

BOARD EXAMINATIONS

1 Requirements to appear for Examinations

The Examinations will be conducted at the end of each semester for semester subjects by the Board of Examinations. A candidate will be permitted to appear for the Board's Examinations, only if

- (i) he / she secures 80% attendance in the semester concerned
- (ii) he / she earns a progress certificate from the head of the institution for satisfactorily completing the course of study as required by the regulations, and
- (iii) his / her conduct was satisfactory during the course of study.

2 Condonation of Attendance

The minimum overall percentage of attendance (in all subjects of the current semester put together) required for a candidate to become eligible to write the Board's Examination is 80%.

Under extraordinary circumstances, if there exist genuine and valid reasons, the Principal of the college has been empowered by the Chairman, to condone upto a maximum of 5% shortage to a candidate, subject to the condition that he/ she satisfies all the other requirements to appear for the Board's Examination. Under no circumstances a candidate with attendance less than 75% be permitted to write the Board's Examination. The condonement of 5% shortage shall not be done as a routine to all candidates, but only for genuine cases; It shall not be claimed as a matter of right by all candidates.

3 Reasons for disqualifying a student from appearing Board Examinations

- (1) A student who had failed to acquire the minimum required percentage of attendance during a semester of study or discontinued his / her studies in the middle of a semester and who had not paid the examination fee in time shall not be permitted to appear for the Board's Examination.

A regular student who had failed to register himself / herself for the forthcoming Board Examination by paying the examination fee in his institution within the prescribed time limit shall not be permitted to continue his / her studies in the semester after the due date is over.

- (2) A student who had paid the examination fee in time, but do not have enough attendance in the course of study, shall not be permitted to appear for the Board Examination even if he / she receives the hall ticket from the Chairman's Office. Such candidates, however, will be permitted to write the supplementary examinations of previous semesters, if any, using the same hall ticket. While issuing the hall ticket to such candidates, the Principal of the institution has to score out the column pertaining to the current semester (all papers) and mention in the hall ticket as "Supplementary papers only".
- (3) A student who had been debarred from appearing for the Board's Examination for his / her involvement in any malpractice in the previous examination shall not be permitted to attend the class or pay the fee or appear for the examinations till the punishment period is over.
- (4) A student who had exhausted the maximum permitted time limit of 5 / 6 / 6 ½ / 7 years from the date of joining the course shall not be permitted to pay the fee or appear for the examinations, unless otherwise notified.
- (5) A regular student, who had been expelled from the institution on disciplinary measures shall not be permitted to register / appear for the Board's Examinations.
- (6) A student could not claim eligibility to appear for the examination on the ground that he / she had received the hall ticket from the Chairman's office, since hall tickets are being printed and sent to the institutions for all the candidates who had paid the examination fee, normally one month prior to the commencement of the examinations. The Principals will issue the hall tickets only for those who satisfies all the conditions specified in 1.

4 Acts of Malpractice in Examinations and Punishments awarded

A candidate indulging in any of the following acts in the examination hall will be considered as committed malpractice in the examination and booked for the same

- (1) **Possession of** printed / Xerox / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that have been either made use of or not made use of in the examination.
- (2) **Possession of** Programmable Calculators, Mobile Phones, Pagers, Organizers, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not in the examination.

- (3) **Writing** any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination.
- (4) **Writing** any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.
- (5) **Writing** the register number anywhere in the answer book or additional sheets other than in the fly slip.
- (6) **Enclosing** empty additional sheets, wasting the exam stationery wantonly.
- (7) **Writing** the examination without valid hall ticket.
- (8) **Noting down** the answers of problems in his/her question paper before leaving the Hall.
- (9) **Tearing off** sheets from the answer book
- (10) **Keeping** with them, Tables, Hand books, Code books etc. which are not permitted by the Chairman, Board of Examinations, for the day's examination and made / not made use of them in the examination
- (11) **Talking** with neighbours, showing signs or signals to others in the hall / verandah
- (12) **Copying from** printed / xerox / handwritten bits / sheets / book / programmable calculators, organizers, digital memory pad etc. in the examination
- (13) **Exchanging** with neighbours hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them.
- (14) **Showing** the answer book / additional sheet to the neighbours or allowing them to copy.
- (15) **Giving / Getting** the main answer book or additional sheet to / from neighbour for copying.
- (16) **Writing** cine songs, stories, poems or **drawing** sketches irrelevant to the subject in the answer book or additional sheet.
- (17) **Writing** the examination even after the final bell, not obeying to hall superintendent's instructions.

- (18) **Striking off** all the pages including the correct answers written by him / her in the answer book, when being caught for any act of malpractice.
- (19) **Telling** the answer or formula related to any of the question to others writing the same examination.
- (20) **Inserting** pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book.
- (21) **Replacing** the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself or got from outsiders.
- (22) **Writing** answers in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement / attachment.
- (23) **Refusing** to give written statement, **refusing** to receive show cause notice, **absenting** from enquiries, **running** away from examination hall when caught for any malpractice, **trying** to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc.
- (24) **Writing** filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.
- (25) **Acts** of threats, violence, creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall, misbehavior with the supervising staff etc.
- (26) **Repetitive** action of malpractice either in the same sitting or in different sittings in the course of his / her study.
- (27) **Taking away** with him / her the written answer book, without handing over the same to the Hall Superintendent
- (28) **Trying to take away or damage** other candidate's answer book
- (29) **Violating** any other special rules / regulations prescribed then and there by the Board of Examinations.
- (30) **Impersonation** - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
- (31) **Assaulting Physically** or attempting to attack any examination staff while being caught / booked for any malpractice
- (32) **Causing damage** to examination records
- (33) **Arranging outside persons** to terrorise the examination staff

- (34) **Leaving the examination hall** with the question paper of the day's examination before the expiry of the period prescribed by the Board of Examinations (normally 45 minutes from the commencement of exam), in spite of the warning of Hall Superintendent / Additional (or) Chief Superintendent.
- (35) **Causing damage** to the belongings of Examiners, as an act of vengeance.

The candidates who had been booked under any of the above mentioned malpractice will be enquired by a Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Chairman depending on the nature & severity of the malpractice.

The following are the punishments being awarded to such students

- (1) All papers of the concerned semester written by the candidate in that sitting including Practicals will be cancelled.
- (2) All papers written by the candidate in that sitting (all semester papers including practicals) will be cancelled.
- (3) All papers written by the candidate in that sitting (all semester papers including practicals) will be cancelled and the candidate will be debarred for two / four more Board Examinations, as the case may be.

All papers written by the candidate in that sitting (all semester papers including practicals) will be cancelled and the candidate will be debarred for six more Board Examinations, in addition to which legal / disciplinary action will be taken by the institution against that candidate.

5. Payment of Examination Fees

A candidate appearing for the Board's Examination should remit the prescribed fee for all the papers in which he / she had not yet passed. Even though edit lists of arrear papers are being sent by the Chairman's office with respect to each regular student of the institution, it is the duty of the institution to verify, in each case, the papers he / she had already passed before accepting the application and fee from the candidate. The mark sheets / certificates received by a candidate without appearing for all the arrear subjects will be cancelled on a later date when the mistake is detected. Further, action will be initiated against such institution

which receives the fee from the candidates leaving one or two failed subjects and submits the list to the Chairman's office without proper verification. The examination fee with the application has to be collected by the institution from the students without penalty fee / with a penalty fee of Rs.100/- as the case may be, only upto the last dates prescribed by the Chairman's office. The candidates have to obtain the receipt from the institution with the date of payment mentioned, for the examination fee paid, without fail and keep them safe with them for verification when necessity arises.

For such of those candidates who have missed the opportunity to pay the examination fee in their institutions on or before the due dates prescribed, a special provision has been introduced from October 2004 Board Examinations by which the candidate could submit a fully filled up application form duly countersigned by the Principal of the institution along with a Demand Draft for the usual examination fee plus a penalty of Rs.500/- drawn in favour of "The Additional Director of Technical Education (Examinations), Chennai - 600 025" at the Chairman's office in Chennai in person on or before the due date prescribed for the same (usually 10 days before the commencement of Practical Examinations). The hall tickets and the Nominal Roll of the above candidates will be sent separately to the respective institutions. These candidates should necessarily enclose the Photostat copies of all the previous appearance marksheets duly attested by the Principal along with their application forms. The applications submitted by the candidate without the counter signature of the Principal concerned or sent by post will not be accepted, on any grounds.

6. Issue of Hall Tickets / Duplicate Hall Tickets

Hall Tickets are being sent to all those who had registered themselves for the examination by paying the prescribed examination fee within the prescribed time limit. Before issuing the hall tickets to the candidates, the Principal of the institution should verify the eligibility of the candidates to appear for the examination. The hall tickets shall not be issued to candidates who do not have the minimum required attendance in the current semester. The Principal / Chief Superintendent should attest the signature of the candidate on the hall ticket and check the photo embossed on it while issuing the same to him / her. If there is no photo in the space provided, a pass port size photo of the candidate has to be affixed and attested by the Principal.

No candidate will be permitted to write the examination without a valid hall ticket.

If a candidate had lost the hall ticket issued to him, on request, he / she may be issued with a duplicate hall ticket by the Chief Superintendent on payment of a fee of Rs.25/-. A passport size photo of the candidate has to be affixed on the hall ticket & the photo and signature of candidate have to be attested by the External Additional Chief Superintendent of the Centre, before it is being issued.

If the candidate has forgotten to bring the hall ticket to the Hall on the examination day, or if the candidate who lost the hall ticket do not have any passport size photo with him / her, a temporary hall ticket without photo may be issued to the candidate for the day's examination only, after receiving an undertaking from the candidate that either the original hall ticket or a photo attested duplicate hall ticket will be produced to the Additional Chief Superintendent on the following day for verification of the genuineness of the candidate. A fee of Rs.25/- will be collected for the temporary hall ticket also.

The candidate should be personally identified by the Principal of the institution at the examination hall, when temporary duplicate hall ticket without photo is being used by him / her, and this fact should be noted in the temporary hall ticket itself, as "identified".

The duplicate hall tickets issued to the candidates, with the photo and signature of candidate attested by the Additional Chief Superintendent, and the temporary duplicate hall tickets with identification certificate by Principal shall be collected back from them after the day's examination and sent to the Chairman's office for verification, on the last day of the examination with a consolidated statement along with the DD for the total amount thus collected.

7. Issue of Mark sheets / Diploma Certificates – regarding With-held results

The final semester mark sheets of candidates who pass in the final semester examination, but do have arrears in the lower semester examinations, will be with-held by the Board till they clear all the arrears. Such with-held marksheets will be automatically released by the Board and sent to the institution along with the Provisional / Diploma certificates, when the candidates do pass their arrear papers. The candidate or the institution need not apply to the Office of the Chairman for releasing such with-held marksheets, as having done in the previous years. But, before issuing the Provisional / Diploma certificate to the concerned candidate, the Principal of the institution should personally verify his / her mark sheets of all semesters to confirm that the candidate had passed in all subjects of all year / semesters. If it is found that the candidate is still having arrears in one or two lower semester papers, his / her final semester mark sheet, provisional certificate and diploma certificate should be returned to the Chairman's Office; such certificate shall not be issued to the candidate on any account. However, final semester mark sheets of failed candidates will be issued as in the case of other semester mark lists. If any failed candidates do not receive his / her mark list that should be intimated to the Chairman's Office immediately; he / she shall not simply assume that his / her mark sheet had been with-held.

8. Revaluation of Examination Papers

In respect of Diploma Courses, any candidate can apply for revaluation of his / her answer script of any theory paper he / she had appeared, if he / she do not satisfy with the marks awarded to him / her in the paper. First, the candidate has to fill in the prescribed application form and remit necessary fee (Rs.100/- per paper) for getting the Xerox copy of answer script by way of Demand Draft, obtained from any nationalized bank in the name of “Additional Director of Technical Education (Examinations), Chennai - 600 025” payable at “Chennai” and submit the same to the Chairman through his / her institution within the last date prescribed (generally 15 days from the date of publication of results).

After going through the script, if the candidate desires for revaluation of his / her answer script, he / she has to fill the application form enclosed with the Xerox copy, pay the revaluation fee (Rs.400/- per paper) by way of Demand Draft as specified above and send the application directly to the Chairman’s office within the prescribed date (usually one week from the date of sending Xerox copy). After the expiry of last dates, the script will be revalued by a panel of valuers and the revised marks will be intimated to the candidates. The candidates who secure increase in marks in the revaluation have to surrender their original mark sheets to the Chairman’s office to get revised marksheets. Those who get lesser marks in revaluation are permitted to retain their original marks. A candidate, who had applied for the Xerox copy of the answer book only, can apply for revaluation of the same. The revaluation system is not applicable for the practical subjects of diploma courses including written practicals and project works and for all subjects of certificate and post-diploma courses. Applications received after the prescribed due dates will not be entertained by the Board.