However, the appointment of such persons to act as Assistant Superintendent shall be restricted to the minimum and complete details in such cases shall be furnished to the concerned Regional Officer of the Board.
- (7) The Centre Superintendent shall see that the instructions to Assistant Superintendent(s) are duly noted and observed by them.

- (8) An Assistant Superintendent who engages himself/herself directly or indirectly in using or promoting or abetting use of unfair means shall be dealt with appropriately under the rules of Board.
- (9) **Guidelines for Centre Superintendents etc.**
Guidelines for Centre Superintendents and Assistant Superintendents will be issued by the Controller of Examinations with the approval of the Chairman separately for adherence by all concerned.
- (10) **Clerical Assistance**
The Centre Superintendent shall appoint clerical and class IV staff as per the guidelines to the Centre Superintendents.
- (11) **Appointment of Observers/Inspectors/Flying Squads**
The Chairman may appoint Observers/Inspectors/Flying Squads to ensure smooth and fair conduct of Examinations at the Examination Centres where necessary.
- (12) In exceptional circumstances where deviation from the Bye-Laws of this chapter is considered necessary, the Chairman shall have the powers to do so for reasons to be recorded.

30. Head examiners:

- (1) The Chairman shall appoint a senior expert teacher of affiliated Higher Secondary/High School as Head examiner for a subject/ paper.
- (2) The Head Examiner shall be responsible for ensuring uniform evaluation of answer as per the model answer and marking scheme. The Head examiner shall monitor the evaluation and ensure strict implementation of the marking scheme.
- (3) The Head Examiner shall bring to the notice of the Controller of Examination discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.
- (4) The Head Examiner shall report to Controller of Examination in writing the names of such examiners who have not carried out the instruction of the Board or have not maintained punctuality or have not observed the code of conduct for such action may be taken as may deemed fit by the Board.
- (5) No person whose ward or relation or the ward of whose near relation is appearing in the examination shall be appointed as Head Examiner.
- (6) The Head Examiner shall be the custodian of all answer books entrusted to him/her for evaluation at the evaluation room/centre and shall provide such physical and administrative facilities as are necessary to ensure quick, smooth and fair conduct of evaluations.
- (7) The Head Examiner shall treat 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.
- (8) One Head Examiner shall be appointed for one subject.

- 31. Examiners:**
- (1) The Head of affiliated institutions shall recommend , every year, the names of the teachers in their respective institution, eligible for appointment as an examiner in accordance with the provisions of these bye-laws.
 - (2) An examiner shall :
 - (i) hold at least a master degree in case of Higher Secondary level and a graduate degree in case of secondary level in the concerned allied subject.
 - (ii) have at least three years teaching experience at Secondary/ Higher Secondary level and
 - (iii) be a working teacher teaching the same subject in a school affiliated to this Board and has not attained the age of 65yrs on 1st April of the year of evaluation work.
 - (iv) 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 contemplated against him/her or has earlier been debarred / black-listed from any work of the Board or his/her integrity is doubtful in the opinion of the Chairman
 - (v) No person shall be appointed as an Examiner for more than one subject or for more than one examination simultaneously.

- 32. Appointment of persons for the conduct/ management of examinations**
- All persons appointed for or entrusted with the conduct or management of any examination under these regulations shall be deemed to be public servant within the meaning of section 21 of the Indian Penal Code, 1860 and shall be governed by the relevant sections of the Mizoram Prevention of Malpractices at Examinations Act 1990. Whoever abets any offence punishable under these regulations shall be punished with the punishment provided for such an offence as specified in these regulations.

- 33. Receipt of answer books**
- (1) All answer books from examination centres shall be received by Controller of examination or by any other authorised person.
 - (2) All answer books shall be deemed as confidential documents and no person(s) other than identified by Controller of Examination shall be permitted to handle the same.
 - (3) All the answer books received from the examination centres in real roll numbers of the candidate shall be converted into fictitious numbers.
 - (4) The conversion of real numbers to fictitious numbers will be carried out by a team of Coders with the overall control of the Controller of Examinations.

- 34 . Evaluation**
- (1) All the answer books bearing fictitious roll numbers shall be evaluated by approved examiners
 - (2) Normally the spot evaluation shall be done within the premises of the Board's office..
 - (3) Under special circumstances the answer books may be evaluated by examiner at their residence.

- 35. Model answer and marking scheme** (1) Model answer with detailed marking scheme shall be prepared for each question by paper setter along with the question paper.
- (2) The marking scheme shall indicate value points in respect of each answer and the award to be assigned for each of the value points.
- (3) The original model answer and marking scheme may be amended/modified by a team of moderators.
- 36. Declaration of Results.** (1) The Board shall declare and publish the results of the examinations of the Higher/ High School Leaving Certificate/ Compartmental Examinations on such date and in such manner as the Board may decide.
- (2) In any case where it is found that the results of the examinations have been affected by errors or other matters of whatsoever nature, the Board shall have the powers to amend such result(s) as it may decide and declare such amended result(s) as it may consider necessary.
- 37. Supply of Marks.** (1) The marks obtained by a candidate in each subject shall be supplied to the candidate in a printed form of "Statement of Marks" after the declaration of results.
- (2) The Statement of marks of regular candidates of Higher Secondary and High School Leaving Certificate Examination shall be collected by the Centre Superintendent for issue to the heads of schools. The candidates shall collect their marksheets from the Office of the school concerned.
- (3) The Statement of marks of Private candidates and those who appeared under Compartmental Rules of Higher Secondary and High School Leaving Certificate Examinations, shall be collected by the Centre Superintendent of the Examination Centre. The candidates shall collect their mark statements from the Centre Superintendent concerned.
- (4) If the original statement of marks of a student is lost in the office of Centre Superintendent or head of the institution, a fresh statement of marks shall be issued on payment of fees as prescribed by the Board, which shall be borne by the Centre Superintendent/Head of Institution concerned.
- (5) In the event of loss or damage of an original certificate:
- (a) A duplicate Marksheet may be issued by the Board on application submitted by the candidate in the prescribed form with attested photocopy of Admit Card/Aadhaar card/EPIC, and on payment of the requisite fee as fixed by the Board from time to time.
- (b) A duplicate Marksheet without stamping duplicate seal may be issued by the Board on application submitted by the candidate in the prescribed form, and on payment of the requisite fee as fixed by the Board from time to time on production of the

following documents:

- (i) An affidavit sworn before 1st Class Magistrate
- (ii) Police report testifying loss or damage”.

**38. Issue of
Photocopy of
Answerscript (s)**

- (1) Any candidate who has appeared at the examination of the Board, may apply to the Secretary of the Board for issue of photocopy of his/her answerscript(s). The purpose for issuing the photocopy is solely to enable the candidate to personally verify that a thorough assessment of the answerscript(s) had been made. A photocopy of the answerscript(s) shall be given on request accompanied by the requisite fee per subject as fixed by the Board from time to time.
- (2) Photocopies of answerscript(s) can be applied for and claimed by only the candidate himself/herself upon production of his/her original admit card issued by the MBSE for the examination under consideration. The Board **will not entertain** any application/claims made on behalf of the candidate(s).
- (3) A period of 7 (seven) days after the declaration of results shall be given to the candidates to apply for a photocopy of answerscript(s). Upon the expiry of this period, no application shall be entertained.
- (4) A candidate who desires to get a photocopy of the answercript(s) shall have to sign an undertaking with a pledge to maintain utmost confidentiality. Under no circumstances will the candidate reveal the photocopy to the Press or take any action with malafide intentions of maligning the Board. Any violation of the undertaking will render the result of the candidate null and void and the Examination of the candidate shall be liable to be cancelled.
- (5) While giving the photocopy of the answerscript(s), names of the Head Examiner, Examiner and Scrutinizer which appear on the script shall be concealed.

39. Re-evaluation

- (1) Any candidate who has appeared at the examination of the Board, may apply to the Secretary of the Board for re-evaluation of his/her answerscript(s). A candidate may, within 7 days of declaration of the results, apply for re-evaluation of not more than 2 (two) papers by paying a fee as fixed by the Board from time to time.
- (2) Re-evaluation is not applicable to those candidates who failed in more than 2 (two) papers
- (3) The facility for re-evaluation is not applicable to Practical examination papers.
- (4) Candidates securing less than 60% of pass marks in the concerned papers/course (excluding Practical and internal marks) shall not be eligible to apply for re-evaluation.
- (5) All request for re-evaluation shall be accompanied by :
 - i) The prescribed fee in cash.
 - ii) The original Mark-Sheet issued by the Board
- (6) The application shall be screened by the Controller of Examination / Examination Department and shall be sent to two Examiners

- other than the ones who have examined the script earlier.
- (7) Re-evaluation of marks, in no case, shall be done in the presence of the candidate or his/her guardian/representative.
 - (8) Average of the two closure marks - out of original, first and second re-evaluated marks - shall be the marks awarded after re-evaluation.
 - (9) As a result of re-evaluation, an increase or decrease of five (5) marks and above be incorporated. If the increase or decrease is less than five (5) marks, then the original marks stand.
 - (10) The score after re-evaluation shall supersede the earlier score provided that a candidate who was declared pass initially shall not be declared unsuccessful as a result of re-evaluation and downward revision of marks shall be limited to pass level.
 - (11) If on re-evaluation, a failed candidate is found to have passed the examination or the result of a candidate as already published is altered, a corrigendum to the result already published shall be issued by the Secretary, indicating the correct result of the candidate.
 - (12) Re-evaluation shall not be time-bound process, but all efforts will be made to ensure early declaration of results.
 - (13) The marks allotted by the Examiners on Re-evaluation shall be final and no further correspondence or claim in the matter shall be entertained.

**40. Post Publication (1)
Scrutiny**

- (1) Any candidate who has appeared at the examination of the Board, may apply to the Secretary of the Board for verification/scrutiny whether the candidate's answers, in any particular subject, have all been examined and that there has been no mistake in the totalling of marks in that subject and the tabulations has been done correctly, but not for re-evaluation of the answers. Such application must be made by the candidate to the Secretary, within 7 days from the date of publication of the results and must be accompanied by the requisite fee per paper as fixed by the Board, from time to time, for Post-Publication Scrutiny of Marks.
- (2) Post-Publication Scrutiny of marks shall be allowed in not more than two subjects only in any particular examination with the exception of Compartmental/Special examinations.
- (3) The verification/scrutiny of marks shall, in no case, be done in the presence of the candidate or his/her guardian/representative, nor will the answer books and/or the results of the verification be shown to him/her or his/her guardian/representative.
- (4) If, as a result of verification/scrutiny made under this regulation, 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, it shall be corrected by the Controller of

Examinations, duly attested and dated, and if as a result of this correction, the candidate's result, as already declared, is altered in any way, the candidate shall be informed of the correct result immediately.

- (5) If on Post-publication scrutiny, a failed candidate is found to have passed the examination or the result of a candidate as already published is altered, a corrigendum to the result already published shall be issued by the Secretary, indicating the correct result of the candidate.
- (6) The decision of the Chairman of the Board, regarding the result of verification/scrutiny made under this Regulation shall be final.

- 41. Award of Certificate.**
- (1) The Certificate awarded to a successful candidate shall be in the form as prescribed by the Board. The certificate shall show the candidate's name in full, his/her mother's name, father's name, date of birth (in case of HSLC), year of examination and the division secured by the candidate in the examination. The certificate shall be signed and issued by the Secretary on behalf of the Board.
 - (2)
 - (a) The certificate of all successful candidates shall be collected from the Board by the Centre Superintendent for issue to the candidates or to the head of the institution concerned.
 - (b) The Certificate of all succesful private candidates shall be collected from MBSE Office by the respective Centre Superintendents.
 - (3) In the event of loss or damage of an original certificate:
 - (a) A duplicate certificate may be issued by the Board on application submitted by the candidate in the prescribed form with attested photocopy of Admit Card/Aadhaar card/EPIC,and on payment of the requisite fee as fixed by the Board from time to time.
 - (b) A duplicate certificate without stamping duplicate seal may be issued by the Board on application submitted by the candidate in the prescribed form, and on payment of the requisite fee as fixed by the Board from time to time on production of the following documents:
 - (i) An affidavit sworn befor 1st Class Magistrate
 - (ii) Police report testifying loss or damage".
 - (4) If the original Certificate is partially damaged it may be replaced on payment of fee prescribed by the Board from time to time.

- (5) If the Original Certificate issued to a student is lost in the office of Centre Superintendent or Head of the Institution, a fresh Certificate shall be issued on payment of fees as prescribed by the Board, which shall be borne by the Centre Superintendent/Head of Institution concerned.

42. Maintenance of Answer Book

The answer book shall be maintained for a period of three months after publication of results and shall thereafter be disposed off in the manner as decided by the authority from time to time.

43. Migration Certificate

A migration Certificate may, on application in the prescribed form as shown in Appendix-IV & V be issued to a student subject to the conditions laid down below :

- (1) On payment of the prescribed fee fixed by the Board from time to time.
- (2) On submission of the original Registration Card issued by the Board.

44. Provisional Certificate

A candidate who has passed the Higher Secondary and High School Leaving Certificate Examinations may be granted a "Provisional Certificate" of having passed the examination to the conditions laid down below:

- (1) On application in the prescribed form.
- (2) On payment of the requisite fee as fixed by the Board from time to time.
- (3) On submission of attested photocopy of Admit Card/ Aadhaar Card/EPIC."

45. Abetment of offence

Whoever abets any offence punishable under these regulations shall be punished with the punishment provided for such an offence as specified in these regulations.

46. Changes and correction in Name

- (1) Correction in name means correction in spelling errors, factual errors, typographical errors in candidate's Name/Surname, Father's Name/ Mother's Name to make it consistent with what is given in the Board's record.
- (2) Changes in name means alteration, addition, deletion to make it different from the Board's record.
- (3) Application for correction in name mentioned in (1) above may be considered anytime provided that the application of the candidate is accompanied by the following documents.:
 - (a) An original Birth Certificate
 - (b) Original Church Certificate like Baptismal Certificate etc.
 - (c) Original EPIC/Aadhar Card (if any).

- (4) Application for change in name mentioned in (2) above may be considered anytime provided that the application of the candidate is accompanied by the following documents -
 - (a) An original Affidavit sworn before a 1st Class Magistrate by the candidate.
 - (b) Press clipping of a leading newspaper by which the change or correction of name was notified.
 - (c) A letter of recommendation of either President, Village Council or President, YMA of the village from where the candidate is hailing.
 - (d) An original Birth Certificate
 - (e) Original Church Certificate like Baptismal Certificate etc.
 - (f) Original EPIC/Aadhar Card (if any).

**47. *Correction
in the
Date of Birth***

- (1) No change in the date of birth once recorded in the Board's record shall be made. However, corrections to correct typographical and all other errors to make the certificate consistent with the authentic personal records of a candidate can be made provided that the personal records like Birth Certificate, Baptisma Certificate, etc. found to be genuine by the Board, are produced by the applicant.
- (2) Such correction in Date of Birth of a candidate in case of genuine clerical errors will be made under the order of the Chairman that wrong entry was made erroneously in the relevant forms of the candidate.
- (3) Application for request of correction in Date of Birth should be submitted to the Secretary along with;
 - (a) Original Birth Certificate
 - (b) Original Church Certificate like Baptisma I Certificate etc.
- (4) The application for correction in date of birth along with documents mentioned in 46 sub-section (3) above shall be entertained by the Board only within two years of declaration of HSLC Examination. No correction whatsoever shall be made on applications submitted after the said period of two years. This will be effective from the examination to be held in January 2009. Notwithstanding anything contained herein, application for change in date of birth will be entertained even after 2 years of declaration of HSLC results if the applicant is able to produce authentic personal records as mentioned in 46 sub-section (3) above and if the authority is satisfied with the genuineness of the nature of the case.

48. Equivalence

- (1) The various Boards have given equivalences to each other's examinations and consequently the transfer from one Board to another is possible on a point to point equivalence basis. However, each Board is at liberty to put eligibility conditions for the next stage. In other words equivalence is only equating two examinations and eligibility may have additional conditions prescribed by the Board.
 - (a) As regards the examinations of other Education Boards in India, the recognition/equivalence determined by Council of Boards of School Education in India (COBSE), New Delhi are accepted by this Board.
 - (b) As regards the foreign qualifications, the recognition/equivalence determined by Association of Indian Universities, New Delhi which are listed in the AIU publication 'Equivalence of Foreign Degrees' are accepted by this Board.
 - (c) As regards the examinations of other agencies including professional degrees, recognition/equivalence may be given from time to time depending on the syllabus and duration of the course, etc.