

## ASSAM HIGHER SECONDARY EDUCATION COUNCIL BAMUNIMAIDAM :: GUWAHATI-21

## GUIDELINES FOR PRACTICAL EXAMINATION – HS FINAL EXAMINATION, 2017

- 1. The Institutions having Recognition/Second Year permission of the Council shall hold the Practical Examination for their students in their respective Venues already granted by the Council. The students of permitted/non-permitted institutions will have to appear in their parent Venues. However, the Council will allow as a very special case certain institutions having First Year permission equipped with satisfactory laboratory facilities to hold the ensuing Practical Examination.
- 2. Arrangement of External Examiner(s) for conducting the Practical Examination shall have to be done locally by the Principal/Officer-in-Charge of a Practical Venue as has been done in 2016 Practical Examination.
- 3. Regular, senior and experienced teachers (at least 5 years as Teacher & External Examiner) from Govt./Provincialised Degree Colleges, Junior Colleges and Higher Secondary Schools should be engaged as External Examiner for conducting Practical Examination subject to prior approval of the Council. In no case any retired teacher and the teacher(s) from other than home district should be engaged as External Examiner.

The Principals of Practical Venues shall intimate the Council about the tentative date(s) of Practical Examination along with names of External Examiners engaged by them as per prescribed format of the Council for approval.

- 4. The Practical Examination must be held conveniently within the time frame as stipulated by the Council i.e. from 2<sup>nd</sup> to 30<sup>th</sup> January, 2017
- 5. The Practical Examination Venue in respect of examinees having subjects like Anthropology, Computer Science & Application, Entrepreneurship Development, Fine Arts, Geology, Home Science, Multimedia & Web Technology, Psychology, Sattriya Dance etc. in which the number of examinees is very low (less than 10) will be finalized by the Council.

- 6. The mark-foils, answer scripts along with related document of the Practical Examination should be submitted to the Council as early as possible after completion of the practical examination.
- 7. Appointment letters, Remuneration Bills along with other practical examination related materials will be provided by the Council to all the Officer-in-charge of the Practical Venues. The Principal will appoint subject-wise External Examiner from their respective district with intimation to the Council.
- 8. Blank Answer Scripts, confidential question paper along with instructions will be provided to each Practical Venue in due course of time as usual.
- 9. A common Admit Card for both Practical and Theory Examinations will be issued by the Council to all eligible examinees ahead of Practical Examination. The examinees concerned will collect those conveniently from their respective Principal/Officer-in-Charge of Examination Venue/Centre.
- 10. The present/absent records of examinees should be noted clearly and the records shall be submitted to the Council immediately after completion of the Practical Examination.
- 11. Any difficulties/inconvenience faced in respect of holding the examination should be informed/consulted over Mobile phone No. 94351-46338.

Sd/-Jyoti Kalita Dy. Secretary (Admn) & Exam. i/c Assam Higher Secondary Education Council Bamunimaidam, Guwahati-21