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## COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

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Chief Executive & Secretary

**Dr. Joseph Emmanuel**

PV/XII - 2/2024/

May 2024

**To: All Heads of Schools concerned**

Dear Principal,

**Subject: Guidelines for the Recheck & Re-evaluation, Improvement Examination, Examination for Supplementary Pass Certificate, and Candidates Not Awarded Pass Certificate at ISC Year 2024 Examination.**

We congratulate all our candidates who took the ISC Year 2024 Examination. We wish them success in their future endeavours.

We also express our gratitude to all the Heads of Schools, Teachers, and Examiners who worked tirelessly and helped us declare the ISC Year 2024 Examination Results.

Kindly note, after receiving the Year 2024 Results, the candidates who are desirous of getting their results rechecked, may apply for the same latest by **10<sup>th</sup> May 2024**. Candidates who would not be satisfied with the result of their Recheck Request, when declared, will get an option to apply for the Re-evaluation of their Theory answer script(s) of the subjects concerned.

Candidates who have attained the PCNA (Pass Certificate Not Awarded) Result in the Year 2024 Examination, can appear for the Improvement Examination this year. These candidates can take this Examination in one or a maximum of two subjects. The candidates who are not successful in the Improvement Examination may take the ISC Year 2025 Examination.

Candidates who have been successful in the Year 2024 Examinations and wish to improve their performance in one, or a maximum of two subjects, can take the Improvement Examination this year. The candidates also have the option of improving their performance in one or more subjects, the following year, and sit for the ISC Year 2025 Examination for a Supplementary Pass Certificate.

For detailed information regarding the above-mentioned options available to the candidates, kindly refer to the Annexures attached herewith.

With warm regards,

Yours sincerely,

Dr. Joseph Emmanuel  
Chief Executive & Secretary

- Encl: 1. Annexure 1 – Guidelines for ISC Year 2024 – Recheck & Re-evaluation  
2. Annexure 2 – Guidelines for ISC Year 2024 – Improvement Examination.  
3. Annexure 3 – Guidelines for Examination for Supplementary Pass Certificate.  
4. Annexure 4 – Guidelines for candidates Not Awarded Pass Certificate at ISC Year 2024 Examination.

**GUIDELINES FOR ISC YEAR 2024 – RECHECK & RE-EVALUATION**

1. Enquiries concerning examination results on behalf of the School candidates must be made to the Chief Executive and Secretary of CISCE by the Head of the School concerned only and must reach the CISCE's office, not later than the specified date. Enquiries should be restricted only to results which are significantly below the standard suggested by the candidate's schoolwork in the subject.
2. **Recheck:** The accuracy of a subject grade awarded will be checked on request, in one or more subjects, provided that the Head of the School/ Candidate submits the application online. Applications for recheck must be submitted online and must be received at CISCE's office not later than **10<sup>th</sup> May 2024**. For each recheck, Candidates, through their school / Candidates themselves, will be required to pay ₹ 1,000/- per subject (as prescribed by CISCE from time to time), which should be made online.

**The recheck will be restricted only to check whether:**

- all the answers have been marked;
  - there has been mistake in the totalling of marks for each question in the subject and in transferring the marks correctly onto the first cover page of the answer script;
  - the continuation sheets attached to the answer script, as mentioned by the candidate, are intact.
- (i) The recheck will be carried out by a competent person appointed by the Chief Executive and Secretary of CISCE.
  - (ii) On rechecking the scripts, if it is found that there is an error, the marks will be revised accordingly.
  - (iii) The results of all the Recheck requests received by CISCE will be declared together, within four weeks, through the website of CISCE ([www.cisce.org](http://www.cisce.org)).

**The candidates who are not satisfied with the recheck results of the subjects for which they had applied for, will be permitted to apply for re-evaluation of their answer scripts of those subjects only.**

3. **Re-evaluation:** The accuracy of a subject grade awarded will be checked on request, in one or more subjects, provided the Head of the School/ Candidate submits the application online. Online applications for re-evaluation must be received at CISCE's office on the day (i.e., within 24 hours) which will be notified to all the stakeholders, through the website of CISCE ([www.cisce.org](http://www.cisce.org)).

For each re-evaluation, Candidates, through their schools / Candidates themselves, will be required to pay ₹ 1,500/- per subject (as prescribed by CISCE from time to time), which should be made online. **The charges paid for re-evaluation of answer scripts will be non-refundable.**



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**The results of all the Re-evaluation requests received by CISCE will be declared together, within three weeks, through the website of CISCE ([www.cisce.org](http://www.cisce.org)).**

- (i) The re-evaluation of answer script will be carried out by a competent person appointed by the Chief Executive and Secretary of CISCE.
- (ii) On re-evaluation of the answer scripts by the subject expert, the marks awarded, whether increased or decreased, will be considered as the FINAL marks.

**Important Points:**

- (i) No candidate, person or organisation shall be entitled to claim disclosure or inspection of the answer scripts or copies of it and other documents as these are treated as most confidential by CISCE.
- (ii) CISCE will not be responsible for any loss or damage, or any inconvenience caused to the candidate, consequent to the revision of marks and no claims in this regard shall be entertained.
- (iii) The Statement of Marks / Pass Certificate for the candidates who have applied for Recheck/ Re-evaluation, will be released after the result of Re-evaluation is declared. However, the documents have been made available on the DigiLocker.



**GUIDELINES FOR ISC YEAR 2024 – IMPROVEMENT EXAMINATION**

The candidates who took the ISC Year 2024 Main Examination and wish to **improve their performance (marks / grade) in the same year of the Examination**, i.e., Year 2024, may take the **Improvement Examination**.

**(i) Eligibility to appear for the ISC (Class XII) Improvement Examination:**

All candidates who appeared for the ISC Year 2024 Main Examination, are eligible to take the Improvement Examination. This will include candidates with any one of the following Results:

- (i) PCA - Pass Certificate Awarded
- (ii) PCNA - Pass Certificate Not Awarded
- (iii) SPCA - Supplementary Pass Certificate Awarded
- (iv) SPCNA- Supplementary Pass Certificate Not Awarded

The candidates whose result is declared as **ABSENT** will **not** be **eligible** for the Improvement Examination.

**(ii) Number of Subjects permitted:**

Candidates will be permitted to appear in a maximum of **TWO subjects** that they would have enrolled themselves for, in the given year of Examination, for the Main Examination. The candidates who choose to appear for the subject English, will have to appear for both, Paper 1, and Paper 2 of the subject.

**(iii) Papers to appear in:**

The candidates who appear for a particular subject in the Improvement Examination will be required to compulsorily appear for the **Theory Paper** of the subject.

**Practical/ Project work:** For the ISC, the marks of the Practical/Project work of the subject, already awarded to the candidate in the Main Examination, will be carried forward. However, if the candidate was Absent earlier, either in Practical or during assessment of Project Work of the subject, then, the candidate, in addition to taking the Theory Examination, is also permitted to submit the Project Work and/or appear for Practical. In such a case, the candidate's Project Work and/or the performance in Practical should be assessed, and marks awarded and submitted.

**(iv) Registration of candidates for Improvement Examination:**

Schools will be able to register the candidates, online, for the Improvement Examination, during the month of July. The dates for the same shall be communicated in due course.

The examination charges for the Improvement Examination are ₹ 500/- per Subject / Paper. For the subject English, the Improvement Examination charges would be ₹ 1,000/-, as the subject involves two Papers, i.e., Paper 1 and Paper 2.



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(v) **Issue of Statement of Marks and Pass Certificates to the candidates who appear for the Improvement Examination.**

*The higher of the two marks obtained by the candidate in the two examinations (i.e., the Main Examination vs. the Improvement Examination) will be considered as the final marks.*

- (vi) The candidates whose overall results change from PCNA (Pass Certificate Not Awarded) to PCA (Pass Certificate Awarded) OR from SPCNA (Supplementary Pass Certificate Not Awarded) to SPCA (Supplementary Pass Certificate Awarded), must return the previous Statement of Marks in original, to CISCE through their school. On receipt of the same, the revised Statement of Marks & Pass Certificate will be sent to the candidates' school. Similarly, for the other candidates who appear for the Improvement Examination, on declaration of Results, must return the previous Statement of Marks and the Pass Certificate in original, to CISCE through their school. On receiving the same, the revised documents will be sent to the candidates' school.





**GUIDELINES FOR EXAMINATION FOR SUPPLEMENTARY PASS CERTIFICATE**

1. Candidates who have attained **PCA Result - Pass Certificate Awarded** at the ISC Year 2024 Examination or earlier and wish to improve their subject grade/s in **ONE or MORE** subjects, may appear for the ISC Year 2025 Examination for a Supplementary Pass Certificate as:

(a) Candidates in regular attendance at a CISCE affiliated school presenting candidates for the ISC Year 2025 Examination (as Type 2 candidates). The Principal of the school concerned would submit the entries of these candidates to CISCE, online. The last date for admission to Class XII is **31<sup>st</sup> August, 2024**.

**OR**

(b) Candidates without attendance at a CISCE affiliated school (Type 4 candidates). To enter for the ISC Year 2025 Examination, the candidates are required to contact the Principal of the school concerned, who would then submit the entries to the office of CISCE, online.

2. Candidates who have been awarded **PCA Result - Pass Certificate Awarded** in ISC Examination conducted in the Year 2023 or earlier and had appeared for a Supplementary Pass Certificate in ISC Year 2024 Examination, will be permitted to enter for a Supplementary Pass Certificate in any/all of the subjects offered in the last ISC Examination taken by them as candidates in regular attendance (provided that the subjects under consideration are still being offered by CISCE for the examination in the year in which the candidates wish to enter). These candidates may appear for the ISC Year 2025 Examination as:

(a) Candidates in regular attendance at a CISCE affiliated school presenting candidates for the ISC Year 2025 Examination (as Type 2 candidates). The Principal of the school concerned would submit the entries of these candidates to CISCE, online. The last date for admission to Class XII is **31<sup>st</sup> August, 2024**.

**OR**

(b) Candidates without attendance at a CISCE affiliated school (Type 4 candidates). To enter for the ISC Year 2025 Examination, the candidates are required to contact the Principal of the school concerned, who would then submit the entries to the office of CISCE, online.

Please note, entries of candidates wishing to reappear for the ISC Examination to be held in the Year 2025 without attendance at an affiliated school (Type 4 candidates) must be submitted to the office of CISCE online, through the CAREERS Portal by the last date of submission, which will be conveyed in due course, with the Examination Charges of ₹ 1,500/-.

All the candidates who will be appearing for the ISC Year 2025 Examination would have to follow the Regulations & Revised Syllabuses and textbooks prescribed for the ISC Year 2025 Examination. **For subjects that have a Theory and a Practical component, the candidate is required to appear for both the components of the Examination.** For the Regulations & Revised Syllabuses for the ISC Year 2025 Examination refer to the CISCE's website: [https:// www.cisce.org](https://www.cisce.org)



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REGULATIONS FOR EXAMINATIONS

The Admission Card, Timetable and other information regarding the examination will be made available through the CAREERS Portal to the Principal of the school, by the last week of January 2025. The candidates may kindly get in touch with the Principal of the school concerned, to collect the printed copy of the Admission Card and Timetable.



OR

The candidates who have been selected for the examination should bring their own stationery and writing materials. They should also bring their own calculator. They should not bring any mobile phone or any other electronic device to the examination centre. They should also bring their own identification card. They should not bring any other items to the examination centre.

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**GUIDELINES FOR CANDIDATES NOT AWARDED PASS CERTIFICATE AT  
ISC YEAR 2024 EXAMINATION**

Candidates who appeared for ISC Year 2024 Examination as candidates in regular attendance at a School affiliated to the Council for the Indian School Certificate Examinations (CISCE) and have attained **PCNA Result - Pass Certificate Not awarded** may appear for the ISC Year 2025 Examination (only in the subjects entered for the Main Examination) as:

- (i) Candidates in regular attendance (as Type 1 candidates) and be admitted to ISC (Class XII), at a CISCE affiliated school presenting candidates for the ISC Year 2025 Examination. The Principal of the school concerned would submit the entries of these candidates to the office of the CISCE, online. The last date for admission to Class XII is **31<sup>st</sup> August 2024**.

**OR**

- (ii) Candidates without attendance at an affiliated school (as Type 3 candidates). Please note that such candidates ***will be permitted to re-appear for the examination only once in the immediate year following their failure, but not thereafter, without further attendance in a CISCE affiliated school.*** To register for the ISC Year 2025 Examination, the candidates are required to contact the Principal of the School concerned, who would then submit the entries to CISCE, online.

Please note, entries of candidates wishing to reappear for the ISC Examination to be held in the Year 2025 without attendance at an affiliated school (Type 3 candidates) must be submitted to the office of CISCE online, through the CAREERS Portal by the last date of submission, which will be conveyed in due course, with the Examination Charges of ₹ 1,500/-.

All the candidates who will be appearing for the ISC Year 2025 Examination would have to follow the Regulations & Revised Syllabuses and textbooks prescribed for the ISC Year 2025 Examination. **For subjects that have a Theory and a Practical component, the candidate is required to appear for both the components of the Examination.** For the Regulations & Revised Syllabuses for the ISC Year 2025 Examination refer to the CISCE's website [https:// www.cisce.org](https://www.cisce.org)

