OFFICE MEMO

The Vice-Chancellor in exercise of powers vested in him under Section 19(3) of the AMU Act, 1920 (amended up-to-date) has approved on behalf of Academic Council and Executive Council the Ordinances (Academic) under Chapter XVIII-B relating to Secondary School Certification Examination (Copy enclosed).

The action of the Vice-Chancellor shall be reported to the Academic Council and Executive Council.

(Prof. Javaid Akhter)
Controller of Examinations

Copy to:
1. Director, Directorate of School Education
2. Registrar
3. Deputy & Assistant Directors, Directorate of School Education
4. O.S.D. to Controller of Examination
5. Joint Registrar (Councils) for report to the A.C. & E.C.
6. All Principal of Schools
7. Deputy Controllers (Examinations – I and II)
8. Incharge, CCAE
9. Assistant Controller, R.P.Unit, Examinations Division and Examination
10. Assistant Registrars, Vice-Chancellor’s Secretariat and Pro-Vice-Chancellor’s Secretariat
11. Sr. P.A. to Controller of Examinations
12. Guard file (Research Unit)
CHAPTER – XVIII -B
SECONDARY SCHOOL CERTIFICATE EXAMINATION
(Effective from the session 2015-16)

1. The Secondary School Certificate Examination shall consist of two parts (Part I & Part II) and shall be held on CCE pattern.

The SA1 & SA2 examinations will be held as per the schedule in classes IX (Part I) and X (Part II).

The Secondary School Certificate Examination Part I (Class IX) shall be conducted as home examination and shall be open to candidates who have undergone a regular course of study in class IX for one academic year at a School maintained and run by the University. The Secondary School Certificate Examination part II (Class X) shall be open to candidates who have undergone a regular course of study in class X for one academic year at a School maintained and run by the University.

2. SCHEME OF STUDIES

The duration of each period will be notified by the Directorate. The following shall be the subjects of studies in Class IX and X.

(i) SCHOLASTIC AREA: A

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject</th>
<th>No. of Periods per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>English</td>
<td>7 Periods</td>
</tr>
<tr>
<td>(2)</td>
<td>Urdu with Compulsory Hindi/ Hindi with Compulsory Urdu</td>
<td>6 Periods (4+2)</td>
</tr>
<tr>
<td>(3)</td>
<td>Mathematics</td>
<td>8 Periods</td>
</tr>
<tr>
<td>(4)</td>
<td>Science (Physics, Chemistry &amp; Biology)</td>
<td>9 Periods</td>
</tr>
<tr>
<td>(5)</td>
<td>Social Science (History, civics, geography and economics)</td>
<td>9 Periods</td>
</tr>
</tbody>
</table>

(ii) SCHOLASTIC AREAS: B

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject</th>
<th>No. of Periods per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Muslim Theology (Sunni/Shia) or History of Civilization;</td>
<td>2 Periods</td>
</tr>
<tr>
<td>(2)</td>
<td>Optional subjects (Persian, Arabic/commerce/home science/ Physical &amp; Health Education/information technology/Sanskrit (any one)).</td>
<td>2 Periods</td>
</tr>
<tr>
<td>(3)</td>
<td>Computer literacy</td>
<td>2 Periods</td>
</tr>
</tbody>
</table>

(iii) CO-SCHOLASTIC AREAS

| (1)   | Socially useful and productive work(Agriculture/tailoring/arts/ Computer typing/Music/Geometrical Art) (any one) | 1 Period/week         |

TOTAL: 46 Periods
3. SCHEME OF EXAMINATION

Scheme of Continuous and Comprehensive Evaluation shall be as under:

(i) The Secondary School Certificate Examination part I (Class IX) shall be conducted as home examination. There shall be no Board examination at secondary level (class IX) w.e.f. 2014-15 for students studying in the schools maintained and run by the university.

Provided further, otherwise eligible candidates may be granted exemption from offering the SUPW subject by the Directorate of School Education on the recommendation of the Principal of the School concerned; such request for exemption should be supported by a Certificate from a Medical Officer.

(ii) The AMU Board will conduct the **Secondary School Certificate Examination of Class X (SA-2)** in the subjects as given in the scheme of studies. However, class IX examination will be conducted as home examination at the school level from the session 2015-16. The students enrolled in class IX will fill in a registration form for the allotment of Enrolment No. issued by the office of COE.

(iii) There shall be continuous assessment for the subjects under Scholastic Area B and Co scholastic Area. The School will maintain a record of the performance of each candidate and forward the same to the AMU Bardwell in advance.

(iv) The result of subjects under Scholastic Area B and Co scholastic Area shall be given as following in terms of grade on a five point scale

<table>
<thead>
<tr>
<th>MARKS RANGE</th>
<th>GRADE</th>
<th>Description</th>
<th>Grade point</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;=90 to &lt;=100</td>
<td>A+</td>
<td>Outstanding</td>
<td>5</td>
</tr>
<tr>
<td>&gt;=75 to &lt;90</td>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>&gt;=56 to &lt;75</td>
<td>B</td>
<td>Very Good</td>
<td>3</td>
</tr>
<tr>
<td>&gt;=35 to &lt;56</td>
<td>C</td>
<td>Good</td>
<td>2</td>
</tr>
<tr>
<td>0 to &lt;35</td>
<td>D</td>
<td>For improvement</td>
<td>1</td>
</tr>
</tbody>
</table>

(v) If a candidate remains absent in SA2 examination or part of it will be marked absent, but for overall grade evaluation marks in SA2 will be considered as zero.
## SCHEME OF EXAMINATION FOR CLASSES IX & X

The scheme of examination of classes IX & X with weightage for respective FAs or SAs in five main subjects of Scholastic Area A is as follows:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Formative Assessments</th>
<th>Summative Assessments</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FA1</td>
<td>FA2</td>
<td>FA3</td>
</tr>
<tr>
<td>1. English</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>2. Urdu with compulsory Hindi/ Hindi with Compulsory Urdu</td>
<td>07 03</td>
<td>07 03</td>
<td>07 03</td>
</tr>
<tr>
<td>3. Mathematics</td>
<td>10 10</td>
<td>10 10</td>
<td>10 10</td>
</tr>
<tr>
<td>4. Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>2.5 2.5</td>
<td>2.5 2.5</td>
<td>2.5 2.5</td>
</tr>
<tr>
<td>Chemistry</td>
<td>2.5 2.5</td>
<td>2.5 2.5</td>
<td>2.5 2.5</td>
</tr>
<tr>
<td>Biology</td>
<td>2.5 2.5</td>
<td>2.5 2.5</td>
<td>2.5 2.5</td>
</tr>
<tr>
<td>Practical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Social Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>3 3 3 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civics</td>
<td>2 2 2 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td>3 3 3 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>2 2 2 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Marks obtained in fraction will not be rounded off at any stage except in Grand total. The maximum marks of a question paper in any subject for FAs & SAs will be converted as per the Scale provided in the Scheme of Examination.

At the Secondary School Certificate Examination class IX and X assessment of five main subjects under scholastic area ‘A’ shall be in numerical scores to be converted to grades on a 9 point scale which shall be indicated in the statement of subject wise performance with grades. The qualifying grade in each subject under scholastic and co-scholastic areas shall be a minimum grade D.
The students will be assessed in subjects under scholastic area using the conventional numerical marking and corresponding grades and same shall be awarded as under.

<table>
<thead>
<tr>
<th>MARKS RANGE</th>
<th>GRADE</th>
<th>GRADE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;=90 to 100</td>
<td>A1</td>
<td>10.0</td>
</tr>
<tr>
<td>&gt;=80 to &lt;90</td>
<td>A2</td>
<td>9.0</td>
</tr>
<tr>
<td>&gt;=70 to &lt;80</td>
<td>B1</td>
<td>8.0</td>
</tr>
<tr>
<td>&gt;=60 to &lt;70</td>
<td>B2</td>
<td>7.0</td>
</tr>
<tr>
<td>&gt;=50 to &lt;60</td>
<td>C1</td>
<td>6.0</td>
</tr>
<tr>
<td>&gt;=40 to &lt;50</td>
<td>C2</td>
<td>5.0</td>
</tr>
<tr>
<td>&gt;=33 to &lt;40</td>
<td>D</td>
<td>4.0</td>
</tr>
<tr>
<td>&gt;20 to &lt;33</td>
<td>E1</td>
<td></td>
</tr>
<tr>
<td>20 and below</td>
<td>E2</td>
<td></td>
</tr>
</tbody>
</table>

Cumulative grade point average (CGPA) would also be reflected in the statement of subject wise performance with grades.

Cumulative grade point average (CGPA) is the average of grade points obtained in all the five main subjects as per scheme of studies. Subject wise and over all indicative percentage of marks can be assessed as under:

- Subject wise indicative percentage of marks = 9.5 x GP of the subject
- Over all indicative percentage of marks = 9.5 x CGPA

**Merit certificate:** The AMU Board will award merit certificate to such candidates who have obtained grade A1 in all the five main subjects under scholastic area A at the Secondary School Certificate Examination as per the qualifying criteria.

4. **Pass Criteria (Secondary School Examinations)**

(i). A candidate not covered under the scheme of Continuous and Comprehensive Evaluation will be eligible to get the Statement of Subject wise performance/Qualifying Certificate if he/she gets minimum Grade 'D' in all the five subjects under Scholastic Area A in the main examination or at the only attempt of Improvement of Performance.

However, a candidate who has appeared at the Secondary School Examination under the Scheme of Continuous and Comprehensive Evaluation will be eligible to get the Grade Sheet of Performance indicating the grades and the grade points obtained in the subjects under Scholastic Area A, Scholastic Area B and Co-scholastic Area A.

(ii). No overall grade shall be awarded. However, Cumulative Grade Point Average (CGPA) shall be indicated in the Statement Subject wise Performance with Grades. Subject wise and overall indicative percentage of marks could be derived, based on Grade Point/Cumulative Grade Point Average.

(iii). In order to be eligible to qualify Class IX examination a candidate shall have to obtain minimum Grade D in all the five subjects under Scholastic Area A as well as grades in subjects under Scholastic Area B, as stipulated in the Scheme of Studies, at the main or the subsequent Improvement of Performance attempt.
5. **Eligibility for Improvement of Performance in Secondary Examination**

A candidate obtaining Grades E1 or E2 in any or all the five subjects under Scholastic Area A, as per the scheme of studies assessed by the School & the AMU Board shall be eligible for improvement of performance in any or all the five subjects.

6. **Rules for the Condonation of the Shortage of Attendance**

If the attendance of a candidate falls short of the prescribed limit i.e. 75%, the principal / Head of the institution may recommend his/her name to the Directorate for condonation of shortage of attendance.

Cases of candidates with attendance below 75% but not less than 60% in class IX/X appearing for the Board's examinations, as the case may be, shall be considered for condonation of shortage of attendance by the AMU Board only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, TB or similar serious diseases requiring long period of hospitalization.

The following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed percentage:

- (a) prolonged illness;
- (b) loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration;
- (c) any other reason of similar serious nature.
- (d) Authorised participation in sponsored tournaments and sports meets of not less than inter-school level and at NCC/NSS camps including the days of journeys for such participation shall be counted as full attendance.
- (e) Authorised participation in Sports at National/State/University level.

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REGULATIONS FOR SECONDARY SCHOOL EXAMINATION

Regulations in accordance with, and subject to, the provisions of Chapter XVIII – B of the Ordinances (Academic)

1. General:

(i) The Paper setters, Moderators, Head Examiners, Examiners etc. shall be appointed by the competent authority.

(ii) No person shall be appointed as a Paper setter, Moderator, Head Examiner and Coordinator whose 'NEAR RELATION' is appearing or has appeared at an examination conducted by the AMU Board in that year. For this purpose 'NEAR RELATION' shall mean and include those as prescribed by the university.

(a) Qualifications for the Appointment of Paper Setter/Moderator

A paper setter shall:

(i) have a post graduate degree in the subject concerned or allied subject.

(ii) Shall be permanent/retired teacher of the subject concerned.

(iii) Notwithstanding the prescribed limit may be relaxed by the competent authority.

(b) Qualifications of Moderators:

The persons appointed as Moderators:

(i) shall be a person, other than the Paper setter; and

(ii) shall possess the qualifications prescribed for Paper setters under (i) to (iii) of 1(a) as mentioned above.

(c) Moderation of Question Papers/Duties of Paper Setters and Moderators

(i) Moderation of question papers may be undertaken by a team of Moderators or an individual Moderator as may be decided by the competent authority.

(ii) Paper setters while setting the question papers and Moderators while moderating the question papers, shall ensure that all sets of question papers are comparable, as far as possible, with regard to the concepts tested, cognitive operation required, the scope of the answer, difficulty level, time limit and conformity with the syllabus.

(iii) The Moderator/team of Moderators may also be required to prepare additional sets of question papers as per instructions/directions given by the AMU Board.

(iv) The Paper setters as well as Moderators shall:

(a) ensure that each question paper has been set according to the syllabus of the subject, blue print, design and text books/recommended books;

(b) prepare a comprehensive marking scheme for each question paper, giving expected answers, value points and distribution of marks;

(c) workout themselves the solution to the questions particularly the numerical questions;
(d) mention against each question approximate time limit that may be required for answering the question by an average student who has carefully studied the course and has prepared for the examination methodically;

(e) ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey.

(f) set and moderate the question paper strictly in accordance with the unit wise weightage given in a curriculum of the subject, keeping in view of the variations of the marks, if any, under different sub-units.

(d) Disqualifications of Paper Setters/Moderators/Head Examiners/Examiners/Coordinators

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

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

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

(2) Where the AMU Board is satisfied that a Paper Setter/Moderator/Head Examiner/Examiner/Coordinator:

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

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

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

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

Competent Authority may:

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

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

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

(iv) take any other action; as deemed appropriate by competent authority in the circumstances of the case.

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

The AMU board, with the approval of the Competent authority shall issue detailed instructions for all examinations work including Paper setters/Moderators/Head Examiners/Examiners/Coordinators. The Director may order issuance of such instructions/directions as he/she may deem necessary but the same shall be reported to the appropriate Committees in their meeting.

All question papers shall be in the exclusive custody of the AMU Board and other officers as may be identified by the Director.
(i) All copy rights in respect of Question Paper set by the Paper Setter(s) and subsequently moderated by the Moderator(s) shall vest with the AMU Board.

2. Receipt of Answer Books

(i) All answer books from examination centres shall be received by the AMU Board or by an officer identified and recommended by the AMU board.

(ii) All answer books shall be deemed as the confidential document and no person(s) other than identified by the AMU Board shall be permitted to handle the same.

(iii) All the answer books received from the examination centres in actual roll numbers of the candidate shall be converted into code numbers by the Coding officer/Co-ordinator deputed.

3. Evaluation

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

(ii) The evaluation Centres shall be decided by the AMU Board.

4. Marking Scheme

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

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

5. Head Examiners

(i) The AMU Board shall appoint a person of the rank of Principal/Vice-Principal/ senior Post Graduate Teacher of AMU schools or a senior faculty member of the university as Head Examiner for a subject/paper.

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

(iii) The Head Examiner shall bring to the notice of the AMU Board, discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.

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

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

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

(vii) The Head Examiner shall treat all information provided to him/her and all material supplied to him/her as strictly confidential, and at no stage divulge directly or indirectly any such information to any person other than those authorized by the AMU Board.
(viii) One Head Examiner shall be appointed per subject on every set of maximum fifteen examiners.

6. Examiners

(i) The Head of the schools shall recommend, every year, the names of teachers in their respective subjects, eligible for appointment as Examiner in accordance with the provisions stated in this ordinances.

(ii) Examiner shall:

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

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

(c) be a practising teacher teaching the same subject in a school of the University/Institution.

(d) A retired teacher from a University school (PGT for Class XII and TGT for Class X) teaching the same subject prior to his/her retirement.

(ii) No person shall be appointed as an Examiner in a subject if he/she has been under suspension from service and/or a departmental enquiry is either pending or is envisaged against him/her or has earlier been debarred from any work of the School/University or his/her integrity is doubtful in the opinion of the AMU Board.

(iii) No person shall be appointed Examiner for more than one subject or for more than one Board examination simultaneously.

7. Declaration of Results

All the results of the examinations conducted by the AMU Board shall be declared with the approval of the competent authority.

8. 'Result Later' Cases

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

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

9. Verification of marks/grades obtained by a Candidate in a subject

(i) A candidate who has appeared at an examination conducted by the AMU Board may apply to the Board, in the manner as prescribed by the Board for verification of marks/Grades in any particular subject. The verification will be restricted to checking whether:

(a) All the answers have been evaluated.

(b) There has been no mistake in the total of marks for each question in that subject.
(c) The marks have been transferred correctly on the title page of the answer book and to the award list.

(d) whether the supplementary answer book(s) mentioned by the candidate and attached with the answer book are intact.

(ii) No re-evaluation of the answer book or supplementary answer book(s) shall be done in SA II. However students may apply for verification of grades of Summative Assessment II within 21 days from the date of the declaration of the result, in theory papers of SAII only. The Nodal officer shall intimate change in marks, if any, to the AMU Board thereafter.

(iii) All such applications must be accompanied by the payment of non-refundable fee as prescribed by the AMU Board.

(iv) No candidate shall claim, or be entitled to re-evaluation of his/her answer book(s).

(v) In no case the verification of marks shall be done in the presence of the candidate or anyone else on his/her behalf. Nor will the answer books be shown to him/her or his/her representative.

(vi) Verification of marks obtained by a candidate will be done by the officials appointed by the AMU Board.

(vii) The marks, on verification will be revised upward or downward, as per the actual marks obtained by the candidate in his/her answer book.

(viii) The communication regarding the revision of the marks/change in grade(s) if any, shall be sent to the respective concerned school within a reasonable period of time.

(ix) The AMU Board will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent on the revision of marks or delay in communications for reasons beyond control.

(x) The AMU Board shall revise the marks statement in respect of Secondary School Certificate Examination and Statement of Subject wise Performance/Grade sheet of Performance in respect of such candidates after the previous one is returned by the candidate to AMU board.

(xi) The decision of the AMU board on the result of the verification of marks shall be final.

10. **Maintenance of Answer Books**

The answer books shall be maintained for a period of two months and shall thereafter be disposed of in the manner as decided by the competent authority from time to time.

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